

To: Councillors Woodward (Vice-Chair),  
Page and Rowland

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**NOTICE OF MEETING - LICENSING APPLICATIONS SUB-COMMITTEE 1 - 12 MAY 2020**

A meeting of the Licensing Applications Sub-Committee 1 will be held on Tuesday, 12 May 2020 at 5.00 pm in the Online meeting via Microsoft Teams. If you wish to observe the meeting, please e-mail Julie Quarmby, Committee Services, at [julie.quarmby@reading.gov.uk](mailto:julie.quarmby@reading.gov.uk). The Agenda for the meeting is set out below.

	<u>WARDS AFFECTED</u>	<u>Page No</u>
1. PROTOCOL FOR ONLINE MEETINGS OF LICENSING APPLICATIONS SUB-COMMITTEES 1 & 2	BOROUGH WIDE	3 - 6
<p>The Chair will outline the arrangements for online meetings of Licensing Applications Sub-Committees 1&amp; 2. The attached Protocol was approved by Policy Committee on 27 April 2020.</p>		
2. DECLARATIONS OF INTEREST		
<p>(a) Councillors to declare any disclosable pecuniary interests they may have in relation to the items for consideration;</p> <p>(b) Councillors to declare whether they wish to speak on the grounds they:</p> <p>(i) Have submitted a relevant representation; or</p> <p>(ii) Will be speaking on behalf of someone who has submitted a relevant representation.</p>		
3. MINUTES	BOROUGH WIDE	7 - 18

*CIVIC OFFICES EMERGENCY EVACUATION: If an alarm sounds, leave by the nearest fire exit quickly and calmly and assemble on the corner of Bridge Street and Fobney Street. You will be advised when it is safe to re-enter the building.*

To confirm the minutes of the meetings of the Licensing Sub-Committee 2 held on 5 and 12 March and the Licensing Sub-Committee 1 held on 17 March 2020 as a correct record.

**4. APPLICATION FOR THE GRANT OF A PREMISES LICENCE - BOROUGH 19 - 140  
STORIES IN THE PARK WIDE**

To consider an application for the Grant of a Premises Licence in respect of Stories in the Park, Palmer Park, Reading.

## PROTOCOL FOR LICENCING HEARINGS UNDER THE LICENSING ACT 2003

This protocol allows the Council to deal with Licensing Act 2003 matters during the pandemic emergency.

During this period, the Council will convene remote hearings using video and audio technology. Licensing hearings are governed by specific provisions in the Licensing Act 2003 and the Licensing Act 2003 (Hearings) Regulations 2005. They provide a wide degree of flexibility to Licensing Authorities in determining their own hearing procedures. This Protocol is part of the Council's Hearing Procedures.

### Consultation periods and representations

1. The Council website will indicate that all representations in relation to a new application should be submitted on line or by e-mail to reduce the risk that they may not be received or considered by the authority.
2. Officers will ensure that they are in receipt of any representations received within the consultation period, before agreeing to the grant of any application by delegated authority.

### Time for submission of documentation supporting application/representation

3. Documentation in support of applications and representations to be provided at least 10 working days prior to the hearing date. Any documentation received after that date will only be considered in exceptional circumstances at the Chair's discretion. Where information about the exceptional nature of the delay is not provided it will not be forwarded to the Chairman for consideration.
4. Information and documentation will only be considered if the contents are in support of a ground for objection or representations already made during the consultation period and must be relevant to the licensing objectives. Only written documentation should be provided.
5. CCTV and audio evidence will only be admitted in exceptional circumstances where it is necessary in the interests of justice. No CCTV or audio evidence will be sent to the Chairman for consideration without an explanation of why it is exceptional and why it is necessary to admit it in the interests of justice.

### Notice of hearing

6. A Notice of Hearing will be sent to all parties five clear working days before the meeting. In some cases, a shorter period of notice will be necessary due to statutory timescales involved in notifying the Council of the application or determining the application. The Notice will provide details of the date and time of the online hearing, and a link for joining the meeting, the hearings procedure note and the report from the Council's Licensing Officer with relevant objections attached.

7. The Chair will decide a practical protocol for management of the debate and decision-making in an online environment - e.g. calling of speakers, self-introduction before speaking, etc. Such a protocol can be amended from time to time and does not require Committee approval for any change.
8. Parties must submit their written submission on the written evidence by email at least 72 hours before the hearing is due to start, summarising the points they wish to make at the hearing and the outstanding issues. The written submission should be no longer than one side of A4 sized paper. These written submissions will assist in the conduct of the remote hearing and the decision-making process.
9. Applicants are encouraged to attend the hearing online but are also advised that they may elect not to attend the hearing and instead allow the decision to be considered on the basis of written representations, and that the hearing will be decided on the information available at the hearing
10. A party may be assisted or represented by a person who does not have to be legally qualified.

#### Agenda documents

11. Agenda Documents will be accessible online or sent via email in a format and pagination common to all participants this will usually be a single PDF document bundle.

#### The Online hearing

12. The normal committee hearing procedure will be followed (included in the pack sent to the party) with the following changes during the pandemic period:
13. Members, officers, and all relevant parties, including applicants, interested parties, responsible authorities will be invited to join (attend) the meeting remotely via Microsoft Teams. This application enables individuals to view and participate in a video-conference using a desktop computer, lap-top, tablet device or even smart-phone. The press and members of the public are also invited to observe the meeting, but not participate.
14. When making a representation all relevant evidence up to the point of making the representation must be included and submitted. Matters arising after the date of submission may be submitted but must only be submitted if relevant to the initial submission and could not have been submitted at the date of the original submission. Justification for later submission of evidence should be submitted with clear justification as to why there is need for a further submission. This could be due to further breaches of conditions after the initial submission or the service of a notice for example.
15. Matters included in any submission must:
  - Detail how the applicant has complied with Section 182 of the Guidance and what attempts have been made to resolve the matter informally

- focus on the four licensing objectives and the potential impact of any application on those
  - Adhere to local policies
  - Be relevant
  - Be evidence led not based on speculation
16. Video evidence must be in MP4 format. The recording must be edited down to the highlights, containing only relevant matters which relates to the written representation submitted. In addition, a description of how, when and where the video was recorded and what it contains must be submitted in evidence. The Chair will decide if it is necessary in the interests of justice for the video evidence to be reviewed.
  17. If any video evidence is to form part of the relevant parties 5 minute opening submission it must be supplied at least 10 working days before the hearing in the correct format and in accordance with the requirements in paragraph 16 above.
  18. Parties are reminded that, even where an application has attracted representations, applications can be determined without the need for a hearing where all parties consent to dispense with a hearing by virtue of regulation 9 of the Hearing Regulations. In these cases, written representations may be submitted and considered before a determination is made.
  19. The Chair will invite the participants to join the meeting, introduce themselves and the panel members and outline the procedure to be followed.
  20. Each party will be allowed 5 minutes to speak (their written representations having been considered).
  21. When not speaking their microphone will be muted by the meeting producer.
  22. Members' deliberations will take place without other participants, the press, and members of the public, being able to hear or see those deliberations by way of a separate conference with Members, Legal Officer, and an officer from Democratic Services.
  23. The summary decision and reasons will be advised by email to all those who notify the Committee Administrator of a valid email address in advance.
  24. Notification in writing of the full decision with reasons will follow in five working days.
  25. To meet the legal requirement for hearings to be held in public members of the press and public will be able to observe the meetings online. A recording may also be subsequently available on the Reading Borough Council website.

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## LICENSING APPLICATIONS SUB-COMMITTEE 2 MINUTES - 5 MARCH 2020

**Present:** Councillors Edwards (Chair), Grashoff and Page.

### 16. MINUTES

The Minutes of the meetings of Licensing Applications Sub-Committee 2 held on 14, 30 and 31 January 2020 were agreed as a correct record and signed by the Chair.

### 17. APPLICATION FOR THE REVIEW OF A PREMISES LICENCE - FAVOURITE CHICKEN AND PIZZA

The Assistant Director of Planning, Transport and Regulatory Services submitted a report on an application by Thames Valley Police for the review of the Premises Licence in respect of Favourite Chicken and Pizza, 10 St Marys Butts, Reading, RG1 7LN. The review had been requested following a number of violent incidents that had occurred in and around the premises, which included large-scale fights, possession of drugs, a stabbing and use of a Taser to arrest an individual. The most recent of these incidents had happened on 21 December 2019 where a large-scale disorder had taken place outside the premises. Inspection of the premises had also found a number of management failures.

The Sub-Committee considered a request from Jean Champeau, Principal Licensing Officer, to adjourn the hearing until 26 March 2020. He explained that both parties had continued to submit additional evidence following the submission of the review papers and that it had been difficult to provide a coherent report to the Sub-Committee. He added that the adjournment would allow both Thames Valley Police and the Premises Licence Holder (PLH) to resubmit all of their evidence, both written and in other media, in a comprehensive and cross-referenced bundle, which would enable the Sub-Committee to fully comprehend the information and evidence before holding the review.

Jean Champeau added that he would be asking for an adjournment of the review of the Premises Licence for Bar Iguana/Premier, also held by the same PLH, at the Sub-Committee meeting arranged for 12 March 2020. In order for this review to be heard on 26 March 2020, he explained that a separate evidence bundle would also need to be submitted by both parties by the required deadline.

Mr William Donne, the Premises Licence Holder's representative, and Mr Kamal Saleem, the Designated Premises Supervisor, were present at the meeting and addressed the Sub-Committee.

Robert Smalley, Licensing Enforcement Officer, Reading Borough Council and Simon Wheeler, Thames Valley Police, were present and addressed the Sub-Committee. Jason Jones, Thames Valley Police also attended the meeting.

### Resolved -

That consideration of the review of the Premises Licence in respect of Favourite Chicken and Pizza, 10 St Mary's Butts, Reading, RG1 7LN be adjourned until 26 March 2020, to allow both parties to resubmit all evidence produced after the review application was served as follows:

- (a) All evidence to be lodged in a bundled form and cross-referenced with any CCTV supplied;





Appendices 2 and 3. The report also stated that at its meeting on 14 February 2019 the Licensing Applications Sub-Committee had decided to adjourn the hearing in order to allow the applicant time to speak to the planning department and a copy of the relevant minute was attached at Appendix 4.

The report stated that in determining the application the Licensing Authority had a duty to carry out its functions with a view to promoting the four licensing objectives, as follows:

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

The report also stated that any conditions placed on the premises licence should be appropriate and proportionate with a view to promoting the licensing objectives and that the Licensing Authority could amend, alter or refuse an application should it be deemed appropriate for the promotion of the licensing objectives. The Council's Licensing Policy also placed an onus on applicants who wished to open beyond 2300h hours to demonstrate how they would mitigate the issues of crime and disorder and potential public nuisance.

The report set out paragraphs 8.41 to 8.49, 9.11 to 9.13, 14.63 and 14.64 from the Secretary of State's Guidance to the Licensing Act 2003 issued in April 2017. The report also set out paragraphs 2.2 to 2.7, 3.3, 3.5, 3.6, 9.1 to 9.3, 9.6, 9.7, 12.1 to 12.3, 12.6 to 12.8, 12.10 to 12.15, 12.18 to 12.21, 12.23, 12.24, 12.27 and 12.35 of the Council's Statement of Licensing Policy.

Mr Tim Shield, John Gaunt & Co Solicitors and Mr Stuart Rose, representing the applicant, were present at the meeting and addressed the Sub-Committee on the application.

Robert Smalley, Licensing Enforcement Officer, Reading Borough Council, and Simon Wheeler, Thames Valley Police, were both present and addressed the Sub-Committee on their representations regarding the application as stated in the report.

#### **AGREED:**

- (1) That in order to promote the four licensing objectives and having regard to the oral and written representations made, the Secretary of State's guidance and the Council's statement of Licensing Policy, the application in respect of Premier Inn, 20 Hosier Street, be granted as follows:

Hours for the Sale of Alcohol (on and off the premises)

Monday to Sunday 1000 hours until 0000 hours

(24 hours for residents)

Films

Monday to Sunday 1000 hours until 2330 hours

- (2) That the premises be open to the public as follows to align with the hours permitted within the planning permission granted on 4 November 2019:

Hours Open to the Public

Monday to Sunday 0600 hours until 0000 hours

- (3) That the following conditions, in addition to any mandatory conditions, be attached to the licence:
- (a) The Premises Licence Holder shall ensure the premises' digitally recorded CCTV system cameras shall continually record whilst the premises are open to the public and recordings shall be kept for a minimum of 31 days with time and date stamping. The entire licensable area shall be covered by the CCTV. There shall be at least one camera positioned at each entry and exit point to monitor any external areas to the premises. This includes any areas designated for tables and chairs and/or a designated smoking area. Data recordings shall be made immediately available to an authorised officer of Reading Borough Council or Thames Valley Police together with facilities for viewing upon request. Recorded images shall be of such quality as to be able to identify the recorded person in any light. At least one member of staff on the premises at any time during operating hours shall be trained to access and download material from the CCTV system;
  - (b) Signs shall be based in prominent positions on the premises notifying customers that CCTV is in operation;
  - (c) When employed, a register of Door Supervisors shall be kept. The register must include the following details:
    - Full SIA registration number;
    - Date and time that the Door Supervisor commenced duty, countersigned by the Designated Premises Supervisor or Duty Manager;
    - Date and time that the Door Supervisor finished work, countersigned by the Designated premises Supervisor or Duty Manager;
    - Any occurrence or incident of interest involving crime and disorder or public safety must be recorded giving names of the Door Supervisor involved;
    - The Door Supervisor register shall be kept at the premises and be available for inspection by an authorised officer of Thames Valley Police or an authorised officer from Reading Borough Council and shall be retained for a period of six months
  - (d) When Door Supervisors are employed at the premises they shall be easily identifiable and display their badges in high visibility arm bands. One Door Supervisor shall also be equipped with a body worn camera to record any incident that undermines the promotion of any of the four licensing objectives. A door register shall also be kept and maintained at the premises and produced to authorised officers of Reading Borough Council and Thames Valley Police upon request.
  - (e) A closure and dispersal policy for controlling the closure of the premises and the departure of customers from the premises at the conclusion of licensed activities shall be put in place and shall be actively operated. At the end of licensable activities, staff shall be available to disperse customers away from the premises in line with the dispersal policy.

- (f) Clearly legible and suitable notices shall be displayed at all exits requesting customers to respect the needs of local residents and to leave the premises area quietly. After 0000hrs staff shall be available to ensure that customers disperse quietly.
- (g) All incidents which impact on any of the four licensing objectives shall be recorded in a register kept at the premises for this purpose. The names of the person recording the incident and those members of staff who deal with the incident shall also be recorded. Where known, the names of any offenders shall also be recorded:
  - (1) This record shall be available for inspection by a Police Officer or an authorised officer of Reading Borough Council upon request and shall be retained for one year. The record shall be signed off by the Designated Premises Supervisor or nominated representative at the end of each trading session
  - (2) A weekly review of the incident register shall also be carried out by the Designated Premises Supervisor;
- (h) The premises shall at all times operate a Challenge 25 age verification policy to prevent any customers who attempt to purchase alcohol and who appear to the staff member to be under the age of 25 years from making such a purchase without having first provided identification. Only a valid driver's licence showing a photograph of the person, a valid passport, Military ID or proof of age card showing the 'Pass' hologram (or any other nationally accredited scheme as set down within the mandatory conditions) are to be accepted as identification;
- (i) The premises age verification policy shall be in a written form and displayed in a prominent position on the premises;
- (j) Notices advertising the premises' Challenge 25 scheme shall be displayed in prominent positions on the premises;
- (k) Staff employed to sell alcohol shall undergo training upon induction. This shall include, but not be limited to:
  - 1. The premises age verification policy
  - 2. The law relating to underage sales
  - 3. Dealing with refusal of sales
  - 4. Proxy purchasing
  - 5. Recognising valid identity documents not in the English language
  - 6. Identifying attempts by intoxicated persons to purchase alcohol
  - 7. Identifying signs of intoxication
  - 8. Conflict management
  - 9. How to identify and safeguard vulnerable persons who attend and leave the premises
  - 10. Identifying signs of drug usage and prevention
  - 11. The four licensing objectives

Such training sessions are to be documented and refreshed every six months. All training sessions are to be documented in English. Records of training shall be kept for a minimum of one year and be made available to an authorised officer of Thames Valley Police and Reading Borough Council upon request;

- (l) The Premises Licence Holder and/or Designated Premises Supervisor shall ensure that all staff complete training in Child Sexual Exploitation that is of a standard agreed with Thames Valley Police and Reading Borough Council training package within 28 days of employment and a signed record of their training shall be maintained. Refresher training in relation to CSE shall formally take place once every six months and signed records of this training shall be maintained. These records shall be kept for a minimum of two years of the date of training and shall be made available to any authorised officer of Thames Valley Police or an authorised officer of Reading Borough Council.
- (m) All staff involved in the sale of alcohol shall be trained to record refusals of sale of alcohol in a refusals log (whether written or electronic). The log shall contain:
  - 1. Details of the time and date the refusal was made
  - 2. The identity of the staff member refusing the sale
  - 3. Any detail or description of the person refused and the reason whyThis book/register will be available for inspection by a Police Officer or authorised Officer of Reading Borough Council upon request;
- (n) The Premises Licence Holder or nominate representative shall actively participate in the Local Town Radio Scheme when the premises are open for licensable activities Monday to Sunday inclusive;
- (o) Signs shall be displayed at all exits informing customers that the area outside of the premises is an Alcohol Exclusion Zone;
- (p) No alcohol shall be removed from the premises or consumed outside. The only exception to this would be for service of alcohol to tables in any external area under the control of the Premises Licence Holder;
- (q) No person under the age of 16 will be permitted on the premises after 2000hours unless dining in the restaurant or a resident of the hotel. Any person under the age of 16 who is on the premises after 2100 hours shall be accompanied at all times.
- (r) No externally promoted events that involve the sale of alcohol or the provision of regulated entertainment shall take place at the premises at any time.
- (s) All cash transaction and hotel bookings shall require photographic identification from the person making the booking. Only a valid Driving Licence showing the photograph of the person, valid passport, Proof of Age card showing the PASS” hologram or other identification

document agreed with the Licensing Authority or Police shall be valid for the purposes of this condition.

(The meeting started at 9.35am and finished at 11.45 am)

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## LICENSING APPLICATIONS SUB-COMMITTEE 2 MINUTES - 12 MARCH 2020

**Present:** Councillors Edwards (Chair) and Rowland.

**Apologies:** Councillor Grashoff.

### 19. APPLICATION FOR THE REVIEW OF A PREMISES LICENCE - BAR IGUANA/PREMIER

The Assistant Director of Planning, Transport and Regulatory Services submitted a report on an application by Thames Valley Police for the review of the Premises Licence in respect of Bar Iguana/Premier 11 St Marys Butts, Reading, RG1 7LN.

The Sub-Committee considered a request from Jean Champeau, Principal Licensing Officer, to adjourn the hearing until 26 March 2020. He explained that, at the meeting of the Sub-Committee held on 5 March 2020 to hear the review of the Premises Licence for Favourite chicken and Pizza, he had informed the Sub-Committee of his concerns regarding the late provision of paper work and CCTV footage (Minute 17 refers). The Sub-Committee had agreed that the meeting be adjourned to 26 March 2020 to allow all the required paper work to be collated and presented to all the parties concerned including the Licensing Applications Sub-Committee. At that meeting Mr Champeau also indicated that he would be making the same request at this review hearing.

In consultation with Reading Borough Council Legal Services, Mr Champeau requested that this review hearing be adjourned to 26 March 2020. He added that if the Sub-Committee was minded to adjourn this hearing to 26 March 2020, both parties be directed to provide all additional evidence by 5pm 13 March 2020. He confirmed that:

1. All evidence should be lodged in a bundled form and cross-referenced with any CCTV supplied;
2. That any CCTV should have a brief description detailing what it was and why it was being evidenced;
3. That 5 copies of each CCTV is submitted;
4. That the evidence should be submitted no later than 5pm 13 March 2020

### **Resolved -**

That consideration of the review of the Premises Licence in respect of Bar Iguana/Premier, 11 St Mary's Butts, Reading, RG1 7LN be adjourned until 26 March 2020, to allow both parties to resubmit all evidence produced after the review application was served as follows:

- (a) All evidence to be lodged in a bundled form and cross-referenced with any CCTV supplied;
- (b) Any CCTV to have a brief description detailing what it showed and why it was being produced as evidence;
- (c) That five copies of each CCTV submission be provided to Reading Borough Council;

- (d) That the bundle be submitted no later than 5.00pm on 13 March 2020;

(The meeting started at 9.30am and finished at 9.35 am)



## LICENSING APPLICATIONS SUB-COMMITTEE 1 MINUTES - 17 MARCH 2020

**Present:** Councillors Edwards (Chair), Rowland and Skeats.

### **9. MINUTES**

The Minutes of the meeting of Licensing Applications Sub-Committee 1 held on 14 January 2020 were confirmed as a correct record and signed by the Chair.

### **10. APPLICATION FOR THE REVIEW OF A PREMISES LICENCE - READING COMMUNITY CARNIVAL**

The Assistant Director of Planning, Transport and Regulatory Services submitted a report on an application by Thames Valley Police for the review of a Premises Licence in respect of Reading Community Carnival, Prospect Park Reading.

Mr Jean Champeau, Principal Licensing Officer, was present at the meeting and in reference to the current Coronavirus outbreak, and having regard for public health and safety, requested that the Sub-Committee adjourn the review application until an unspecified date.

#### **Resolved -**

That the review hearing be adjourned on the grounds of public safety to an unspecified date, due to the Coronavirus outbreak.

(The meeting started at 5.02pm and closed at 5.13pm)

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**LICENSING ACT 2003 HEARING TUESDAY 12 MAY 2020 @ 17:00HRS**  
**APPLICATION FOR THE GRANT OF A PREMISES LICENCE**

**1. Premises:**

Stories in the Park  
Palmer Park  
Wokingham Road  
Reading

**2. Applicant:**

Events Leisure Ltd

**3. Background:**

There is currently no licence in force for this event. The same applicant previously applied for, and was granted, a licence for a 1 day version of this event that was held on 28/09/2019. Reading Borough Council received 3 noise complaints in relation to this event.

The application has been submitted by Events Leisure Ltd and is attached as **Appendix RS-1**

Reading Borough Council and Thames Valley Police have proposed conditions to the applicant that we believe will promote the 4 licensing objectives. These are attached as **Appendix RS-2**. Every condition other than condition 21 has been agreed by the applicant.

**4. Proposed licensable activities and hours:**

The application is for the grant of a premises licence for the following activities:

Sale by Retail of Alcohol (On the Premises)

Monday, Wednesday to Saturday from 1200hrs until 2200hrs

Sunday from 1200hrs to 2030hrs

Indoor Sporting Events

Thursday from 1200hrs until 2230hrs

Live Music - Recorded Music - Performances of Dance - Anything Similar To These 3

Monday, Wednesday to Saturday from 1200hrs until 2230hrs

Sunday from 1200hrs to 2100hrs

Opening Hours

Monday, Wednesday to Saturday from 1200hrs until 2300hrs

Sunday from 1200hrs to 2130hrs

This application is for a licence that will be valid for 8 days per calendar year only. 4 days each June and 4 days each September.

**5. Temporary Event Notices**  
In considering any application the Licensing Authority should be aware of the possible use of Temporary Event Notices to extend entertainment activities or hours of operation. A premises may extend the hours or scope of their operation by the use of Temporary Event Notices. Up to 15 events per year can be held under this provision at a particular premises. These events may last for up to 168 hours provided less than 500 people are accommodated and provided the total number of days used for these events does not exceed 21 per calendar year.

**6. Date of receipt of application:** 11 March 2020

**7. Date of closure of period for representations:** 08 April 2020

**8. Representations received:**  
During the 28 day consultation period for the application, representations were received from:  
  
Ms Hilary Kemp - Local Resident - (attached at [Appendix RS-3](#))  
The University of Reading (attached at [Appendix RS-4](#))  
Reading Borough Council - Environmental Protection Team (attached at [Appendix RS-5](#))

**9. Powers of the Authority in determining an application for the grant of a premises licence**  
The Licensing authority, when determining an application for the grant of a premises licence may:

- Grant the application as applied for
- Grant the application with modifications
- Refuse the application

**10. Licensing Objectives and Reading Borough Council’s Licensing Policy Statement**  
In considering representations received the Licensing Authority has a duty to carry out it’s functions with a view to promoting the four licensing objectives, which are as follows:

- The Prevention of Crime and Disorder
- Public Safety
- The Prevention of Public Nuisance
- The Protection of Children from Harm

Any conditions that are placed on a premises licence should be appropriate and proportionate with a view to promoting the licensing objectives. The Licensing Authority can amend, alter or refuse an application should it be deemed appropriate for the promotion of the licensing objectives.

In determining this application, the Licensing Authority must also have regard to the representations received, the Licensing Authority’s statement of licensing policy and

any relevant section of the statutory guidance to licensing authorities.

## **11. Amended Guidance issued under section 182 of the Licensing Act 2003 (April 2018)**

### Licensing Objectives and Aims:

1.2 The legislation provides a clear focus on the promotion of four statutory objectives which must be addressed when licensing functions are undertaken.

1.3 The licensing objectives are:

- The Prevention of Crime and Disorder
- Public Safety
- The Prevention of Public Nuisance
- The Protection of Children from Harm

1.4 Each objective is of equal importance. There are no other statutory licensing objectives, so that the promotion of the four objectives is a paramount consideration at all times.

1.5 However, the legislation also supports a number of other key aims and purposes. These are vitally important and should be principal aims for everyone involved in licensing work. They include:

- protecting the public and local residents from crime, anti-social behaviour and noise nuisance caused by irresponsible licensed premises

### Steps to promote the licensing objectives:

8.41 In completing an operating schedule, applicants are expected to have regard to the statement of licensing policy for their area. They must also be aware of the expectations of the licensing authority and the responsible authorities as to the steps that are appropriate for the promotion of the licensing objectives, and to demonstrate knowledge of their local area when describing the steps they propose to take to promote the licensing objectives. Licensing authorities and responsible authorities are expected to publish information about what is meant by the promotion of the licensing objectives and to ensure that applicants can readily access advice about these matters. However, applicants are also expected to undertake their own enquiries about the area in which the premises are situated to inform the content of the application.

8.42 Applicants are, in particular, expected to obtain sufficient information to enable them to demonstrate, when setting out the steps they propose to take to promote the licensing objectives, that they understand:

- the layout of the local area and physical environment including crime and disorder hotspots, proximity to residential premises and proximity to areas where children may congregate;

- any risk posed to the local area by the applicants' proposed licensable activities; and

- any local initiatives (for example, local crime reduction initiatives or voluntary schemes including local taxi-marshalling schemes, street pastors and other schemes) which may help to mitigate potential risks.

8.44 It is expected that enquiries about the locality will assist applicants when determining the steps that are appropriate for the promotion of the licensing objectives. For example, premises with close proximity to residential premises should consider what effect this will have on their smoking, noise management and dispersal policies to ensure the promotion of the public nuisance objective. Applicants must consider all factors which may be relevant to the promotion of the licensing objectives, and where there are no known concerns, acknowledge this in their application.

8.45 The majority of information which applicants will require should be available in the licensing policy statement in the area. Other publicly available sources which may be of use to applicants include:

- the Crime Mapping website;
- Neighbourhood Statistics websites;
- websites or publications by local responsible authorities;
- websites or publications by local voluntary schemes and initiatives; and
- on-line mapping tools.

8.46 While applicants are not required to seek the views of responsible authorities before formally submitting their application, they may find them to be a useful source of expert advice on local issues that should be taken into consideration when making an application. Licensing authorities may wish to encourage co-operation between applicants, responsible authorities and, where relevant, local residents and businesses before applications are submitted in order to minimise the scope for disputes to arise.

8.47 Applicants are expected to provide licensing authorities with sufficient information in this section to determine the extent to which their proposed steps are appropriate to promote the licensing objectives in the local area. Applications must not be based on providing a set of standard conditions to promote the licensing objectives and applicants are expected to make it clear why the steps they are proposing are appropriate for the premises.

8.48 All parties are expected to work together in partnership to ensure that the licensing objectives are promoted collectively. Where there are no disputes, the steps that applicants propose to take to promote the licensing objectives, as set out in the operating schedule, will very often translate directly into conditions that will be attached to premises licences with the minimum of fuss.

8.49 For some premises, it is possible that no measures will be appropriate to promote one or more of the licensing objectives, for example, because they are adequately covered by other existing legislation. It is however important that all

operating schedules should be precise and clear about the measures that are proposed to promote each of the licensing objectives.

#### The role of responsible authorities

9.12 Each responsible authority will be an expert in their respective field, and in some cases, it is likely that a particular responsible authority will be the licensing authority's main source of advice in relation to a particular licensing objective. For example, the police have a key role in managing the night-time economy and should have good working relationships with those operating in their local area<sup>5</sup>. The police should usually therefore be the licensing authority's main source of advice on matters relating to the promotion of the crime and disorder licensing objective. However, any responsible authority under the 2003 Act may make representations with regard to any of the licensing objectives if they have evidence to support such representations. Licensing authorities must therefore consider all relevant representations from responsible authorities carefully, even where the reason for a particular responsible authority's interest or expertise in the promotion of a particular objective may not be immediately apparent. However, it remains incumbent on all responsible authorities to ensure that their representations can withstand the scrutiny to which they would be subject at a hearing.

#### Hearings

9.39 The licensing authority should give its decision within five working days of the conclusion of the hearing (or immediately in certain specified cases) and provide reasons to support it. This will be important if there is an appeal by any of the parties. Notification of a decision must be accompanied by information on the right of the party to appeal. After considering all the relevant issues, the licensing authority may grant the application subject to such conditions that are consistent with the operating schedule. Any conditions imposed must be appropriate for the promotion of the licensing objectives; there is no power for the licensing authority to attach a condition that is merely aspirational. For example, conditions may not be attached which relate solely to the health of customers rather than their direct physical safety. Any conditions added to the licence must be those imposed at the hearing or those agreed when a hearing has not been necessary.

9.40 Alternatively, the licensing authority may refuse the application on the grounds that this is appropriate for the promotion of the licensing objectives. It may also refuse to specify a designated premises supervisor and/or only allow certain requested licensable activities. In the interests of transparency, the licensing authority should publish hearings procedures in full on its website to ensure that those involved have the most current information.

#### Determining actions that are appropriate for the promotion of the licensing objectives

9.42 Licensing authorities are best placed to determine what actions are appropriate for the promotion of the licensing objectives in their areas. All licensing determinations should be considered on a case-by-case basis. They should take into account any representations or objections that have been received from responsible authorities or other persons, and representations made by the applicant or premises

user as the case may be.

9.43 The authority's determination should be evidence-based, justified as being appropriate for the promotion of the licensing objectives and proportionate to what it is intended to achieve.

### Licensing Act 2003

The Licensing Act 2003 under Section 18 (6) also states that any relevant representation should be considered in the context of:

(a) the likely effect of the grant of the premises licence on the promotion of the licensing objectives.

Therefore in the context of the grant of a licence, it is reasonable for the Licensing Authority to base its decision on an application on what the likely effects of granting a licence would have on the promotion of the licensing objectives.

### The Council's Licensing Policy Statement (2018):

1.6 The predominantly urban nature of Reading as a town means that an appropriate balance needs to be struck between the needs of local business and the needs of local residents. This licensing policy seeks to encourage all stakeholders to engage in the licensing process so that the needs of all can be taken into account and issues dealt with in a spirit of partnership and cooperation.

### 3. Licensing and integration with other legislation

3.1 Many other pieces of legislation impact directly or indirectly on the licensing regime. The Licensing Authority must have regard to the following when it discharges its responsibilities under the Licensing Act 2003 and in relation to the promotion of the four licensing objectives:

#### Crime and Disorder Act 1998

3.2 This Act requires local authorities and other bodies to consider crime and disorder reduction. Section 17 of the Act states that it shall be the duty of each authority, to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area (including anti social and other behaviour) adversely affecting the local environment. This links specifically with the licensing objective of prevention of crime and disorder and the licensing authority will take into account all reasonable measures that actively promote this licensing objective.

### 5. Licensing Applications

#### Grant and Full Variations

5.6 During the 28 day consultation period, the authority will scrutinise the application along with all of the other Responsible Authorities to judge whether it



undermines the promotion of the licensing objectives. The application will be made available to any person who requests to see it. As per Section 18 (6) of the Licensing Act 2003, it will consider the likely effect of granting any licence on the promotion of the licensing objectives. The authority will expect all applicants to have taken cognisance of the Secretary of State's Guidance; local strategies and initiatives; this policy and any other known local issues before submitting their application and that these matters are addressed within the operating schedule of the application.

5.7 Whilst many applications will be resolved without the need for a committee hearing, any matters or representations that are not resolved will trigger a hearing before the properly constituted Licensing Applications Committee for determination.

## 6. Licensing Conditions

### General Approach

6.1 Conditions shall be appropriate and proportionate for the promotion of the licensing objectives and shall be unambiguous and clear in their stated aims. Conditions will also be tailored to the type, location and characteristics of the particular premises and the relevant licensable activities. Any condition imposed by the Authority shall also aim to avoid duplication of other legislation unless there is a requirement to impose such a condition in order to promote the licensing objectives (for example, a capacity limit for public safety reasons). This shall apply to all relevant applications (grant/variation of a premises licence or club premises certificate)

6.2 The operating schedule within an application should contain an assessment from the proposed licence holder of what they believe are appropriate and proportionate measures to enable them to carry out their proposed licensable activities. This assessment should be arrived at by taking cognisance of this policy and the Secretary of State's guidance which outlines the matters that an applicant should take into account such as issues in the locality and why their proposed measures are suitable for their proposed operation.

6.5 Any conditions imposed upon a premises licence or club premises certificate will be tailored to that type of premises and the style of operation. Consideration will also be given to the locality of the premises; issues in the locality; the issues set out in the Guidance and any policy, initiative or other matter the licensing authority wishes to take into account in order to promote the four licensing objectives.

## 7. Licensing Hours

### General Approach

7.2 When an application receives representations, the authority may consider reducing the opening hours and times for licensable activities if it considers it appropriate for the promotion of the licensing objectives.

### Licensed Premises in Residential Areas

7.6 When dealing with applications and issuing licences, the authority is likely to impose stricter conditions on premises operating in residential areas if it considers it appropriate and proportionate to do so. This will apply to all premises types.

7.8 Premises that wish to provide regulated entertainment may be subject to additional conditions to ensure that residents are not disturbed. This may include the use of sound limiters; keeping doors and windows closed and restricting the hours when music is played.

7.11 Premises that are planning to put on events that involve regulated entertainment may be required to provide the authority with a detailed event management plan of that event which may include a detailed noise risk assessment.

7.12 The licensing authority will seek the input of the Council's Environmental Protection and Nuisance team when looking at measures that may be appropriate for the prevention of public nuisance. This will include taking cognisance of any representations that are submitted as part of the application process or any enforcement action they have taken under their own legislation - such as noise abatement notices.

## 8. Children in Licensed Premises

8.6 The Authority will expect all licence holders or premises that wish to allow children on to their premises to ensure that access is restricted where appropriate. This would include, ensuring that all children are accompanied and that they do not have access to or sight of alcohol.

## 10. Administration, Exercise and Delegation of Functions

10.1 The powers of the Licensing Authority under the Licensing Act 2003 may be carried out by the Licensing Committee; by a Sub Committee or by one or more officers acting under delegated authority. The Licensing Committee will consist of between 10-15 members and the committee may establish one or more sub-committees consisting of two or three members.

10.3 A Licensing Sub-Committee shall hear all applications where relevant representations have been received and applications for the review of a premises licence that may have been submitted by Responsible Authorities or any other persons.

## **11. Relevant Case law for consideration:**

(R) on the application of Hope and Glory Public House v Westminster City Council (2011) EWCA Civ31

(R) (on application of Daniel Thwaites plc) v Wirral Magistrates' Court and Others (2008) EWHC 838 (Admin)

East Lindsey District Council v Abu Hanif (t/a Zara's Restaurant) (2016)

## **12. Appendices**

**Appendix RS-1: Premises Licence Application Form**

**Appendix RS-2: Premises Licence Conditions agreed between Reading Borough Council, Thames Valley Police & The Applicant**

**Appendix RS-3: Representation from Local Resident - Ms Hilary Kemp**

**Appendix RS-4: Representation from The University of Reading**

**Appendix RS-5: Representation from Reading Borough Council - Environmental Protection Team**

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**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** Events Leisure Ltd

*(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 Stories in the Park Palmer Park Wokingham Road			
<b>Post town</b>	Reading	<b>Postcode</b>	RG6

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£0.00

**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/limited liability partnership  please complete section (B)
  - ii as a partnership (other than limited liability)  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 (by ticking yes to one box below):

- 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 <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b>		I am 18 years old or over <input type="checkbox"/> Please tick yes			
<b>Nationality</b>					
Current residential address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)					



**SECOND INDIVIDUAL APPLICANT (if applicable)**

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b>			I am 18 years old or over <input type="checkbox"/> Please tick yes		
<b>Nationality</b>					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information)					
Current residential address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					

**(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 Events Leisure Ltd
Address 15a Hall Gate Doncaster DN1 3NA
Registered number (where applicable) 11454480
Description of applicant (for example, partnership, company, unincorporated association etc.) Private Limited Company

Telephone number (if any) 
E-mail address (optional) 

**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD	MM	YYYY
0	4	06 20 20

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)  
 Palmer Park is a public park in Reading, England. The initial 21 acres land for the park was given to the town in 1889 by the proprietors of the Huntley & Palmers biscuit firm. It was extended to 49 acres in 1891 and contains a statue of George Palmer. The full park was opened on 4 November 1891

This application relates to the area of the Park indicated on the attached Licensed Plan.

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

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

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

Provision of regulated entertainment (please read guidance note 2)

Please tick all 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**

<b>Plays</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of a play take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue			<b><u>State any seasonal variations for performing plays</u></b> (please read guidance note 5)		
Wed			<b><u>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</u></b> (please read guidance note 6)		
Thur					
Fri					
Sat					
Sun					

**B**

<b>Films</b> Standard days and timings (please read guidance note 7)			<b>Will the exhibition of films take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b>Please give further details here</b> (please read guidance note 4)		
Tue					
Wed			<b>State any seasonal variations for the exhibition of films</b> (please read guidance note 5)		
Thur					
Fri			<b>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</b> (please read guidance note 6)		
Sat					
Sun					

C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 7)			<b><u>Please give further details</u></b> (please read guidance note 4) Darts event taking place within a big top or marquee structure. Hosted by an MC and featuring 2 Pro Darts Players who will oversee audience participation
Day	Start	Finish	
Mon			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 5)
Tue			
Wed			
Thur	12:00	22:30	<b><u>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</u></b> (please read guidance note 6)
Fri			
Sat			
Sun			

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 7)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>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</u></b> (please read guidance note 6)		
Sat					
Sun					

**E**

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of live music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3) Live music may be performed open air or within tented structures.	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	12:00	22:30	<b><u>Please give further details here</u></b> (please read guidance note 4) Live music may be amplified.		
Tue					
Wed	12:00	22:30	<b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 5)		
Thur	12:00	22:30			
Fri	12:00	22:30	<b><u>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</u></b> (please read guidance note 6)		
Sat	12:00	22:30			
Sun	12:00	21:00			

**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3) Recorded music may be played open air or within tented structures	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4) Recorded music may be performed by DJs as part of their performance. Recorded music may also be played as background music		
Mon	12:00	22:30			
Tue					
Wed	12:00	22:30	<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 5)		
Thur	12:00	22:30			
Fri	12:00	22:30			
Sat	12:00	22:30	<b><u>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</u></b> (please read guidance note 6)		
Sun	12:00	21:00			

**G**

<b>Performances of dance</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3) Performances of dance may take place open air or within tented structures	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	12:00	22:30	<b><u>Please give further details here</u></b> (please read guidance note 4) Musical performances may be accompanied by dance. Musical performances may encourage the audience to participate in dance		
Tue					
Wed	12:00	22:30	<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 5)		
Thur	12:00	22:30			
Fri	12:00	22:30	<b><u>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</u></b> (please read guidance note 6)		
Sat	12:00	22:30			
Sun	12:00	21:00			



# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing MC, Host, Compere and the like		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3) Similar entertainments may take place open air or within tented structures	Indoors	<input type="checkbox"/>
Mon	12:00	22:30		Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 4) MC, Host, Compere and the like		
Wed	12:00	22:30			
Thur	12:00	22:30	<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 5)		
Fri	12:00	22:30			
Sat	12:00	22:30	<b><u>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</u></b> (please read guidance note 6)		
Sun	12:00	21:00			




**I**

<b>Late night refreshment</b> Standard days and timings (please read guidance note 7)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>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</u></b> (please read guidance note 6)		
Sat					
Sun					

**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)		
Mon	12:00	22:00			
Tue					
Wed	12:00	22:00			
Thur	12:00	22:00			
Fri	12:00	22:00			
Sat	12:00	22:00			
Sun	12:00	20:30			
			<b>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</b> (please read guidance note 6)		

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name Rachel Bass	
Date of birth 	
Address 	
Postcode	
Personal licence number (if known) LP7002787	
Issuing licensing authority (if known) Reading Borough Council	



## 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 10)**

1. The licence shall be valid for 8 days per calendar year only. 4 days in June and 4 days in September. The dates of the events shall be notified to Reading Borough Council's Licensing Team and Thames Valley Police at least 60 days before the first date in June and September respectively.
2. Events will be categorised as either '18+' or 'Family Friendly'

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

3. The Premises Licence Holder shall keep an incident book/register at the premises. The incident book/register shall be made available for inspection on request to the Police Officer or Authorised Council Officer.
  - a) The name of the person making the entry
  - b) The names of any staff/security personnel members dealing with the incident
  - c) Where known. The names of all persons involved in the incident
  - d) Any visits by the Police or Responsible Authorities
  - e) Any refusals of entry
  - f) Any refusals of service
4. A minimum of 4 door supervisors will be employed and working from the opening of the premises for the first 150 people. The premises will employ a minimum of 1 additional door supervisor for every 100 people thereafter.
5. The Premises Licence Holder shall keep and maintain a register of door supervisors. The register will show the following details:
  - a) The name, home address and registration number of all door supervisors working at the premises.
  - b) SIA registration number
  - c) Date and time that the door supervisor commenced duty, countersigned by the DPS or duty manager.
  - d) Any incident of crime and disorder must be recorded giving names of the door supervisors involved.
  - e) Date and time the door supervisor finished work, countersigned by the DPS or duty manager.
  - f) A record will be kept on site of all SIA checks, on the validity of all door staff licences.
  - g) The door supervisor register must be kept at the premises and be made available for inspection to an officer of Thames Valley police or an authorised officer from Reading Borough Council.
6. One in every three (1:3) Door Supervisors working within the premises will be deployed with digitally recording Body Worn Video (BWV). The BWV will be used to record any incidents which occur inside or outside of the premises involving

customers, prospective customers or any staff member that impact on any of the four licensing objectives. Data recording shall be made immediately available to an authorised officer of Thames Valley Police or an officer from the Reading Borough Council together with facilities for viewing upon request, subject to the provisions of the Data Protection Act.

7. The Premises Licence Holder (PLH) shall ensure that all door supervisors whilst employed at the premises shall wear hi visibility jackets/tabards in bright green, yellow or orange in order that they can be clearly visible armbands must also be worn that incorporate displaying SIA badges. If hi visibility full sleeved jackets are worn the PLH must ensure that all door supervisors' badges are also displayed via an easily visible arm band of a different colour to the jacket that is being worn.

8. The Premises Licence Holder shall ensure that all SIA registered door supervisors and Stewards are over the age of 18.

9. The Premises Licence Holder shall ensure that all SIA registered door supervisors and Stewards understand that:

- a) They must remain positioned in accordance with the security plan
- b) Not consume alcohol or illegal drugs

10. The Premises Licence Holder will ensure that SIA registered door supervisors and Stewards are trained (as appropriate) in:

- a) Their general responsibilities regarding health and safety of all persons at the event
- b) Carrying out pre-event safety checks
- c) The layout of the site and locations of key facilities such as toilets, first aid, water and welfare facilities for persons with special needs
- d) The locations of entrances and exits, how they are to be staffed and potential pinch points within the site
- e) Controlling and directing dispersals
- f) Keeping gangways and exits clear
- g) Investigating incidents
- h) Ensuring that combustible refuse does not accumulate
- i) Responding to emergencies
- j) Evacuation procedures
- k) Communicating with incident control

11. The Premises Licence Holder shall maintain written confirmation that all security personnel have received the appropriate level of training of the duties they have been assigned.

12. A policy covering searching of patrons and staff members must be submitted to and approved by Thames Valley Police. The approved policy must be actively operated within the licence premises/area.

13. The Premises Licence Holder shall implement a written search policy to minimise the risk of illegal weapons and drugs being brought onto the premises, including search, detection, confiscation, storage and disposal of drugs procedures. For events classified as '18+' The search policy shall provide, as minimum:

- (a) For 100% bag search of all customers attempting to enter the premises.
- (b) Randomised customer searching of at least 1 in every 3 customers.
- (c) For the operation of intelligence lead searches of any customer as required.
- (d) Re-admittance for existing customers leaving the premises is permitted and where appropriate, shall be subject to a search by the door supervisors when re-entering the premises/area.

For events classified as 'Family Friendly' The search policy shall provide, as minimum:

- (a) For 100% bag search of all customers attempting to enter the premises.
- (b) Randomised customer searching of at least 1 in every 3 customers (not including those attendees under 18 years of age).

14. Notices shall be displayed advising the public that the right to conduct an outer body search is reserved as a condition on entry, and that the TVP shall be informed if anyone is found in possession of illegal drugs or offensive weapons;

15. An ID scanning system will be employed at the premises. For events classified as '18+' the ID scanning system will be utilised for all customers.

- (a) ID SCAN shall be available as a condition of entry
- (b) This will be in operation for 100% ID Scanning for all customers from opening
- (c) The ID Scan Device shall record the names and dates of birth of all persons entering the premises and retain the image and details of the ID. These records shall be kept for a minimum of thirty-one days and shall be made available to any authorised Officer of TVP.

For events classified as 'Family Friendly' ID scanning will be in operation of 100% of all attendees aged over 18 (therefore it will not be used for attendees under 18 years of age)

16. Records shall be made available to an authorised officer of TVP or an authorised officer of the council together with facilities for viewing with immediate access by a person qualified to operate the system

**c) Public safety**

17. A member of staff trained in first aid (including intoxication and drug awareness) is to circulate the venue monitoring standards of behaviour and levels of alcohol consumption and informing customers of the location of free drinking water.

18. All drinks shall be decanted into polycarbonate glasses, plastic cups or shall be served in plastic. No glassware is to be used.

19. A vulnerable persons/lost child policy will be drawn up and implemented.

**d) The prevention of public nuisance**

20. The PLH shall ensure that the Music Noise Level measured at least 1 m from the façade of the nearest and all other noise sensitive premise (being premises where the occupants are likely to suffer nuisance from excessive noise) shall not exceed the background noise level by more than 15 dBA over a 15 minute period (LAeq15 min). Background noise in this case is the arithmetic average of the hourly LA90 measured over the time period 12:00 – 22:30 hours on an equivalent day when no concert or sound checks are taking place.

21. The licensee shall appoint a suitably qualified and experienced noise control consultant who will produce a Noise Management Plan for events taking place under this Licence. 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. The noise consultants shall be on site for the duration of the festival and must be available to control all music sound levels.

22. If not already carried out, the noise control consultant shall carry out a survey to determine the background noise levels to be used in the condition above at a location representative of the noise sensitive premises likely to experience the largest increase in noise as a result of the event. The results of this survey shall be provided to the RBC Environmental Protection and Nuisance team prior to the event.

23. The Premises Licence Holder shall distribute leaflets advising local residents of the date and timing of the event and the telephone number for the



complaints at least 14 days prior to the event. A copy of the letter shall at the same time be provided to the RBC Environmental Protection and Nuisance team.

24. A noise propagation test shall be undertaken prior to the start of the event in order to set appropriate control limits at the sound mixer position to ensure compliance with the noise limit. 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. The timing of the noise propagation test and any prior to the event shall be included in the resident's letters.

25. A contact telephone number shall be provided to enable contact to be made between officers and the Local Authority and any person in control of the noise source(s) on the licensed premises.

26. The appointed noise control consultant shall monitor noise levels at regular intervals during the event at the noise monitoring locations specified in the noise management plan to ensure compliance with the noise limit.

27. During operating hours, The Premises Licence Holder shall ensure that a hotline is provided to receive and respond to nuisance – related complaints.

28. The noise control consultant shall make available a debrief report detailing the noise levels being produced the stage and at each noise monitoring location within five days of the event; and any actions taken in response to complaints.

**e) The protection of children from harm**

29. The premises will operate a "Challenge 25" policy whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID to prove their age. The only forms of ID that will be accepted are passports, driving licences with a photograph or proof of age cards bearing the 'PASS' mark hologram. Suitable and sufficient signage advertising the "Challenge 25" policy will be displayed in prominent locations in the premises.

30. Events classified as 'family friendly' will feature a detailed lost/found child policy

**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.
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).

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

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

**Part 4 – Signatures** (please read guidance note 11)

**Signature of applicant or applicant’s solicitor or other duly authorised agent** (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

<b>Declaration</b>	<ul style="list-style-type: none"> <li>• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</li> <li>• The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)</li> </ul>
Signature	
Date	09/03/2020

Capacity	Agent on behalf of applicant
----------	------------------------------

**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14) Robert Dudley We Are The Fair Ltd Unit 301 Brickfields 37 Cremer Street			
Post town	London	Postcode	E2 8HD
Telephone number (if any)	[REDACTED]		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) [REDACTED]			

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

- Plays: no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
  - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
  - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
  - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:

- any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
  - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
  4. 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.
  5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
  6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
  7. 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.
  8. 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’.
  9. 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.
  10. Please list here steps you will take to promote all four licensing objectives together.
  11. The application form must be signed.
  12. An applicant’s agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
  13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
  14. This is the address which we shall use to correspond with you about this application.

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

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

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

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

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be

certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

#### **Documents which demonstrate entitlement to work in the UK**

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

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

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

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

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

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

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

#### **Home Office online right to work checking service**

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

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

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

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



## Stories in the Park - Proposed Conditions

1. This licence shall be valid for 8 days per calendar year only. 4 days (within a 7 day period) in June and 4 days (within a 7 day period) in September. The dates of the events shall be notified to Reading Borough Council's Licensing Team and Thames Valley Police at least 90 days before the first date of each event period in June and September respectively.
2. The first draft of the Event Management Plan (EMP) shall be provided to Reading Borough Council's Licensing Team and Thames Valley Police at least 90 days before the first date of each event period in June and September respectively, with the final draft being submitted 14 days before the first date of each event period in June and September respectively.
3. The EMP must identify whether each event day is for attendees aged 18 years and over only (18+) or for attendees of all ages.
4. The Premises Licence Holder shall keep an incident book/register at the premises. The incident book/register shall be made available for inspection on request to a Police Officer or Authorised Council Officer.

The incident book/register shall record:

- a) The name of the person making the entry
  - b) The names of any staff/security personnel members dealing with the incident
  - c) Where known, the names of all persons involved in the incident
  - d) Any visits by the Police or Responsible Authorities
  - e) Any refusals of entry
  - f) Any refusals of service
5. The premises will operate a "Challenge 25" policy whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID to prove their age. The only forms of ID that will be accepted are passports, driving licences with a photograph or proof of age cards bearing the 'PASS' mark hologram. Suitable and sufficient signage advertising the "Challenge 25" policy will be displayed in prominent locations in the premises
  6. A minimum of 4 door supervisors will be employed and working from the opening of the premises for the first 150 people. The premises will employ a minimum of 1 additional door supervisor for every 100 people thereafter.
  7. The Premises Licence Holder shall keep and maintain a register of door supervisors. The register will show the following details:

- a) The name, home address and registration number of all door supervisors working at the premises.
  - b) SIA registration number
  - c) Date and time that the door supervisor commenced duty, countersigned by the DPS or duty manager.
  - d) Any incident of crime and disorder must be recorded giving names of the door supervisors involved.
  - e) Date and time the door supervisor finished work, countersigned by the DPS or duty manager.
  - f) A record will be kept on site of all SIA checks, on the validity of all door staff licences.
  - g) The door supervisor register must be kept at the premises and be made available for inspection to an officer of Thames Valley police or an authorised officer from Reading Borough Council.
8. One in every two (1:2) Door Supervisors working within the premises will be deployed with digitally recording Body Worn Video (BWV). The BWV will be used to record any incidents which occur inside or outside of the premises involving customers, prospective customers or any staff member that impact on any of the four licensing objectives. Data recordings shall be made immediately available to an authorised officer of Thames Valley Police or an officer from the Reading Borough Council together with facilities for viewing upon request, subject to the provisions of the Data Protection Act.
9. The Premises Licence Holder (PLH) shall ensure that all door supervisors whilst employed at the premises shall wear hi visibility jackets/ tabards in bright green, yellow or orange in order that they can be clearly visible and identifiable at all times to the public. When tabards are worn, hi visibility armbands must also be worn that incorporate displaying SIA badges. If hi visibility full sleeved jackets are worn the PLH must ensure that all door supervisors badges are also displayed via an easily visible arm band of a different hi visibility colour to the jacket that is being worn.
10. The Premises Licence Holder shall ensure that all SIA registered door supervisors and Stewards are over the age of 18.
11. The Premises Licence Holder shall ensure that all SIA registered door supervisors and Stewards understand that:
- a) They must remain positioned in accordance with the security plan
  - b) Not consume alcohol or illegal drugs
12. The Premises Licence Holder will ensure that SIA registered door supervisors and Stewards are trained (as appropriate) in:
- a) Their general responsibilities regarding health and safety of all persons at

the event

- b) Carrying out pre-event safety checks
  - c) The layout of the site and the locations of key facilities such as toilets, first aid, water and welfare facilities for persons with special needs
  - d) The locations of entrances and exits, how they are to be staffed and potential pinch points within the site
  - e) Controlling and directing dispersal
  - f) Keeping gangways and exits clear
  - g) Investigating incidents
  - h) Ensuring that combustible refuse does not accumulate
  - i) Responding to emergencies
  - j) Evacuation procedures
  - k) Communicating with incident control
13. The Premises Licence Holder shall provide written confirmation that all security personnel have received the appropriate level of training for the duties they have been assigned 14 days prior to the commencement of each event period.
14. A policy covering searching of patrons and staff members must be submitted to and approved by Thames Valley Police. The approved policy must be actively operated within the licensed premises/ area
15. The Premises Licence Holder shall implement a written search policy to minimise the risk of illegal weapons and drugs being brought onto the premises, including search, detection, confiscation, storage and disposal of drugs procedures. For events identified as '18+' the search policy shall provide, as minimum:
- (a) For 100% bag search of all customers attempting to enter the premises.
  - (b) Randomised customer searching of at least 1 in every 3 customers
  - (c) For the operation of intelligence lead searches of any customer as required.
  - (d) Re-admittance for existing customers leaving the premises is permitted and where appropriate, shall be subject to a search by the door supervisors when re-entering the premises/ area.

For all other events the search policy shall provide, as minimum:

- (a) For 100% bag search of all customers attempting to enter the premises.
- (b) Randomised customer searching of at least 1 in every 3 customers over the age of 18.
- (c) For the operation of intelligence lead searches of any customer as required.
- (d) Re-admittance for existing customers leaving the premises is permitted and where appropriate, shall be subject to a search by the door supervisors when re-entering the premises/ area.

16. Notices shall be displayed advising the public that the right to conduct an outer body search is reserved as a condition of entry, and that the TVP shall be informed if anyone is found in possession of illegal drugs or offensive weapons;
17. A Customer Welfare Officer to circulate the venue monitoring standards of behaviour and levels of alcohol consumption; such Customer Welfare Officer to be trained in first aid including intoxication and drug awareness, and providing free drinking water to customers, where appropriate.
18. All drinks shall be decanted into polycarbonate glasses, plastic cups or shall be served in plastic. No glassware is to be used.
19. An ID scanning system will be employed at the premises and will be utilised for all attendees on event days identified in the EMP as '18+'. For all other events an ID scanning system will be available for use and utilised when the door staff assess it is necessary.
  - (a) ID SCAN shall be available as a condition of entry
  - (b) This will be in operation for 100% ID Scanning for all customers from opening (with the above exception)
  - (c) The ID Scan Device shall record the names and dates of birth of all persons entering the premises and retain the image and details of the ID. These records shall be kept for a minimum of thirty one days and shall be made available to any authorised Officer of TVP
20. Records shall be made available to an authorised officer of TVP or an authorised officer of the council together with facilities for viewing with immediate access by a person qualified to operate the system
21. The control limits set at the mixer position shall be adequate to ensure that the Music Noise Level measured at least 1m from the façade of the nearest and all other noise sensitive premises (being premises where the occupants are likely to suffer nuisance from excessive noise) shall not exceed 65 dBA over a 15 minute period (LAeq15 min).
22. The licensee shall appoint a suitably qualified and experienced noise control consultant. 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. The noise consultant shall be on site for the duration of the festival and must be available to control all music sound levels.
23. The premises licence holder shall distribute leaflets advising local residents of the dates and timings of each event and the telephone number for complaints at least 14 days prior to each event period. A copy of the letter shall at the same time be provided to the RBC Environmental Protection and Nuisance team.

24. A noise propagation test shall be undertaken prior to the start of each event in order to set appropriate control limits at the sound mixer position to ensure compliance with the noise limit. The sound system shall be configured and operated in a similar manner as intended for the events. The sound source used for the test shall be similar in character to the music likely to be produced during the event. The timing of the noise propagation test and any rehearsals shall be agreed with the Environmental Protection team prior to the event and shall be included in the resident's letter.

During each event

25. The Premises Licence Holder shall provide means of communication to enable contact to be made between fixed external noise monitoring points and the central control console(s) on site.
26. A contact telephone number shall be provided to enable contact to be made between officers of the Local Authority and any person in control of the noise source(s) on the licensed premises.
27. The appointed noise control consultant shall monitor noise levels at regular intervals during each event at the four noise monitoring locations specified in the noise management plan to ensure compliance with the noise limit.
28. During operating hours, The Premises Licence Holder shall ensure that a hotline is provided to receive and respond to nuisance related complaints.
29. The Premises Licence Holder or noise control consultant/chief sound engineer shall make available a debrief report detailing the noise levels being produced by the stage, as recorded at the stage and at each noise monitoring location within five days of the event; and any actions taken in response to complaints.

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Hello

I understand Entourage Project have planned large events for students in Palmer Park in June and September 2020.

As a resident of [REDACTED] Road, despite assurances from their sound engineers, I found the event to be unnecessarily loud.

Obviously, now at this time of Lockdown, surely this event has been cancelled for both June and September ?

I strongly object to it going ahead this year.

Kind regards

Hilary Kemp

Sent from my iPhone

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Dear Reading Licensing,

The University of Reading and Reading University Students' Union (RUSU) would like to make a representation relating to the 'Stories in the Park' event due to take place in Palmer Park, Wokingham Road on Saturday 6<sup>th</sup> June 2020. The license application can be seen [here](#).

We have joint concerns about this event which relate to the licensing objectives. The rationale for these concerns are detailed further below.

**The prevention of public nuisance:**

- We have received complaints from local residents relating to noise and anti-social behaviour during and following previous events run by Entourage Project (EP). This includes their 'alternative' Freshers events in September 2019.
- We have not seen any examples of EP mitigating against the risk of public nuisance during their events, for example security staff or street marshals to minimise public nuisance as participants make their way home from their events.

**The prevention of crime and disorder:**

- We have received complaints from local residents relating to disorder during previous events run by Entourage Project (EP).
- We have not seen any examples of EP mitigating against the risk of crime and disorder during or after their events, for example security staff, street marshals or procedures to reduce the risk of illegal drug use.

**Public safety:**

- We have seen little evidence of EP putting in place measures to protect participants' safety and welfare related to excessive alcohol consumption or drug misuse during their previous events, for example the proactive use of street pastors or other welfare schemes.
- We also have concerns about participants leaving the event safely. For example, at previous EP-organised events there didn't appear to be measures in place such as pre-organised transport from the events, or street marshals/street pastors deployed in residential areas to support any vulnerable participants making their way home.

Finally, we would like to note that the University and RUSU have worked very hard to improve local relations between long-term residents and the student community. We have also worked hard to reduce alcohol harm amongst the student community, and to reduce student-related public nuisance. Since 2018, the University has operated a street marshal scheme, at a cost of around £80,000/year, to reduce public nuisance in residential areas. We have also been working closely with RBC and other partners to create a University Community Alcohol Partnership to reduce the harm of alcohol use (and drug use) amongst young people. We are concerned that events like the one EP plans in June 2020 may undermine this hard work.

Many Thanks,



**Sarah Gardner**  
Community Relations Manager  
University of Reading  
[s.gardner@reading.ac.uk](mailto:s.gardner@reading.ac.uk) | [www.reading.ac.uk](http://www.reading.ac.uk)

*Molli Cleaver*

Molli Cleaver  
**RUSU President**



Landline: 0118 378 4133  
Mobile: 07973 503 401  
[president@rusu.co.uk](mailto:president@rusu.co.uk)

**INTERNAL MEMORANDUM**

To: Licensing

From: Rebecca Moon

Dept: Licensing

Dept: Environmental Protection & Nuisance

Cc:

Date: 17<sup>th</sup> March 2020

Urgent  Response required  Further action (see below)

---

Subject: Application for Premises Licence: Stories in the Park  
Premises: Palmer Park

---

I refer to the above application.

I have reviewed the application and consulted our records and would like to make representation against the application. I am concerned that due to the residential location of the premises, a public nuisance due to music noise may result from the event. We received three noise complaint following last year's event.

In addition to the conditions that were on the licence last year, I request the following changes in order to reduce the potential for a public nuisance:

I recommend removal of this condition:

- The control limits set at the mixer position shall be adequate to ensure that the Music Noise Level measured at least 1 m from the façade of the nearest and all other noise sensitive premises (being premises where the occupants are likely to suffer nuisance from excessive noise) shall not exceed the background noise level by more than 15 dBA over a 15 minute period (LAeq15 min). Background noise in this case is the arithmetic average of the hourly LA90 measured over the time period 12:00 – 21:00 hours on an equivalent day when no concert or sound checks are taking place.

And replacement with:

- The control limits set at the mixer position shall be adequate to ensure that the Music Noise Level measured at least 1 m from the façade of the nearest and all other noise sensitive premises (being premises where the occupants are likely to suffer nuisance from excessive noise) shall not exceed 65 dBA over a 15 minute period (LAeq15 min).

65 dBA is the usual noise limit for events in Reading, in line with the Noise Council guidance. However, last year's limit of '15 dBA above background' was in place as Palmer Park has a number of events per year, and the guidance

suggests a lower limit for such sites. This is to ensure lower noise levels for each event, so that residents do not experience as much disturbance. In this case however this did not work and the limit was actually higher than 65 dBA, due to the high background noise levels measured during the survey.

The noise limits the event worked to last year were as follows:

Liverpool Road 71dB  
St Bartholomews Road 69dB  
Culver Road 67dB  
Wykeham Road 70dB  
Erleigh Ct Gardens / Milton Rd 65dB

It is the judgement of the Environmental Protection team that this is unnecessarily loud, as all other events in Reading (with the exception of Reading Festival) operate to a limit of 65 dBA or lower, a limit of higher than 65 dBA is not in line with the guidance, and is more likely to result in a public nuisance. It should be noted that last year's monitoring showed noise levels below or around 65 dBA, therefore if this year's event operates to the higher limit and goes up to the limit, it will be noticeably louder than last year.

NB The following condition should be removed as it is no longer relevant given the above change:

- If not already carried out, the noise control consultant shall carry out a survey to determine the background noise levels to be used in the condition above at a location representative of the noise sensitive premises likely to experience the largest increase in noise as a result of the event. The results of this survey shall be provided the RBC Environmental Protection and Nuisance team prior to the event.

If the applicant can agree to the amended noise limit suggested above then I will be willing to withdraw my representation.

Regards

Rebecca Moon  
Senior Environmental Health Officer



**EVENT SAFETY MANAGEMENT PLAN**

Palmer Park, Reading RG6 1LF

4<sup>th</sup> / 5<sup>th</sup> / 6<sup>th</sup> / 7<sup>th</sup> June 2020

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### STORIES IN THE PARK – LOCATION

Palmer Park,  
Wokingham Road,  
Reading  
RG6 1LE  
UK

51°27'11.1"N  
0°56'18.2"W

### COVID – 19 EVENT STATUS

We understand that in the current climate the probability of the event taking place is quite slim and we completely acknowledge that this event may need to be postponed/cancelled due to the impact of coronavirus and to keep our audience and the wider public safe .

### EVENT OVERVIEW

Following the success of last year's event at Palmer Park, we are looking to expand and host a series of events to maximise the use of the infrastructure. This infrastructure will be similar to last year with a big top playing host to the main stage. However, the size of the big top will be reduced significantly and a secondary stage consisting of an additional Clearspan marquee is to be added.

The four event days will be broken down into four separate events. These consist of:

- *Thur 4th June 2020 (Gates open 17:30. Event ends 22:30)*  
*DARTS* – attended predominantly by students from the local area
- *Fri 5th June 2020 (Gates open 17:30. Event ends 22:30)*  
*LONDON GARAGE ORCHESTRA* – aimed at students but open to the wider community
- *Sat 6th June 2020 (Gates open at 12:00. Event ends 22:30)*  
*STORIES IN THE PARK (SITP)* – a dance music event open to students and revelers over 18
- *Sun 7th June 2020 (Gates open at 12:00. Event ends 18:00)*  
*RAVERTOTS* – a community day accommodating all ages (under 18's permitted).

The first two events will only utilise the mainstage, located within the North East facing big top, with the Saturday and Sunday using the entirety of the space available.

The aims of this event include:

- To collaborate with and positively impact the local supply chain
- To promote the work and aims of the Reading community
- To develop and strengthen links with local communities by offering work to those based in and around the Reading area
- Bringing a collaboration of local and high-profile talent and performers to the area, contributing to the Reading artistic scene
- To allow the public to enjoy the grounds & surroundings of Palmer Park whilst enjoying food and music with friends and family.

## LICENSING

A Premises Licence has been applied for to cover the following licensable activities:

- C - Indoor Sporting Events
- E - Live Music
- F - Recorded Music
- G - Performance of Dance
- H - Anything Similar to E,F,G
- J – Supply of Alcohol

Times that the Licence will authorise the carrying out of licensable activities:

- Regulated Entertainment:  
Mon, Wed, Thu, Fri, Sat 12:00 – 22:30  
Sun 12:00 – 21:00
- Supply of Alcohol  
Mon, Wed, Thu, Fri, Sat 12:00 – 22:00  
Sun 12:00 – 20:30

## AUDIENCE AND CAPACITY

The maximum licensed capacity of the event will be 4999 including artists, crew and contractors (approx. 350). However, it is planned to operate the event with a maximum capacity of 4500 paying customers.

The audience age range is expected to be:

04/06/2020, Darts, 18 – 35  
05/06/2020, London Garage Orchestra, 18 - 45  
06/06/2020, Stories In The Park, 18 - 25  
07/06/2020, RaverTots, All Ages

All events will be ticketed and 18+ aside from RaverTots, which will be open to all ages. We will use postcode geo data available to help ascertain where attendees will be travelling from and adapt our traffic / transport management plan accordingly. Our previous event at Palmer Park allowed us to see that when open to only a student demographic, there was no use of personal vehicles as almost all attendees travelled to the festival on foot or via public transport.

## TICKETS

Ticket prices will be as follows:

### **DAY 1 – DARTS**

TBC

### **DAY 2 – LONDON GARAGE ORCHESTRA**

TBC

### **DAY 3 – STORIES IN THE PARK**

Presale – £15.00

Tier 1 - £20.00

Tier 2 - £25.00

Tier 3 - £30.00

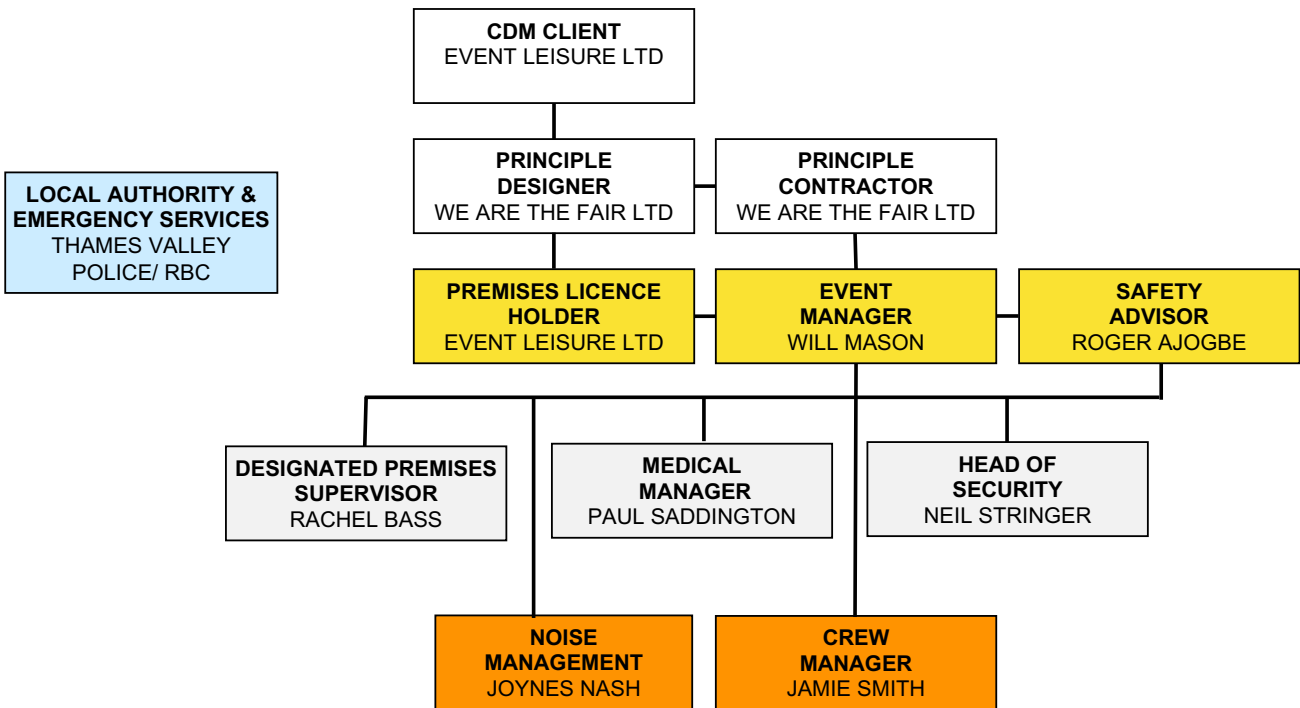
### **DAY 4 – RAVERTOTS**

TBC

It is the target of events to sell out in advance. However, in the event that there are tickets available on the day of the event, there may be a small number of tickets sold at the Box Office.



**SAFETY COMMAND STRUCTURE**



SITP’s organisational structure follows a Gold, Silver and Bronze system dependent on level of authority a position/individual is granted across the event. The below details each key position across the event management team and the diagram above demonstrates a snapshot view.

**Gold Level - Senior Event Management Team**

**Premise Licence Holder (PLH)** – Event Leisure LTD. The PLH will be responsible for ensuring that the events are run in line with the Premises Licence and that all conditions are adhered to.

**Event Safety Advisor** – Roger Ajogbe, We Are The Fair LTD, The Safety Advisor shall advise the Gold Level team of the required safety measures employed at the festival both in terms of its physical design, its management arrangements throughout the event, and oversee all functions that contribute to the licensing conditions. He will liaise directly with the security and medical teams to ensure the safe and efficient operational running of the site.

**Production Manager** – Will Mason, We Are The Fair LTD, The Production Manager shall be responsible for the technical & site infrastructure. He will have overall responsibility for site logistics and the technical infrastructure essential to the presentation of the festival – including staging, sound and lighting. As Production Manager, he shall also be responsible for all site logistics and infrastructure during the build, the festival and the breakdown.

**Silver Level - Contracted Supplier Management Team**

**Designated Premises Supervisor (DPS)** — Rachel Bass, Event Leisure Ltd, The Designated Premises Supervisor (DPS) shall authorise and oversee the sale and/or supply of alcohol for the duration of the event.

**Medical Manager** – Paul Saddington, Quad Medical LTD, The Medical Manager shall be responsible for strategically planning and coordinating the medical resources onsite to ensure that there are suitable and sufficient provisions in place. The Medical Manager shall report directly into the Gold Level Safety Advisor & Production Manager.

**Head Of Security** – Neil Stringer, Professional Security, The Head of Security shall be responsible for planning and coordinating security resources to implement the crowd management plan and report directly into the Gold Level Health & Safety Advisor. They will be responsible for ensuring that there is effective coordination between the SIA licensed resources under their command and the onsite stewarding resources. They will ensure that full logs of the security operation are kept. The Security Manager will be responsible for liaising with Thames Valley Police (TVP) on all issues of crime and disorder.

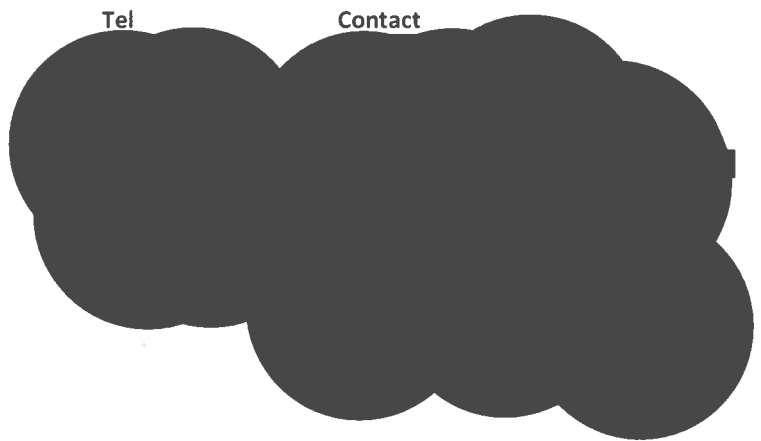
**Bronze Level - Event Production Team**

**Noise Management** – Simon Joynes, Joynes Nash Ltd – The noise consultant will be responsible for monitoring and managing noise from the event. This includes recording dB levels at FOH and pre-agreed locations off site. The noise consultant also responds to any noise related complaints.

**Site Manager** – Jamie Smith, Run The Fields, The Site Manager reports directly to the Gold Level Production Manager and is responsible for all site logistics and infrastructure during the build, the festival and the breakdown.

**KEY PERSONNEL CONTACTS**

Name	Responsibility
William Mason	Production Manager
Toby Mullins	Promoter
Event Leisure	Premise Licence Holder
Roger Ajogbe	Safety Advisor
Neil Stringer	Head of Security
Rachel Bass	DPS
Paul Saddington	Medical Manager
Simon Joynes	Noise Management
Jamie Smith	Site Manager



**DURATION OF EVENT BUILD, BREAK & HOURS OF ENTERTAINMENT**

- Build day 1** – Monday 1<sup>st</sup> June 2020 - 08.00 – 20.00
- Build day 2** – Tuesday 2<sup>nd</sup> June 2020 - 08.00 – 20.00
- Build day 3** – Wednesday 3<sup>rd</sup> June 2020 - 08.00 – 20.00

**Live event day 1:**

**Darts** - Thursday 4<sup>th</sup> June 2020  
Setup – 04/06/20 - 08.00 (Council Handover) – 16:00  
16.00 Vehicle curfew:  
Doors open: 17.30  
Last entry: 21.00  
Music off:  
Main Stage – 22.30  
Bars / Catering closes – 22.00 Curfew – 22.30

**Live event day 2:**

**London Garage Orchestra** – Friday 5<sup>th</sup> June 2020  
Setup – 05/06/20 – 08.00 – 16.00  
Vehicle curfew: 16.00  
Doors open: 17.30  
Last entry: 21.00  
Music off:  
Main Stage – 22.30  
Bars / Catering closes – 22.00  
Curfew – 23.00

**Live event day 3:**

**SITP** – Saturday 6<sup>th</sup> June 2020

Setup – 06/06/20 – 08:00 – 12:00

Vehicle curfew: 12.00

Doors open: 13.00

Last entry: 18.00

Music off:

Arena 2 – 22.00

Main Stage – 22.30

Bars / Catering closes – 22.00

Curfew – 23.00

**Live event day 4:**

**RaverTots** – Sunday 7<sup>th</sup> June 2020

Setup – 08.00 – 11.00

Vehicle curfew: 11.00

Doors open:12.00

Last entry: 17.00

Music off:

Arena 2 – 16.30

Main Stage – 18.00

Bars / Catering closes – 16.30

Curfew – 18.30

**Break down day 1** – Monday 8<sup>th</sup> June 2020 & 08.00 – 20.00

**Break down day 2** – Tuesday 9<sup>th</sup> June 2020 & 08.00 – 20.00

**Break down day 3** – Wednesday 10<sup>th</sup> June 2020 & 08.00 – 20.00

**ARENA PLAN**

Main Arena – 29m x 59m BIG TOP Arena #2 – 15m x 35m Marquee

<b>Arena</b>	<b>Structure</b>	<b>Company</b>	<b>Capacity*</b>
Main Arena	Big Top	Carlinden	3060
Arena 2	Marquee	Emerald Marquees	1000

\*These will be the target capacities, but the arena size may vary slightly

**ARTISTS**

Stories In The Park – 06/06/2020

Main Stage	Arena 2
<b>Chase &amp; Status</b> <b>Shy FX</b> <b>My Nu Leng</b>	<b>O’Flynn</b> <b>Oto</b>

All other events TBC at this stage.

## SITE PLAN

Site Plan attached

## SITE ENTRY

### **Entry, Tickets, Ticketing Conditions**

Entry to the closed site will be granted on presentation of a valid scannable ticket.

### **Search policy**

There will be 100% bag search of all customers attempting to enter the premises. Randomised customer searching of at least 1-in-3 customers. The operation of intelligence lead searches of any customer as required. No outside food or drink will be allowed onsite. Re-admittance for existing customers leaving the premises is not normally permitted. However, where appropriate (at the discretion of the Door Supervisors), shall be subject to a search by the door supervisors when re-entering the premises/area.

Security search and confiscations brief for SITP is very clear that searching needs to be commensurate to the profile and risk of SITP events and sites. We are searching to try to find not only the implements of crime or its proceeds of crime, but also, with a particular focus on *prohibited items*. (See list below) .

All searching will be carried out with consent and with the utmost politeness and professionalism. The need for politeness is paramount. SITP customers will know their rights. It is imperative that any searching is not heavy handed or confrontational. There is no right to search at all outside of the event site i.e. on the public highway. Instead, this must be referred to Security Control and on to TVP if there is a concern that something may affect Public Safety or Public Order. E.g., someone is seen with a weapon for instance.

No families should be searched as a principle unless remarkably suspicious, apart from open bag checks.

SIA Personnel should only search members of the same sex.

A detailed Search Plan will developed, shared with and approved by Thames Valley Police. The Policy will be provided by as an Appendix in due course (**APPENDIX K**). This will include details of Amnesty Bins, including their location, supervision and disposal of contents.

### **Prohibited Items**

All glass will be decanted into plastic containers before serving for safety reasons. Food and drink will not be allowed to be brought onto the site. Drinking water will be available at the bar. A security search will be in operation and none of the following items will be allowed on site:

- *Weapons of any kind or materials, which can become a weapon, this includes domestic utensils.*
- *Alcohol or soft drinks (except for water in sealed plastic bottles)*
- *Large bags, rucksacks, hold-alls or suitcases*
- *Gazebos, tents or temporary shelters*
- *Fireworks of any description – such as Flares, fire sticks, Chinese lanterns, lanterns, BBQs, fires, fuel or any type of accelerant.*
- *Kites*
- *Any items for sale*
- *Drugs, psychoactive substances (NPS), controlled & illegal substances – This is to include what were formerly named legal highs and NoS/No2/Nitrous Oxide.*
- *Glass (including glass makeup and perfume bottles)*
- *Hi Viz Jackets, waistcoats or tabards.*
- *Loudhailers*
- *Generators*
- *Animals – Unless assistance dogs*

- *Aerosols*
- *Air horns*
- *Audio visual recording or transmitting equipment (professional) and drones*
- *Balloons*
- *Bicycles, scooters, roller skates*
- *Blow torches*
- *Large cool boxes*
- *Flags with poles*
- *Parasols*
- *Gas cylinders/canisters*
- *Laser pens*
- *Smoke bombs*
- *Sound systems (including personal speakers)*
- *Spray cans*
- *Tables*

#### **Terms and Conditions**

- Management reserve the right to refuse entry regardless if you have a ticket.
- Please note valid I.D is required on entry – No ID = No entry
- 100% ID Scan in operation (with the exception of Raver Tots)
- [18+ only & Challenge 25] – with the exception of events deemed not 18+ (eg Raver Tots)
- Please drink & behave responsibly. Look after your friends.
- Zero tolerance policy to drugs & anti-social, aggressive or racist behaviour.
- All tickets are strictly non-transferable and non-refundable.

These conditions of entry and prohibited items will be published in advance by website/social media and will also be printed at the entrance to the event.

**Wristbands** – Staff and Performers will have wristbands for access to back of house areas. General admittance guests will not be banded.

**Perimeter Fence** – The perimeter Heras type fence will be installed on the first day of the build to isolate the site. Given the low profile of the event and the location, this type of fence has been deemed sufficient to defend against unwanted incursion. Security will regularly patrol inside and outside of the fence line to ensure that the perimeter of the site remains secure. The site will be secured 24hrs a day from the first day of the Build until the last day of the Break.

**Non-Ticket/Pass Holders** – Non-ticket holders will be denied entry to SITP. There may be some tickets on the door if the event does not sell in advance.

#### **TRANSPORT LINKS**

**By Bus** – 13/14 Orange from stop EM to Liverpool Road

**By Train** – The closest train station is Reading Station, trains from London arrive every five minutes and we assume people will travel by bus from here to the event. However, we expect the majority of attendees to be from the local area.

**By Car** – All events will advise customers to use public transport. Limited parking is available at the event. Parking will be made available for staff and artists in Palmer Park's Car Park

It is proposed to make contact again with Station Managers at Reading Train Station to inform them of the event plans and to confirm a level of support (SIA/Stewards) that we can deploy to these locations if required.

## SITE EGRESS

For the Thursday and Friday events, a single stage shutdown will be in action. On the Saturday, a phased close will be in operation at the festival. Arena 2 stage will close first at 22.00 and the Main Stage will close at 22.30. On Sunday Arena 2 will close at 16.30 with the Main Stage closing at 18.00.

By operating a phased closure, some customers will begin exiting the event, helping to minimise the impact on local transport links and the number of pedestrians leaving the event at one time.

Security personnel who were involved in entry and search procedures during the ingress phase of the event will be redeployed for egress and located in key positions to assist in the safe and nuisance free departure from site of event attendees.

At 21:00 on Thu and Fri, 19:00 on Sat and 17:00 on Sun, the Event Management Team (Production Manager, Safety Advisor, Head of Security, Medical Manager, Crew Chief) will convene for a dedicated Egress Meeting to ensure that all departments are familiar with the egress plan and to re-deploy their teams accordingly.

An Egress Plan will be provided in due course as an Appendix (**APPENDIX J**).

## COMMUNICATIONS

**Event Teams Communication System** --- The event management team are aware that a good communications system is essential to the safe and smooth running of the event. All levels of event production shall remain in contact with each other throughout the entirety of the event and regular face to face meetings between key personnel will be scheduled (typically 18:00 during build/break days).

The main means of communication on the event site will be with two-way radios. All radio systems will be licensed to Home Office/DTI standards by the company supplying the equipment. As a back-up, mobile telephones will be used.

The Radio Communications & Call Sheet will be distributed to all event staff and on-site suppliers during induction. – This will detail radio channels as well as mobile phone numbers of staff where applicable.

All radios will be issued with earpieces/noise cancelling headsets where needed, thus minimising the possibility of the public overhearing sensitive radio traffic and ensuring the radios are legible in loud areas. Tests will be conducted prior to radios being issued to ensure that intelligibility of the radio system is maintained throughout all parts of the festival site.

**Site Office -- First Line of Contact** --- The site office will act as the main communication centre for the event, where it will be manned at all times the event is open to the public.

The Production coordinator will deal with all internal and external communication from the site office acting as a first point of contact for all enquires. This involves the taking and relaying of messages on the event enquiry telephone line and facilitating multi agency co-operation between key event personnel, contractors, Environmental Health, Police and emergency services. All significant messages to the site office will be logged in the digital communications log.

**Emergency Announcements** --- All entertainment stages have PA systems suitable for delivering emergency announcements. Elsewhere onsite Security & Stewarding teams have the facility to use loud hailers to convey important announcements.

Any emergency announcements will be made in plain English in accordance with the Event Emergency Plan, as detailed later in this document.

**Public Communication** - Pre-event information will be made available to the public via the website, ticketing portal and social media sites dedicated to the event. This information is to include event site rules, terms & conditions and general festival information.

On site, information to the public will be made available in a number of forms including signs, stewards, an information point and via stage or PA announcements.

Signs will be in place around the site to indicate public welfare, entry points, emergency exit points, first aid, welfare, lost property, toilets, and assembly points.

**PROVIDERS AND SUPPLIERS**

Item	Company	Contact	Number
Security	Professional Security	[REDACTED]	[REDACTED]
Medical	QUAD Medical	[REDACTED]	[REDACTED]
Traffic	TBC	[REDACTED]	[REDACTED]
DPS	Rachel Bass	[REDACTED]	[REDACTED]
Main Stage	TBC	[REDACTED]	[REDACTED]
Big Tops	Carlinden	[REDACTED]	[REDACTED]
Marquees	Emerald Marquees	[REDACTED]	[REDACTED]
PA	RSH Audio	[REDACTED]	[REDACTED]
Lighting	TBC	[REDACTED]	[REDACTED]
Power	Project Power	[REDACTED]	[REDACTED]
Trackway	TBC	TBC	TBC
Fencing	TBC	TBC	TBC
Toilets	TBC	TBC	TBC
Waste	TBC	TBC	TBC
Furniture	TBC	TBC	TBC
Plant hire	TBC	TBC	TBC
Ticketing	TBC	TBC	TBC
Radios	TBC	TBC	TBC
Water	TBC	TBC	TBC
Cabins	Pal Hire.	[REDACTED]	[REDACTED]
Catering	TBC	[REDACTED]	[REDACTED]
Water	TBC	[REDACTED]	[REDACTED]

**CATERING**

**Food**

Public catering will be provided by approved outlets. Full details of the suitability and levels of staff training for these caterers will be supplied in advance together with details of which LA they are registered as a food business with. There will be at least four food traders on site.

The Fair will collate all of the relevant paperwork including Gas Safe Certificates, Insurances, RA/MS, PAT Certificates, Staff Training Records, COSHH Records, SFBB/HACCP Records etc. All catering details will be supplied to the Reading Council’s food safety team at least 28 days prior to event.

**Bar Locations & Hours Of Operation** --- The distribution of and number of bar outlets is designed to provide a reasonable geographical spread across the site. The Site Plan clearly shows the confirmed positions of all bar facilities. The DPS shall ensure that all bar managers are familiar with the hours of operation and terms of the premises license as well as this ESMP. There will be a number of bars located within the event, selling alcoholic and non-alcoholic drinks.

Bars will be operated by a competent festival bar operator who is currently Rachel Bass, Event Leisure LTD

A ‘Challenge 25’ policy will be in operation at all bars. All drinks will be served in either PET bottle or polycarbonate glass. No glass will be allowed in the area. A separate Alcohol Management Plan will be provided as an appendix in due course.

All bars and catering outlets will deal with cash sales. Extra consideration will be given to the handling, security and transport of cash around the event site.

## SECURITY AND STEWARDING

SITP will ensure that SIA security staff are trained to deal with customers under the influence of alcohol and/or illegal drugs, anti-social behaviour and theft in the event arena. Occurrences such as these are extremely rare as this audience profile is such that these are not usually problems, but security staff would work closely with the First Aid Providers on site to deal with any such situations. Security staff will be constantly monitoring the audience, and a roving response team will be in place to deal with any such occurrences. Any thefts would be immediately reported to TVP, subject to victim's wishes and available/credible intelligence.

The Security Planning and the staffing levels implemented will be assessed in advance of each event according to numbers of tickets sold/expected attendance/demographic and based upon the Premises Licence conditions (ratio of 4 SIA for the first 150 attendees and 1:100 thereafter). Following each event a daily and annual review of the security arrangements will take place following each event/series, in order to update and improve on all security measures.

At each event, SIA staff will be issued with Body-Worn Video Cameras at a ratio of 1:2.

Security for the event will be provided by Professional Security. Prior to the event, we will engage in a full briefing in conjunction with a pre-written security plan to ensure everything is communicated clearly. Post event, there will be a full security report debriefing on any events that take place.

We will ensure that all key crossing points to direct attendees safely towards the queue lanes of the entrance are stewarded following an arrangement similar to last year. During build/break we will be providing 24 hour security that will be taking regular perimeter patrols.

Security Management Plan/Crowd Management Plan (including Security 'Dot' Plan) – To follow (**APPENDIX H**). This document will include details on staff levels, training, ejections, refusals, uniforms, BWV and recording of incidents.

## EVENT CONTROL –

Overview --- Under normal conditions, management of the event will be undertaken by the Production manager, Head of Security and Safety Advisor (The Event Management Team). Security control is in place and the any queries regarding to issues with site infrastructure will be directed to the Site Office channel.

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

Event Control will operate from the site office location demonstrated on the site plan.

### **Operation of Event Control during Normal Conditions**

--- All management teams will relay key decisions to Event Control as a matter of course, throughout the event. Event Control will be continuously staffed by a representative of the Security team. Event Control will log all radio calls and manage deployments and responses as required. Representatives from TVP, RBFRS, SCAS, Quad Medical, and the Event Management Team, We Are The Fair, Council and relevant voluntary agencies may be in attendance (as required) and will have direct radio contact with the Production Manager and the Safety Advisor.

### **Operation of Event Control during an Untoward Incident**

An incident that has serious consequences to an individual, group of people or the Event Organisers. The incident may damage the reputation of the Event Organisers, attract press attention or result in litigation.

The event continues to run under control of the Event Control and the Event Management Team and they decide what action should be taken. Their decisions as to what the on and off---site response should be will be made in close consultation and may include communication with Police and other Emergency Services. Management of the event would continue to be run by the Event Management Team, with regular on---site Safety Advisory Group meetings attended by the Production Manager and/or Safety Manager at Event Control.



## **Operation of Event Control during an Emergency Situation**

An emergency is a situation that poses an immediate risk to health, life, property, or environment. Most emergencies require urgent intervention to prevent a worsening of the situation, although in some situations, mitigation may not be possible and agencies may only be able to offer palliative care for the aftermath.

The event continues to run under the direction of Event Control, in consultation with TVP, if necessary. Decisions about what on and off-site responses should be made will be reached in consultation with TVP, if necessary. The Event Management team, Quad Medical, and, if necessary, SCAS, RBFRS, and TVP will respond to the incident and take appropriate action. The Safety Advisor, Head of Security, Production Manager and TVP will, in consultation, decide whether to stop the event.

## **Operation of Event Control during a Major Incident**

A major incident can be defined as any emergency that requires the implementation of special arrangements by one or more of the Emergency Services, the NHS or local Authority for: The initial treatment, rescue and transport of a large number of casualties.

It is agreed that the Police take 'Primacy'. They take over control of the event and make decisions on how the incident should be dealt with both on and off-site. The Safety Advisor and the Event Management team assist the Police in implementing their plan to deal with the incident. Event Control will work in support of the emergency services under the co-ordination of the Police. In such circumstances, Event Control may be re-assigned by the senior Police Commander as the Forward Control Point unless it is compromised by the incidents.

## **PRODUCTION/ AVAILABILITY OF RISK ASSESSMENTS**

**All contractors, suppliers, providers, caterers are to provide their own risk assessments and fire risk assessments relating to their individual operations.**

**Site Risk Assessment – To follow (APPENDIX C) Fire Risk Assessment – To follow (APPENDIX D)**

## **FIRST AID PROVISION / WELFARE**

Medical provision for the event will be assessed and coordinated by Paul Saddington at Quad Medical. Quad Medical provide cover at SITP and all related events. They are CQC registered with a rating of good.

<https://www.cqc.org.uk/location/1-4918553182>

All staff working at this event will be trained in moving and handling, in accordance with their current qualifications.

There will be one marquee on site for First Aid and Medical Treatment (Size TBC). A clean exit and ambulance parking will be available directly behind the medical tent. Free bottled water will be available in the medical tent.

In addition to the live provision, there will be a qualified First Aider on site throughout the build and break periods. A detailed Event Medical Plan will be circulated in due course (**APPENDIX E**)

The score below is based on Stories in the Park which is our highest risk show. Once we are clearer on what is happening post COVID – 19, we will be in ongoing discussions to the additional measures that will be required with our chosen medical provider, Quad Medical.

ITEM	DETAILS	SCORE
A – Nature of Event	Dance Event	8
B – Venue	Temporary Outdoor Structures	4
C – Seating/Standing	Mixed	2
D – Audience Profile	Young Adults	3
E – Past History	Good Data	-1
F – Expected Numbers	<5000	8
G – Expected queuing	Less than 4 hours	1
H – Time of year	Summer	2
I – Proximity to definitive care	Less than 30 Min	0
J – Profile of definitive care	Choice of A&E Departments	1
K – Additional hazards	N/A	0
L – Additional on-site facilities	Suturing	-2
<b>Total Score</b>		<b>26</b>

Score	Ambulance	First Aider	Ambulance Personnel	Doctor	Nurse	NHS Ambulance Manager	Support Unit
26	1	8	2	0	0	Visit	0

The above level of cover is based on HSG195.

All events will also feature a dedicated Welfare Officer. Their duties will include monitoring the audience for the effects of the consumption of alcohol or controlled substances, providing information on free drinking water and other matters relating to personal welfare. The Welfare Officer will work closely alongside the Medical Team.

### LOST/FOUND CHILD / VULNERABLE ADULTS

For the Raver Tots event there will be specific Lost and Found Child Policy implemented. This will be provided as an appendix (**APPENDIX L** – to follow). This will include details on the following:

- Lost Child Point (location)
- Code Words (for Lost and Found children)
- Search Procedures for Lost Children
- Communication and Messaging
- Staff (including DBS checks)
- Medical and Welfare facilities
- Liaison with Police and Local Authority
- Reporting

All events classed as 18+ will operate a specific Vulnerable Persons Policy (**APPENDIX H** – to follow). This will include details on the following:

- Definitions
- Persons at Risk
- Under 18's
- Missing/Lost Persons
- County Lines Exploitation
- Search Procedures for Lost Persons

### DISABLED PROVISION

WATF are committed to producing events that are accessible to all users. Our approach is in line with the Equality Act 2010 and the subsequent clarifications outlined in the Equality and Human Rights Commission's Statutory Code of Practice for "Services, public functions and associations".

These events are located at Palmer Park. The festival site has a gentle incline and the ground is generally level, although there are some areas where the ground may be uneven. It is likely that in poor weather conditions, the site may become muddy and water-soaked – it is not a stadium or hard flooring.

Toilets – Accessible Toilets will be available and locked with a coded padlock. Members of security, medical and welfare will all be informed of the code, which will be available to customers upon request.

We recognise that these needs go beyond wheelchair access but to all mobility issues, visual and hearing requirements, and hidden disabilities or illnesses that may need to be catered for on site.

Examples of persons with special needs that have been considered include mobility problems (wheelchair users and difficulty walking) and impaired sight or hearing.

- For those with wheelchairs or access needs, accessible toilets will be various locations and identified on the Site Plan.
- Those with disability needing a power supply (mobility scooters), refrigerated medicines or similar unique special support will be reviewed on an individual basis and their needs met as best as possible.
- Stewards, marshals and all event staff will be briefed on helping those with disabilities should there be a site evacuation.

There will be at least one easy-access unisex disabled toilets on site.

### TOILET PROVISION

Based upon an attendance of 4999 with a 50% / 50% F/M split, the Purple Guide recommends the following toilet provision:

Female WC 33  
Male WC 7  
Male Urinal 25

The provision we will provide will be as follows:

Unisex WC 64  
Male Urinal 24  
Accessible 2

Exterior of event: Additional toilet facilities will be added to the exterior of the event for use during the ingress and egress (locations to be agreed with the Local Authority during the planning phases of the event).

In addition, there will be additional toilets provided in BOH areas for crew and staff working at the event.

The toilet provider will also supply on site staff during the live phase of the event to replenish disposables, carry out emptying of the units and conduct cleaning.

### USE OF SPECIAL EFFECTS

There may be use of Co2 Canons and Lasers. Details will be outlined once plans are made and H&S paperwork will be supplied well in advance of the event.

## HEALTH AND SAFETY THROUGHOUT EVENT

The Fair has been appointed to undertake the risk audit for the event and monitor H&S throughout the live event. The Fair and Big Cat Group management have over 40 years combined experience of event management, risk auditing, and have the following NEBOSH and IOSH certification:

CIEH – Professional Trainer  
NEBOSH – NCG1, NGC2, NGC3  
IOSH – Technical Member  
IOSH – Managing Safely  
IOSH – Directing Safely  
IOSH – Managing Safely in Events and Exhibitions  
NVQ Level 4 – Spectator Safety Management  
BA (Hons) – Crowd & Safety Management

During this event the role of the Safety Advisor will include:

- Monitoring of contractors
- Liaison with contractors, self-employed persons on site, and the health and safety enforcement authorities
- Preparation, as necessary, and monitoring of site safety rules
- Checking of appropriate certificates in relation to electrical installations, temporary structures, fire, etc.
- Monitoring and coordinating safety performance
- Advising the Production Manager of the occurrences of unsafe work and/or the use of unsafe equipment
- Assisting the Production Manager in stopping such unsafe work or the use of unsafe equipment
- Liaison, as and where thought necessary and appropriate, with the Local Authority Personnel, etc. during the event

## ELECTRICAL SYSTEMS

All power requirements will be sourced from generators and temporary supplies installed and maintained by Project Power.

All cables associated with the lighting/small devices will be located away from public walkway areas as appropriate. Portable equipment shall be covered by current PAT test where appropriate.

Our chosen power company will certify the electrical installation prior to use. Sign off will be available to authorities in the site office of the event.

## NOISE MANAGEMENT

A Noise Management Plan (**APPENDIX F**) will be prepared and will be agreed in advance of the event. This outlines the measures that will be taken to minimise noise nuisance caused by the event. This will include:

- Consideration to the positioning of stages in regards to sound direction
- Details of resident's letter to be distributed outlining the nature of the event
- Hotline number for noise issues on the day (to be advertised on notices around the Park)
- Consideration to be given to bass frequencies
- Consideration to be given to vocal PA's
- Details of the responsible person(s) on site

The noise consultants will be on site throughout the duration of the live event, monitoring dB levels at both FOH and agreed off site locations. The consultants will be in contact with the Production Manager and Sound Engineers and will be able to respond to noise nuisance issues should they occur and take remedial action, such as instructing the engineers to reduce the overall volume or adjust specific frequencies.

## TEMPORARY AND DEMOUNTABLE STRUCTURES

There will be a number of TDS in use at the festival including big top tents, marquees, gazebos, stretch tents and stages.

All structures shall be sited and assembled/ erected by the supplier and shall be checked and signed off as being correctly erected and safe for use by a competent employee of the supplying company, these will be reviewed by the Safety Advisor prior to use. All relevant certification, assessments and method statements will be collected by the Safety Advisor prior to the event, failure to do so will result in a delay or refusal to install. A copy of the sign off documentation must be supplied to the organiser before use of the structure may begin. Full details of structures in use on site will be provided to Building Control in advance of the event.

For the event there will also be a number of temporary demountable structures brought on site. These will vary in size and will be identified on the site map, but before being brought on site suppliers must submit:

- Copies of their public liability insurance
- Copies of insurance certificates of all employees
- Copies of relevant qualifications and if applicable any trading bodies
- Risk assessment specific to the event and equipment they are bringing on site
- Physical copies on the day Method Statements

Once all structures have been assembled, suppliers must provide a signed hand over inspection stating that all equipment is safe and ready to be used as well as submitting for inspection by the Safety Officer. The contractor's own organisers will also conduct their own risk assessment specific to the equipment being brought on site, ensuring that no aspect is left unchecked. Where possible we would expect suppliers and contractors to be a member of MUTAMarq and if not, we would still require observance of their Guidelines. Separate technical drawings and an engineer's reports will be supplied separately once the contractors have finalised their designs and drawings, and final site visits have been undertaken.

## FENCING / BARRIERS

A mix of heras fencing and crowd control barriers will be used for securing the event. The location and extent of each type is shown on the site plan. Heras fencing will be used in certain areas to create secure perimeters and to create boundaries within the event site. To mitigate against surges of strong wind, supports will also be installed in areas where wind could be a factor. Crowd control barriers will be installed to provide queue lanes and to prevent access behind catering units etc. Met barrier will be used for queue lanes at the immediate entrance to the festival where greater crowd pressure can be expected. Pit barrier will be used and front of stage crash barrier will be installed at the front of each stage with a 3m pit to separate audience from performance spaces. All barriers will be secured and any gaps underneath will be filled.

## GENERAL CLEANING / WASTE DISPOSAL

General Cleaning and Waste Disposal will be provided by an experienced and certified company. Refuse bins will be distributed around the site and in addition a RoRo skip will be positioned BOH. During the live event, there will be a team of litter pickers working throughout the event site. The contractor will be responsible for the internal boundary of the event, cleaning the surrounding area of the event site, routes between transport links. The contractor will also respond to any requests from nearby residents to remove festival related litter from their streets. A handover will be done at the end of the breakdown of the event to a member of Reading Council Events/ Parks to ensure that they are happy with the cleaning of the park.

Particular attention will be paid to the external area of the event in regards to glass that attendees may bring to the park prior to accessing the festival. Litter Pickers on the exterior of the site will be equipped with pickers, bin bags and wheelie bins.

## SUSTAINABILITY POLICY & ENVIRONMENTAL PROTECTIONS

We Are The Fair (WATF) will take all necessary measures to ensure that sustainable practices are adopted and maintained during the events, and that the use of single use plastics is minimised. At all times, we will endeavour to comply with United Kingdom Law and legislation BS8901 Sustainability in Event Management.

- Use of local suppliers
- No Straws
- Encouraging walking to site
- Encouraging the use of public transport (where walking is not possible)
- Sharing transport (where walking and public transport is not possible)
- Re-useable cable ties where possible
- Coloured cable ties (where re-useable is not available) to enable easier recycling

## SPECIFIC WEATHER CONDITIONS

As the event is mostly open air, our customers are prepared for inclement weather being a possibility. Communication to customers by SITP and The Fair is carried out by Facebook, meaning a real time update can be sent to them. We are able to advise them to dress appropriately for conditions, be that either rain (wear waterproofs, Wellington boots etc.) or sun (bring sunscreen, keep hydrated).

**Extreme Rain** – Persistent heavy rain during the weeks leading up to the event date or during the event itself can lead to localised flooding and unstable ground conditions in some areas. This can have an adverse effect on the event.

Ground conditions for temporary demountable structures: Though the anchorage for the marquee/tent structures used for the event should be sufficient to hold during wet weathers, advice from the marquee/tent company should be sought. The TDS will be placed in areas least affected by standing water.

Vehicle movement – some of the grassy areas may become water soaked and unusable, especially if several vehicles have to pass over the same area, creating a mud hole. Trackway will be laid down to allow unobstructed vehicle movement. Contingency woodchip or other materials will be available to fill “mud holes” or particularly boggy areas that develop.

The site electrician will ensure that all power connections are properly earthed and meet BS7909 meaning that connections and distribution will not be affected by the wet conditions.

All TDS will be checked on a regular basis during extreme rain to ensure that they remain stable.

**Extreme Heat** – During extended periods of sun and high temperatures, it is necessary to consider the welfare of all persons on site, both public and staff/crew. Dehydration, sunburn and heat stroke are always a possibility. Drinking water is available at first aid and welfare positions and all bars. Staff and crew will have areas of shade and rest and access to fresh, wholesome drinking water. Concessions will have a supply of bottle water and other liquids on sale. There are various tented structures on site for attendees to use for shade. Medical and welfare facilities will have a backup supply of sun cream available to hand out to those in need. The medical personnel will be prepared to treat cases of sunburn and heat stroke should they present themselves.

### **Extreme Wind**

As well as watching reliable weather forecast web sites, anemometer readings will be taken by the Production Manager and Stage Crew Bosses as a matter of course. WATF will monitor ground conditions, identify the structure on site with the lowest wind tolerance, and develop an action plan around that. WATF request all contractors to supply wind management plans & calculations as part of their H&S documentation.

### **Heras Fence**

The majority of the heras fence used on site is not scrimmed. Any heras fencing that is scrimmed (either Tilde Net or mesh banner) is supported with pinned backstays or heras triangles.

The max operating speeds for un-scrimmed heras fence is in excess of 25 m/s. The max operating wind speed for scrimmed heras is 10 m/s.

As such, the Action Levels for heras fence on site are as follows:

Action Level 1 – 6 m/s – Standby – monitor condition of scrimmed fencing

Action Level 2 – 8 m/s – Remove lower cable ties from scrim and role the material to the top of the panel. The panel is now effectively un-scrimmed.

Evacuation – 25 m/s

### **Toilets**

Toilets in use at the event are of the single, portable type and are capable of withstanding a wind speed of 16 m/s. As such the action speeds for these are as follows:

Action Level 1 – 12 m/s – Standby – Safety Advisor and Security ready to inform customers that the toilets are temporarily out of use. Event Control to have Response Team on standby to re-deploy to the toilet block. Action Level 2 – 15 m/s – Evacuate toilet facilities. Security staff to ensure public are not allowed to use toilet facilities during this time.

Evacuation – 16 m/s

In the event of an evacuation of the toilets being necessary, the Safety Advisor and Production Manager will instigate Show Stop Procedures and begin evacuation of the site.

### **Marquees**

Clear Span marquees in use on site supplied by Emerald are capable of withstanding a simultaneous wind speed of 60 mph.

### **Big Tops**

Big Tops in use on site supplied by TBC are capable of operating in wind speeds of 30mph. As such the action speeds for the big tops is as follows:

The maximum advised wind speed for erection and dismantling is 20mph. Under no circumstances should the King Poles & Tent Roof be erected or dismantled in winds in excess of 20mph

If once erected, the wind speeds expected or experienced exceed 30mph the following procedure will be executed immediately.

Continual inspection of all ground anchors and ties

Main ground anchors to be doubled up on the windward side

Any slack in tent fabric to be taken up

All tent walling to be installed where practical

Regular contact with local met office to be maintained

If the wind speeds expected or experience at any time exceed 40mph the site supervisor will direct that the tent be evacuated and oversee the evacuation of all members of the public and staff at a minimum distance of 60m from any part of the tent.

Stewards must also be used to maintain this exclusion zone and not allow any re-entry until a full re- inspection of the structure has been conducted. The site supervisor will inform the hirers' agent when re-entry is now permissible.

If the wind speeds expected or experienced at any time exceed 60mph or the site supervisor is in any doubt as to the safety of the structure he/she should not allow re-entry into the tent without obtaining full agreement from either a director of the chosen supplier or a suitable qualified engineer. Both Upwind and Downwind hazards should be observed, monitored and communicated in order to protect members of staff and the public.

### **Lightning**

Lightning strikes the ground in Britain about 300,000 times a year. This is a risk that must be considered. Although there is no absolute protection from lightning, measures can be taken to reduce the risk of getting struck and the injury severity.

There are three different ways of being struck by lightning:

- Direct strike: the lightning hits you and goes to earth through you.
- Side Flash: the lightning hits another object and jumps sideways to hit you.
- Ground strike: the lightning strikes the ground then travels through it hitting you on the way.



### **Flash to bang**

To check if a storm is coming or going from where you are standing apply the flash to bang principle, counting as soon as the lightening flash is seen until the thunder is heard. 'Flash to bang' is based on the following facts:

1. Sound travels at 330 meters per second or at 1 km in 3 seconds (approximately 1 mile every 5 seconds).
2. Light travels at 300,000 km per second.
3. Lightning will always be seen before thunder.

To calculate the distance between yourself and the storm divide the number of seconds by 3 to find the distance in kilometres.

If the distance between the thunder and lightning increases over a couple of strikes, the storm is moving away from you. If it decreases, it is coming towards you.

### **30/30 rule**

Research shows that people struck by lightning are predominantly hit before and after the peak of the storm. This means that you should be thinking about the proximity of the lightning, not the occurrence of rain. The 30/30 rule provides a good way of ensuring one is sheltering during the most risky parts of the storm. It proposes that if the flash to bang is 30 seconds in length or less you should seek shelter. Staying inside this shelter is advised until 30 minutes past the last clap of thunder. This ensures that any distant strikes at the beginning of the storm (lightning can travel up to 10 miles), or trailing storm clouds at the back of the storm do not take anyone by surprise.

### **Seeking shelter**

All staff and event attendees will be advised by security to take the following action:

- Ideally, seek shelter inside a large building or a motor vehicle keeping away from, and getting out of wide, open spaces and exposed hilltops.
- If you are exposed to the elements with nowhere to shelter, make yourself as small a target as possible by crouching down with your feet together, hands on knees and your head tucked in. This technique keeps as much of you off the ground as possible.
- The inside of a car is a safe place to be in a storm, lightning will spread over the metal of the vehicle before earthing to the ground through the tires.
- Do not shelter beneath tall or isolated trees, it has been estimated that one in four people struck by lightning are sheltering under trees.

The Production Manager and Safety Advisor will monitor local weather forecasts before, during and after the event.

<http://www.metoffice.gov.uk/weather/uk/>

Due to the open-air nature of the event, if a storm is expected prior to the event opening, a decision will be made by the Safety Advisor and Production Manager to either cancel the event or delay the opening.

Information will be relayed to ticket holders in real time via Facebook that the event has been cancelled. Event staff and security stationed at the event site entrance will inform any customers who arrive on site that the event has been cancelled or delayed.

If a storm occurs during the event an evacuation of the site will occur. Announcements will be made by the Production Manager via the PA system following the Evacuation Procedure outlined in the Event Management Plan. Security staff will assist in evacuating the site.

Depending upon the timing of the storm in relation to the planned opening/closing time of the event, a decision will be made by the Production Manager and Safety Advisor as to whether or not to re-open the event once the storm has past.

### **In case of emergency**

If someone is hit by lightning, call emergency services – they will need help as soon as possible. If you know first aid, apply it – you will not receive an electric shock. A lightning strike is not usually instantly fatal, victims' hearts and/or breathing may stop however, and so quick application of CPR will likely save their life.

- Except in cases of emergency, do not use your telephone (landline or mobile) until the storm is over.

### **Cancellation**

In the event of the festival being cancelled due to poor weather conditions, there is curtailment insurance cover in place, which covers the cost of the production. This allows the promoter to refund customers who have purchased tickets in advance.



**EMERGENCY COMMUNICATION**

Code words will be confirmed with security suppliers at least two weeks prior to the first live show.

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

A list of coded messages will be agreed with the security company in advance and these will be used in place of words which may cause panic amongst audience members e.g. the discovery of a **Suspect Package** would be communicated via radio as

[REDACTED]

Contact sheets will be available in the site office with the details of telephone numbers for onsite contractors, management and local authority contacts for live event days.

The key management team will communicate via telephone where possible, but it should be noted that mobile communications can often fail during live events with a high capacity of people.

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

A list of coded messages will be agreed with the security company in advance and these will be used in place of words which may cause panic amongst audience members e.g. the discovery of a **Suspect Package** would be communicated via radio as

[REDACTED]

Contact sheets will be available in the site office with the details of telephone numbers for onsite contractors, management and local authority contacts for live event days.

The key management team will communicate via telephone where possible, but it should be noted that mobile communications can often fail during live events with a high capacity of people.

**Radio Holders Emergency Announcements** - In order for all Event Staff to effectively carry out their duties during a Significant Incident, a Major Disruption to the Event or a Major Incident, it is essential that all parties are aware of when the Event Alert State is raised. When raising the Event Alert State, Event Control will broadcast the following message to notify all radio holders (on all radio channels):

[REDACTED]

This is a warning that the Event Alert State has been raised. All personnel should await further instructions.

[REDACTED]

This is a warning that the Event Alert State has been raised. All personnel should await further instructions.

**Public Address Emergency Announcements** - If a partial evacuation of the site is required, then this will take place under the control of the Security Manager and Event Safety Advisor. Security and Stewards will use hand held megaphones as well as stage PA systems installed in the arenas to inform members of the public of such an occurrence. In this instance, the following Emergency Announcement will be made:

[REDACTED]

Due to the size and the nature of the event it is highly unlikely that an incident could occur which results in the evacuation of the whole event. However, it is possible that an incident could cause the evacuation of an area or part of the event. In the unlikely event of this happening the Incident will be escalated in accordance with the Event Emergency Plan.

We Are The Fair Gold Team would then allocate available resources (including Security and Event Staff) to assist with managing the cordon and the evacuation of the people from within the cordon.

If unforeseen circumstances (i.e. a non-emergency incident) resulted in the closure of the event, then the Emergency Egress will be implemented and the site emptied in a gradual manner.

In the highly unlikely event that a full evacuation is to be carried out the following announcement will be made over the Stage Public Address Systems:



**Incident Stand Down** - When an incident is resolved, the following Stand Down message will be broadcast on the Site Radios:



This indicates that the Event Alert State has been lowered to [redacted] and therefore all Incident Resources can now Stand Down.

### **EVACUATION RADII FOR SUSPECT DEVICES**

Briefcase 100m, Suitcase 200m, Car / Lorry 400m

Security will assist in the egress of guests from Palmer Park, ensuring others do not enter the site. Security will then follow instructions from Police regarding cordon distances.

### **IN THE EVENT OF A MARAUDING TYPE ATTACK RUN**

Take off your Hi vis vest if you are wearing one Escape if you can

Consider the safest options

If there is a safe route RUN – if not HIDE

Can you get there without exposing yourself to greater danger? Insist others leave with you

Leave belongings behind except grab bag if you can easily take it

5/20 Rule If possible stay 5m from hard cover and 20m from an escape route.

### **HIDE**

Take off your Hi Vis vest if you are wearing one If you cannot run – HIDE

Find cover from gunfire if you can see the attacker, they may be able to see you

Cover from view does not mean you are safe; bullets go through glass, brick, wood and metal Find hard cover e.g. substantial brickwork/heavy reinforced walls

Be aware of your exit routes Try not to get trapped

Be quiet, silence your phone and radio

Lock/barricade yourself in – its handy to carry a door wedge Move away from the door

### **TELL**

Call the emergency number UK 999 EU 112 or use your radio – What do they need to know? Location – where are the attackers/suspects?

Direction – where did you last see them?

Descriptions – describe the attacker, numbers, features, clothing, weapons

Further information – casualties, type of injury, building information, entrances, exits, hostages Stop other people entering if it is safe to do so

### **Armed Response**

Follow officers' instructions Remain calm

Can you move to a safer area?

Avoid sudden movements that may be considered a threat Keep your hands in view

**Officers may** Point guns at you Treat you firmly Question you

Be unable to distinguish you from an attacker Officers will evacuate you when it is safe to do so

Further advice will be sought for specific guidance from TVP's Counter Terrorism Security Coordinator (SecCo)

## **Advice on Dealing with Acid/Chemical Attacks**

1 2 3 + EVACUATE, DISROBE, DECONTAMINATE

Due to an increase of liquid chemical attacks, here is some information and advice on dealing with such incidents. The most important points to remember are:

- Safety – Do not touch the substance.
- Evacuate victim from source of contamination
- Disrobe victim – not over the head
- Decontaminate --- the victim using copious amount of fresh flowing water

First Responders – Initial Operational Response: Check whether this is an attack on an individual or whether there might be a bigger situation evolving using Steps 1 2 3 +

One casualty down for no apparent reason assume ill health, accident or acid attack and approach as normal 2 casualties down for no apparent reason approach with caution If there are 3 or more consider a CBRN (Chemical, Biological, Radiological and Nuclear) incident.

**IN ALL CASES CALL THE POLICE/EMERGENCY SERVICES IMMEDIATELY.**

Once you have made your assessment and believe it to be an attack on one victim, keep the POLICE/EMERGENCY SERVICES IN CONSTANT COMMUNICATION UNTIL THEY ARRIVE. This will trigger the ICE (Individual Chemical Exposure) procedure and get you the most appropriate help as soon as possible, as well as implementation of an appropriate command structure.

The Police will request that a CBRN tactical advisor is called. The priority is to get the victim to fresh air and to a fresh flowing water source.

**EVACUATE --- DISROBE --- DECONTAMINATE RAPID EVACUATION**

Disrobe remove any effected clothing – NOT over the head. It should be cut off if necessary. Best practice is that the casualty should remove his or her own clothing. However, some may be physically unable to do this and you will have to make an assessment regarding whether you can safely assist them. Where clothing has melted do not attempt to remove it. Irrigate the area as much as you can and avoid pulling or touching the clothing.

Improvised Decontamination – constant and copious irrigation – it can take over 20 litres of water to even start reducing the concentration of these substances to less harmful levels. Water from a shower, tap or hose is best but if none of these are available use whatever you can to wash the chemicals off the skin. At an absolute push, even bottled drinks can be used. Do not attempt to neutralise the chemical with any othersubstance.

Where possible, the victim’s eyes should be opened to allow complete irrigation, however care must be taken not to injure the eyes further. Never touch the eyeball itself. Treat the face as two separate halves. Tilt the head backwards and the eye you are irrigating towards the floor. Get the victim to separate their eyelids if possible. If they can’t you may have to help them. Ask them to look up if they can. Holding the water source about an inch away from the face, pour the water from the bridge of their nose so it flows down over the eyeball into the lower lid and off the face. Every two or three minutes ask them to blink several times and continue pouring the water. Be aware of where the contaminant is running to. If both eyes are affected, then try to alternate between them. Ideally, each eye would be irrigated for up to half an hour to have the best chance of saving sight.

Facial burn shields are not recommended – it is much more beneficial to continue to irrigate to save sight and prevent further skin damage.

The first responder(s) should communicate appropriately throughout to the victim(s) and those nearby who could be affected. The first responder(s) should be prepared for the victims to initially be in a state of hysteria and screaming uncontrollably due to extreme levels of pain. It is then common for the casualty to become very quiet, if not silent. Some chemicals cause the vocal chords to spasm, preventing communication.

If a victim needs CPR then it may be attempted if the risk to the officer is deemed acceptable, however this should be compression only, bearing in mind that any chemical in the person may be ejected out forcefully through the mouth. The fire service will

attend and may take responsibility for decontamination of the victim. They have special facilities to do this, but decontamination/treatment of the victim should not be delayed pending their arrival and set-up. FRS (Fire Rescue Service) also has a range of identification equipment available to them.

Ensure cordon is in place. Initial advice is that if the incident is in a street or other public place, a 50m cordon should be implemented. Clearly, in some situations this won't be possible – do the best you can. The hospital the casualty is going to will need to be informed prior to their arrival as they may wish to further decontaminate the victim using their own processes.

They may also require any respondent/emergency services that have been in contact with the victim being decontaminated prior to entry.

The two most commonly used chemicals in UK attacks are ammonia and sulphuric acid. Ammonia has a strong smell similar to urine. Used in hair dyes in low concentrations but in the metal industry in high concentrations. There are currently no restrictions on its sale. It may cause less damage to the skin initially than sulphuric acid but has the same effect on the eyes. It will cause severe burns and blindness. Eyes attacked by chemicals are often stripped of their colour and appear opaque. Tear ducts become blocked and the eyes are prone to burst. First responders should be aware of this and attempt to wash the eyes as a priority (assuming the victim is still breathing and relatively stable). Sulphuric acid (also referred to as battery acid) is perhaps the most likely chemical to be used in this type of attack. It is extremely cheap to buy and get easy to get hold of.

There is very little to no smell unless it starts to burn or corrode items. It is colourless. It is used in car batteries and drain cleaners. When sold as a cleaning product there are no restrictions on its sale. Sulphuric acid will burn through anything except certain types of plastic. It will even erode metal and stone. Human skin has no defence to this and there is no way to reverse the damage caused. The skin will continue to bubble and burn for days, or not weeks, after exposure. The method of attack in most cases is to carry the liquid in something similar to water or sports drink bottle and throw or spray it in the victim's face. Any clothes exposed to the acid will melt and burn through the layers of skin. There is a strong likelihood of the suspect also being injured in the attack.

#### SITE BUILD / CLEARANCE

Production schedule to follow in the month leading up to the event (**APPENDIX G**).

#### ROAD CLOSURES

No Road Closures will be necessary for this event due to the size and scale.

#### TRAFFIC MANAGEMENT

We will be operating a PUDO point for the car park but as we do not expect people to travel via cars, our focus will be on public transport. Further details will be provided in the Traffic and Transport Plan (**APPENDIX M – to follow**)

#### EMERGENCY VEHICLE ACCESS/ RV POINT

The nearest A&E facilities have been identified as:

Royal Berkshire Hospital, London Rd, Reading RG1 5AN 0118 322 5111

## FIRE PRECAUTIONS

Suitable and sufficient firefighting equipment will be provided on site to the levels described within the risk assessment. Extinguishers will be positioned for easy access. The suggested level of FFE for this event is labeled on the site plan. In addition to these entertainment areas, there are other publicly accessible spaces within the festival site – Catering, toilets, Picnic Benches.

However, based on only the entertainment areas and using a crowd density of .5m<sup>2</sup> per person, we achieve a safe event capacity of 6720. The maximum capacity at this event (including staff, crew, contractors, artists and guests) will not exceed the licensed capacity of 4999; however, the maximum number of ticket holders on site will be 4500.

A flow rate of 81 people, per metre, per minute (for evacuation of the event) will be used. An evacuation time of seven minutes will be used.

Within the festival site, we will install three exit gates at seven wide each, totaling 21m.

For emergency evacuation purposes, the largest of these exits (7m) has been discounted. The remaining two gates total 14m.

Each exit can safely evacuate 567 persons per minute, 3969 persons in seven minutes.

In total, the two exit gates can accommodate 1134 persons per minute, 7938 persons in seven minutes.

All infrastructure and items will be laid out and positioned to allow suitable access to the fire exits, so that access is clear.

## APPENDICES

- A – LICENCE OPERATING SCHEDULE – *TO FOLLOW*
- B - SITE PLAN – *ATTACHED*
- C – RISK ASSESSMENT – *TO FOLLOW*
- D – FIRE RISK ASSESSMENT – *TO FOLLOW*
- E – EVENT MEDICAL PLAN – *TO FOLLOW*
- F – NOISE MANAGEMENT PLAN – *DRAFT ATTACHED*
- G – PRODUCTION SCHEDULE – *TO FOLLOW*
- H – SECURITY MANAGEMENT PLAN – *TO FOLLOW*
- I – ALCOHOL MANAGEMENT PLAN – *TO FOLLOW*
- J – EGRESS PLAN – *TO FOLLOW*
- K – SEARCH POLICY – *TO FOLLOW*
- L – LOST/FOUND CHILD / VULNERABLE PERSONS POLICY – *TO FOLLOW*
- M – TRAFFIC & TRANSPORT PLAN – *TO FOLLOW*

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# Noise Management Strategy

Stories in the Park

4<sup>th</sup> / 5<sup>th</sup> / 6<sup>th</sup> & 7<sup>th</sup> June 2020



|| Planning



|| Acoustics



|| EIA's



|| Contamination



|| Live Events



|| Environmental



|| Ecology



|| Arboriculture

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Client We are The Fair  
Date: 25<sup>th</sup> February 2020  
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Status: Client Draft  
Version: 1.1

Signature:



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## An introduction to Joynes Nash Ltd

Joynes Nash is a leading consultancy for the live events industry. We have extensive experience of live music events and a proven track record of working with event organisers to enhance the audience's experience, whilst preserving the image of events and venues.

Our consultants experience has ranged from relatively small scale to major events staged both in urban and residential environments, providing for tens of thousands of people. Projects and clients have included Secret Cinema, Garage Nation Festival, BBC Introducing Live, Carfest, Tramlines Festival, Liverpool Sound City, Red Bull Future Underground and Printworks London.

We consider despite the many technical challenges that events bring, that relationships between all interested parties are of paramount importance and that each and every one of these understands situations clearly. We therefore approach each event not in isolation, but carefully consider the public image of events, the venues and the thoughts of the wider community to make events successful and to secure venues for future years.

## About the Team

**Peter Nash** BSc(Hons), MSc, CEnvH, MCIEH, MIOA

Peter Nash has 16 years' experience as a Local Authority Environmental Health Officer, up to Technical Manager Level and has 12 years of Professional Practice within the Environment Industry. He holds a BSc(Hons) in Environmental Health, the IOA Diploma in Acoustics and Noise Control and an MSc in Applied Acoustics. He is a Chartered Environmental Health Practitioner and registered with the Environmental Health Registration Board. Peter is a Member of the Chartered Institute of Environmental Health, and a Member of the Institute of Acoustics. He has appeared as an expert witness in a number of significant noise nuisance and planning cases, public inquiries and appeals. Pete is a guest lecturer at the University of Birmingham where he teaches Acoustics and Noise Control on three MSc courses.

**Simon Joynes** BSc(Hons), MSc, CEnvH, MCIEH, AMILM, AMIOA

Simon Joynes has over 19 years' experience in both Private Sector and Local Government. He has acted as a senior advisor and has significant experience in the technical aspects and practical application of environmental law, including acting as an expert witness in courts and planning enquiries and the preparation and reviewing of environmental reports and mitigation strategies. (Air Quality, Land Contamination, Acoustics, Water Quality, Odour Management & Industry Regulation). He holds a BSc (Hons) Environmental Health, MSc in Contaminated Land Remediation, the IOA Diploma in Acoustics and Noise Control, Certificates of Competence Environmental Impact Assessments. He also holds affiliations with the Chartered Institute of Environmental Health, the Institute of Acoustics and is an Associate Member of the Institute of Leadership and Management.

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Appendix A – Proposed Event Site Layout

Appendix B – Receptor Locations and Expected Noise Monitoring Positions

Appendix C – Indicative Noise Response Flowchart

Appendix D – Contact Numbers and Responsibilities

Appendix E – Noise Units

## 1. Introduction

Joynes Nash has been appointed to consider the approach to noise management from the Stories in the Park event(s) at Palmer Park, Reading, RG6 1LF.

## 2. About the Noise Management Strategy

Those responsible for the event have committed to proactively manage noise. This strategy is to demonstrate that noise from the event can accord with the relevant guidance, does not cause a Public Nuisance and ensure that complaints are managed effectively.

This strategy is considered to be a “live document” which will evolve as final preparations are made for the event, the operational requirements become clearer and the relevant technical considerations become known. Indeed, in its very infancy, it will outline the considerations and provide an overview of monitoring and mitigation options which may be available. Any revisions will be issued to all relevant parties for approval as necessary.

## 3. An introduction to the Event

Stories in the Park successfully took place in 2019 at Palmers Park and for 2020 those responsible are looking to expand and host a series of events to maximise the use of the infrastructure. In addition, the organisers are looking to add a community event to benefit the local area.

The infrastructure will remain similar to last year with a big top playing host to the main stage, however the size of the big top will be severely reduced and a secondary stage consisting of an additional clearspan marquee will be added. The 4 days will be broken down into 4 separate events consisting of a student focussed darts night, Bongo’s Bingo, a dance music event and finally a community day accommodating all ages. The first two shows will only utilise the mainstage however the Saturday and Sunday will use the entirety of the site.

The following operating times will be adhered to

Thursday 4 <sup>th</sup> June 2020	17.30 – 22.30
Friday 5 <sup>th</sup> June 2020	17.30 – 22.30
Saturday 6 <sup>th</sup> June 2020	13.00 – 22.30
Sunday 7 <sup>th</sup> June	12.00 – 18.00

## 4. Site Context

This large 50-acre parkland is home to Palmer Park Sport Stadium. It also offers a large children's play area and adjacent cafe next to Wokingham Road with a second smaller accessible play area (known locally as ERAPA) near London Road. As well as the Stadium there are a variety of sports

facilities including an artificial cricket wicket, football pitches and Palmer Park Bowls Club. The park is believed to have a history of events, including this event in 2019.

Regarding potential receptors the site is surrounded by residential properties at various distances, with the ambient noise climate being dominated by road and to a lesser extent rail traffic to from the major infrastructure routes to the east of the Park. These are in fact elevated and act as a significant barrier to the residential properties to the east. The preliminary site event layout shown below takes advantage of such topographical features in order to minimise noise.



## 5. Premises Licences and Permitted Noise Levels

The organisers are seeking appropriate permissions for the event and this strategy reasonably looks to fulfil the requirements of conditions attached to any license granted. In this regard it is expected that similar restrictions will be placed on the event as in 2019, namely:

*The control limits set at the mixer position shall be adequate to ensure that the Music Noise Level measured at least 1 m from the façade of the nearest and all other noise sensitive premises (being premises where the occupants are likely to suffer nuisance from excessive noise) shall not exceed the background noise level by more than 15 dBA*

over a 15 minute period (LAeq15 min). Background noise in this case is the arithmetic average of the hourly LA90 measured over the time period 12:00 – 21:00 hours on an equivalent day when no concert or sound checks are taking place.

- The licensee shall appoint a suitably qualified and experienced noise control consultant. 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. The noise consultant shall be on site for the duration of the festival and must be available to control all music sound levels.
  - If not already carried out, the noise control consultant shall carry out a survey to determine the background noise levels to be used in the condition above at a location representative of the noise sensitive premises likely to experience the largest increase in noise as a result of the event. The results of this survey shall be provided the RBC Environmental Protection and Nuisance team prior to the event.
  - A noise propagation test shall be undertaken prior to the start of the event in order to set appropriate control limits at the sound mixer position to ensure compliance with the noise limit. 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. The timing of the noise propagation test and any rehearsals shall be agreed with the Environmental Protection team prior to the event and shall be included in the residents letter.
- The Premises Licence Holder shall provide means of communication to enable contact to be made between fixed external noise monitoring points and the central control console(s) on site.
- A contact telephone number shall be provided to enable contact to be made between officers of the Local Authority and any person in control of the noise source(s) on the licensed premises.
  - The appointed noise control consultant shall monitor noise levels at regular intervals during the event at the four noise monitoring locations specified in the noise management plan to ensure compliance with the noise limit.
  - During operating hours, The Premises Licence Holder shall ensure that a hotline is provided to receive and respond to nuisance-related complaints.
  - The Premises Licence Holder or noise control consultant/chief sound engineer shall make available a debrief report detailing the noise levels being produced the stage and at each noise monitoring location within five days of the event; and any actions taken in response to complaints.

Ahead of the 2019 event existing background noise levels were determined and the following limits were therefore deemed applicable.





Location	Address	Measured L <sub>A90</sub> Background	Applicable Limit
1	4 Liverpool Road	55.6	71dB
2	14 St Batholomews Road	53.7	69dB
3	6 Culver Road	51.9	67dB
4	1 Wykeham Road	54.6	70dB
5	5 Erleigh Ct Gardens / Milton Rd	49.7	65dB

## 6. Low Frequency Noise

Whilst an event of this type is not expected to present a significant amount of low frequency noise, we acknowledge that low frequency noise may cause unreasonable disturbance.

The Code of Practice for Noise from Concerts does offer some guidance. It concludes that it is the frequency imbalance which causes disturbance and advises that a level of 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. However, the guidance is based on frequency imbalance at distances over 2km and not appropriate for close receptors.

What is therefore proposed, is that we deal with low frequency noise based on professional observations and experience.

## 7. Site Feasibility Assessment

In order to evaluate the feasibility of the site, noise predictions have been carried out at the most sensitive receptor positions. They may subsequently be re-evaluated as planning for the event progresses and will be verified during the sound check immediately prior to the event.

The following assumptions have been made in predicting noise levels.

- Noise predictions have been made based on the intended coverage of the sound system to achieve a maximum level of music noise of 96db(A) in the audience areas. The predictions provide for a worst case.
- An orientation correction of between 0db and 12dB is assumed for noise sensitive properties depending on the location relative to the stage location.
- Distance attenuation is based on progressive attenuation under neutral meteorological conditions
- Where appropriate attenuation has been considered for the effect of barriers between the noise sources and noise sensitive premises. BS5228 Code of Practice for noise and vibration control of construction and open sites (2009) gives a working approximation of the effect of a barrier or other topographical features. An attenuation of 10dB is assumed when the noise screen completely hides the source from the receiver.

#### Predicted Receiver Levels

The predicted receiver levels have been determined using a distance attenuation correction of  $(L_2=L_1-20\log(r_2/r_1))$ . Given the proximity of the sound sources relative to the receptors in this instance, the use of a single point source calculation is considered appropriate. The source levels being utilised are based on experience from similar events and are:

Main Stage	Source Level of 96dB @ 25m
Stage 2	Source Level of 96dB @ 15m

#### Table of Predictions

Given the layout of the site Receptor Positions 1 & 5 are considered the highest risk and therefore predictions have been undertaken for these two positions at this time.

#### Main Stage

Location	Distance (m)	Barrier Attenuation dB	Orientation Correction dB	Free Field Receiver Level (dBA)
1	228m	0	10	77 – 10 = 67dB
5	349m	10	0	73 – 10 = 63dB

## Stage 2

Location	Distance (m)	Barrier Attenuation dB	Orientation Correction dB	Free Field Receiver Level (dBA)
1	324m	0	0	70 – 0 = 69dB
5	281m	10	10	71 – 10- 60dB

## Combined Predictions at Receivers

Location	Main	Stage 2	Free Field Receiver Level (dBA)
1	67	69	71dB
5	63	60	65dB

The calculations are conservative, in that they do not consider any attenuation such as provided for by crowds, ground attenuation, the presence of portable structures on site etc.

## 8. Sound System Design and Setup

The sound systems will be designed and set up in such a way as to minimise noise impact at noise sensitive properties. Sound systems will be flown or ground stacked to focus the noise into the audience area, with a requirement for array style systems. Their configuration will aim to minimise horizontal and vertical dispersion to reduce overspill from the intended coverage areas.

There will also be a preference for Cardioid sub arrays to be integrated into the main stage to limit rear projection of low frequency sound to the rear. Careful and detailed alignment of the sound system will be ensured to optimise the coverage throughout the audience areas and balance this against offsite environmental noise impact.

During the event any guest engineers or individual acts will have only limited control over the main PA system in their area. The maximum level at sound sites will be directly under the control of the Festival Organiser or its contractors and adjusted only by them or with their approval.

## 9. Wider Sound Management

### **Third Party Amplification Equipment**

The event organiser will ensure that amplification equipment is not brought onto site unless:

- a) It is for use as part of the licensed entertainment



- b) It is for use of authorised traders for the sole purpose of providing background music to their own concession.

The event organiser will effect full control over the organisations and traders on site where there is amplified music being played.

## 10. People / Crowd Noise

Whilst there is no formal mechanism for evaluating or controlling crowd noise, consideration will be given to minimising such as critical points such as during arrival and dispersal from the event. This will generally be done by ensuring that queuing where possible will be conducted internally rather than externally. Likewise, appropriate mechanisms to stagger arrival and departure, temporary screening, marshalling and signage etc. will be considered for the event.

Marshals will marshal and monitor the entrance and egress from the premises including the behaviour of those within the vicinity of the premises. This will help achieve orderly arrival and departure of persons and will reduce the risk of nuisance occurring.

The marshalling of persons arriving at the premises will seek to reduce so far as reasonably practicable, persons queuing outside the premises or in a location likely to disturb residents.

## 11. Sound Check and Rehearsals

Sound checks will typically be conducted before the event for an expected 2hr. These will be used to calibrate levels both internally within the event site and externally at receiver positions. Such levels will then be used as a guide throughout the event and will be established using music of a similar type. The Local Authority are invited to attend such should they wish to do so.

At other times there may be the need for technical checks of limited duration.

## 12. Noise Control Monitoring

Prior to the stage running, the stage manager and sound engineers will be briefed by the Acoustic Consultants on the importance of limiting any off-site disturbance and compliance restrictions.

The engineers will be encouraged to leave some “headroom” early in the event to provide a safety margin to allow for some upward movement of levels, should that be necessary to maintain audience satisfaction or permit headline acts.

The intention is to initially run the systems at an anticipated audience satisfaction level (as detailed previously), based on the audience levels of 93 - 95dB(A) and to modify them should that be necessary following off-site level monitoring throughout the event. Likewise, on site levels will always reflect audience size and dynamics (for example earlier in the day overall levels may be lower to reflect smaller audience size).

Provision has been made for a fixed monitoring position at an appropriate position, either at a mid-way point between the event and receptors or at a front of house position. This position will be used to continually monitor levels throughout the event and provide a visual reference of levels to engineers and/or consultants.

Throughout the event Acoustic Consultants will remain responsible for proactively monitoring noise. This will be done through conducting measurements at predetermined locations both internally and externally of the arena. Such positions will be dependent on final site layout, weather conditions etc but expected positions are detailed in Appendix B. Wider observations will also be undertaken as necessary.

Consultants will take measurements, make professional observations and react accordingly to issues of public nuisance. The size of the team deployed shall allow for sufficient persons to conduct off-site measurements and on site measurements to facilitate management of levels.

Typically, we expect measurements to be conducted over a 15 minute period, albeit shorter measurement periods may be undertaken to determine compliance in line with the code of practice (i.e. it is typical that 5 minute measurements give a good indication of compliance over 15 minutes). All measurements will be recorded and be available for inspection at any time by the local Authority during the course of the event.

The sound monitoring team will be in contact with event control should any action need to be taken during the event and have authority to instruct the sound engineers to adjust sound levels.

### 13. Noise Management Resource

All sound level meters used for the purposes of environmental monitoring will be integrating meters to Class 1 specification and subject to current calibration. All meters will be capable of real-time octave and/or one third octave band analyses.

Measurements within the sound sites will be made from fixed datum locations to provide representative levels against which changes can be made and measured. Where practical, meters and displays will be set up at Front of House positions with A weighted rolling 5 min  $L_{Eq's}$  as well as SPL to provide a reference points for sound engineers. All measurements will be logged.

### 14. Procedure for Responding to and Dealing with Enquiries

Those responsible for the event intend to engage with the community to communicate details of the event and listen to local concerns. Such efforts will include the publication of a telephone complaints line which will be available for the duration of the event.

Should any noise complaints be received, a consultant will investigate the complaint and if noise levels are deemed unacceptable, immediate action will be taken to reduce the levels of the noise source. This will be through formal requests by consultants to the sound engineers.

A complaints log will be maintained throughout the event, detailing addresses of complaints, times and actions. Such will also be available to the Local Authority on request. A flow chart detailing communication routes, roles, responsibilities and contact details are provided in Appendix C.

## 15. Local Authority Liaison

The Local Authority will be provided with contact details of those responsible (See Appendix C)

Acoustic Consultants will work closely with the Local Authority, agreeing any changes to off-site monitoring positions, sharing noise data observations and other information wherever possible. The role performed by consultants is to ensure that any requests by the Local Authority are actioned by the festival organisers. All requests relating to noise will be routed through them to ensure that any noise issues are properly managed and dealt with as soon as possible.

All complaints received by the Local Authority will be logged and notified to the consultants. If specific details are not forthcoming, details of a representative position of the complaint will be provided to allow appropriate investigation. Results of any investigations and actions will be fed back to the Local Authority as soon as practicable or as agreed.

References to contact with Local Authority Officers will be dependent upon the Authority determining that it wishes to attend the event and does not infer any commitment on the part of that Authority.

## 16. Post Event Reporting

Following completion of the event, a report shall be made available to the Local Authority.

## 17. Conclusion

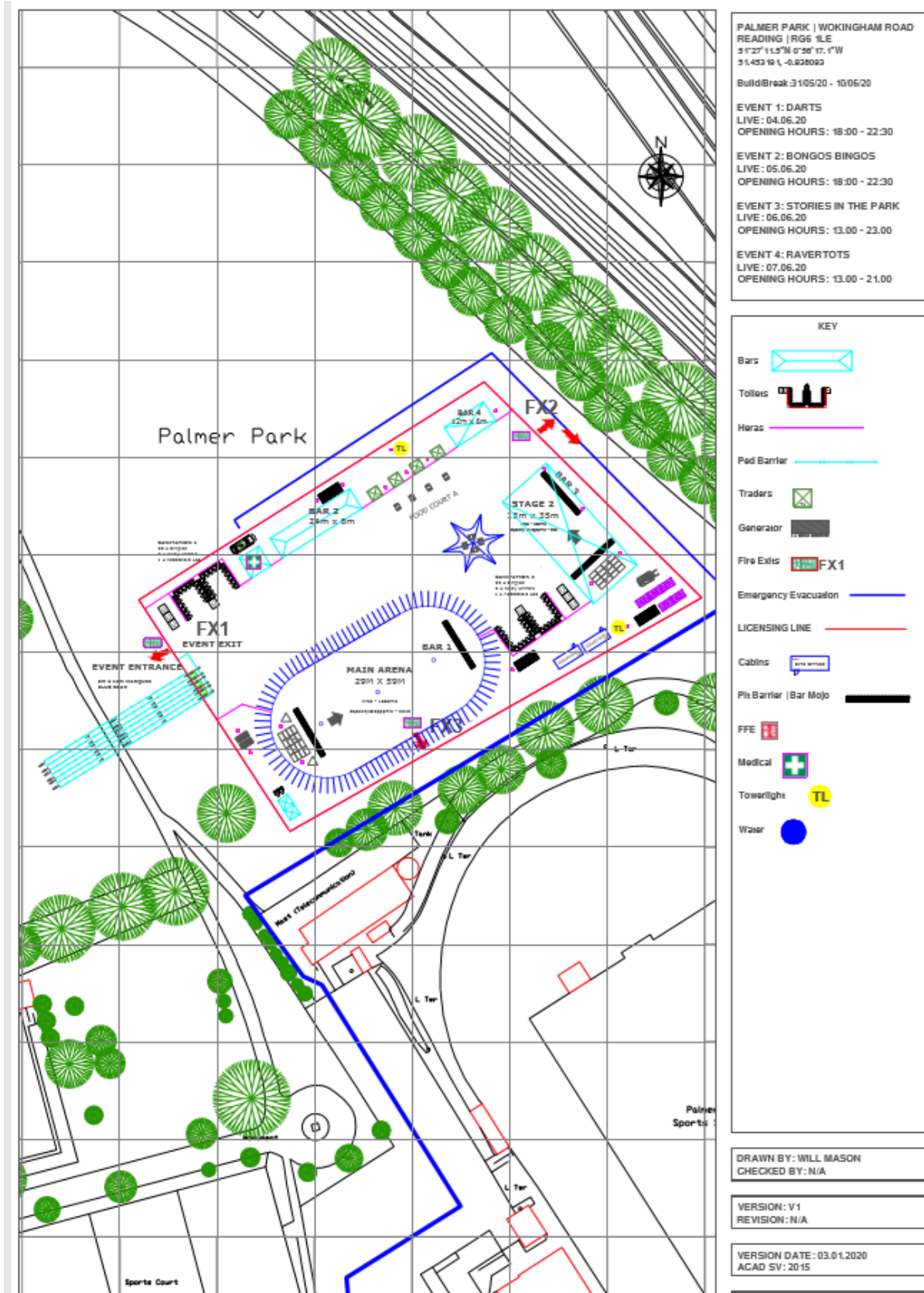
The United Kingdom has a diverse and vibrant festival sector, which has been established for many years at numerous sites throughout the Country. The team behind Stories in the Park have a successful track record of running similar events throughout the UK and have chosen to fulfil their ambitions and return to Palmer Park and accept all the challenges that go with such.

The key is to also engage with all stakeholders throughout the lifecycle of the event, manage their expectations and listen and learn for future years. The team are committed to making this work and will engage in a P.R campaign prior to the event.

The noise strategy presented above aims to address all the challenges and look to ensure that an acceptable balance is maintained between the needs of the event organisers and the residents.

During the event, Consultants will be onsite for its duration to conduct monitoring, respond to complaints of both the Local Authority and residents and advise accordingly. The relevant controls are identified in this strategy and Joynes Nash will continue to review and update this plan as the event continues to evolve. A final version will be circulated as necessary.

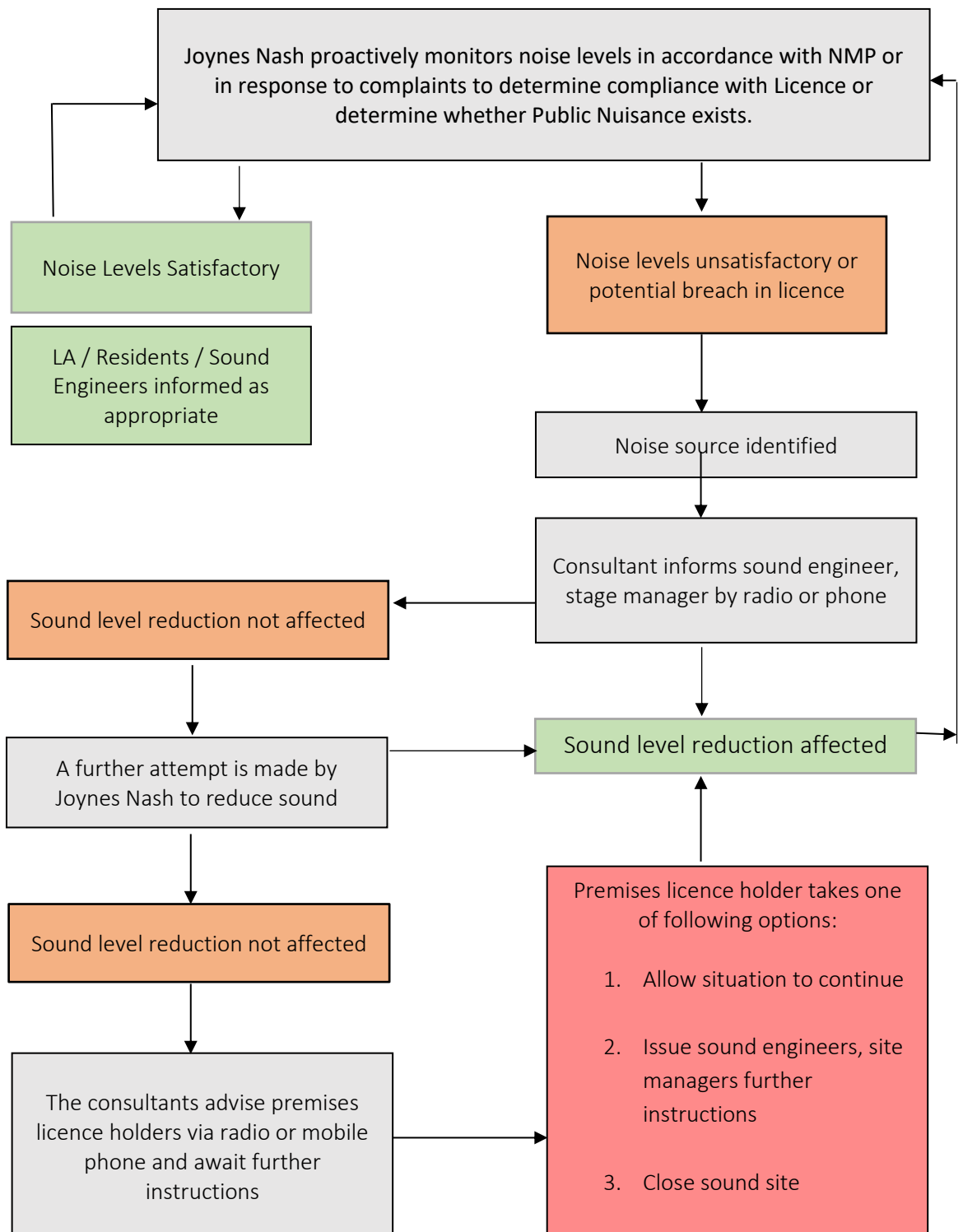
# Appendix A – Proposed Event Site Layout



## Appendix B – Receptor Locations and Expected Noise Monitoring Positions



## Appendix C – Indicative Noise Response Flowchart



## Appendix D - Contact Numbers and Responsibilities

### Client Contact Number

TBC

### Client Contact

TBC

### Production Contact

Will Mason      Production

We are the Fair



### News Coverage

Peter Nash      Director

Simon Joynes      Director

Joynes Nash

Joynes Nash





## Appendix E – Noise Units

1. Noise is defined as unwanted sound. The range of audible sound is from 0 dB to 140 dB. The frequency response of the ear is usually taken to be about 18 Hz (number of oscillations per second) to 18000 Hz. The ear does not respond equally to different frequencies at the same level. It is more sensitive in the mid-frequency range than the lower and higher frequencies and because of this, the low and high frequency components of a sound are reduced in importance by applying a weighting (filtering) circuit to the noise measuring instrument. The weighting which is most widely used and which correlates best with subjective response to noise is the dB(A) weighting. This is an internationally accepted standard for noise measurements.
2. For variable noise sources such as traffic, a difference of 3 dB(A) is just distinguishable. In addition, a doubling of a noise source would increase the overall noise by 3 dB(A). For example, if one item of machinery results in noise levels of 30 dB(A) at 10 m, then two identical items of machinery adjacent to one another would result in noise levels of 33 dB(A) at 10 m. The 'loudness' of a noise is a purely subjective parameter but it is generally accepted that an increase/decrease of 10 dB(A) corresponds to a doubling/halving in perceived loudness.
3. External noise levels are rarely steady but rise and fall according to activities within an area. In an attempt to produce a figure that relates this variable noise level to subjective response, a number of noise metrics have been developed. These include:

**LAeq** noise level - This is the 'equivalent continuous A-weighted sound pressure level, in decibels' and is defined in BS 7445 [1] as the 'value of the A-weighted sound pressure level of a continuous, steady sound that, within a specified time interval, T, has the same mean square sound pressure as a sound under consideration whose level varies with time'. It is a unit commonly used to describe community response plus, construction noise and noise from industrial premises and is the most suitable unit for the description of other forms of environmental noise. In more straightforward terms, it is a measure of energy within the varying noise.

**LA90** noise level - This is the noise level that is exceeded for 90% of the measurement period and gives an indication of the noise level during quieter periods. It is often referred to as the background noise level and issued in the assessment of disturbance from industrial noise.

**LA10** noise level - This is the noise level that is exceeded for 10% of the measurement period and gives an indication of the noisier levels. It is a unit that has been used over many years for the measurement and assessment of road traffic noise.

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## **Premises Licence Application -**

Stories In The Park, Palmer Park, Reading RG6

### **Response to Representations**

*Page 1* - Outline of current situation regarding the application

*Page 2* - Representation and Response to representation by XXXX Kemp

*Page 4* - Representation and Response to representation by Sarah Gardner, Reading University

*Page 9* - Representation and Response to representation by Rebecca Moon, RBC Environmental Protection & Nuisance

20<sup>th</sup> April 2020

Dear Sirs,

We thought that it would be helpful to provide some observations about the application, the (amended) proposal as well as furnishing you with some additional reports and comments about the application and the representations. There have been some amendments to the application (the conditions set out in the operating schedule), through the course of the consultation period.

It is worth noting that no objections to the application have been received from Police, Fire or any Responsible Authority, save for Environmental Protection & Nuisance, and then only on public nuisance grounds.

Might we also add that the Environmental Health Officer is not objecting to the proposition outright, they merely seek to impose a condition, which we consider to be inappropriate.

The Licensing Team, in dialogue and liaison with Thames Valley Police and the Environmental Protection & Nuisance Team have proposed that the operating schedule be amended such that the original conditions offered in the application are replaced by the revised conditions set out in the Licensing Officer's report.

I have included for your attention 2 reports relating to Noise Management (one being the post-event Noise Report for the 2019 Stories In The Park event, the other being the draft Noise Management Plan for the June 2020 events) as well as the draft Event Safety Management Plan for June 2020 events.

Since the application was lodged obviously the situation regarding Covid-19 has affected society in an unprecedented fashion. Subsequently, the events that were originally proposed for June 2020 have been cancelled. Whilst we remain optimistic that events in September 2020 may be allowed to take place, we are realistic that this may not be possible.

Regards,

Robert Dudley  
We Are The Fair

-----Original Message-----

From: XXXX Kemp

Sent: 06 April 2020 09:21

To: Licensing <[Licensing@reading.gov.uk](mailto:Licensing@reading.gov.uk)>

Subject: Palmer Park

This is an EXTERNAL EMAIL. STOP. THINK before you CLICK links or OPEN attachments.

Hello

I understand Entourage Project have planned large events for students in Palmer Park in June and September 2020.

As a resident of St XXXX Road, despite assurances from their sound engineers, I found the event to be unnecessarily loud.

Obviously, now at this time of Lockdown, surely this event has been cancelled for both June and September ?

I strongly object to it going ahead this year.

Kind regards

XXXX Kemp

In terms of noise management at outdoor events, we are committed to pro-actively managing sound and delivering events with a sense of balance in mind. We are conscious of the potential impact of noise from events and commit to deliver events in such a way that they cause the minimum of disruption to local residents whilst providing satisfaction to the audience.

The 2019 post-event Noise Report provided by independent Noise Consultants, Sonic Live Acoustics, shows that although at times during the event, music was audible, it was not unduly loud and certainly not in breach of the licence. At no time during the event did the dB levels measured at any of the monitoring locations exceed the dB levels specified in the Premises Licence. Music from the 2019 event did not cause Public Nuisance.

The Reports' Table of Results also demonstrates that at times when the Noise Consultant thought that the bass frequencies from the music were too prominent, then the Sound Engineer was contacted and instructed to reduce the dB levels of the bass. These actions were carried out immediately by the Sound Engineer.

It is once again part of the event planning (and indeed forms a condition of this Licence application) that a Noise Consultant will prepare a Noise Management Plan for all events taking place under this Licence. The Consultant will also be on duty throughout the duration of all events. This will ensure that noise from the events do not create Public Nuisance.

A 'Noise Hotline' will also be made available for all events taking place under this Licence. This telephone number will be operational at all times whilst events are taking place. The Hotline number will be provided to local residents by means of a letter/leaflet being distributed prior to the events commencing (distribution radius for notification letters will be agreed with the Local Authority as part of the event planning/Safety Advisory Group process).

In terms of events taking place in 2020 due to the Covid-19 situation, the June events have already been cancelled. We remain optimistic that the events scheduled for September will be able to go ahead as planned, however we appreciate the fact that this may not be possible.

We are obviously monitoring the situation closely and are in regular contact with groups such as [BVEP](#), [NOEA](#), [NTIA](#) and [AIF](#) who in turn are in regular contact with DCMS and other central Government departments. We are also in regular contact with the Local Authority in Reading and obviously no decision about whether or not events under this Licence can take place will be taken without their approval.

**From:** Sarah Gardner <[s.gardner@reading.ac.uk](mailto:s.gardner@reading.ac.uk)>  
**Sent:** 08 April 2020 11:33  
**To:** Licensing <[Licensing@reading.gov.uk](mailto:Licensing@reading.gov.uk)>  
**Cc:** RUSU President <[president@rusu.co.uk](mailto:president@rusu.co.uk)>  
**Subject:** Stories in the Park, Palmer Park, 6 June 2020 - license representation

Dear Reading Licensing,

The University of Reading and Reading University Students' Union (RUSU) would like to make a representation relating to the 'Stories in the Park' event due to take place in Palmer Park, Wokingham Road on Saturday 6<sup>th</sup> June 2020. The license application can be seen [here](#).

We have joint concerns about this event which relate to the licensing objectives. The rationale for these concerns are detailed further below.

**The prevention of public nuisance:**

- We have received complaints from local residents relating to noise and anti-social behaviour during and following previous events run by Entourage Project (EP). This includes their 'alternative' Freshers events in September 2019.
- We have not seen any examples of EP mitigating against the risk of public nuisance during their events, for example security staff or street marshals to minimise public nuisance as participants make their way home from their events.

**The prevention of crime and disorder:**

- We have received complaints from local residents relating to disorder during previous events run by Entourage Project (EP).
- We have not seen any examples of EP mitigating against the risk of crime and disorder during or after their events, for example security staff, street marshals or procedures to reduce the risk of illegal drug use.

**Public safety:**

- We have seen little evidence of EP putting in place measures to protect participants' safety and welfare related to excessive alcohol consumption or drug misuse during their previous events, for example the proactive use of street pastors or other welfare schemes.
- We also have concerns about participants leaving the event safely. For example, at previous EP-organised events there didn't appear to be measures in place such as pre-organised transport from the events, or street marshals/street pastors deployed in residential areas to support any vulnerable participants making their way home.

Finally, we would like to note that the University and RUSU have worked very hard to improve local relations between long-term residents and the student community. We have also worked hard to reduce alcohol harm amongst the student community, and to reduce student-related public nuisance. Since 2018, the University has operated a street marshal scheme, at a cost of around £80,000/year, to reduce public nuisance in residential areas. We have also been working closely with RBC and other partners to create a University Community Alcohol Partnership to reduce the harm of alcohol use (and drug use) amongst young people. We are concerned that events like the one EP plans in June 2020 may undermine this hard work.

Many Thanks,

**Sarah Gardner**  
Community Relations Manager  
University of Reading

It is worth noting that there have been no objections from any of the Responsible Authorities (with the exception of Environmental Protection – and that representation is not an objection to the granting of the Licence, more a technicality over conditions regarding dB levels).

There has been dialogue with both the Licensing Authority and Thames Valley Police (TVP) during the consultation period for this application and satisfactory conditions have been agreed. It is therefore fair to assume that none of the Responsible Authorities or Local Authority Officers have any concerns regarding this application and the event organiser's ability to produce and deliver events that promote the Licensing Objectives.

The Conditions that have been agreed for this Premises Licence are stricter and more robust than a large number of other event/festival Premises Licences. Not many Licences that we have been granted for similar events specify a ratio of SIA staff to customers, a ratio of body-worn video cameras and it is rare to see a Licence of this type that insists on 100% ID scanning of customers on entry.

We are aware of only 3 complaints made relating to Noise during the 2019 Stories In The Park event. These are referenced in the Noise Consultant's' post-event report and have been addressed in response to the previous representation.

In terms of complaints relating to Crime & Disorder and last year's event, we are not aware of any such complaints.

With regards to the statements that there is no evidence of any measures being put in to place to mitigate against Public Nuisance, Crime & Disorder and Public Safety we would again draw on the fact that there have been no representations against the application from the Responsible Authorities. This would lead us to assume that from the point of view of the Responsible Authorities, that the Operating Schedule and Conditions are considered sufficient to successfully promote the Licensing Objectives.

Furthermore, the events taking place under this Licence will all be subject to scrutiny by Reading Borough Council's Safety Advisory Group. The first draft of the Event Safety Management Plan (ESMP) must be submitted to the Licensing Authority and TVP a minimum of 90 days prior to events taking place, with the final draft of the Plan being submitted 14 days prior.

The ESMP provides a wealth of information on Security & Stewarding (including Crowd Management, Security Deployment, Searches and Ejections, Drugs Policy, Amnesty Bins, Drugs Policies), Medical Planning (including the number and type of medical staff and provision on site), Customer Welfare (including details of welfare facilities and dedicated welfare staff, free drinking water), Alcohol Management Plan (including details of staff training, Challenge 25 policy and free drinking water) and Ingress and Egress Management (including details on transport links, routes to site, external staffing provision and external cleansing).

The representation makes numerous mentions that the exterior of the event seems to have been ignored in matters of Public Nuisance, Crime & Disorder and Public Safety. This is simply not true. In 2019 in discussions with the Local Authority Parks and Events Teams (as well as during SAG meetings), egress from the event was discussed and subsequently external Security staff were deployed accordingly.

Additionally, the event's waste management team carried out a cleansing of the areas surrounding the Park. A further site cleaning was carried out by the Council's own cleaning team (paid for by the event organiser) to ensure that there was no litter left as a result of the festival.

It is worth noting that on the same day as 2019's event (which concluded at 21:00) another, separate event took place at the nearby Student's Union (running we understand from 22:00 - 02:00). Is it conceivable that any complaints that are mentioned in this representation are related to this event.

### **Additional context regarding the Premise Licence Holder and Event Organisers**

Event Leisure Ltd is an events company owned and managed by Toby Mullins. Mr Mullins was a former student at Reading University and since graduating has become a significant figure in the Town's Night-time Economy, with over 12 years' experience of promoting and operating Licensed Premises.

He currently owns the venue Caffeine & Cocktails (2015 - present) and has previously owned Matchbox (2014 - 2019) and Public (2016 - 2018).

Mr Mullins also regularly promotes events in other venues. The events promoted are predominantly aimed at the student market. As such, Mr Mullins is keen to ensure student safety and wellbeing is



maintained at all times, not just at events taking place under this Licence, but holistically throughout the Town and throughout the year.

In 2019 Mr Mullins liaised with the Local Authority and TVP to provide a shuttle bus service (operating between the University Halls of Residence and the Town Centre) during the first week of Fresher's week, to facilitate a safer and staggered arrival and departure process for students taking advantage of the Town's numerous student-friendly bars and clubs.

Mr Mullins was Vice Chair of the local Pub Watch organisation for three years. He also participates and organises annual meetings with the Licensing Authority, Thames Valley Police and other stakeholders to discuss the safety of students, particularly at times such as Fresher's week, A-Level results night and Halloween. Mr Mullins organised a meeting in 2019 in conjunction with the Business Improvement District (BID) and arranged for a host of town centre student orientated venues to participate in the NUS backed Good Night Out Campaign (<http://www.goodnightoutcampaign.org>).

<https://www.getreading.co.uk/whats-on/music-nightlife-news/how-reading-students-kept-safe-16352770>

Mr Mullins also supported the committee from Reading Borough Council who were responsible for achieving the Town's Purple Flag status.

Entourage Project (another company owned by Mr Mullins and referenced in the representation - however, not the operator of these events or this PLH) are responsible for promoting and delivering in excess of 500 student focused events throughout the year. This includes 9 weekly events across 4 separate venues as well as a host of one-off events.

During the course of the delivery of these events and his current and previous ownership of bars in the Town, Mr Mullins regularly works alongside Reading's Street Pastors (<https://streetpastors.org/locations/reading/>) as well as developing a good working relationship with the TVP Licensing Team.

In addition to the considerable amount of experience in promoting and managing events and venues that Mr Mullins possess, We Are The Fair will also be assisting in delivering events taking place under this Licence.

**We Are The Fair** is an award-winning agency specialising in Event Production and Event Safety Management. The company has over 20 years' experience operating as an agency and has over 50 years industry experience combined.

(<https://wearethefair.com>)

The Company CEO, Nick Morgan (TechIOSH) is the Vice Chair of NOEA (National Outdoor Events Association) and BVEP (Business Visits and Events Partnership), as well as being a committee member for SAGE (Safety Advisory Group for Events) and a strategy group member of the AIF (Association of Independent Festivals). He regularly speaks at conferences such as International CONFEX, The All-Party Parliamentary Group, the National Police Chiefs Council and the Event Production Show.

We Are The Fair have won a number of awards including most recently 'Production Team of The Year 2019' – Event Production Awards and NOEA's 'Best Practice- Health & Safety 2019'

The company produces 100's of events per year, ranging in complexity, capacity and location.

It is worth noting that the University itself promotes and operates (paid-for) ticketed events – both a Fresher's Ball and a Summer Ball (which the events that will be operated under this Licence could be considered to be direct competitors to). We therefore feel that the University's representation has more to do with a commercial decision and a financial interest, rather than any actual concern regarding Licensing Objectives.

Taking all of the above points into account, we feel that the representations of the University are unfounded and disingenuous.

From: Rebecca Moon  
Dept: **Environmental Protection & Nuisance**

Date: 17<sup>th</sup> March 2020

Subject: Application for Premises Licence: Stories in the Park

Premises: Palmer Park

I refer to the above application.

I have reviewed the application and consulted our records and would like to make representation against the application. I am concerned that due to the residential location of the premises, a public nuisance due to music noise may result from the event. We received three noise complaint following last year's event.

In addition to the conditions that were on the licence last year, I request the following changes in order to reduce the potential for a public nuisance:

I recommend removal of this condition:

- The control limits set at the mixer position shall be adequate to ensure that the Music Noise Level measured at least 1 m from the façade of the nearest and all other noise sensitive premises (being premises where the occupants are likely to suffer nuisance from excessive noise) shall not exceed the background noise level by more than 15 dBA over a 15 minute period (LAeq15 min). Background noise in this case is the arithmetic average of the hourly LA90 measured over the time period 12:00 – 21:00 hours on an equivalent day when no concert or sound checks are taking place.

And replacement with:

- The control limits set at the mixer position shall be adequate to ensure that the Music Noise Level measured at least 1 m from the façade of the nearest and all other noise sensitive premises (being premises where the occupants are likely to suffer nuisance from excessive noise) shall not exceed 65 dBA over a 15 minute period (LAeq15 min).

65 dBA is the usual noise limit for events in Reading, in line with the Noise Council guidance. However, last year's limit of '15 dBA above background' was in place as Palmer Park has a number of events per year, and the guidance suggests a lower limit for such sites. This is to ensure lower noise levels for each event, so that residents do not experience as much disturbance. In this case however this did not work and the limit was actually higher than 65 dBA, due to the high background noise levels measured during the survey.

The noise limits the event worked to last year were as follows:

Liverpool Road 71dB  
St Bartholomews Road 69dB  
Culver Road 67dB  
Wykeham Road 70dB  
Erleigh Ct Gardens / Milton Rd 65dB

It is the judgement of the Environmental Protection team that this is unnecessarily loud, as all other events in Reading (with the exception of Reading Festival) operate to a limit of 65 dBA or lower, a limit of higher than 65 dBA is not in line with the guidance, and is more likely to result in a public nuisance. It should be noted that last year's monitoring showed noise levels below or around 65 dBA, therefore if this year's event operates to the higher limit and goes up to the limit, it will be noticeably louder than last year.

NB The following condition should be removed as it is no longer relevant given the above change:

- If not already carried out, the noise control consultant shall carry out a survey to determine the background noise levels to be used in the condition above at a location representative of the noise sensitive premises likely to experience the largest increase in noise as a result of the event. The results of this survey shall be provided the RBC Environmental Protection and Nuisance team prior to the event.

If the applicant can agree to the amended noise limit suggested above then I will be willing to withdraw my representation.

Regards

Rebecca Moon  
Senior Environmental Health Officer

**From:** [simon@joynes-nash.co.uk](mailto:simon@joynes-nash.co.uk) <[simon@joynes-nash.co.uk](mailto:simon@joynes-nash.co.uk)>  
**Sent:** Monday, April 20, 2020 8:06 PM  
**To:** [Rebecca.Moon@reading.gov.uk](mailto:Rebecca.Moon@reading.gov.uk)  
**Cc:** 'Rob Dudley' <[Rob@wearethefair.com](mailto:Rob@wearethefair.com)>; [Robert.Smalley@reading.gov.uk](mailto:Robert.Smalley@reading.gov.uk)  
**Subject:** Premises License Application - Stories in the Park

Good Evening,

I write with respect to your email to Rob Dudley of the 8<sup>th</sup> April and look to understand your concerns with regards to the event so that they can be addressed ahead of any hearing for the Premises License.

I think its firstly necessary to understand why you do not believe that the proposed limit is appropriate based on last year's event. It is in fact the same conditions as last year which we seek this year and I'd stress that the event ran in full compliance with such.

Likewise, when looking at the impact of noise under the licensing regime we are tasked with considering Public Nuisance, a broad concept which looks at impact on a class of Her Majesty's subjects. Therefore having run in compliance with the limits and only receiving three known complaints in my professional opinion it would seem inappropriate to change such as there is no justifiable evidence of a 'Public Nuisance' arising from such. I'd also stress that the limits are based on a widely used Code of Practice and none of the complaints to our knowledge were identified by the Local Authority as giving rise to a public nuisance.

I'm also mindful of your interpretation of the Code of Practice for Noise from Concerts and question where that arises from. The Code of Practice has been in place since 1995 and in over 20yrs of professional practice we have not seen it interpreted in this way and at no time in the document does it suggest that it should be

interpreted in this way. The approach taken by the Environmental health Department of Reading Council seems to be that it should be used to minimise noise limits at all times.

In contrast, the document is clear in its approach basing limits on the number of event days and where it is likely to exceed 3 days that limit should be based on the relative background plus 15dB. At no point does the Code of Practice set an upper level on this and as the nature of the location is a key consideration for nuisance the existing background noise level will form a key part of this. Indeed, in urban areas where concerts are typically more frequent on parks and residents in closer proximity, this is necessary to permit events to take place and is wholly appropriate as the background levels (masking noise) are typically higher. The current thinking in Reading is in fact likely to prohibit or significantly restrict concerts in the Borough.

Moving back to the actual Code of Practice I'd also question its relevance at this time, both in the context of its current format and indeed how it is applied nationally. I'd also stress that the current status of the guidance is unknown with conflicting reports from the Chartered Institute of Environmental Health that it is withdrawn and subject to review, and prior to this it was caveated that it was prepared for the previous licensing regime and should be used with caution. That said our approach is wholly compliant with such.

Certainly, regarding permitted levels, urban parks present several challenges and indeed there needs to be a careful balance between the needs of the organisers being able to deliver a viable event and the impacts on the local community. In recent years, we have seen many debates on permitted levels and whilst the guidance is currently subject to review with a view to taking a more pragmatic approach. The outcome of such is that for many urban spaces to operate we have seen a relaxation in the permitted levels, largely to reflect those in urban stadia where the permitted levels are 75dB(A) rather than the 65dB(A) historically applied. We again have not sought this approach.

This corrects an anomaly in the guidance that were the event to be held in the stadium it would be given a 75dB limit just due to being in the stadium, where an event just outside it would be given 65dB despite the same receptors being impacted by the music noise.

This approach was consistent with the findings of the DEFRA study NANR 292, in that the source location for the concert does not have any impact on the annoyance of residents, so the differentiation between parks and stadia outlined within the old Code of Practice is irrelevant.

Our approach as always is to seek a relaxation only where it is necessary and ensure that during any such event any exceedance of a permitted level is both justified and necessary and we certainly are not seeking the 75dB level as adopted at other similar sites. Our approach has always been to monitor front of house levels, to ensure that such remain between 95 – 100dB(A), the minimum considered necessary for an event, and then balance such with offsite observations. Control is therefore always maintained throughout and it is demonstrable that there has been no unnecessary increase or creep in noise levels.

The following table illustrates the various permitted levels throughout the UK:

Venue	Noise limit at nearby Noise sensitive premises (dB) $L_{Aeq\ 15}$ min	Events Per Year (if known)
Wardown Park, Luton	84 (1 min)	3 days
Lancashire Country Cricket Club	80	Up to 8 days
Yorkshire County Cricket Club	75	
Twickenham Stadium	75	Up to 8 days
Priory Park, Hitchin	75	
Ponderosa Park, Sheffield	No limit	Up to 3
The Tetley, Leeds	75	
Mayflower Park, Southampton	75	
Milton Keynes Bowl	75	
Heaton Park, Glasgow	80	Up to 4
Blackheath Common, London	75	
Hackney Marches, London	75	
Victoria Park, London	75	Up to 9 days
Bellahouston Park, Glasgow	75	
Don Valley, Sheffield	75	
Moor Park, Preston	75	
Shorditch Park, London	75	
Olympic Park	75	Up to 6 days
Clapham Common	75	Up to 8 days
Streatham Common	75	Up to days
Morden Park	75	-
Boston Manor Park	75	-
Brockwell Park	75	-
Greenwich Peninsula	75	-
Lloyd Park, Walthamstowe	75	-
Three Mills Green, Newham	75	-

With regards to the comments around the Reading Festival having a higher level but that this is due to it being a larger event, there is nothing within the Code of Practice about the size of the event allowing higher off site levels, as such this is a clear indication that there is precedent for events having levels above 65dB where they do not give rise to public nuisance. This is what is being requested in

this instance and we ask that the application is judged on its own merits, rather than a fixed arbitrary limit being applied.

With regards to Stories in the Park it would therefore not seem unreasonable to seek the levels stated in the Noise Management Strategy which are wholly compliant with the Code of Practice for Noise from Concerts 1995 and follow a similar approach to that in 2019 where no Public Nuisance occurred.

Indeed the event style and timings have been selected accordingly, by finishing earlier than that permitted by the Code of Practice and likewise the site has been designed taking into account the mitigation offered by the terrain and orientation of speaker systems to minimise the noise impact on the local residents.

There is therefore no reason such approaches cannot be considered acceptable for this event.

I look forward to hearing from you and hope this matter can be resolved.

Regards

Simon Joynes

Director

# Joynes Nash

## Environmental Consultants

Live Events Acoustics Land Contamination EIA's Ecology Landscape Arboricultural

[www.joynes-nash.co.uk](http://www.joynes-nash.co.uk)

Simon Joynes Mob. [REDACTED]  
Pete Nash Mob. [REDACTED]

Office 17 Park Lane, Henlow, Bedfordshire, SG16 6AT

Company Number: 9422341 || VAT Registration No: 204 752234

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**S O N I C**

## Festival Noise Report

Conc3pt London  
Stories in the Park  
28<sup>th</sup> September 2019

Produced For:	Toby Mullins – Conc3pt London
Date Produced:	22 <sup>nd</sup> October 2019
Produced By:	Greg Oliver - SLA
CRN Reference No:	SLA –CNR 106168

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Sonic Live Acoustics Ltd  
9 Manningtree Road  
Little Bentley  
Colchester  
Essex CO7 8SP  
Tel: 01245 905050





# 1. Introduction

1.1 This report represents the results of noise monitoring during the Stories in The Park Festival, for Conc3pt London on 28<sup>th</sup> September 2019 at Palmers Park, Reading. The report represents the metered results and a summary of the results that have been recorded, at the monitoring positions as listed below in accordance with the Noise Management Plan.

1.2 Offsite Noise Measurements were taken at an earlier date from the event at 5 locations/sensitive dwellings to establish ambient noise level (L90) to work up from.

Location 1 L90 - 55.6dB (4 Liverpool Street)  
Location 2 L90 - 53.7dB (14 St Bartholomew's Road)  
Location 3 L90 - 51.9dB (6 Culver Road)  
Location 4 L90 - 54.6dB (1 Wykeham Road)  
Location 5 L90 - 49.7dB (Erleigh Ct Gardens/ Milton Road)

1.3 These L90 will be used at each location and we will be using the guidance of "The POP code" which is used for this type of event, which states that an acceptable level for this type of event would be 15dB above the ambient.

## Sonic Live Acoustics Ltd Experience

1.4 SLA is an independent acoustic consultancy specialising in the field of sound, noise and acoustics related to entertainment venues & stadia. The team of consultants and engineers have many years experience dealing with large scale audio & acoustics projects, live sound monitoring, sound system design and commissioning.

1.5 The consultants have successfully provided sound management advice, including noise management for many UK festivals and concerts over the last 10 years. These concerts have ranged from relatively small-scale events at green field sites to major events staged at national stadia providing entertainment for tens of thousands of people.

1.6 As well as the provision of sound control at live music festivals the company also look after a number of music venues with noise control and sound containment. We also provide regular acoustic monitoring at venues to maintain their licensed levels.



## 2. General

- 2.1 The monitoring locations have been chosen due to their close proximity to the event site and the direction of sound travel from the event although the low frequency will generally radiate in all directions from the site. The site is surrounded by fairly busy roads so the general noise levels are quite high and it is presumed that the event will not be overly intrusive to the surrounding community until the approx. 19:00 hours when the ambient noise tends to quieten down.

There have been a few concerns with noise from the event during the licensing process, this has mainly been due to the fact that the park does host a number of community events and also that travelling fair's also use the site. The latter tend to have multiple sound systems with very little control on them and all playing different music along with microphone announcements, this type of events tends to be very intrusive and not controlled in any way. These concerns have been taken into consideration and all questions answered along with prior to the event.

The sound system for this event has been correctly designed to cover the area needed with control added for individual frequencies as well as dispersion of sound.

We have direct communication with the FOH Engineer and the Event Director, so that any request for a reduction can be carried out quickly and effectively.



### 3. Procedures

- 3.1 Off-site noise levels were measured using an NTI Audio XL2 Sound Level Meter/Analyser with a M2210 Extended Performance - Measurement Microphone Class 1 frequency response. The measurements were taken at the agreed locations as identified section 5. These measurements were taken as close to the nearest Noise sensitive receptors boundaries in a free space environment and approx. 1.2m – 1.5m above the ground.
- 3.2 The NTI Audio XL2 Sound Level Meter/Analyser was calibrated before and after use using a B & K Type 4231 Calibrator 94/114dB Class 1 certified, and the microphone was fitted with outdoor windscreens.

### 4. Map



Locations

- 1 4 Liverpool Road
- 2 14 St Bartholomews Road
- 3 6 Culver Road
- 4 1 Wykeham Road
- 5 Erleigh Ct Gardens/Milton Road



## 5. Table of Results & Charts

Loc.	Time	L <sub>Aeq</sub>	L <sub>Aeq</sub>	Peak (dB)	Observations
		15 (dB)	5 (dB)		
1	12:02	67.4	66.4	89.2	Traffic and local noise no event noise.
2	12:24	Raining	68.2	90.7	Raining so no L <sub>Aeq</sub> 15 Music audible but traffic and pedestrian noise more prominent
3	12:50	Raining	62.2	87.4	Raining so no L <sub>Aeq</sub> 15 No event noise audible just traffic and pedestrian noise.
4	13:21	65.9	66.4	85.7	Music audible but at low level pedestrian and traffic noise.
5	13:42	Raining	54.2	88.5	Raining so no L <sub>Aeq</sub> 15 Traffic audible plus music in the background.
2	14:03	62.4	64.5	86.3	Constant traffic noise music in the background mainly Bass
1	14:27	65.9	66.4	87.2	Mainly local traffic and pedestrian noise music noise in the distance
2	13:57	Raining	64.8	92.1	Raining so no L <sub>Aeq</sub> 15 Mainly traffic audible but music as well.
3	14:25	Raining	60.3	90.4	Raining so no L <sub>Aeq</sub> 15 Main stage audible but also lots of traffic and pedestrian noise.
4	14:48	Raining	67	82.1	Raining so no L <sub>Aeq</sub> 15 Event noise audible but not intrusive as still lots of local noise.
5	15:06	58.3	57.5	88.6	Mainly local traffic but bass beat is audible and requested a reduction from 80Hz down by 2dB
1	15:46	64.8	65.2	81.5	Music audible but in the distance mainly traffic noise
2	16:14	65.3	65.4	84.1	Music audible mainly bass but not intrusive. 63Hz 45.1dB & 125Hz 38.4dB
3	16:46	63.4	65.9	82.7	Local traffic noise with faint bass beat
4	17:15	61.7	61.5	87.3	Traffic noise prominent music faint in the distance
5	17:31	55.7	55.2	86.4	Local traffic noise with faint bass beat
1	17:51	64	63.7	76.4	Raining but mainly traffic noise audible and bass beat but distant
2	18:11	65.4	64.8	78.8	Traffic noise from wet road music audible
3	18:29	63.8	62.4	83.7	Traffic noise and pedestrians
4	18:57				Raining heavy local traffic noise on wet road no music audible



5	19:20	Raining	56.7	87.2	Raining so no LAeq15 Traffic noise with a bass beat audible not intrusive
1	19:32	57.1	58.3	85.2	Traffic and Pedestrian noise music audible but distant
2	19:57	62.4	62.1	80.4	Music audible and asked for a reduction in bass
3	20:12	63.2	62.8	84.8	Local traffic noise
4	21:32	62.3	63.5	77.4	Traffic noise and music audible but faintly in the distance
5	20:50	53.6	53.9	78.5	Music and MC audible but not intrusive, traffic noise also

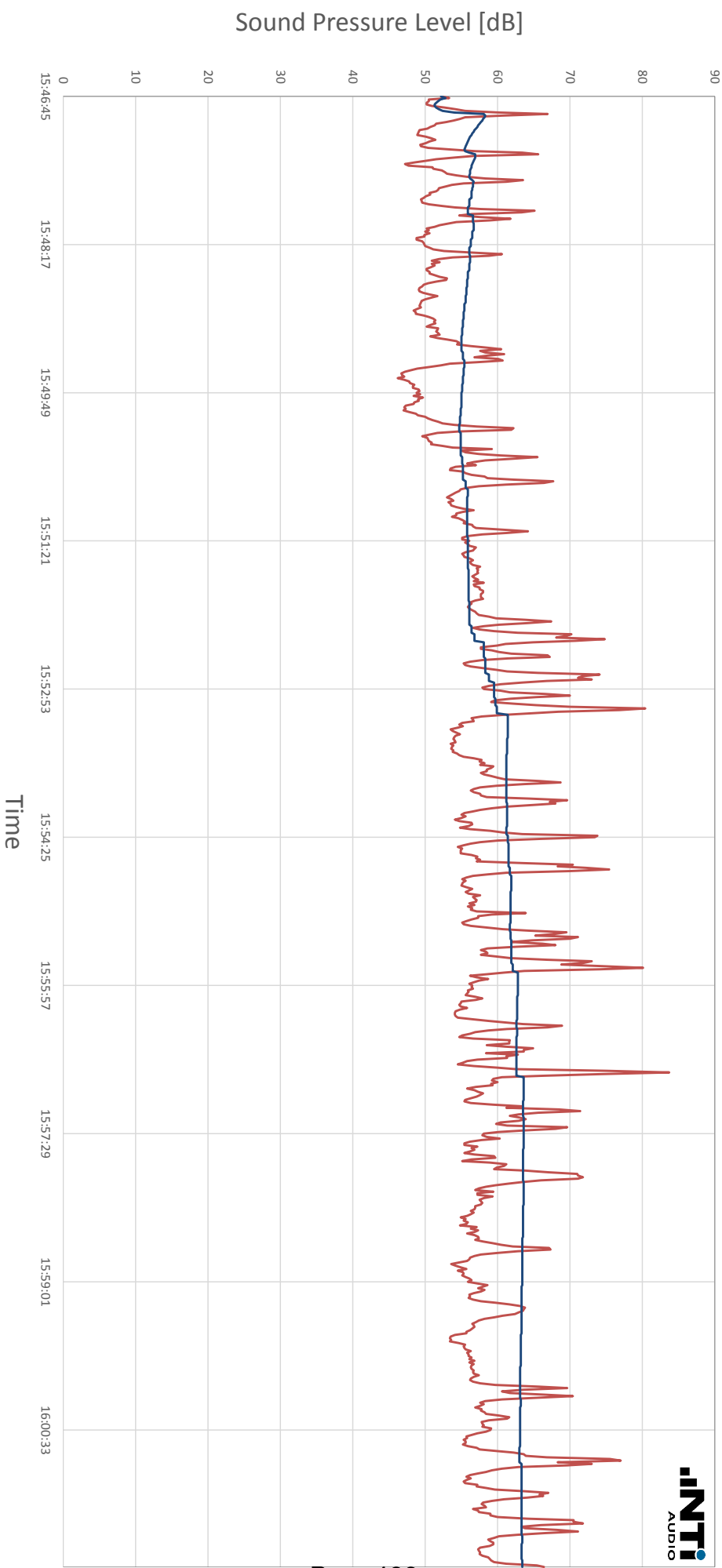


SONIC

# Sound Pressure Level

LAeq Live

LAeq 15





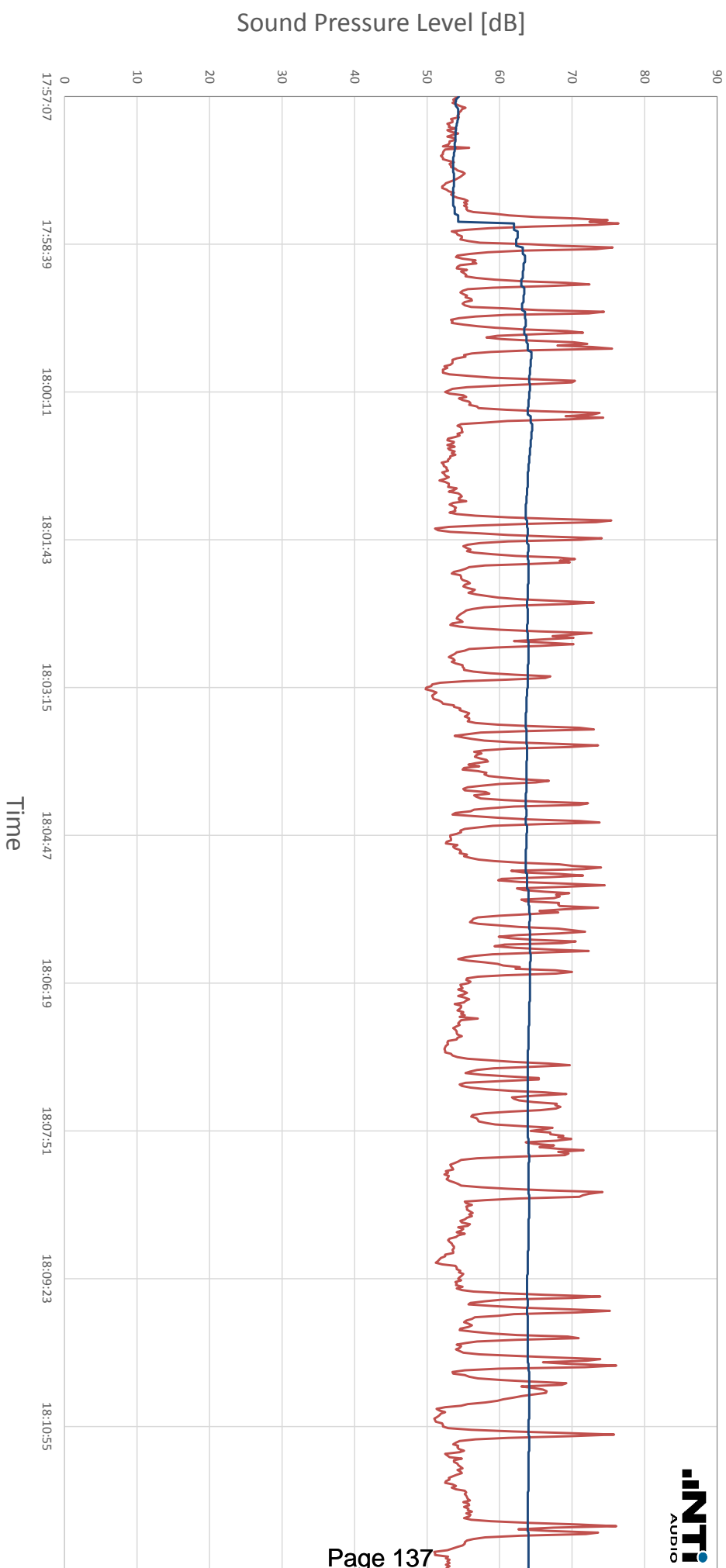


SONIC

# Sound Pressure Level

L Aeq Live

L Aeq 15



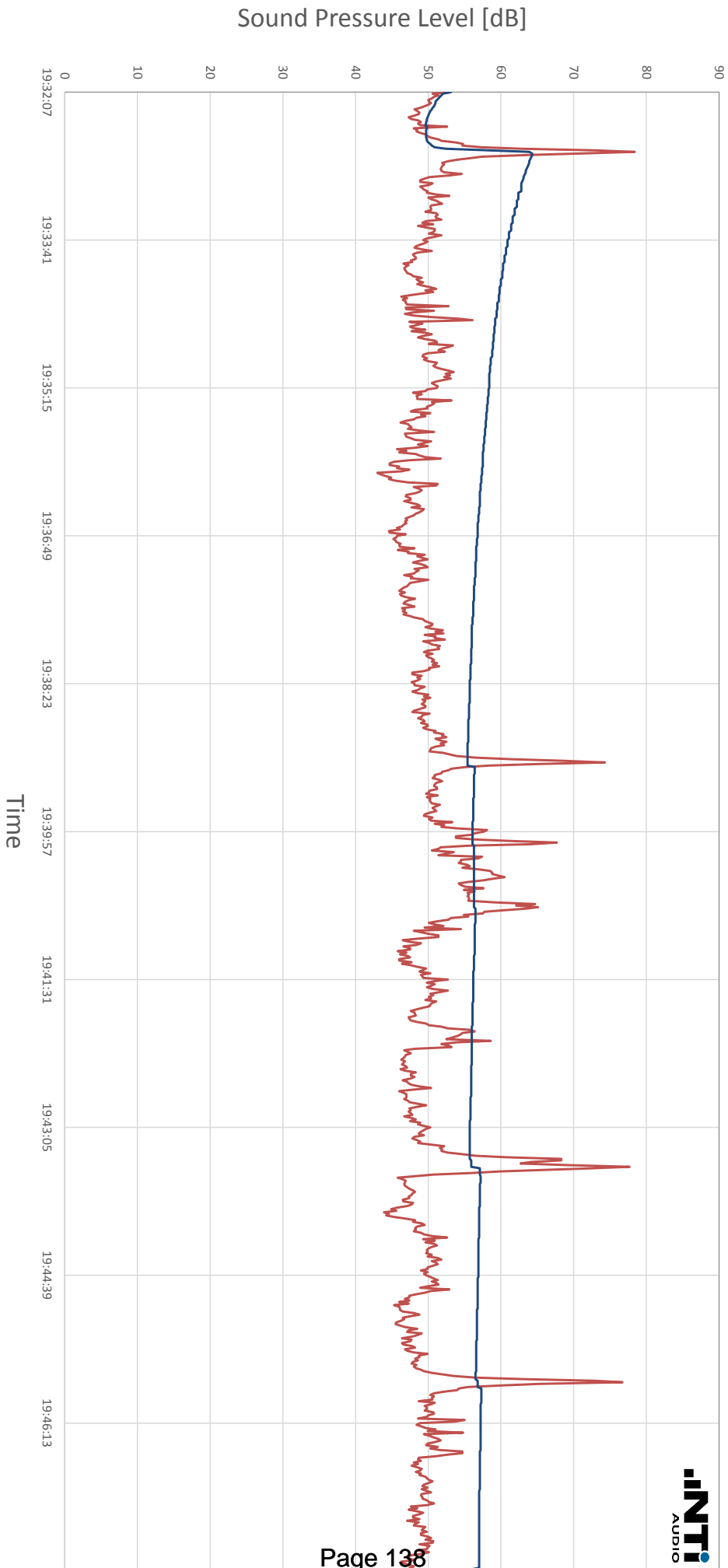


SONIC

# Sound Pressure Level

LAeq Live

LAeq 15





## 6. Conclusions

- 6.1 The stage music started on time but at a lower level as requested until the venue started to fill up and then it was advised that we can increase the level incrementally until we reached a level that was acceptable to create the right atmosphere from the stage but also staying within licensed limits.

There were showers of rain fairly constantly throughout the afternoon, which did make monitoring a bit on and off especially for LAeq15 although we LAeq5 were possible at times during the rain. Notes during these times were still made also on observations of what could be heard.

The event was audible at some locations, mainly bass but not at intrusive levels mostly in the distance although along the Bartholomews Road at times it did come across a little more intense mainly due to levels changing from track to track. The roads around the site are considered busy roads with constant traffic flow and this along with the wet roads generated most of the sound being recorded and although the rain slowed as the event went on the roads remained wet. Communications with the sound engineer in control of the sound system and the event management worked well and any instructions to reduce bass or overall sound level was carried out in a fairly quick manner. These instructions were asked for more as a precaution to avoid any Bass becoming to intrusive and then giving cause for concern about complaints.

Generally, the levels around the site remained constant and the Milton road location was where the music was audible the most, this was predominantly due to the fact that there was less traffic in that location. The music was still distant but the bass did travel with the wind a little at times.

We did receive 3 complaints throughout the event and there was also the concern of the local resident prior to the event, all complaints were logged and informed that a reduction would be made on site as a precaution but the event was compliant with the license agreement.

One complaint did come from a Bartholomews Road resident, but they would not give a name or a house number, the resident complained about the bass, A reduction of 2dB was made by the engineer from 80Hz and below. The other 2 came from Milton Road and Byron Road, both in the direction of the sound travel from the stage. These 2 complaints came in around 20:50 and I was present at that location and informed them that levels would be reduced and that the event would not be going on till late, both residents were surprised and by the fact that something would be done and re-assured that noise management was in place.

The event stayed license compliant throughout and although bass levels did carry, and complaints were made about it, the overall levels were controlled.

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