

LICENSING ACT 2003 HEARING TUESDAY 09 NOVEMBER 2021 @ 09:30HRS
APPLICATION FOR THE GRANT OF A PREMISES LICENCE

1. Premises:

Reading Winter Wonderland
Hills Meadow Car Park
George Street
Reading

2. Applicant:

Premier Winter Wonderland Events Limited

3. Background:

There is currently no licence in force for this event. The same event organiser, under a different company name, Reading Winter on Ice Ltd, previously applied for, and was granted, 2 licences for the same type of event held in Forbury Gardens. The first licence covered the years 2015/2016, 2016/2017 and 2017/2018, however, the final years' event was not able to be held due to the works on the Abbey Ruins. A second licence was granted for 2019/2020. During the most recent event in 2019/2020, Reading Borough Council received 4 complaints under the following categories: Light Pollution - 1, Noise - 2, Food Trader - 1.

The application has been submitted by Premier Winter Wonderland Events Limited and is attached as **Appendix RS-1**

The applicant has proposed conditions to be attached to the premises licence (please see **Appendix RS-1**). Reading Borough Council Licensing team, Environmental Protection team and Thames Valley Police have agreed these conditions.

4. Proposed licensable activities and hours:

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

Provision of Record Music

Monday to Sunday from 1000hrs until 2200hrs

Sale by Retail of Alcohol (On the Premises)

Monday to Sunday from 1100hrs until 2200hrs

Opening Hours

Monday to Sunday from 1000hrs until 2200hrs

This application is for a one-off licence to be valid for 53 days between 12/11/2021 and 03/01/2021.

5. Temporary Event Notices

In considering any application the Licensing Authority should be aware of the possible use of Temporary Event Notices to authorise licensable activities. A premises can extend the hours or scope of their operation by the use of Temporary Event Notices.

Up to 15 events per year (or 20 events in 2022 & 2023 only) 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 (or 26 in 2022 & 2023) per calendar year.

6. Date of receipt of application: 22 September 2021

7. Date of closure of period for representations: 20 October 2021

8. Representations received:

During the 28 day consultation period for the application, representations were received from:

Ms Krysz Jankowski - Local Resident - Attached as Appendix RS-2

Mr K. G. Hill - Local Resident - Attached as Appendix RS-3

Ms Helen Lambert - Caversham and District Residents' Association - Attached as Appendix RS-4

Mr David Earnshaw - Local Resident - Attached as 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 its 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 area⁵. The police should usually therefore be the licensing authority's main source of advice on matters relating to the promotion of the crime and disorder licensing objective. However, any responsible authority under the 2003 Act may make representations with regard to any of the licensing objectives if they have evidence to support such representations. Licensing authorities must therefore consider all relevant representations from responsible authorities carefully, even where the reason for a particular responsible authority's interest or expertise in the promotion of a particular objective may not be immediately apparent. However, it remains incumbent on all responsible authorities to ensure that their representations can withstand the scrutiny to which they would be subject at a hearing.

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.

12. 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.

13. Relevant Case law for consideration:

(R) on the application of Hope and Glory Public House v Westminster City Council (2011) EWCA Civ31 illustrates that licensed premises, and the activities that take place in those premises, exist in a dynamic environment and should not be looked at entirely in isolation and confirms that this can include the impact that licensable activities have on a range of factors such as crime, the quality of life for residents and visitors to the area, and demand for licensed premises.

East Lindsey District Council v Abu Hanif (t/a Zara's Restaurant) (2016) this underpins the principles widely acknowledged within the Licensing Act 2003 that the licensing objectives are prospective, and that the prevention of crime and disorder requires a prospective consideration of what is warranted in the public interest, having regard to the twin considerations of prevention and deterrence.

14. Appendices

Appendix RS-1: Premises Licence Application Form

Appendix RS-2: Representation from Local Resident - Ms Krysz Jankowski

Appendix RS-3: Representation from Local Resident - Mr K. G. Hill

Appendix RS-4: Representation on behalf of Caversham and District Residents' Association - Ms Helen Lambert

Appendix RS-5: Representation from Local Resident - Mr David Earnshaw



* required information

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

System reference	Not Currently In Use	This is the unique reference for this application generated by the system.
Your reference	SED/REA224/3	You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant? Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Yes No

Applicant Details

* First name	Kelly	
* Family name	Williams (contact only as Applicant is limited company)	
* E-mail	[REDACTED]	
Main telephone number		Include country code.
Other telephone number		

Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

<input checked="" type="radio"/> Applying as a business or organisation, including as a sole trader	A sole trader is a business owned by one person without any special legal structure. Applying as an individual means the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.
<input type="radio"/> Applying as an individual	

Applicant Business

Is the applicant's business registered in the UK with Companies House?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Note: completing the Applicant Business section is optional in this form.
Registration number	12846474	
Business name	Premier Winter Wonderland Events Limited	If the applicant's business is registered, use its registered name.
VAT number	GB 383523200	Put "none" if the applicant is not registered for VAT.

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Legal status

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Agent Details

* First name

* Family name

* E-mail

Main telephone number

include country code.

Other telephone number

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

Are you:

An agent that is a business or organisation, including a sole trader

A sole trader is a business owned by one person without any special legal structure.

A private individual acting as an agent

Agent Business

Is your business registered in the UK with Companies House? Yes No

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name

If your business is registered, use its registered name.

VAT number

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

Legal status

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Agent Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

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PREMISES DETAILS

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

Premises Address

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

Address OS map reference Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

Section 3 of 21**APPLICATION DETAILS**

In what capacity are you applying for the premises licence?

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

Confirm The Following

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

Section 4 of 21**NON INDIVIDUAL APPLICANTS**

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

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

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

Continued from previous page...

Private Limited company

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

United Kingdom

Contact Details

E-mail

Telephone number

Other telephone number

* Date of birth

dd mm yyyy

* Nationality

British

Documents that demonstrate entitlement to work in the UK

Add another applicant

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OPERATING SCHEDULE

When do you want the premises licence to start?

12 / 11 / 2021
dd mm yyyy

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

03 / 01 / 2022
dd mm yyyy

Provide a general description of the premises

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

The "Premises" is an area of land forming part of Hills Meadow Car Park, George Street, Reading, RG4 8DH as delineated and shaded in read on the attached licensing plan and as identified in the Event Management Plan. The proposed licenced "premises" is the same as was licenced for 54 days each year (during a "window" from November to January) for "Reading Winter on Ice" for three years (2015/2016; 2016/2017; 2017/2018) under premises licence LP1000923. The premises could not however operate during the final year of that existing authorisation (in 2017/2018) due to renovation works being

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carried out to the Abbey Ruins.

During the period of the Licence (so for 54 days between November 2021 and January 2022) the premises will primarily be used as a site attracting customers to use an ice rink to be erected at the premises, as well as to use other attractions such as (but not limited to) a carousel. There will be various temporary structures set up from which a winter themed event will be operated. One such structure, which will be fully enclosed, will sell alcohol and contain seating and there will be a stall from which mulled wine will be sold. Existing features will be used from which limited live music (such as carol singers with background music) will be performed. It is likely that any music will be incidental in nature and in the case of live music will be covered by the Live Music Act 2012 and therefore not a licensable activity.

The licence sought in this application will be subject to the same bespoke conditions which applied to the Premises Licence LP1000923 - See further "measures to promote the Licencing Objectives" section.

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

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PROVISION OF PLAYS

See guidance on regulated entertainment

Will you be providing plays?

- Yes No

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PROVISION OF FILMS

See guidance on regulated entertainment

Will you be providing films?

- Yes No

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PROVISION OF INDOOR SPORTING EVENTS

See guidance on regulated entertainment

Will you be providing indoor sporting events?

- Yes No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

See guidance on regulated entertainment

Will you be providing boxing or wrestling entertainments?

- Yes No

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PROVISION OF LIVE MUSIC

See guidance on regulated entertainment

Will you be providing live music?

- Yes No

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PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Will you be providing recorded music?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

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

Indoors Outdoors Both

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

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

Music will generally be background/incidental in nature and it is therefore not envisaged that it will be licensable in any event. However, in order to avoid any possible dispute, the applicant is applying for recorded music as a licensable activity under the licence. The music is likely to be limited to background music to accompany live music (eg carol singers), music

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to be played on the carousel and some general background/ambience music for the market stalls.

State any seasonal variations for playing recorded music

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

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

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

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PROVISION OF PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing performances of dance?

Yes No

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

See guidance on regulated entertainment

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

Yes No

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

Yes No

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

Continued from previous page...

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

- On the premises Off the premises Both

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

State any seasonal variations

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

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

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

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

Name

First name

Family name

Date of birth
dd mm yyyy

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

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ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

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 etc gambling machines etc.

N/A

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

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

The Licence sought is time-limited and will only operate for 54 days within a "window" from November 2021 to January 2022 to support the Reading Winter on Ice Event.

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

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

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LICENSING OBJECTIVES

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

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

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

The Licence sought will be in the same (or substantially the same) as the Premises Licence issued in 2015 (LP1000923) to cover the Reading Winter on Ice event during November to January in 2015/2016; 2016/2017; and 2017/2018). The Event could not however operate during the final year of that licence due to renovation works being carried out to the Abbey Ruins. That previous licence is subject to bespoke conditions (relevant to the promotion of all four licensing objectives) which are attached to this application and the Applicant volunteers that the same conditions would apply to this current licence if issued.

As can be seen the Premises would (again) be operated in accordance with an Event Safety Management Plan (which has been updated for the 2021/2022 proposed operation and is attached to the application). As will be noted, appropriate risk assessments will be carried out; SIA accredited staff will be deployed at all points of access/egress; no alcohol bought on the premises will be permitted to leave the premises; and a Challenge 25 policy will be operated for sales of alcohol.

The operators of the Event are experienced licensees. During 2014 to 2016/2017, the Event was professionally and safely run (to the enjoyment of those that attended) and the Licensing Objectives were fully promoted at all times. The proposed Event for 2021/2022 will be run in the same manner to ensure that the risk of any negative impact to the promotion of the Licensing Objectives is minimised.

b) The prevention of crime and disorder

Please see the measures set out in (a) above which has equal application to the promotion of this Licensing Objective.

c) Public safety

Please see the measures set out in (a) above which has equal application to the promotion of this Licensing Objective. Further an individual with appropriate first aid qualification will be present on site during opening hours.

The emergency vehicle access point for the premises will be kept clear of any obstructions.

Temporary structures used on the premises and electrical installations will be signed off by appropriately qualified personnel. Glass containers for drinks will only be permitted inside the bar area, which will be an enclosed area. Plastic containers will be used elsewhere.

d) The prevention of public nuisance

Please see the measures set out in (a) above which has equal application to the promotion of this Licensing Objective. The nature of the entertainment is such that it does not involve high level music.

Continued from previous page...

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e) The protection of children from harm

Please see the measures set out in (a) above which has equal application to the promotion of this Licensing Objective.
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Section 19 of 21

NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

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

Section 21 of 21

PAYMENT DETAILS

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

The fee payable will be based on the rateable value of the property. Band A - 0 - 4300 - Fee Payable - 100 Band B - 4301 - 33,000 - Fee Payable - 190 Band C - 33,001 - 87,000 - Fee Payable - 315 Band D - 87,001 - 125,000 - Fee payable - 450 Band E - 125,001 and over - Fee payable - 635 Additional fees apply to outdoor events.

* Fee amount (£)

100.00

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

United Kingdom

DECLARATION

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


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

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

Continued from previous page...

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

* Full name

 : for & on behalf

* Capacity

Blandys Blandys LLP; Solicitor for Applicant

Date (dd/mm/yyyy)

22.09.21

Add another signatory

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

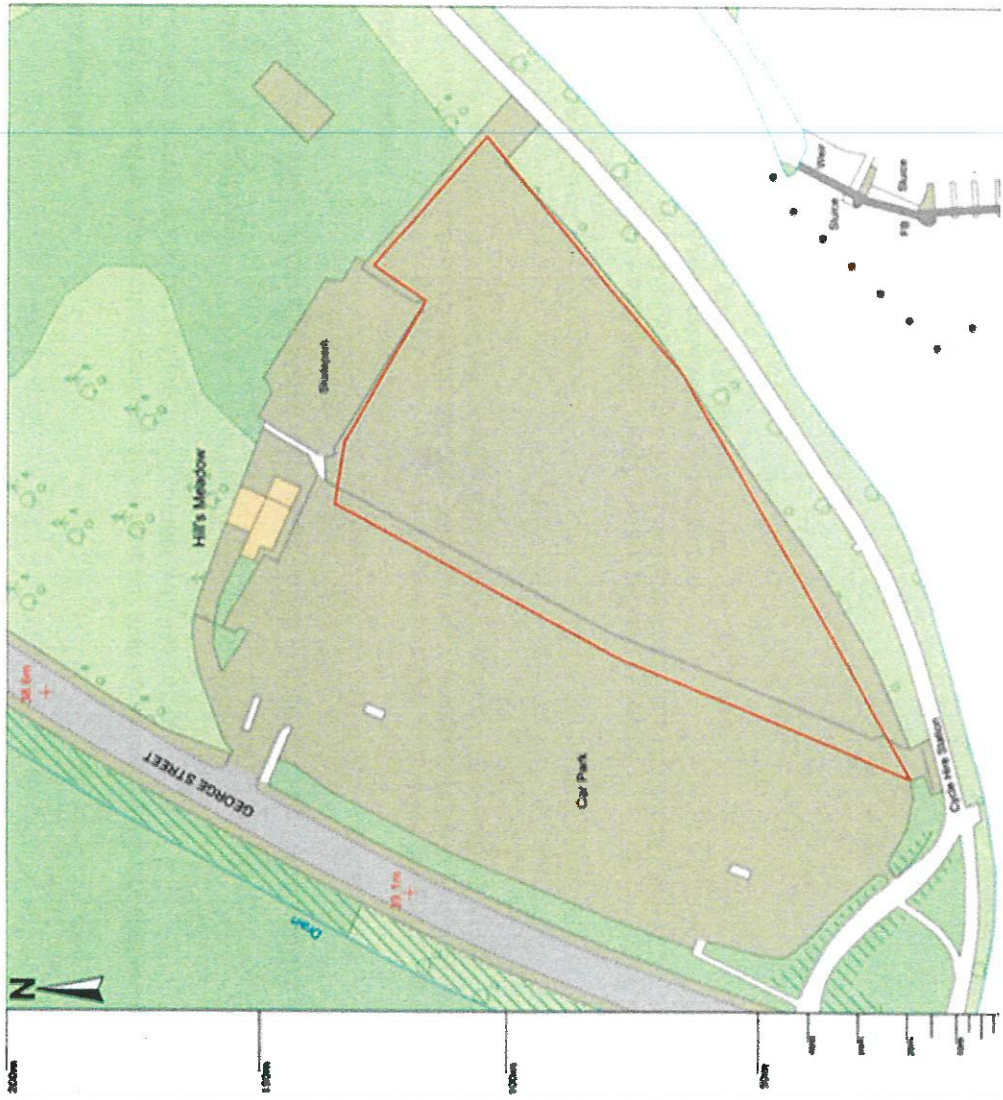
1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/reading/apply-1> to upload this file and continue with your application.

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

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

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

Reading Winter Wonderland, Hills Meadow.



Event Safety Management Plan 2021/2022.

Hills Meadow Car Park, George St. Reading RG4 8DH.

Operated by Premier Winter Wonderland Events Limited.

Reading Winter Wonderland.

**A FAMILY EVENT GIVING FAMILIES A FANTASTIC WINTER
EXPERIENCE.**

1. Introduction.

- 1.1 Intention of Reading Winter Wonderland.
- 1.2 Aims of Reading Winter Wonderland.

2. Key Personnel.

- 2.1 Key Personnel numbers.

3. Venue and Site Design.

- 3.1 Site Description.
- 3.2 Venue Capacity.
- 3.3 Exit Requirements.
- 3.4 Entrances.
- 3.5 Excess Visitors.
- 3.6 No Smoking Regulations.
- 3.7 Insurance Details.

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- 4.4 Emergency Procedures.
- 4.5 Special Risks / Vulnerable Persons.
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- 6.1 Stewards.
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- 8.5 Event Control Unit.
- 8.6 Temporary Structures.

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- 9.1 Beer Tent.

10. Merchandising.

11. Amusements, Attractions and Promotions.

12. Toilets.

13. Waste Management.

14. Sound, Noise and Vibration Management.

15. Medical and First Aid.

16. General Information and Welfare.

16.1 Information.

16.2 Meeting Points.

16.3 Lost Property.

16.4 Drunkenness / Drug Misuse / Prohibited Items.

17. Children.

17.1 Found Children.

17.2 Lost Children.

18. Performers and Special Guests.

19. TV and Media.

19.1 Pre Event.

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Addendums (Annexes).

1. High Level Site Plan.
2. Ice Rink Plan.
3. Health & Safety Policy.
4. Event Risk Assessments.
5. Roles and Responsibilities.
6. Vehicle and People Traffic Management Details.

1 - Introduction.

1.1 Intention.

A Premise Licence application is being applied for to enable the operator to play music and serve alcoholic beverages.

It is the intention of the operator to present a fun and family friendly Winter/Christmas Event for local people and tourists alike.

The event will be held at Hills Meadow Car Park from the 12th November – 3rd January excluding Christmas Day and open 11am - 10pm daily.

1.2 Aims of Reading Winter on Ice.

The purpose of this Event Safety Management Plan is to collate information that will be useful to Staff, Stewards, Security and external authorities such as licensing, police and fire services.

With Health, Safety and Welfare of all participants and customers being paramount, we are planning for a successful and safe event.

2 - Key Personnel.

2.1 Key personnel & Contact numbers.

Kelly Williams. Operator. [REDACTED]

Hills Meadow will be manned by security from 1st November - 10th January 24 hours a day.

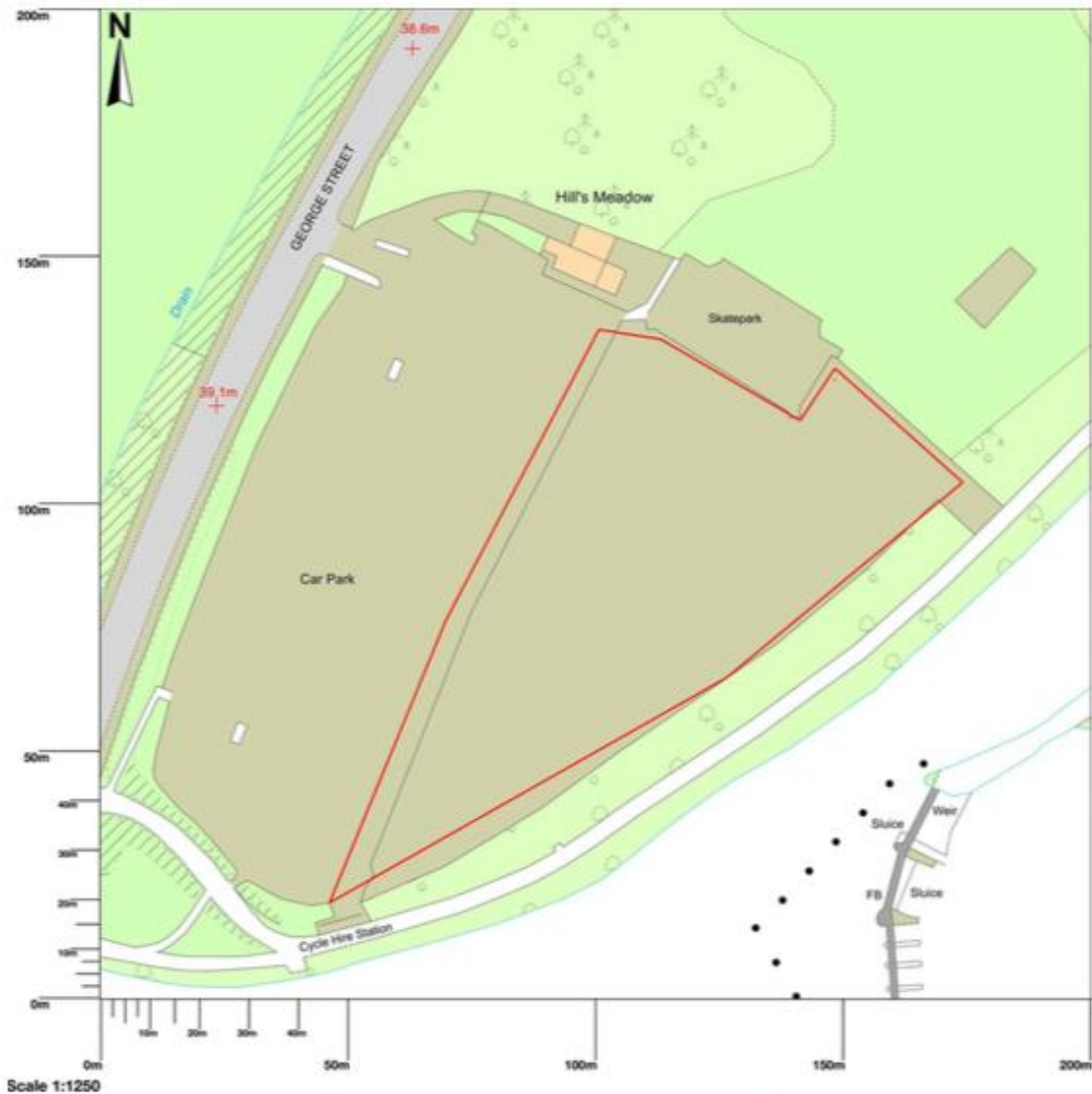
3 - Venue and Site Design.

3.1 Site Description.

Reading Winter Wonderland will be held at Hills Meadow Car Park, Reading. Berkshire.

Hills Meadow Car Park is used throughout the year for Car Parking and Events.

Reading Winter Wonderland, Hills Meadow.



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3.2 Venue Capacity.

The Ice Rink has a capacity is 118 skaters per 45 minute session, plus the skaters for the next session who are asked to arrive 20 minutes before their session. The number of customers for the Ice Rink that could be on site at any one time will be 236 people. In addition, other users of the park, friends and family of skaters and customers of other attractions could also be present at any one time and we predict numbers in the park could reach 500 at peak time.

3.3 Exit Requirements.

There are 4 exit/entry points, 2 leading onto The Car Park and 2 leading onto the path that runs behind the event space for Caversham to Reading train station directions (the latter 2 will be for emergency only). These

will be well sign posted and free from obstruction. The main access for Emergency Vehicles is the entrance facing The Car Park near The Car Wash.

3.4 Entrances.

As above.

3.5 Excess Numbers.

Gate/Security staff will monitor visitor numbers, as we near our max number gate/security staff will go to their positions and limit people in and out keeping in full contact with each other.

3.6 No Smoking Regulation.

All covered tents/marquees will be designated no smoking venues in order to comply with smoke free legislation.

3.7 Insurance Details.

Public and Employees will be insured at £10,000,000. Our current insurance supplier is Park Insurance.

4 - Fire Safety.

4.1 Classification of Fires.

Fires are classified in accordance with BS EN2: 1992 and are defined as below.

Class A Fires Fires involving solid materials, i.e. wood/paper.

Class B Fires Fires involving Liquids.

Class C Fires Fires involving Gases.

Class D Fires Fires involving Metals.

4.2 Fire Fighting Equipment.

Reading Winter on Ice will provide a Fire Point at the Ice Rink Box Office a central point which will house a 9l AFFF Fire Extinguisher and a 2kg CO2 Extinguisher and 1 6l Powder Extinguisher.

4.3 High Risk Areas.

Generator compound. Wooden Stalls. Catering units.

Generator compound, 1x 6KG Powder, 1x 2KG CO2

Wooden Stalls, 1x 6KG Powder.

Catering Units, 1x Fire Blanket (if there is a fryer), 1x 6KG Powder.

Amusement Attractions, Owners of attractions must have a powder and a co2 extinguisher.

4.4 Emergency Procedures.

a) Fire.

If a fire is discovered at any time during the event, it is very important that this procedure is followed.

The fire should only be tackled if it is the early stages and is safe to do so. Time spent fighting a fire in vain is time that could be spent calling the emergency services.

The operator or Security manager should be the nominated person that dials 999 only.

The word "FIRE" is not to be mentioned in any public announcements.

Depending on the fire location the operator/security manager will decide which exits to use and radio his staff immediately on which exits to use so they can help and escort the public to these exits.

If a fire engine is called the operator/security manager will meet the engine at the entrance and direct them to the fire.

b) Suspect device/Bomb threat.

In the event of a bomb warning being received, the security manager shall immediately dial 999 and contact the police and follow their advice and act on their instructions.

A sweep of the site will be made if it is considered safe to do so. Should an evacuation be called for, special attention will be afforded to vulnerable persons and checks will need to be done of the toilets and enclosed areas.

Once evacuated and if a suspect package has been found the area must remain clear and the Police should be informed of its position. Mobile phones must not be used within 10 metres of device.

4.5 Special Risks/Vulnerable Persons.

In the event of an evacuation consideration and help must be given to everyone who needs it especially the young, elderly and the disabled.

4.6 Designated Muster Area.

In the event of a major incident occurring which would require the site being evacuated people will be directed to a designated muster area which will be the square next to the Car Wash. Once every one has left the site announcements will be made every 15 minutes in the muster area to keep the public informed of what is happening.

4.7 Fire Exits.

All fire exits will be signed and any marques will have light up signs.

5 - Communication.

5.1 Incident room.

The incident room/office will be located in the Ice Rink Box Office as it is central to the event.

Key staff will have radios that will be linked to the Box Office.

5.2 Off Site Links.

In the event of an emergency the security manager will dial 999 and request the relevant agency to attend.

5.3. Radio Communication.

All key staff security, Ice Rink manager, catering manager, operator and housekeeping will all have a two way radio's with the base radio being in the Ice Rink Box Office which is positioned central to the event.

5.4. Radio operation.

All radio's must be collected at the beginning of the shift and returned at the end of the shift to the Box Office for security and to make sure they are fully charged, a full charge will last for the full working day.

5.5 Public Information and Communication.

Communication Channels include.

- * Publicity material including site brochure.
- * Media. (Press, Radio and TV)
- * Route - Marketing.
- * Signs.
- * Notices, information displays.
- * Emergency Public announcements.

5.6 Emergency Public Announcements.

When there is known danger, early warning using accurate and timely information is essential. Attendees will respond better if information comes from a source that is recognised as having authority or from someone the attendees respect.

The operator or security manager have the authority to decide that an emergency announcement is necessary, who should make it and under what circumstances.

In the event of a power cut which is unlikely as the event is powered by a generator and there is a back-up which powers up instantly when the power drops, there will be a hand held megaphone that can be used to make an announcement.

6 - Crowd Management.

6.1 Stewards.

The main responsibility of a steward is crowd management. They are also there to assist the police and other emergency services if necessary. The roles of the stewards and security are closely interlinked.

The operator will have approximately 5-10 stewards and 2-4 SIA qualified security staff depending on, off peak or peak times. Stewards and SIA staff will be wearing high visibility jackets to make them easily seen and make them approachable by the public. Also carrying Body Cams.

6.2 Conduct of Stewards.

Stewards need to be fit to carry out their allocated duties, be aged 18 or over and while on duty they should concentrate only on their duties. Stewards should not leave the site without permission and must be calm and courteous to the public who are attending the event.

6.3 Competency of Stewards.

Duties and Competencies of stewards include:

- * Understanding their general responsibilities towards the health and safety for all categories of attendees, other stewards, event workers and themselves.
- * Carrying out pre-event safety checks.
- * Being familiar with the layout of the site and able to assist the attendees by giving information about the available facilities including First Aid, Toilets and also exit points.
- * Staffing entrances and exits.

- * Controlling or directing the attendees who want to find an attraction or an exit.
- * Recognising crowd conditions to ensure the safe dispersal of attendees and the prevention of overcrowding.
- * Assisting in the safe operation of the event by keeping gangways and exits clear.
- * Responding to emergencies, raising alarms.

6.4 Steward Training.

Stewards and SIA staff will be shown the duties by the operator Kelly Williams who is in charge of the whole event.

The following duties will be explained:

- * Access control
- * Crowd control
- * Queue management and keeping people moving along the paths to ease congestion
- * Information delivery
- * Assistance in maintaining a safe environment
- * Responding to incidents
- * Liaising with emergency services and acting as a point of contact during an emergency
- * Assisting with the managers of attractions

7 - Transport Management.

The Operator is promoting public transport for general public to access the event. The Reading Mainline Train Station and bus routes run very close by.

7.1 Parking Arrangements, staff, stewards/sia and traders.

The operator Reading Winter on Ice Limited has arranged the use of Hills Meadow for all parking needs and the storage of vehicles needed for the set up and take down of the event. There is also ample parking for public vehicles, staff, stewards/SIA and traders.

7.2 Parking Arrangements - Coach Parking.

As there is a height problem for coaches we are leaving the parking arrangements for coaches to the coach companies but will recommend Napier Road by Kings Meadow.

7.3 Public Transport Arrangements.

The Operator will be promoting the use of public transport.

7.4 Road Traffic Signs.

Road signs will not be needed for this event.

8 - Structures.

8.1 Site Fencing.

The Event will be completely fenced in by a HERRIS style fence. If the need arises that the Ice Rink or other attractions need a crowd barrier they will be stored on site for that purpose. They will be 1 meter high and can easily be moved in the event of an emergency.

8.2 Main Stage.

The Main Stage for this event is the Ice Rink, as this is the main part and the event feeds from this.

8.3 Reading Winter Wonderland VIP area.

This area will be on the Ice Rink.

8.4 Operation Control Centre.

This is housed in the Box Office which is located by the Ice Rink which is central to the event.

8.5 Temporary Structures.

There will be 1 marquee which will act as the Ice Skate Exchange and First Aid Room. There will be a number of wooden Chalets that will be house traders selling festive gifts, gloves, hats etc and also food outlets.

9 - Refreshments.

Reading Winter on Ice Limited will provide the Local Authority Environmental Health Officers with a list of caterers who will be attending and operating from the event.

All caterers will be required to provide all relevant food licencing, safety and environmental health certification. Copies of all relevant documentation shall be available for inspection on the day prior to set up.

9.1 Bar Area.

The Premise Licence will be issued under the name Premier Winter Wonderland Events Ltd and there will be a minimum of 2 Personal licence holders on site with the main one being Billy Williams. If glass ware is used in the bar, when exiting the bar drinks will be transferred into plastic glasses but alcoholic drinks will not be allowed off site, we envisage only using Plastic Glasses. Proposed bar opening times will be 11am until 10pm. A challenge 25 Policy will be used.

10 - Merchandising.

The operator is providing a number of Wooden Chalets for traders to sell festive offerings. All electrical equipment bought on site must have an up to date PAT Test. Traders can enter the site from 8.30am and must leave by 9.15 am to ensure the site is ready for opening to the public at 10am. No vehicle must enter the site without permission from Billy Williams and must be supervised by Billy Williams or a nominated person by Billy Williams.

11 - Amusements, Attractions and Displays.

The Operator will have amusements, attractions and displays. Kelly / Billy Williams will specifically choose the amusements, attractions and displays. Kelly is in overall control of the event and having vast experience in the leisure sector all over the world the attraction operators will be answerable to them only.

12 - Sanitary Facilities.

The Operator will ensure that adequate provision is made for the number of people attending the event and cleaned regularly through the day. They will be split 50/50 male/female. The Operator will monitor the

queues throughout the event as the weather gets colder if more units are needed they will be in place the next morning.

13 - Waste Management.

The Operator are very proactive regarding recycling of waste and where possible waste will be recycled. Waste will be picked up through the day and will be taken to the designated waste site for collection.

14 - Sound and Noise.

As any music that is played will be for background purpose we do not consider this will be a problem, but will be monitored to make sure it stays below 60-70Db. Also on exit from the event the attendees will be asked by security to respect any nearby residents and make their way home quietly. The Operator is also applying for a Premise Licence for music on site.

15 - Medical - First Aid.

As the main purpose of this event is Ice Skating we will contract out the First Aid cover, so there will be qualified First Aiders on site for the full operation hours. Treatment room and First Aid station will be located in the Skate Exchange Marquee at the Ice Rink.

16 - Information and Welfare.

16.1 Information.

The Operator will provide advance information about the layout and the facilities on the web site and other forms of media. The main point of information will be the Ice Rink Box Office which has a central location at the event.

16.2 Meeting Point.

There is no designated meeting point for attendees but it is the Box Office for staff.

16.3 Lost Property.

Lost property will be held at the skate exchange marquee at the Ice Rink and the Box Office.

16.4 Drunkenness.

As this is a family event drunkenness will not be tolerated, if a person is under the influence of alcohol the person will be escorted off site and provided with a bottle of water to help them sober up, also if someone is wanting to come on site and is visibly under the influence of alcohol they will not be permitted access to the site.

17 - Children.

The Box Office will be the focal point for lost children and P.A announcements will be directed that way.

17.1 Found Children.

If a child is found to be lost by a steward the steward will radio through to all other stewards informing them of the situation and then take the child to the Box Office. PA announcements will be made to let the child's parents know where their child is.

When a child is being collected and the child is reluctant to go with the parent or guardian the Security Manager will ask for proof of identification and if in any doubt a second opinion will be sought from the Police. Child welfare is paramount.

Once the child is reunited all staff and stewards must be notified.

17.2 Lost Children.

Any stewards being advised of a lost child by a parent or guardian must report directly to the Security Manager with a relevant description, name and last known location of the child to see if the child has been found.

A radio communication will be broadcast to all staff with relevant details of the lost child.

While the child is lost all entrance/exit points will be supervised by a steward to make sure the child does not leave the site.

If the child has not been located after five minutes, with the parents or guardians consent, a request will be communicated back to the Security Manager to contact the Police and on arrival all help will be given to them.

As above when a child is reunited with parent or guardian if there are any reasons for suspecting the collecting person is not the correct person, identification should be asked for. Once the child is collected all stewards/security will be notified.

18 - Performers

From time to time the Operator may have special performers or celebrity appearances to help with promotion and advertising.

On arrival the performers will be dropped off at the entrance close to The Car Wash where they will be met by 2 security/stewards and escorted quickly to the position that they are required to go. Once they have performed they will be escorted back to the entrance for collection with the least fuss from the public as possible.

19 - TV and Media.

19.1 Pre event.

For the build up to the event there will be numerous press releases to help gain awareness to make it a success. As new attractions are booked they will also be released the same way so when the attendees arrive on site they should already be familiar with the site.

The Operator will also be selling online the Ice Skate tickets in advance of the event, this helps with the waiting times on the day.

19.2 During the Event.

There will be ongoing press/promotions for the event and also online sales will continue to the end of the event.

A FAMILY EVENT GIVING FAMILIES A FANTASTIC WINTER EXPERIENCE.

Annexes
Reading Winter Wonderland.
2020/2021.

Reading Winter Wonderland, Hills Meadow.



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- | | | | | | |
|---|----------------|---|-------------|---|-----------------|
|  | Office |  | Attractions |  | Entrance / exit |
|  | First aid |  | Ice rink | | |
|  | Emergency exit |  | Bar | | |

2. Measurements of Structures.

Ice Rink 30m x 15m

Skate Exchange Marquee combined with Ice Rink Marquee 18m x 50m x 9.15m

Christmas Wooden Chalets 3m x 2.5m x 2.7m

3. Health and Safety.

The Operator takes Health and Safety extremely seriously and all possible steps will be taken to ensure that the Health and Safety of its employees, business partners and the general public are equal to that of any other function performed by the Company.

4. Event Risk Assessments.

Hazard Severity Potential.

1 = Minor non-disabling injury or illness.

2 = Serious injury or illness/Temporary disability.

3 = Loss of life/Permanent disability/Major injury/RIDDOR reportable

Risk Ranking (R) = Hazard Severity Potential (S) x Likelihood of Occurrence (L)

Likelihood of Occurrence.

1 = Low - once or a few times per year/or over a lifetime of project

2 = Medium - once or several times per month/or per activity.

3 = High - once or several times per day/or per activity.

The definitions can be as follows.

1. Low Likelihood: Improbable or just feasible likelihood of occurrence e.g. loss or harm occurring. This might be as little as once or twice per year or several times over the lifetime of the activity/project.

2. Medium Likelihood: Occasional occurrence which for continuous, or semi-continuous, activity means loss or harm may occur, once or several times a month while for intermittent, or infrequent, activity means loss or harm may occur once or a few/several times when activity takes place.

3. High Likelihood: A common, regular or frequent occurrence i.e. daily, several times per day, or once/several times each time activity takes place.

Risk Ranking.

Risk Ranking = Hazard Severity Potential x Likelihood of Occurrence.

	3	3. Medium.	6. High.	9. High	1 and 2 = Low Risk
Hazard					3 and 4 = Medium Risk
Severity	2	2. Low	4. Medium.	6. High.	6 and 9 = High Risk
Score	1	1. Low	2. Low	3. Medium	
		1	2	3	

Likelihood of Occurrence Score.

Hazard.	Who might be Harmed.	How.	S.	L.	R.	Control Measure.
Fire.	Public, Contractors, Traders. Staff.	Burns, Smoke.	3.	2.	6.	Clear escape routes. Well disrupted extinguishers Fire retardant materials.
Trips/slips	Public, Contractors, Traders.	Cuts/Breaks	2.	2.	4.	Signage, all cables covered.
Falls.	Staff.	Bruises.				Steps marked.
Electricity.	Public, Contractors, Traders. Staff.	Elec shock. Burns.	3.	1.	3.	All equipment tested, Cables secured and away from standing water.
Crowd.	Public, Staff, Traders.	Crushing, Fainting.	3.	1.	3.	Do not exceed max numbers. Keep passage ways moving or keep people moving by Stewards/Security.

Vehicle Movement.	Public, Staff, Traders, Contractors.	Crushing/Breaks Bruises	3. 1. 3.	No vehicle movement without Supervision by Steward.
Set up/ site Break Down.	Staff/Contractors.	Crushing/Breaks Cuts	3. 1. 3.	Only qualified staff to be on stall holders to be supervised whilst moving vehicles. First Aid to be on site.
Suspect Device.	Staff/Contractors. Public.	Crushing/Fainting.	3. 1. 3.	Regular sweeps in all areas.
Food Contamination.	Staff/Contractors. Public.	Food Poisoning.	2. 1. 2.	Caterers to comply with Food Safety Regulations.
Sanitation.	Staff/Contractors. Public	Disease.	2. 1. 2.	Toilets to be regularly cleaned.
Noise.	Staff/Contractors Public/Residents	Hearing Disturbance.	1. 1. 1.	Sounds to be monitored at all times.
Site Access.	Staff/Contractors	Bruising. Ground Damage.	1. 2. 1.	Access only while supervised by steward.

5. Responsibilities.

It is the responsibility of the Operator to make sure all the contractors have the relevant paperwork and know their responsibilities before coming onto the site and know who to contact if a situation arises where help will be needed, if they are not sure they must stop work and wait.

It is the responsibility of the Operator to train all staff and stewards what is expected from them and to show them round the site so they will be familiar with the day to day running of the event.

It is the responsibility of the Operator to report any Health and Safety Issues or incidents to the Health and Safety Executive.

It is the responsibility of the Operator to make judgement on extreme weather, whether it is safe to have the public on site. If deemed not safe the site will be closed until conditions are better, customers will be notified by email, website and social networking sites.

It is the responsibility of the Operator, staff, stewards and traders to give customers a Magical Winter Experience.

Draft Conditions for Reading Winter Wonderland (November 2021 to January 2022)

Prevention Of Crime and Disorder

1. All incidents which impact on any of the four licensing objectives shall be recorded in a Book/ register kept at the premises for this purpose. The names of the person recording the information and those members of staff who deal with the incident shall also be recorded. Where known, any offenders name shall also be recorded. The incident book/ register shall truly reflect what has occurred and shall be specific in detail. If incidents involve members of staff, including door supervisors, their names shall be entered into the incident book. All incidents shall be signed off either by the DPS, the Head Door Supervisor or the nominated individual when the DPS is not on-site. Incidents are to include (not exhaustively) visits by an enforcing authority, any refusals of entry or service and any searches of customers.
2. The premises shall, at all times, operate a Challenge 25 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 without having first provided identification. Only a valid British driver's licence showing a photograph of the person, a valid passport or proof of age card showing the 'Pass' hologram are to be accepted as identification.
3. Notices advertising the Challenge 25 and age checking policies shall be displayed in a prominent position on the premises.
4. During the use of the Premises for licensable activities there will be a minimum of 1 SIA registered door supervisor on duty, except from 18:00 on Thursdays to Saturdays, when the minimum will be increased to 2.
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.

Draft Conditions for Reading Winter Wonderland (November 2021 to January 2022)

6. 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.
7. The Premises Licence Holder must ensure that all security personnel are fit to carry out their allocated duties, aged 18 years or over, and while on duty they should concentrate only on their duties and not on the entertainment. The Premises Licence Holder must ensure that stewards & security personnel understand that they should:-
 - (a) not leave their place without permission;
 - (b) not consume or be under the influence of alcohol or other drugs; and
 - (c) remain calm and be courteous towards all members of the audience.
8. The Premises Licence Holder must ensure that security personnel fully understand and adhere to their duties, including:
 - (a) understanding their general responsibilities towards the health and safety of all categories of audience, other stewards, security personnel, event workers and themselves;
 - (b) carrying out pre-event safety checks;
 - (c) being familiar with the layout of the site and able to assist the audience by giving information about the available facilities including first aid, toilet, water, welfare and facilities for people with special needs, etc;
 - (d) staffing entrances, exits and other strategic points;
 - (e) controlling or directing the audience who are entering or leaving the event, to help achieve an even flow of people into and from the various parts of the site;
 - (f) recognising crowd conditions to ensure the safe dispersal of audience and the prevention of overcrowding;
 - (g) assisting in the safe operation of the event by keeping gangways and exists clear at all times and preventing standing on seats and furniture;
 - (h) investigating any disturbances or incidents
 - (i) assist in ensuring that combustible refuse does not accumulate
 - (j) responding to emergencies (such as the early stages of a fire), raising the alarm and taking the necessary immediate action;
 - (k) being familiar with the arrangements for evacuating the audience, including coded messages and undertaking specific duties in an emergency;
 - (l) communicating with the incident control centre in the event of an emergency.

Draft Conditions for Reading Winter Wonderland (November 2021 to January 2022)

9. 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.
10. The licensee shall take all reasonable precautions and exercise all due diligence to ensure that no patron removes glasses or open bottles from the premises. Glass containers will only be permitted inside the bar area.
11. The event shall be carried out and operated in accordance to this licence and the Event Management Plan submitted with it.
12. The licence shall only apply from 12 November 2021 to 3 January 2022 inclusive (but excluding Christmas Day).
13. The licensee shall ensure that no noise as generated by recorded music shall emanate from the premises or vibration be transmitted through the structure of the premises which give rise to undue disturbance to local residents or businesses.
14. Periodic observation of the noise level, as generated by recorded music, and the likelihood that it will cause disturbance shall be undertaken throughout the entertainment period by a member of staff at the boundary at reasonable and regular intervals and logged. This log must be made available for inspection by an Authorised Officer.
15. The log book must set out: time and date of the observation; observer; observation of noise level i.e. either A: satisfactory level of noise unlikely to cause disturbance, or B: unsatisfactory level of noise likely to cause disturbance; and if the level of noise is unsatisfactory, the action taken to resolve the situation.
16. During operating hours the licensee or a nominated representative shall be available to receive and respond to nuisance-related complaints. A contact number shall be readily available to residents and businesses upon request.

20 September 2021

Conditions are the same as those applicable to the 2019 licence save for condition 12

From: [REDACTED]
To: [REDACTED]
Subject: SRU 719412 Noise nuisance complaint - Octoberfest at Hills Meadow, Concern - Winter Wonderland application
Date: 08 October 2021 12:03:54
Attachments: [REDACTED]

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

To the Council Protection Officers,

I own property at [REDACTED] (since 2016) and the local noise levels of last night have surfaced grievance that I've sat on for some months. The increasingly more frequent, prolonged, later licensed and loud activities at Hills Meadow car park are having a very detrimental effect on environment, enjoyment of my home, sleep and frustration levels. I enclose recordings taken from my indoor ground floor flat living space last night after 9:30pm that continued until 11pm. I would like to formally complain that I believe the MC and music in the Octoberfest event to be above permitted decibel levels and outside of acceptable hours in a residential area. I would like this to be addressed for the next two nights please, and believe that ongoing licensing should stipulate 10pm as an absolute hard stop for controlled noise.

Prior to lockdown the space (Hills Meadow) was used infrequently but activity since Easter has been noticeably more frequent, prolonged, invasive and generally nuisance-creating. The first I was aware of this was a funfair that stayed for 3 weekends in April/May of this year. Previously only here for maximum two consecutive weekends so we always had comfort in the knowledge that it was short term. This time it was exceptionally disturbing to the surroundings - for what must have been 18 days or so we were disturbed daily by the din just down the river, for hours on end. It seemed a bit hard to complain though when people were finally able to get together, safely outside after restrictions so I sucked it up - incredibly annoying, loud and ever-present as it was.

This trend of complete disregard for the quality of life and sleep of local residents has continued, with the licensing of the current excessively noisy entertainment until 11pm (especially on a week night!) seeming completely incredibly ignorant to our homes and lives. I have had professional exams this week, there is a sizeable community of folk who live along this stretch of riverside who are elderly, have young children, animals - and then there is the ongoing effect on local wildlife too. We are incredibly lucky to have the solitude of the river and the access to the park and waterway that we do here, it is an exceptionally grounded place to live, and we pay a premium for that. It does not seem fair that lives, rest, sleep, living and mental space is disturbed and invaded to the degree that it is presently happening.

I am now exceedingly concerned about the proposed plan to allow Winter Wonderland to operate here for 8 - EIGHT!! - weekends and the weekdays in between from November

12th and January 3rd. It seems wildly excessive and disturbing to us and I would like to strongly oppose the application on the grounds of continuous and excessive disturbance to local residents and wildlife. 8 weekends and weekdays of continued disturbance does not seem fair nor reasonable to this community.

I would ask the decision makers to consider ongoing;

1. Enforcement of permitted, legal noise levels appropriate to a residential area
2. A hard stop at 10pm, no exceptions
3. A stop to MC/emcee activity
4. A maximum of two consecutive weekends of activity in any one go, to allow a reprieve to residents
5. A maximum of 25% of weekends in any one year to be permitted an activity license so that we may have the reassurance of three in four to ourselves to enjoy our own decisions on our space. Reading Festival weekend to be included in the count of licensed/disruptive weekends.

I await a reply to both the Octoberfest complaint and my concerns/opposition to the Winter Wonderland license application.

Kind regards, Krys

Click [here](#) to report this email as spam.

Reading Borough Council
Licensing Section
Civic Offices
Bridge Street
Reading
RG1 2LU

Mr K G Hill



12th October 2021

Re: Proposed Reading Winter Wonderland
Hills Meadow Car Park George Street, Reading RG4 8DH

Dear Sirs

As a local resident I wish to object to the proposed application. Recent events featuring music have made life at Kingfisher Place very difficult. The recent Reading Oktoberfest on this site produced music/sound which was very disturbing even with all windows and doors closed.

Music/sound travels straight across the river Thames and impacts on Kingfisher Place being the first structure in its path.

Reading Borough Council land use of this site names it as Public Car Parking whilst I realise good revenue can be achieved by licensing this site for commercial events it is at the expense of local residents.

I would appreciate further consideration of the quality of the environment for local residents.

Yours sincerely

A handwritten signature in black ink, appearing to read 'K. G. Hill'.

K. G. Hill

From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: Re: FW: 120728 Reading Winter Wonderland Hills Meadow Car Park SR3 Premises Licence 22/09/2021
Date: 13 October 2021 10:38:41
Attachments: [REDACTED]

Dear Sian

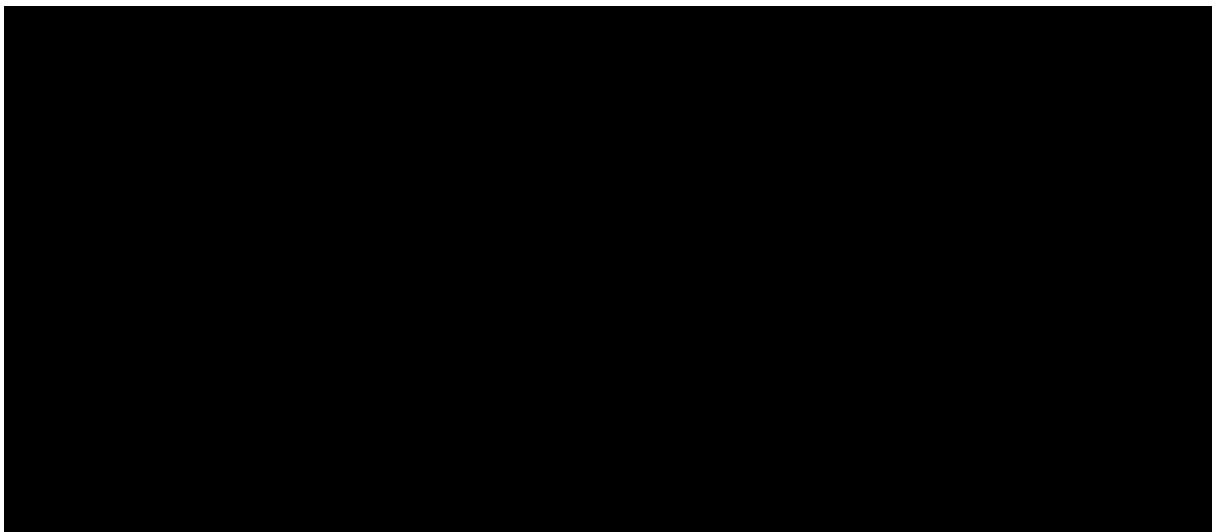
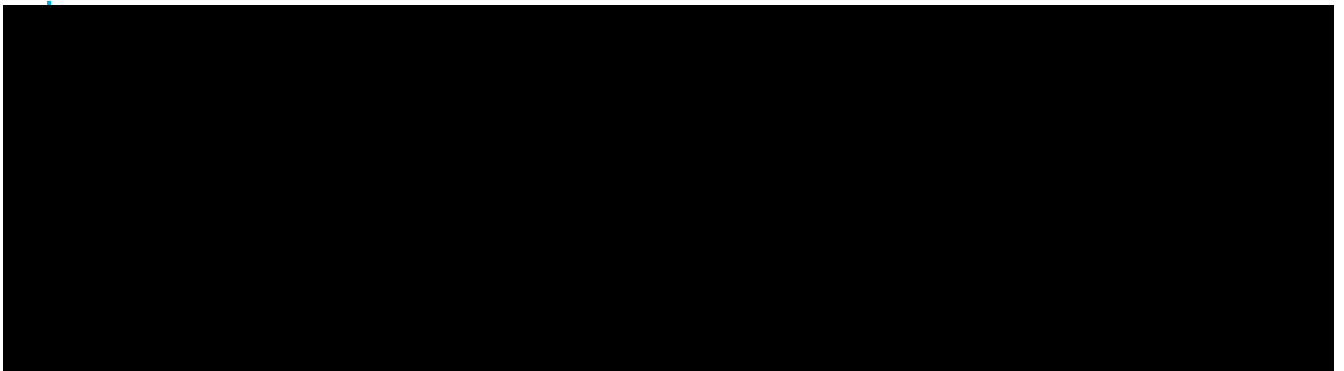
Thank you for sending the redacted application.

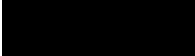

12 hours a day for 7 weeks is a substantial disturbance to expect the residents living near Hills Meadow to tolerate. We are aware of significant issues from the previous Winter Wonderland visit to Reading, including loud noise and bright moving lights. Being so close to the river there are also concerns for the impact on wildlife. We object to the application in its current form.

kind regards

Helen Lambert

Chair of Caversham and District Residents Association
www.cadra.org.uk
Please 'like' our Facebook page
<https://www.facebook.com/cavershamresidents>



From: 
To: 
Subject: Reading Winter Wonderland.
Date: 15 October 2021 10:07:39

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

Dear Sian,

I would like to raise an objection to this application on the grounds the music will cause public nuisance based on the following -

- 1) I note that the application is for recorded music from 10.00 to 20.00 outside every day from 12/11 to 03/01/2022 and includes music from a carousel which from previous exposure during fairs I know to be loud, particularly in the bass range and therefore will cause public nuisance to Kingfisher Place residents. This is also true of generators which impact via vibration and noise.
- 2) In the recorded music section the use of the word "likely" indicates that there are, in reality, no restrictions.
- 3) I note the application relies heavily on previous events which were deemed successful but as they took place at a different location and not close to a residential area this is not relevant to this application.
- 4) The daily duration (12 hours) and period 53 days is excessive. As such the criteria for "Public Nuisance" should be set far lower than a "one off" event.

The fact that no notice has been given to the nearest local residents is likely to have led to fewer objections, .Also the fact that any objection would include the "name and a road name or general area" from which it would be easy to identify the complainant is intimidating.

The supplied documentation only includes an outline plan but no internal detail. Should you decide to approve the application if the loudest equipment (carousel, bass speakers, generators) were required to be located furthest away from the closest residents (Kingfisher Place) in the NE corner then this would reduce the impact.

Noise monitoring by employees of an event are done during the quietest music (minimal drums and bass) - such measurements should be done independently by council employees.

Yours faithfully,
D. Earnshaw

