



3 July 2025

Dear Sir/Madam

A meeting of the Licensing and Appeals Panel will be held on Tuesday, 8 July 2025 in the Council Chamber, Council Offices, Foster Avenue, Beeston, Nottingham, NG9 1AB, commencing at 10.00am.

Should you require advice on declaring an interest in any item on the agenda, please contact the Monitoring Officer at your earliest convenience.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Ruth E Hyde'.

Chief Executive

To Councillors: R Bullock
A Cooper

D D Pringle
C M Tideswell (substitute)

A G E N D A

1. Election of Chair

2. Apologies

To receive apologies and to be notified of the attendance of substitutes.

3. Declarations of Interest

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest in any item on the agenda.

4. Application of a Temporary Event Notice

(Pages 3 - 134)

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LICENSING AND APPEALS SUB-COMMITTEE

Date and Time 8 July 2025 at 10.00 am
Location Council Chamber
Broxtowe Borough Council
Foster Avenue
Beeston
Nottingham
NG9 1AB

Applicant:	Peter Levey
Premises applied for:	TEN 1 and TEN 2 Trent Vale Recreational Ground Trent Vale Road Beeston Nottingham NG9 1ND
Type of application:	S100 Licensing Act 2003 Application for a Temporary Event Notice
Date application received	20.06.2025
Consultation period end	26.06.2025
Details of the event:	9 August 2025 TEN 1 = Regulated Entertainment 11:30 to 22:00 TEN 2 = Alcohol 11:30 to 22:00
Details of objection:	Objection to notices by Nottinghamshire Police and Environmental Health
Representations by Responsible Authorities	Grounds: Nottinghamshire Police The prevention of Crime and Disorder Environmental Health Public Safety
Attendances on behalf of the Applicant:	TBC
Attendances on behalf of Responsible Authorities	TBC

Focus of hearing:

The Panel may first need to consider whether the public should be excluded during part or all of the hearing of this matter under Regulation 14 of the Licensing Act 2003 (Hearings) Regulations 2005.

14. Hearing to be public

- (1) Subject to paragraph (2), the hearing shall take place in public.
- (2) The licensing authority may exclude the public from all or part of a hearing where it considers that the public interest in so doing outweighs the public interest in the hearing, or that part of the hearing, taking place in public.

(3) For the purposes of paragraph (2), a party and any person assisting or representing a party may be treated as a member of the public.

Reason for Hearing

The Licensing Authority has received a notice of objection from Nottinghamshire Police and Broxtowe Borough Council Environmental Health in respect the TEN 1 and TEN 2. These can be found at **Appendices 1 and 2**.

Representations have been received relating to the licensing objectives as follows:

- **Prevention of crime and disorder**
- **Public Safety**

Those making representations were asked to consider any conditions that they would like the Licensing Committee to consider attaching to the licence if they are minded to grant it. These responses can be found in **Appendix 3**.

The panel should consider what weight should be given to the representations.

In accordance with the provisions of s.105(2)(a) of the Licensing Act 2003 ("the Act") where an objection notice is received the Licensing Authority must hold a hearing to consider the objection notice.

The legal representative at the hearing will give legal advice to the panel and attendees regarding what can and what cannot be taken into consideration regarding the licensing objectives.

No agreement has been reached between the applicant and the objectors.

Both the Applicant and objectors have been invited to attend the Licensing Panel hearing and are able to speak at the meeting.

Section 106 of the Act does allow for the modification of a TEN following the receipt of an objection notice. At any time before the hearing is held the Party who made the objection may, with the agreement of the premises user, modify the TEN by making changes to it. Where the TEN is modified in that way then the objection notice is treated as being withdrawn.

Once members have considered the Objection Notice the Licensing Panel may issue a counter notice in response to the TEN, under s.105(2)(b) of the Act, where it considers it appropriate for the promotion of a licensing objective to do so. A counter notice means that the events could not take place. Alternatively, as the premises has an existing premises licence (**Appendix 7**) the Panel could decide to impose conditions in respect of the events, under s.106A(2) of the Act.

Relevance of representations

- The panel should consider what weight should be given to the representations.

Consideration of the application

Whether upon consideration of the facts, that the grant of an application by Peter Levey in the terms applied for will undermine the above mentioned licensing objectives.

In considering this application, the Licensing and Appeals Sub-Committee will have regard to:

- The content of the applications **(Appendix 1)**
- The representations from the Responsible Authorities **(Appendix 2)**
- Further information requested from the Responsible Authorities **(Appendix 3)**
- The guidance issued under 182 of the Licensing Act 2003 (As updated) – Chapter 7 **(Appendix 4)**
- The council's "Statement of Licensing Policy" 2024 – 2029 and in particular:
 - Sections 6 **(Appendix 5)**
 - Policy 2:

Policy 2

When preparing or considering applications, applicants, responsible authorities, other persons, businesses and the Licensing Authority shall, where appropriate, take into account the following matters in assessing both the potential for the Licensing Objectives to be undermined and the appropriateness of any conditions which may be offered or imposed on any resulting licence, certificate or permission:

- (i) The nature of the area within which the premises are situated.
- (ii) The precise nature, type and frequency of the proposed activities.
- (iii) Any measures proposed by the applicant in the Operating Schedule.
- (iv) The nature (principally in terms of the age and orderliness) and number of any customers likely to attend the licensed premises.
- (v) Means of access to and exit from the premises.
- (vi) The provision and availability of adequate seating and the restriction of standing areas
- (vii) Noise from the premises or noise arising from persons visiting the premises
- (viii) The potential cumulative impact
- (ix) Other means and resources available to mitigate any impact.
- (x) Such other matters as may be relevant to the application.

REASON: To ensure that all relevant matters are taken into consideration during the application process.

Recommendations

That Members are asked to consider the Temporary Event Notices and the representations made for the events at Trent Vale Recreational Ground on 9 August 2025 and take the steps as it considers appropriate for the promotion of the licensing objectives.

The steps available on determination of a Temporary Event Notice are:

- **To accept the Temporary Event Notice**
- **To reject the Temporary Event Notice and issue a Counter Notice**
- **To add conditions to the Temporary Event Notice**

List of Appendices

Appendix 1 – Applications and plan

Appendix 2 – Relevant representations

Appendix 3 – Further information requested by the Licensing Authority Responses

Appendix 4 – Chapter 7 of S182 Guidance

Appendix 5 – Section 6 of BBC Statement of Licensing Policy

Appendix 6 – Procedure for hearing

Appendix 7 - Premise licence for Trent Vale Sports Club



Broxtowe
Temporary Event Notice
Licensing Act 2003

For help contact
licensing@broxtowe.gov.uk
 Telephone: 0115 917 3241

* required information

Section 1 of 9

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

System reference

Not Currently In Use

This is the unique reference for this application generated by the system.

Your reference

TEN 1 Live Music

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

Are you an agent acting on behalf of the applicant?

☐ Yes ☒ No

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

Applicant Details

* First name

Peter

* Family name

Levey

* E-mail

[REDACTED]

Main telephone number

[REDACTED]

Include country code.

Other telephone number

[REDACTED]

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

Are you:

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

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

Continued from previous page...

Your Address

Address official correspondence should be sent to.

* Building number or name	<input type="text"/>
* Street	<input type="text"/>
District	<input type="text"/>
* City or town	<input type="text"/>
County or administrative area	<input type="text"/>
* Postcode	<input type="text"/>
* Country	<input type="text"/>

Section 2 of 9

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

Have you had any previous or maiden names?

☐ Yes ☒ No

* Your date of birth / /
dd mm yyyy

Applicant must be 18 years of age or older

National Insurance number

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

Place of birth

Correspondence Address

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

☒ Yes ☐ No

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

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text"/>

Continued from previous page...

Additional Contact Details

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

☐ Yes ☒ No

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

E-mail

Telephone number

Other telephone number

Section 3 of 9

THE PREMISES

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

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

* Does the premises have an address?

☒ Yes ☐ No

Address

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

☐ Yes ☐ No

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

* Building number or name

* Street

District

* City or town

County or administrative area

* Postcode

* Country

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

☒ Neither ☐ Premises licence ☐ Club premises certificate

Location Details

* Provide further details about the location of the event

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

Continued from previous page...

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

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

Ten 1 is for regulated entertainment. This will be a roped off area with SIA security using hand held clicker devices to manage the 499 capacity which will include any performers, staff and members of the public

Section 4 of 9

LICENSABLE ACTIVITIES

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

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

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

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

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

Event Dates

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

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

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

Event start date

09	/	08	/	2025
dd		mm		yyyy

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

Event end date

09	/	08	/	2025
dd		mm		yyyy

Continued from previous page...

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

11:30-22:00

[\(see also guidance on completing the form, note 10\)](#)

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

499

Note that the maximum number of people cannot exceed 499.

[\(see also guidance on completing the form, note 11\)](#)

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

[\(see also guidance on completing the form, note 12\):](#)

- ☒ On the premises only
- ☐ Off the premises only
- ☐ Both

Section 5 of 9

RELEVANT ENTERTAINMENT [\(See also guidance on completing the form, note 13\)](#)

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

Licensable activity will start from 11:30am to 10pm

Section 6 of 9

PERSONAL LICENCE HOLDERS [\(See also guidance on completing the form, note 14\)](#)

Do you currently hold a valid personal licence?

- ☒ Yes ☐ No

Provide the details of your personal licence below.

Issuing licensing authority

Stoke On Trent

Licence number

300098

Date of issue

14 / 03 / 2013

dd mm yyyy

Any further relevant details

Section 7 of 9**PREVIOUS TEMPORARY EVENT NOTICES** [\(See also guidance on completing the form, note 15\)](#)

Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?

☒

Yes

☐

No

State the number of temporary event notices (including the number of late temporary event notices, if any) you have given for events in that same calendar year

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

a) Ends 24 hours or less before; or

☐

Yes

☒

No

b) Begins 24 hours or less after the event period proposed in this notice?

Section 8 of 9**ASSOCIATES AND BUSINESS COLLEAGUES** [\(See also guidance on completing the form, note 16\)](#)

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

☐

Yes

☒

No

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

a) Ends 24 hours or less before; or

☐

Yes

☒

No

b) Begins 24 hours or less after the event period proposed in this notice?

Continued from previous page...

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

☐ Yes ☒ No

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

☐ Yes ☒ No

a) Ends 24 hours or less before; or
b) Begins 24 hours or less after the event period proposed in this notice?

Section 9 of 9

CONDITION [\(See also guidance on completing the form, note 18\)](#)

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

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.
This formality requires a fixed fee of £21

DECLARATION [\(See also guidance on completing the form, note 19\)](#)

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

* I understand that it is an offence:

(i) to knowingly or recklessly make a false statement in connection with this temporary event notice and that a person is liable on summary conviction for such an offence to a fine of any amount; and (ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on summary conviction for any such offence to a fine of any amount, or to imprisonment for a term not exceeding six (6) months, or to both.

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

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

* Full name

* Capacity

* Date / /
dd mm yyyy

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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/temporary-event-notice/broxtowe/apply-1> to upload this file and continue with your application.

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

OFFICE USE ONLY

Applicant reference number	TEN 1 Live Music
Fee paid	
Payment provider reference	
ELMS Payment Reference	
Payment status	
Payment authorisation code	
Payment authorisation date	
Date and time submitted	
Approval deadline	
Error message	
Is Digitally signed	<input type="checkbox"/>



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* required information

Section 1 of 9

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

System reference

Not Currently In Use

This is the unique reference for this application generated by the system.

Your reference

TEN 2 Bar Area

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

Are you an agent acting on behalf of the applicant?

☐ Yes ☒ No

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

Applicant Details

* First name

Peter

* Family name

Levey

* 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:

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

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

Continued from previous page...

Your Address

Address official correspondence should be sent to.

* Building number or name	<input type="text"/>
* Street	<input type="text"/>
District	<input type="text"/>
* City or town	<input type="text"/>
County or administrative area	<input type="text"/>
* Postcode	<input type="text"/>
* Country	<input type="text"/>

Section 2 of 9

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

Have you had any previous or maiden names?

☐ Yes ☒ No

* Your date of birth / /
dd mm yyyy

Applicant must be 18 years of age or older

National Insurance number

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

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Correspondence Address

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

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Telephone number

Other telephone number

Section 3 of 9

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

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

* Does the premises have an address?

☒ Yes ☐ No

Address

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

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County or administrative area

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

☒ Neither ☐ Premises licence ☐ Club premises certificate

Location Details

* Provide further details about the location of the event

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

Continued from previous page...

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

Ten 2 is for the sale of alcohol. This will be a roped off area with SIA security using hand held clicker devices to manage the 499 capacity which will include any performers, staff and members of the public

Section 4 of 9

LICENSABLE ACTIVITIES

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([see also guidance on completing the form, note 6](#)):

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- ☐ The provision of regulated entertainment
- ☐ The provision of late night refreshment
- ☐ The giving of a late temporary event notice

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

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

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

Event Dates

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

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

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

Event start date

09	/	08	/	2025
dd		mm		yyyy

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

Event end date

09	/	08	/	2025
dd		mm		yyyy

Continued from previous page...

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

11:30-22:00

[\(see also guidance on completing the form, note 10\)](#)

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

499

Note that the maximum number of people cannot exceed 499.

[\(see also guidance on completing the form, note 11\)](#)

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

[\(see also guidance on completing the form, note 12\):](#)

- ☐ On the premises only
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Section 5 of 9

RELEVANT ENTERTAINMENT [\(See also guidance on completing the form, note 13\)](#)

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Section 6 of 9

PERSONAL LICENCE HOLDERS [\(See also guidance on completing the form, note 14\)](#)

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Stoke On Trent

Licence number

300098

Date of issue

14 / 03 / 2013
dd mm yyyy

Any further relevant details

Continued from previous page...

Section 7 of 9

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

Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?

☒

Yes

☐

No

State the number of temporary event notices (including the number of late temporary event notices, if any) you have given for events in that same calendar year

6

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

a) Ends 24 hours or less before; or

☐

Yes

☒

No

b) Begins 24 hours or less after the event period proposed in this notice?

Section 8 of 9

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

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

☐

Yes

☒

No

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

a) Ends 24 hours or less before; or

☐

Yes

☒

No

b) Begins 24 hours or less after the event period proposed in this notice?

Continued from previous page...

Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice? ☐ Yes ☒ No

Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period: ☐ Yes ☒ No

a) Ends 24 hours or less before; or

b) Begins 24 hours or less after the event period proposed in this notice?

Section 9 of 9

CONDITION [\(See also guidance on completing the form, note 18\)](#)

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

PAYMENT DETAILS

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

This formality requires a fixed fee of £21

DECLARATION [\(See also guidance on completing the form, note 19\)](#)

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

* I understand that it is an offence:

(i) to knowingly or recklessly make a false statement in connection with this temporary event notice and that a person is liable on summary conviction for such an offence to a fine of any amount; and (ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on summary conviction for any such offence to a fine of any amount, or to imprisonment for a term not exceeding six (6) months, or to both.

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

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

* Full name

* Capacity

* Date / /
dd mm yyyy

Continued from previous page...

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/temporary-event-notice/broxtowe/apply-1> to upload this file and continue with your application.

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

OFFICE USE ONLY

Applicant reference number	TEN 2 Bar Area
Fee paid	
Payment provider reference	
ELMS Payment Reference	
Payment status	
Payment authorisation code	
Payment authorisation date	
Date and time submitted	
Approval deadline	
Error message	
Is Digitally signed	<input type="checkbox"/>



Licensing Act 2003

Temporary Event Notice

NOTICE OF OBJECTION

In response to a notice submitted by:

Name: Peter Levey

Address:



Dated: 19th June 2025

Received: 23rd June 2025

Relating to an event to take place:

On 9th August 2025

At Trent Vale Recreation Ground
Trent Vale Road
Nottingham NG9 1ND

The Police are satisfied that allowing the premise to be used in accordance with the notice will undermine the crime prevention objective.

The reasons are as follows:-

The Police have concerns regarding the nature and use of a Temporary Event for the purpose of a large scale event.. The police consider that the licensable activities proposed may result in public safety being undermined if allowed to take place. In this instance, Peter Levey has applied for two separate temporary event notices for the same event. The Objection is for both notices.

The first notice is referenced TEN 1 Live Music. This TEN requests the provision of regulated entertainment between the times 11:30 – 22:00 for up to 499 persons. Additional information from the notice states 'Ten 1 is for regulated entertainment. This will be a roped off area with SIA security using hand held clicker devices to manage the 499 capacity which will include any performers, staff and members of the public'.

The second notice is referenced TEN 2 Bar Area which is for the sale by retain of alcohol between the times of 11:30 – 22:00 for up to 499 persons. Additional information from the notice states 'Ten 2 is for the sale of alcohol. This will be a roped off area with SIA security using hand held clicker devices to manage the 499 capacity which will include any performers, staff and members of the public'.

The site is located in Beeston, outside of the town centre. As a large sports and recreation field with a pavilion in one corner. The Pavilion does hold a live premise licence (22/00048/PREM) however this licence only covers the building and not the sports field, therefore making it necessary for additional licences to be applied for to allow licensable activity on the field.

The use of multiple TENs for regulated entertainment in relation to a sizable music festival, as is Beeston Music Festival, is inappropriate. A suitable location should have a premise licence with suitable conditions that are appropriate and proportionate in ensuring public safety and helping to ensure the licensee is promoting the licencing objectives when large scale public events are taking place.

Ensuring event safety plans are adequate are imperative, especially with the introduction of the Protection of Premises Act (Martyns Law) where these events would be within the enhanced tier.

In the instance a premise licence with suitable conditions was in place we would be able to ask the Licensing Authority to transfer those conditions over to ensure the licensing objectives are upheld, but unfortunately we are not able to do this with these two notices.

Section 7.35 of the Revised guidance issued under section 182 of the Licensing Act 2003 refers to the use of a premise and the scale, location and timing of the event. The Police are concerned that Ten two refers to 499 persons when we believe the figure of attendance to be higher at approximately 1600 persons. The Police do not believe that a TEN is suitable to allow the performance of regulated entertainment for this expected capacity as it cannot be managed that only 499 will be engaged in this licensed activity at any one time.

Persons in our experience become more disorderly and anti-social as the night progresses on account that they have been consuming large amounts of alcohol. The behaviour of such persons can be confrontational, loud, adrenalin fuelled, intimidating and aggressive resulting in additional demands made on the police to assist in dispersing these individuals and groups.

In June 2025 Peter Levey was issued with an Amber letter by Rushcliffe Safety Advisor Group for events taking place on 7th and 14th June 2025. This means that the Rushcliffe SAG considered that areas of concern exist within the event planning arrangements that require action but that these do not require the formal withdrawal of SAG support or a recommendation that the events do not take place.

The event on 7th June went ahead as planned however the event on 14th June was moved with a weeks notice to a different location. Peter Levey then had to apply for five separate TEN's to cover the licensable activity for the event to go ahead. But this meant that the new site was covered by a different local

authority only a week before the event was due to take place. This gave no time for SAG partners to review any plans and I would question the organisers ability to have time to plan a safe event in this time scale and take into account all the different site specific risks.

As part of my process within my role when receiving TEN's I have also sought advice from partners who are not able to comment on TEN's. EMAS have concerns regarding this event and others held by Peter Levey due to their medical plans and 'dualling hatting' on positions of responsibility within an emergency plan. There is also a history of late changes to event management plans in addition to locations. It is felt that the planning of these events is not safety focussed and more focus is given to making an event happen by whatever means possible.

Considering all this information, Nottinghamshire Police believe that should the event go ahead as detailed within Ten 1 and TEN 2, the licensing objectives, specifically the prevention of crime and disorder and public safety would be undermined. We respectfully request the Licensing Authority issue a counter notice to both TEN's.

Signed: K. Ansty
[Senior Licensing Officer, for and on behalf of the Chief Constable]

Contact: Kate Ansty, County Senior Licensing Officer, Nottinghamshire Police

Date: 24th June 2025

c.c The Premises User [REDACTED]
Broxtowe Licensing Officer [licensing@broxtowe.gov.uk]

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MEMORANDUM

To: Central Licensing Administration Unit

From: Adam French
Senior Environmental Health Officer
Public Protection – Environmental Health
Broxtowe Borough Council

Tel: [REDACTED]

Email: [REDACTED]

Ref: NOTICE OF OBJECTION – Licensing Act 2003

Submission of 2x Temporary Event Notices

Name: Peter Levey

Address: [REDACTED]
[REDACTED]
[REDACTED]

Dated: 19th June 2025

Received: 23rd June 2025

Relating to an event taking place on 9th August 2025 at:

**Trent Vale Recreation Ground
Trent Vale Road
Nottingham
NG9 1ND**

Date: Thursday 26th June 2025

Environmental Health is a responsible authority for the purposes of making representation under the Licensing Act 2003. In certain circumstances Environmental Health Authorities (EHAs) are able to object to the granting of Temporary Event Notices. Paragraph 7.35 of the Section 182 Licensing Act guidance states:

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

7.36 However, in most cases, where for example, alcohol is supplied away from licensed premises at a temporary bar under the control of a personal licence holder, (such as at weddings with a cash bar or small social or sporting events) this should not usually give rise to the use of these powers.

I am objecting in respect of 2x Temporary Event Notices (TENs) submitted by Mr Peter Levey and received by Broxtowe Borough Council Licensing Department as the planned activities for both of the TENs are likely to breach the statutory limits and undermine the licensing objectives, specifically Public Safety. It is my opinion that such an event can only be adequately managed and controlled by a Premises Licence with stated licence conditions that help to ensure compliance with the licensing objectives.

The submission of 2x TENs for an event not mentioned by name on the Notices relates to The Beeston Music Festival, to be held on 9th August 2025 at Trent Vale Recreation Ground in Beeston. The Recreation Ground holds a Premises Licence (22/00048/PREM) but this is limited to the pavilion and adjacent areas. The Premises Licence does not cover the sports field where the proposed event is to take place. It is my opinion that the organisers of the event are trying to circumvent the Licensing Act by applying for 2x TENs simultaneously on two plots of land on the sports field for the same date and times. By doing this they believe they do not need to apply for a Premises Licence meaning that the event cannot be effectively regulated by licence conditions.

Mr Peter Levey has submitted two TENs – TEN 1 for Live Music and TEN 2 for Bar Area. Upon initial submission a plan was not submitted to the Licensing Authority. This was sent after request and is included at Appendix 1. Both of the TENs state the maximum number of people allowed at any one time in the area (499 people).

The event organisers have also submitted an Event Management plan, included at Appendix 2 and an Event Risk Assessment, included at Appendix 3. These were submitted separately and independently of the TENs applications for consideration by the Safety Advisory Group.

My concerns and objections relate to:

- 1. Nature of event**
- 2. Submission of TENs to circumvent Licensing Act**
- 3. Unknown number of attendees**
- 4. Opaque management/organisational structure**
- 5. Inadequate information provided for event**
- 6. Public safety**

Nature of event

The nature of the event is not detailed on either of the TENs. The event is a music festival – Beeston Music Festival - showcasing a number of well-known tribute bands playing on a main stage over the course of the afternoon and evening. The event is ticketed and being promoted as a music festival. Given these facts it is obvious to both the public and Responsible Authorities that the primary reason to attend the event is to listen to, and watch live music. In conversation with the Licensing Authority, Peter Levey has claimed that TENs have been submitted for set areas as not all people attending will be there for the music.

Members of the public who buy a ticket and attend the event are expecting to go to primarily watch and listen to live music. In my opinion this negates the suitability of applying for TENs for parts of the venue. The whole allocated area for the event on the sports field must be considered as anyone buying a ticket, going through the entrance to the event and entering the area shown on the plan (Appendix 1) will be able to listen to, and watch the live bands. Submission of a TEN for this event would, therefore mean, a maximum occupancy in the whole event area of 499 people at any one time. As it stands I do not believe that Mr Levey could adequately show how the use of the TENs to licence the music and alcohol does not breach the statutory limits.

Submission of TENs to circumvent Licensing Act

Mr Levey in submission of the 2x TENs is claiming that regulated entertainment (TEN 1) will only take place in the demarcated area on the plan and that alcohol (TEN 2) will only be provided in the other demarcated area at the opposite end of the field. TEN 1 has only been submitted for Live Music and TEN 2 has only been submitted for the supply of alcohol. Both he, and the Event Manager Thomas Muir, claim that the use of TENs for the event are sufficient as numbers will not be exceeded in either area and that people in other areas of the site will be there for other reasons – picnics, fairground rides and food vendors.

The event is being billed as a music festival and people will be buying tickets primarily to see and hear live music (see above). The use of the TENs effectively means that only up to 499 people will be there for the music and that up to 499 people will be there for alcohol. The music can be heard and bands viewed from all areas of the site, including the TEN 2 area which will only be temporarily licensed for alcohol. This means that people in TEN 2 area and people on the rest of the site will be able to enjoy the music, even though those areas are not to be temporarily licensed for regulated entertainment. The plan provided with the TENs (Appendix 1) clearly marks the festival site in the middle of the venue, outside demarcated TEN areas, undermining the

arguments of Mr Levey and Mr Muir. It is clear that multiple TENs have been submitted to circumvent the Licensing Act. If the event goes ahead with 2x TENs approved it will be unlawful as more than 499 people will be listening to, and watching, live music. In addition, the use of TENs suggests the organisers are trying to avoid applying for a Premises Licence and the conditions that would be added to such a licence.

Unknown number of attendees

Attendance numbers for the event are not clear and various documents and communications with the Licensing Authority and Responsible Authorities contradict each other. Unless the number of attendees is known, it is impossible to adequately plan to meet the licensing objectives.

Information from the submitted TENs would imply that no more than 499 people at any one time would be there for live music and any others present would not be listening to, and viewing the bands. This is clearly not correct.

The Event Management Plan (Appendix 2) does not state expected numbers or number of tickets on sale. In a 35 page document the only reference to numbers is on page 32 – Evacuation & Capacity Calculation. In this section it states an expected maximum capacity of 2000. The organisers have calculated the festival area as 9944 m². This is obviously the whole area of the festival and not just the demarcated TEN 1 area.

The Event Risk Assessment (Appendix 3) only mentions capacity once. Paragraph 1 – All Areas, states the capacity for the festival is limited to 2000.

In a telephone call between Mr Muir and Tuesday Hanley, Head of Health, Safety, Compliance and Emergency Planning at Broxtowe, on 28th May 2025 at 13:16, Mr Muir stated that around 1500 tickets had been sold.

Communication with the Licensing Authority contradicts the 1500 tickets sold. Mr Muir emailed on 24th June 2025 stating that only 477 tickets had been sold. He attached a screenshot from ticket site Skiddle which does show 477 tickets sold. The screenshot also has in the bottom right corner a graphic showing tickets sold % (all time). This shows 11.5% of tickets have been sold. If this is to be believed then the total ticketing for the event is in excess of 4000. I have attached the email and screen shot at Appendix 4. In the email Mr Muir also states that they don't need to licence the other areas.

All the above information shows the confusion over expected attendance numbers. All numbers quoted for attendance will mean that the TENs will be likely to breach the statutory limits.

Opaque management/organisational structure

The submitted TENs and control measures to be put in place to control numbers are not mentioned anywhere in the Event Management Plan or Event Risk Assessment.

There is little information on the TENs as to how organisers are going to control numbers in each demarcated area. Only the following is quoted on each TEN:

This will be a roped off area with SIA security using hand held clicker devices to manage the 499 capacity which will include any performers, staff and members of the public.

The fact that the demarcated areas will only be roped off strengthens the argument that all attendees, anywhere in the event, can listen to and watch the live music.

The submitted TENs do not mention that this is a music festival or that they are specifically for The Beeston Music Festival. The company, THE GREAT BRITISH FAKEOFF LTD., the organiser of the festival is also not mentioned. The Event Management Plan and the Event Risk Assessment do not mention the submitted TENs.

Peter Levey has applied for the TENs. In the Event Management Plan and Event Risk Assessment, he is identified on the Management Structure as Licensee/Director/DSO. A search of Companies House for THE GREAT BRITISH FAKEOFF LTD. indicates that he is not a director of the company that is organising the event. There are two directors listed, Mr Thomas Muir and Mr Scott Thomas Hopes.

Numbers of attendees/expected numbers are not clearly stated anywhere in the other documentation so it is hard to assess adequacy of documentation and planning.

Inadequate information provided for event

As mentioned there is no ticket transparency or expected number of attendees.

There is next to no information on the submitted TENs of the nature of the event or detailed control measures to be put in place to ensure the event remains within statutory limits. On an open field the use of a rope around the live music stage policed by SIA staff is inadequate to ensure numbers are maintained. This also applies to the bar area.

Version 1 of the Event Management Plan was reviewed by Tuesday Hanley on 28th May 2025. A fully amended and track changed copy was emailed back to Mr Muir on that date. No updated Plan has been received to date.

There is no information provided anywhere how the demarcated TENs areas will be managed. The inclusion of a maximum of 2000 attendees in the Event Management Plan and maximum attendance of 2000 in the Event Risk Assessment indicates that the running the event with just 2x TENs will breach the statutory limits.

Public Safety

I have concerns as to how the event organisers are going to ensure Public Safety at the event. The use of TENs and information provided on each TEN is not adequate to show that effective control of people can be maintained. A rope around a stage and,

presumably, a crowd area in front of the stage, is insufficient to control numbers of people in the area. You would need a disproportionate number of SIA staff to adequately police the area. The same applies to the demarcated bar area.

The Event Risk Assessment is inadequate in relation to crowd control (Paragraph 1 – All Areas). There is no mention of TEN 1, the need to limit numbers at any one time to 499 and it doesn't even mention the rope to demarcate the area mentioned in the TEN. Whilst the event seems to be aimed at all ages, as the event progresses and adults drink alcohol there could well be problems with controlling numbers and stopping people trying to access the area. The assessment only mentions "ability to control and limit exit from event area and movement within and hold within event area or direct to other exits." It is unclear whether this is meant to mean the demarcated area for the live music or the event as a whole.

The Event Risk Assessment does not mention alcohol at all. There is no mention of the effect of alcohol on members of the public, no mention of TEN 2 or the demarcated alcohol area and nothing about controlling numbers in the area.

The alcohol policy (pages 12/13) in The Event Management Plan has no mention of TEN 1, the demarcated area, or control of people in and out of the area, limiting numbers, etc. The Plan does state no glass on site so this implies the use of either disposable cups or polycarbonate glasses but there is no mention of how organisers intend to control alcohol across the site.

If accurate numbers of attendees are not stated and/or known it is difficult to assess the adequacy of proposed staff numbers and facilities on site. This is made even harder to assess when there is no information on how the demarcated areas for the TENs will be supervised, controlled, etc. Numbers/expected numbers of attendees are needed to plan for toilet provision, adequate staffing, adequate SIA staff for security and patrolling the perimeter. As it stands, the information on the TENs and the other documentation for the event do not adequately show that the public safety licensing objective will be met.

To be able to ensure public safety at the event Mr Levey as the applicant for the TENs, and THE GREAT BRITISH FAKEOFF LTD. as the organiser of the event need to ensure and show that all documents and Notices detail exactly how the event is to be managed, especially the areas demarcated for the TENs and that the use of TENs to provide for alcohol and regulated entertainment can be effectively used without breaching statutory limits.

Adam French
Senior Environmental Health Officer
Thursday 26th June 2025

Appendix 1 – Plan of site provided with TENS



Appendix 2 – Event Management Plan

See separate attached document.

Appendix 3 – Event Risk Assessment

See Separate attached document.

Appendix 4 – Email to Licensing Authority and screenshot of Skiddle ticket sales

From: The Great British Fakeoff Music Festival [REDACTED]

Sent: 24 June 2025 16:49

To: Nicola Rowlands [REDACTED]

Cc: [REDACTED] 'Kate Ansty' [REDACTED]

Subject: RE: TENS

Hi Kate,

Your objection being raised tomorrow.

We've sold 477 tickets so far not the 1500 Pete was just told we have sold.

We have children's attractions, food vendors as well as live music and alcohol. Not everyone will be there for Live music or alcohol. These areas don't need to be licenced.

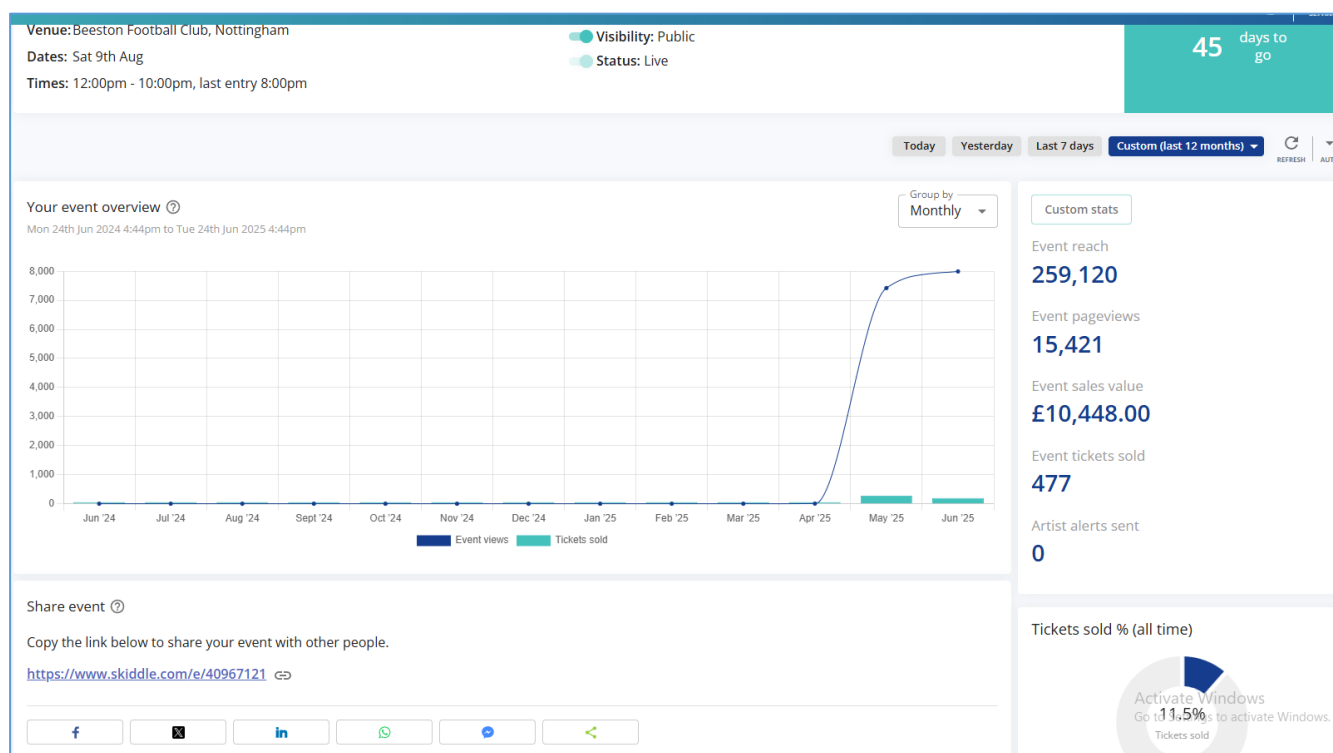
Regards.

Tom.

Email: [REDACTED]

Web: www.thegreatbritishfakeoffmusicfestival.co.uk

THE GREAT BRITISH FAKEOFF





The Beeston Music Festival
August 9th 2025

Event Management Plan

Version 2025_1

Last Updated
29th April 2025

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THE GREAT BRITISH FAKEOFF LTD

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

The Event Management Plan Document

- 1.1 The purpose of this Event Management Plan (EMP) is to outline the plans, procedures and agreements put in place for The Beeston Music Festival 2025.
- 1.2 The intention is to draw together all matters of operations, safety and logistics, plans, information for and from contributors and the information that is given to the public. This document and its appendices include many operational plans and risk assessments which, together, constitute the method statement for the event. This document is under ongoing review and will be updated as procedures evolve.
- 1.3 This document contains the Standard Operating Procedures (SOP) – any deviation from this will be documented and shared.
- 1.4 As this Event Management Plan includes information regarding operations and activities, its use is restricted. It should not be sent or copied to persons outside of the intended circulation initiated by The Great British Fakeoff Ltd (TGBFO); it should be treated as a restricted, confidential, private document not for public viewing to preserve safety, security and commercial information.
- 1.5 The Festival's Safety Advisor Simon Holmes will review relevant supporting documents from all confirmed and potential contractors and vendors to ensure they have the required skills and competencies to achieve the festival's rigorous safety standards and to ensure they adhere to the site rules and license conditions.

The Festival

The Beeston Music Festival is a family friendly, popular music festival aimed at an audience of adults aged between 25-65+ (with children or grandchildren). The event is a friendly and intimate 1 day festival, with a mix of live music performers, food, drink and entertainment.

The event will be staged at Trent Vale Recreation Ground in Beeston, Nottingham, and managed by TGBFO brand.

Attendees will arrive on site from 11:30am on Saturday the 9th of August 2025 and will be allowed to remain on site until 10pm on Saturday the 9th of August 2025.

The event is strictly ticketed.

Licensable Activities

All licensed activities will take place on Saturday 9th August 2025. Full details are in the Event Management Plan.

The licensable activities will be:

- Provision of Live music
- Provision of Recorded music
- Provision of Performances of dance
- Supply of Alcohol

Live music, recorded music, performances of dance, provision of facilities for making music and provision of facilities for dancing is referred to as Main Stage Entertainment for the remainder of this document.

Other non-licensable activities include:

- Stalls
- Funfair rides
- Food vendors

Site Summary

- 1.1 As noted above, the festival will occur within the Broxtowe Borough. TGBFO will attend all relevant meetings with the Local Authorities and other responsible Agencies if deemed necessary. This Event Management Plan will be circulated to all relevant authorities and agencies as well as all parties forming the SAG committee.
- 1.2 The site plan included shows the areas of the Football grounds in use for the event and the route. All entertainment and licensable activities will take place within the area designated to the festival.
- 1.3 Potable water is provided from several mains outlets around the site.
- 1.4 Power is provided through the use of generators positioned around the site.

Operating Times

All management and crew will be made aware of the event's Site-wide opening & closing timing schedule. This schedule clearly communicates the opening and closing times of all main areas onsite.

All management and key suppliers will be made aware of the timed activities that form part of the build and derig schedule. This information will be shared via an event specific production schedule. The TGBFO crew and contractors will be made aware of the site working hours. The standard hours of work on site, during build-up and breakdown, will be 08:00-20:00. Anyone working outside of these hours, or working alone, must notify the Production Office and obtain authorisation. If work is required to take place during the hours of darkness, temporary lighting will be provided.

The following times are the planned set up, operating, activities and set down times of The Beeston Music Festival 2025.

Set Up

Day/Time	Start	End
Wednesday 6 th August (Trackway only if required)	08:00	20:00
Thursday 7 th August	08:00	20:00
Friday 8 th August	08:00	20:00

Sound Propagation/ Sound Checks

Day/Time	Start	End
Friday 8 th August	16:30	17:30

Site Open to Viewing Public

Day/Time	Start	End
Saturday 9 th August	11:30	22:00

Licensable Activities (Live Music etc.)

Activity/Day	Saturday 9 th August
Main Stage Entertainment (SATURDAY 9 th August)	12:00 – 22:00
Supply of Alcohol (SATURDAY 9 th August)	11:30 – 22:00

Non-licensable Activities

Activity/Day	Saturday 9 th August
Stalls (SATURDAY 9 th August)	11:30 – 22:00
Funfair (SATURDAY 9 th August)	11:30 – 22:00

Set Down

Day/Time	Start	End
Sunday 10 th August	08:00	20:00

Management

The licensees are dedicated to ensuring that The Beeston Music Festival 2025 is a safe and enjoyable experience for everyone involved, including attendees, staff, and contractors. TGBFO have appointed an Event Safety Advisor, a Security Manager, and a team of qualified security personnel. The Security Manager will oversee all security operations at the event. NVQ Marshals will also be present alongside security staff, serving solely in a customer service capacity.

Stewards, Marshals, and SIA personnel will be organised into teams, each led by a team leader. Each leader will be equipped with a radio for communication with the Site Managers and the Central Operations office.

Planning Phase

Essential Health & Safety management is carried out during the event planning process including:

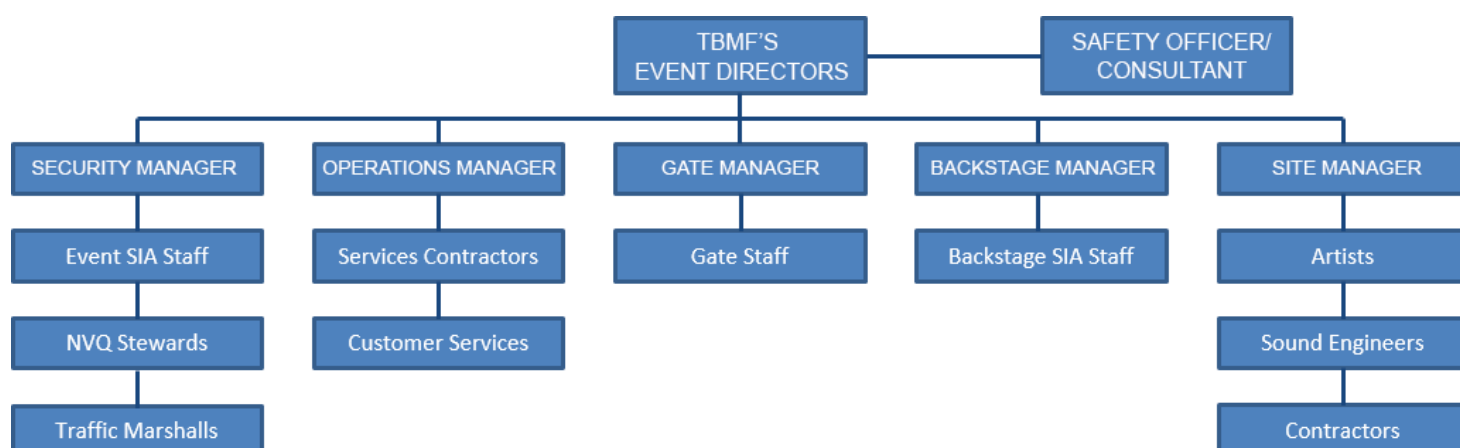
- Development of overall event Risk Assessments
- Development of contingency and emergency plans
- Site design, including consideration of access, egress and emergency routes
- Appointment of suitable contractors, suppliers, and partners
- Production and circulation of traders safety rules, and the collation of mandatory safety documents and forms
- Regular Meetings held between all specific duty holders
- Drawing up of the Event Management Plan
- Compiling of the event Safety Dossier
- Application of relevant licenses and authorisations
- Engagement and consultation with contractors over production and safety planning in order to produce a workable and coherent production schedule.

The Event Safety Dossier will draw up and circulate the comprehensive Event Management Plan including production schedule, management structure, and communication plan and so on.

The Dossier will be held at the Production Office (electronically) and will serve as a record of safety management for each contractor and service suppliers.

Contingency and Emergency Plans will be drafted for discussion and a detailed site plan circulated. These will be drafted and circulated to relevant stakeholders for agreement. These plans shall include an outline for dealing with a Serious Incident.

The Beeston Music Festival Structure



Event Management Team Contact Information

Name	Role	Phone	Email
Peter Levey	Licensee/Director/DSO		
Tom Muir	Director		
Simon Holmes	Event Safety Consultant		
Tom Muir	Site/Operations Manager		
Steve Budding	Security Manager		
Stage Connections	Stage Manager		
Stage Connections	Noise Consultant		
Scott Hopes	Event Control Manager		

Control And Cooperation At The Event

During the live period, the first point of call for all serious issues should be Event Control (via radio, channel 1). All heads of operational departments will be briefed about this. It is expected that some contractors / staff will be reporting regular green level issues to Site/Manager who will, as required, either deal with minor operational issues directly; or escalate more serious issues to Event Control. Examples of green level issues include: localised loss of power, partial water leak, bins requiring collection, toilets requiring servicing etc. Site/Manager and Event Control will operate in close collaboration during the live period.

The Event Safety Consultant will be based in the same location as Event Control, and will address matters of health and safety as well as provide support to Event Control when dealing with certain issues.

An appointed staff member will record & log all radio communication through the events opening times. This staff member will be based in the event control office.

Site Plan – Main Festival Site



Aerial plan

Emergency RV Points – Highlighted Above On The Map

RV Point	Located on the grass football pitch North of the main festival site area
FRV 1	Located on the grass football pitch North of the main festival site area

Health & Safety

Health & Safety of the viewing public, staff and contractors alike is the number one priority at The Beeston Music Festival. Simon Holmes will be providing an Event Safety Officer to ensure Health & Safety compliance of the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and subsequent legislation, at the event. Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our temporary work activities
- To ensure health and safety of all visitors to our site
- To consult with our staff, volunteers and contractors on matters affecting their health and safety
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for staff and volunteers
- To ensure all staff and volunteers are competent to do their tasks
- To prevent accidents
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary at regular intervals

Risk assessments are a fundamental component of our Health & Safety policy and are provided as separate documents.

All key event logistics—including fencing, staging, marquees, lighting, toilets, sound, and power—are managed by professional subcontractors, each of whom supplies their own method statements and risk assessments. These documents are reviewed at least four weeks before the event to ensure they are current and then submitted to our Event Safety Advisor and the local authority for safety evaluation. They are also added to our Event Management Folder for reference.

While the management of The Beeston Music Festival takes all necessary measures to protect the health and safety of staff, volunteers, and subcontractors, it is acknowledged that workplace safety is a shared responsibility. Every individual and subcontractor involved in the festival has a duty to take reasonable care of their own well-being, as well as that of others, and to report any potential hazards that could pose a risk.

All injuries, regardless of severity, must be reported to the Event Management and Safety Officer and recorded in the Accident Book located in the Control Office.

The Beeston Music Festival will adhere to relevant safety standards as outlined in the *Purple Guide to Health, Safety, and Welfare at Music and Other Events* by the Event Industry Forum.

Security And Stewarding

The Beeston Music Festival will work with Elite Security Personnel LTD, the selected security contractor, to deliver the crowd strategy onsite in accordance with the guidance given in The Purple Guide to Health, Safety and Welfare at Music and Other Events and HSG 154 Managing Crowds Safely.

All key security management staff will be given a briefing by The Beeston Music Festival Management to ensure they are fully aware of their duties, responsibilities and objectives to be achieved. Elite Security Personnel LTD will appoint experienced guards to perform duties that are specific to events of a similar nature. Security guards performing certain tasks such as searches, entry enforcement, alcohol licensing enforcement etc. will be SIA-registered and will be required to wear their SIA badge prominently on their person. Elite Security Personnel LTD will also provide security stewards to complement SIA guards.

All security guards and stewards will be readily identifiable by uniform (with the exception of cover security guards). Those undertaking SIA designated duties will have the relevant SIA badge on display and available for inspection. All security staff will be familiar with the admission, exclusion, and safeguarding of all visitors and staff while on the event site.

The site security provision will be appropriate to the level of risk. The main areas of focus are:

- Flow of public around the site
- Management of queues
- Capacity management
- Ensuring the general safety and welfare of visitors / crew
- Stewarding in the event of an emergency
- Access to out of bound and private areas
- Alcohol licensing enforcement

Event Control will be in constant contact with Security Control and Management, face to face and over the radio. No person under the age of 18 years shall be employed onsite.

Entry to the event is by ticket only for visitors as well as crew. Tickets will be checked at the Gates. The perimeter will be regularly patrolled day and night and checked for breaches.

All artists, crew and visitors will be subject without any exception to a search of their bags and person upon entry, and a wand search to detect metal items.

Security for the festival will include the following, with a variation on SIA numbers subject to ticket sales.

- Security Manager
- Security Controller
- Security Supervisors
- SIA Guards
- Security Stewards

Event-specific briefs will be conducted by Security Manager and Event Manager to the supervisors of security teams working in those areas, eg gate searches / front of house, roaming, response teams etc.

The Beeston Music Festival Organisers, along with the Health & Safety Advisor, shall ensure that an appraisal of all security and stewards requirements is agreed and that the positions, numbers and equipment of security and stewards shall be to satisfaction.

Names, addresses and dates of birth for all SIA-licensed security and stewarding personnel will be submitted by Elite Security Personnel LTD. These will be kept on file at the Production Office and available to the local police and the Licensing Authority shall for inspection should they request it. The details recorded in the register shall include: full name, date of birth, home address, employer, SIA ID number (where applicable).

The register will be kept on-site at Event Control and will be filed for a minimum of 12 months after the event.

All incidents shall be recorded by Event Control in the approved security log. The incident log will be made available for inspection by agencies at all times during the open period. The security log will be submitted to the local authority after the event.

Should any persons be evicted from the event for unacceptable behaviour or carrying of forbidden items, a record of the incident / person's details will be kept on file.

Should any attendee be evicted from the event for taking part in public disorder or criminal activity, including carrying illegal substances such as drugs and / or weapons, the Police will be informed.

The incident will be logged in writing and as much details about the persons involved will be collected to be passed onto the Police as required.

Stewarding Resources – subject to review

**Saturday 9th August
2025**

Number of Staff	Role	Time(s)
1	Security Manager	10:00 – 23:30
1	Safety Advisor	10:00 – 23:00
20	SIA Security Staff	11:00 – 23:00
8	NVQ Stewards	10:00 – 23:00
1	Back Stage Security	10:00 – 23:00

Alcohol Policy

All The bar at The Beeston Music Festival will be managed by TGBFO within the licensed site. All bar staff involved in the sale or supply of alcohol will be trained on drink strengths and equipped to advise customers accordingly. They will also be instructed to monitor patrons for signs of intoxication and will strictly refuse service to anyone who is visibly drunk. SIA security will oversee drunken behaviour at the festival and take appropriate action as needed.

TGBFO will provide clear briefings to all bar staff, SIA-licensed security, stewards, and relevant personnel regarding alcohol service policies and responsible conduct.

All bar staff at The Beeston Music Festival will be experienced professionals. They will be briefed on the importance of checking IDs, enforcing the Challenge 25 policy, and ensuring that no one under the age of 18 purchases or consumes alcohol.

If a bar manager anticipates a potential public order issue arising from a refusal of service, they will, where possible, remove the situation from the main crowd and address it discreetly near the working compound at the rear or side of the main bar areas. SIA security personnel will be stationed in the bar areas to support bar staff and festival security in monitoring and managing intoxicated individuals.

Drinks

All alcohol products shall be clearly merchandised as alcohol products and therefore not easily confused with non-alcoholic products. There shall be a price list displayed at the bar which shall give the 'alcohol by volume' levels of each drink, and the measured quantity in which spirits are being sold. No alcohol shall be served in glass or glass containers.

Containers for wine shall include the 125ml measure; beers and ciders will be available in pint measures; spirits will be available in 25 or 35ml measures.

Binge drinking

Retailing alcohol at the event shall help minimise binge drinking as it shall reduce ticket holders' desire to bring alcohol and glass onto the site. When alcohol is available for sale on site, ticket holders are most likely to drink in a relaxed and responsible manner, thereby helping with the issue of public order.

Selling alcohol in this manner also provides a degree of control by the trained bar staff over those ticket holders consuming alcohol which would not otherwise be so readily available. The large number of staff and the bar concessionaire's experience and training, shall enable the crowd to be served in a quick and efficient manner so that they do not have to queue for long periods of time, which shall therefore decrease the likelihood of 'over ordering' in an attempt to avoid having to queue further. There shall not be any irresponsible drinks promotions such as "happy hours" or "two for one offer".

Underage drinking – ID

Bar staff shall ask for proof of age ID whenever a customer appears to be under 25. Proof of age shall need to be evidenced by a Proof of Age Card, a Citizen Card, a valid UK card or by a full or provisional photo card driving licence issued by the DVLA, or by a passport.

If there is any doubt as to the age of the customer, they shall be refused service. The onus is on the individual to demonstrate unequivocally that they are 18 years old or over and if the individual cannot do so, they shall not be served. This message shall be posted on the official website in advance. It shall also be posted in the bar in a prominent position. TGBFO shall be required to brief bar security staff that they should take responsible steps to monitor the final destination of the drinks and ensure that over 18s are not purchasing drinks for under 18s.

Monitoring

No bar servers shall be under 18. All reasonable efforts shall be made to stop and discourage underage drinking by placing stewards in the bar area and by TGBFO briefing all bar staff to monitor for instances of underage drinking. In addition TGBFO, security, bar manager and other bar supervisors shall also monitor the performance of the serving staff. Any underage drinkers who are found arriving on onsite with alcohol shall have the alcohol confiscated by security.

Alternatives

Soft drinks at bars and catering outlets and free drinking water will be available at water points onsite as an alternative to alcohol.

Drunkenness

All bar staff will be aware of the law regarding the serving of persons who are already intoxicated. There is the potential for drunken persons to cause a nuisance to other festival-goers, to cause a hazard to all on site through their actions and to be a danger to themselves. The first actions of any stewards coming across an incident will be to contact Control to request assistance from an SIA licensed security person.

Where possible, the drunk person should be isolated from other festival-goers to minimise the possibility of others being injured, frightened or offended by their actions. Where possible, it will be the festival's policy to take the drunk person to a place of safety (our welfare area); here they will be cautioned as to future behaviour, their details taken (if possible) and allowed to rest.

If their behaviour is such that it is threatening, violent or abusive, they may be evicted from the site. The Security Manager/DSO will be called upon to carry out a dynamic risk assessment as to the nature of the complaint and may opt to evict them from the site. In certain circumstances the person may be taken to a place of safety to recover and evicted from the site at a later time. Persistent drunkenness will not be tolerated and such persons will be evicted from the site in line with our evictions policy (see later in this document).

Bar opening times will be clearly displayed on the website and behind the bar, in addition to the license being displayed, in an attempt to discourage binge drinking.

Drugs Policy

This policy on drugs is based on three core areas:

- Prevention
- Drugs dealers and users
- Welfare and treatment

Prevention

The Beeston Music Festival has a zero tolerance on the use of, or dealing in illegal drugs on site. The message, to actively discourage dealers and users, shall be published in the following ways:

- Festival Drugs Policy distributed to every ticket holder at the festival
- Festival Drugs Policy on www.thegreatbritishfakeoffmusicfestival.co.uk
- In the programme of events available to every ticket holder on their arrival on site

Signage displayed At

Entrances:

“The Beeston Music Festival has a zero tolerance on the use of, or the dealing in, of illegal drugs on site, including legal highs. Drug enforcement laws are applicable on this site and SIA security is on site to deal with drug offences in accordance with national guidelines. If you deal in drugs, you will be arrested. Neither anti-social nor illegal behaviour shall be tolerated and participants shall leave themselves liable for evictions from the site and possible prosecution.

Experimenting with drugs can lead to adverse reaction. If you do take drugs and you become ill, depressed or frightened, please ask a steward to direct you to our on-site welfare centre which can help and support you.”

In addition, the terms and conditions of entry will state *“You will be searched at the entrance. Any items which the organisers consider may be used in an illegal or offensive manner will be confiscated.”*

Drug Dealers and Users

SIA staff shall take an active role in monitoring for drugs. Security shall conduct targeted searches for drugs and shall record details of on-going activity with regard to searching and the number of persons that are refused entry as a result. Security shall seize any drugs which may be required for evidential purposes, shall provide a suitable receptacle for the safe retention of illegal substances. When there is a strong suspicion of drug dealing, security shall inform and assist the local Police in every way possible.

Welfare and Treatment

Our medical provider will be both trained in emergency first aid and fully informed about the welfare and drugs advisory facilities. They can direct individuals to the Welfare Centre which provide a service throughout the festival.

Welfare provision is the main centre for practical welfare support. Drug service provision, with a focus on harm minimisation, is an integral part of welfare and includes needle disposal facilities (sharps bin).

Eviction Policy

Criteria

Any person who fulfils any of the following criteria shall be liable for eviction from The Beeston Music Festival. The decision as to the interpretation of these criteria and eviction shall be at the discretion of the security and stewarding staff under the supervision of the Security Manager.

Persons shall be liable for eviction under the following circumstance:

- Entering or being onsite without a ticket or relevant pass
- Any persons who are found causing any disruptive or antisocial behaviour
- Any persons breaching the terms and conditions of entry
- Any persons breaching the terms of the premise licence
- Traders who repeatedly do not comply with the site regulations imposed on them
- Unauthorised sellers

Eviction procedure

All persons evicted from site shall be processed by the Security Manager. All persons presented for eviction by security shall be interviewed by one of the team leaders and all reasonable efforts shall be made to ensure that their details are recorded in a database with their full personal details, a photograph (with consent), date and time and the reasons for eviction.

All persons who are to be evicted shall be allowed to make telephone calls in order to contact immediate members of their group and/or family using a free mobile phone service or equivalent via Central Operations. Wherever possible, all persons who are to be evicted shall be escorted to collect their belongings before their eviction. If they are able to drive their owned vehicle, they will be escorted off and away from site by security. If they are incapable of driving they will be driven to the nearest train station by a minimum of two security staff.

There will be a female member of staff available who shall process any female evictees. The Security Manager shall liaise directly with the local Police where appropriate.

All evictees shall be evicted from the site via one of the pedestrian entrances and their accreditation shall be removed to prevent them from re-entering the festival. Notices shall be displayed that persons evicted shall not be permitted re-entry to the site and this shall be reiterated in the Eviction Form.

Eviction of Children

As with all evictees, any under 16s who are evicted shall be offered phone calls to their parents or guardians, and their welfare needs will be addressed. If for any reason they do not co-operate with this process they shall be handed over to the local Police, where possible.

Lost and Found Policy

Lost/Found Child Procedure

It is inevitable that, occasionally, children will become separated from their parent/guardian/carer. These notes and the Lost Child Form (available as a separate document) should help The Beeston Music Festival in protecting the child and the organisers, and should help speed up the reuniting of the child and their party.

Upon entering the festival site parents/guardians will be encouraged to add their phone numbers to free wrist bands that will be placed on children's wrists. This will help to quickly find parents/guardians should a child become lost or found.

There is a stewarded Welfare and Information area by the main entrance – which will be marked on our Detailed Site Plan. This is the ideal place for children to be taken to, and the place that parents/carers will be directed to if they have lost a child.

If a Staff/Marshal/Stewards sees a child who seems unattended, they will introduce themselves and try to establish who they are with, and where they last saw them. If The Beeston Music Festival staff have no clues to where the adults may be, a call to Central Operations will be put in for the Security Manager to meet them and head towards the welfare area. As the adult(s) may be looking for the child as well, the member of staff with the found child will stay within obvious places.

If the child is reluctant to follow Marshalls/Stewards, they will explain that they are going to look for their carer – but will try to keep them in sight while they do so. They will not force a child to come with them. If necessary, they will call for help, or stay with the child until they have been re-united with someone that the child recognises and is willing to be with.

If Staff/Marshalls/Stewards come across a child, they will explain who they are, find out their name, who they were with and other important details, and ask them to come with them to the Welfare area. Before setting off, they will radio through to Central Operations where the call will be logged. They will try to keep the child from becoming distressed and make sure they keep the child in their sight, and will only pass them on to someone they can rely upon, such as an Event Manager, to look after them.

The Beeston Music Festival Staff/Marshalls/Stewards will be instructed to avoid situations where they are alone with children, especially anywhere you are unlikely to be seen or heard. This is as much to protect staff from suspicion as to protect children. If they cannot avoid being alone with a child, they will be instructed to take prudent precautions:

- Try to move with the child to a place where there are other people
- Avoid unnecessary physical contact
- If they do have to touch the child, make sure to get their agreement beforehand, and try not to be over-familiar

Once the child is at the Welfare area, Staff/Marshalls/Stewards will ensure that somebody takes responsibility for the child and is given all the information to fill in the Lost Child Form. Before returning to their duties, Staff/Marshalls/Stewards should inform Central Operations that they have handed the child over. The Lost Child Form is simple to fill in and should assist everyone in the organisation in reuniting parents/carers with children. The bottom section of the form should be signed by the person collecting the child and staff should ask for some form of identification, if possible, and if this does not cause offence. If staff are not sure about handing the child over, they will be instructed to contact Central Operations who will liaise with the Police.

If whoever the child is with has not been found after a reasonable time, Staff/Marshalls/Stewards should notify Central Operations who will instruct the Stage Manager or Production Manager to put out a call on the main PA systems. Communications with Central Operations is very important throughout the entire process and all Staff/Marshalls/Stewards will be briefed on this before each day of the event. Central Operations will log the initial call and will refer to it as each subsequent message is received. Central Operations must be informed when a child has been collected so that the message in the log is completed. Any Lost Child Form filled out will be filed away after each case is

dealt with and not left on display – this is for Data Protection purposes. At the end of each shift or at the end of the event, all forms will be handed to Central Operations who will ensure they are properly dealt with.

Lost/Found Adult Procedure

(Example: an adult who has become separated from their family/friends/guardian)

Lost adults who become detached from their friends or family will either make themselves known to staff or a staff member may become aware of them. A procedure should then be in place to assist people with linking up with the other members of their party. Example: 'The staff member will make a call to the Control in case the person's friends or family have already made contact. A brief search of the area can be carried out with the lost person to assist in locating friends or family. If the immediate search is unsuccessful the staff member can then escort the lost person back to the lost person allocated area, where the Control will be informed and take appropriate action, such as assist with making phone calls or a public announcement, if appropriate.

The leadership of The Beeston Music Festival acknowledges its duty of care to safeguard and promote the welfare of vulnerable adults at risk of harm or neglect. We are committed to ensuring that our safeguarding practices align with statutory responsibilities, government guidance, and best practice standards.

This policy prioritises the welfare and interests of vulnerable adults in all circumstances, ensuring that:

- They have a safe and enjoyable experience at The Beeston Music Festival.
- They are protected from abuse, harm, or neglect while participating in festival activities.
- We recognise that some individuals, including those with disabilities or from minority communities, may be particularly vulnerable to harm, and we take reasonable steps to safeguard their welfare.

We will work to ensure a safe festival environment by:

- Appointing a nominated safeguarding officer.
- Implementing best practices through policies, procedures, and codes of conduct for volunteers.
- Providing training, supervision, and guidance to volunteers to ensure they understand and follow safeguarding procedures.
- Conducting safe recruitment practices for volunteers.
- Clearly communicating to carers and support workers that they are responsible for the individuals they bring to the festival.
- Handling information securely and professionally.
- Sharing safeguarding information with attendees through leaflets, posters, and direct discussions.
- Providing clear reporting channels for concerns.
- Ensuring effective complaints procedures are in place.
- Creating a safe physical environment by adhering to health and safety regulations.
- Fostering a safeguarding culture where volunteers, vulnerable adults, and their carers feel comfortable raising concerns.

Ask for Angela

'Ask for Angela' posters will be displayed in customer areas, including women's restrooms and bar spaces. Staff will be trained on the correct procedures to follow if a member of the public asks for assistance. Clear guidance leaflets will be provided to all employees ahead of the event, outlining how to respond appropriately when approached.

Legal Framework:

We have used the guidance on safeguarding for vulnerable adults in England, referencing nspcc.org.uk/learning

Lost Property Procedure

All The Beeston Music Festival guests will be able to find a copy of our Lost Property policy on our website. This Policy has been prepared to provide standard guidance on the procedures to manage and control lost property and sets out clear guidance on how lost property should be dealt with.

All lost property found on site by members of The Beeston Music Festival staff or the public should be taken to the Central Operations area and be given to the on duty Operations Manager. The items found are then to be entered in the Lost Property Book (serialised) and the property placed in a secure holding area with the serial number, a brief description and the date handed in. Where possible, every effort should be made to find the owner during the Festival opening times.

Property can be returned to its owner if the Operations Manager is satisfied that they are the rightful owner. A full description of the item(s) should be obtained, details of where and when the item was lost and distinguishing marks to support proof of ownership. For record purposes it is important that the rightful owner signs, prints and dates the Lost Property Book when collecting the property.

Any lost property may be disposed of after 28 days. The Licensees and Operations Manager will go through all the property and items to be disposed of will be signed and dated in the Lost Property Book against the appropriate entry. Items will be thrown away or if of some value, taken to a local Charity shop. If there are bank cards, cheque books etc., they will be returned to the bank with a covering letter.

Unclaimed cash will be handed to a local charity.

Sanitation Facilities

A sufficient and suitable provision of sanitation facilities (toilet, handwash) will be provided for all persons working during the event period including during the Construction Phase.

The number of facilities provided during the build / break and live phases will exceed the requirements advised by 'The Purple Guide to Health and Safety and Welfare at Music and Other Events' and other available guidance.

Toilet facilities will be maintained by a team of trained competent technicians and cleaners to ensure that they are kept in a clean and serviceable condition throughout the duration of the event.

Accessible facilities for disabled attendees and staff will be provided in all main areas of the event. The toilet locations will be clearly signed. These facilities will be spread out throughout the site as much as possible to achieve minimum distances for users to access them.

Toilet facilities will be made available from the start to the end of the Construction Phase.

For events with a gate opening time of 6 hours or more with alcohol and food served in quantity, using the Guidance from chapter 18 of the Event Safety Guide:

- 1 WC per 75 females
- 1 WC per 400 males
- 1 urinal per 100 males

The Beeston Music Festival will work together with its toilet contractor to ensure the onsite provision exceeds the minimum identified by the Event Safety Guide in order to maintain optimal levels of sanitation and cleanliness onsite and preserve the environment.

Hand sanitiser dispensers will be available near to urinal stations and at strategic places around the site.

Cleaning / Refuse / Waste & Recycling

TGBFO will provide litter-picking, cleaning and onsite waste collection services. In addition, a separate licensed supplier will be engaged to collect and remove waste from site.

In addition, traders (food and non food), will be responsible for implementing their own cleaning regimes.

Bins of various sizes will be deployed throughout the site for the collection and separation of waste by visitors, traders and staff.

Waste collection skips will be hired to safely store all waste in a back of house designated area away from the public. All waste will be separated at the collection point.

All waste will be collected from around the site by the litter picking / cleaning staff, bagged and transported to a temporary waste storage compound located back of house. It will comprise a selection of waste skips. The skips will be collected at regular intervals by the waste collection contractor.

The litter picking team will have staff on shifts throughout the event open period to ensure that no waste accumulates onsite. The Arena will be litter-picked throughout the duration of the arena opening times. The cleaning contractors will make sure staff on disinfection duties are appropriately trained.

No glass will be allowed onsite. Attendees will be searched upon entry and any glass containers will be confiscated. Additional measures will be taken to reduce the amount and types of materials coming onto the event site.

In the final stages of the breakdown phase, a thorough cleaning and litter-pick of the whole site will take place to ensure it is handed back to The Trent Recreation Ground in a pristine condition.

Medical Provision & Welfare

The Beeston Music Festival Management are working with the Medical Team (East Midlands Medical Services Ltd) to ensure an appropriate medical plan, including infrastructure and staffing, is in place for the event. This will be commensurate with the guidance from the purple guide.

The objectives of medical provision at The Beeston Music Festival are: to provide immediate care for casualties requiring urgent assistance; to treat and discharge minor medical casualties onsite; to help minimise the impact of the event on the local health economy. This year again, TGBFO have appointed East Midlands Medical Services Ltd to provide medical cover at the event..

Medical cover will be operational from the opening of the festival gates to the public on Saturday 9th August until the site is clear of public on Saturday 9th August.

A risk factor assessment will be undertaken and the cover provided by East Midlands Medical Services Ltd will be in line with the requirements.

As a minimum, East Midlands Medical Services Ltd will provide a selection of personnel and equipment involving:

- Command medical staff
- Medical Staff (as set out in Medical Plan)
- Ambulance Staff
- Ambulance vehicle suitable for transfer of patients
- Response car

All East Midlands Medical Services Ltd staff will be wearing staff uniform.

Hi-Viz with appropriate rank slides and qualification inserts will be worn when operating outside the medical room. Any registered health professionals employed by East Midlands Medical Services Ltd will wear badges showing their registration number.

The ambulance provision (vehicle and crew) will be capable of transporting patients who require hospitalisation to the nearest Emergency Department with minimal delays.

All East Midlands Medical Services Ltd staff will communicate via two-way radio system with each other. The Medical Manager on duty will be in constant radio liaison with Event Control to ensure assistance is provided as and when required.

During the live period, there will be two operational locations onsite. Medical locations will be clearly signposted and feature on all site plans..

The first aid response team will have access to the Trent Vale Recreation Grounds clubhouse. An ambulance will be stationed in this area for anyone requiring transport to Queens Medical Centre.

During the Construction Phase, there will be at least one designated first aider onsite who holds a First Aid at Work qualification. The appointed first aiders will always be present during site working hours. A fully stocked first aid kit will be stored at the Production office. Staff working at The Beeston Music Festival will be briefed on how to summon first aid assistance during the build, live event and derig.

The nearest Emergency Department is located 4.1 miles distance from site: Queens Medical Centre

Medical plan (appendix) see separate document.

Welfare Centre

This will provide various services designed to ensure the safety, health, and well-being of all attendees, with a particular focus on families and vulnerable individuals. The welfare center at the event will include the following provisions:

1. First Aid Station

A designated area that trained medical staff can address any injuries or health issues that may arise.

2. Lost Child/Found Person Assistance

A space for lost children to be reunited with their families, with staff available to assist.

3. Rest Area

A quiet area where people can rest. Offering seating, water, and shade if required.

4. Information Desk

A place where festival-goers can ask for help, get information on event schedules, find directions, or address any concerns.

5. Refreshments

Access to fresh water and food if required.

6. Accessibility Support

The welfare center will offer guidance for those needing assistance navigating the event.

7. Safeguarding Information

Information regarding safety protocols, emergency exits, and safeguarding measures to ensure the safety of all attendees.

8. Emergency Contact Information

Contact details for local emergency services, event security, and other important contacts, in case something goes wrong.

10. Lost Property

A place where people can report or collect any lost belongings during the event.

These provisions help create a safe and welcoming environment, ensuring families have a positive experience at the festival while being supported in case of any need.

Ticketing Information & Entry Policy

Tickets will be made available from the ticket selling partner Skiddle.

All tickets are assigned to a name.

Ahead of the event, ticket holders will be issued with a unique barcode for their tickets. This barcode will be scanned upon arrival. In normal circumstances the bar code is scanned from the customers mobile device.

Crew and visitors will report to the entrance Accreditation Point (wristband exchange), where credentials will be checked and wristbands issued.

Search lanes will be operational from the moment the festival opens its gate to the public.

Staff members will be issued with colour-coded wristbands.

TGBFO website features the festival's entry policy in the information and "Frequently Asked Questions" sections. Visitors are informed about the rules and restrictions for the event.

Access And Egress Points, Emergence Vehicles

The visitors entrances and exits to and from the site are:

- During the live phase, the access to the event will be clearly sign-posted for visitors to enter and exit the site through normal routes.
- There will be no enclosed temporary structures such as marquees hosting entertainment.
- Emergency exits will be clearly sign-posted and staffed

In an emergency, security will make sure the route is clear for emergency vehicles to ingress or egress site safely. Security may meet and escort emergency vehicles to and from the site if required. Designated routes will be reserved for emergency vehicles access only and a plan will be sent to ambulance and fire services in advance of the event, see Appendix - Emergency Planning Document.

In an emergency, security will direct the public, artists and crew present at the event to the evacuation muster points, marked according to the site plan and following the protocols in place. Please refer to document "Emergency Planning Document".

Emergency Planning & Procedures

Risk Assessment

A **Health & Safety Risk Assessment** to include **Associated Fire Risks** for the event will be carried out to identify the key areas where potential risks exist. Overall, from experience, the risk of any incident is very low. Please refer to document “**Event Risk**”.

This Risk Assessment is available as a separate document.

Please note: The Health & Safety Risk Assessments DO NOT include the Risk Assessments for external Suppliers. These will be checked before The Beeston Music Festival and will be available for inspection 4 weeks before the event site build.

As planning for the event continues and changes occur to any of the event plans and policies, the Risk Assessments will be re-assessed and updated accordingly.

The organisers are committed to run a safe and enjoyable event for the general public, contractors, artists and volunteers. With safety as the prime focus, the organisers have set up procedures to handle any emergency situations as and when they might occur.

Communication

All event staff are connected by a two-way radio system. In addition, although not to be used as a primary communication method, the team leaders have mobile phones, the numbers of which will be issued to individual marshals.

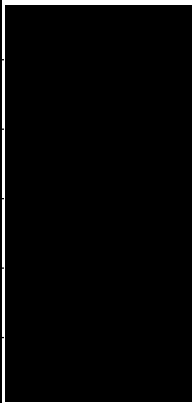
The Event Control Manager, which will be based at the highest point of the site, has a dedicated phone line which can send and receive key communications with any of the emergency services, local residents or with other stewards who are not on two way radio contact.

If an emergency does occur, a coded announcement will be made over the PA system to advise the stewards, who are not otherwise dealing with the emergency or manning the main entrance, to report to one of three possible mustering points – to be determined as planning progresses.

The message will be coded and given in a calm and precise fashion so as not to cause audience panic. At the designated muster point, the stewards will be given clear instructions from their team leaders and/or Safety Officer as to the action they are to take.

The following security code words will be used during the festival and are conversant in using the same messages to avoid any confusion, these are for sensitive occurrences so that anyone without an earpiece does not know the nature of the occurrence. This is standard practice to avoid panic and confusion to anyone overhearing any radio communications. If any of the organising staff need any assistance or security/ stewards to conduct anything other than what they have been instructed, then this must be communicated through the security manager.

Codes

Code Word	Actual Situation
	Emergency Evacuation
	Fire
	Weather Related
	Crowd Control
	Lost Child
	Welfare Situation

Suspect Packages And Terrorist Threat

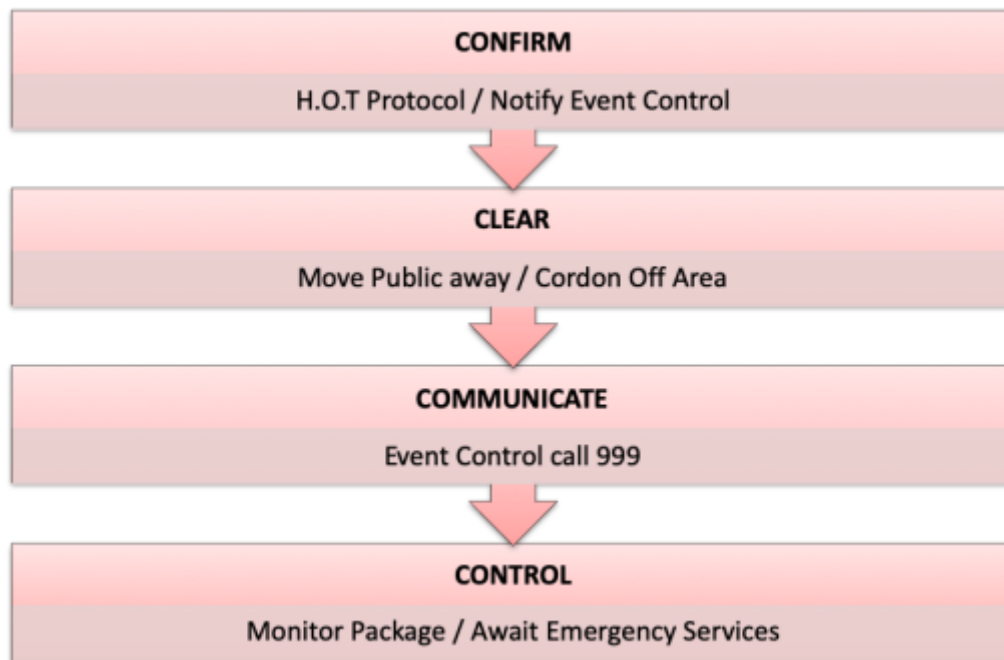
The terrorism threat level at the festival will be based on the information provided by the UK government's website, gov.uk, which currently define the threat level at SUBSTANTIAL for England, Wales, Scotland and Northern Ireland, meaning that an attack is likely.

The situation will be monitored throughout the planning phase, during the construction and live phases.

If the terror threat level changes or requires additional enhanced security measures, these will be put into action. Such measures would take the form of upgraded search procedures at the gates, increased number of security guards, surveillance and intelligence gathering on specific individuals or groups of individuals, liaison with the police, installation of hostile vehicle mitigation barriers etc.

If a bomb threat is received, staff should contact Event Control immediately. In the event of the threat being made over the festival phone line. Should a threat be received, Event Control will call 999 immediately and be prepared to action the Event Emergency Plans.

Suspect packages will be handled by event staff using the 4C's Method (Confirm, Clear, Communicate, Control), which consist of the following principles:



Confirm

Confirm whether or not the item exhibits recognisable suspicious characteristics. The H.O.T Protocol will be followed to inform the judgement of staff as they communicate their concern to Event Control. **HIDDEN?** Has the item been deliberately concealed or is it obviously hidden from view? **OBVIOUSLY** suspicious? Does it have wires, circuit boards, batteries, tape, liquids or putty-like substances visible? Do you think the item poses an immediate threat to life?

TYPICAL Is the item typical of what you would expect to find in this location? Most lost property is found in locations where people congregate. Ask if anyone has left the item. If, upon completion of the H.O.T protocol, the discovering agent confirms the package exhibits suspicious characteristics, Event Control shall be notified.

This should be done without causing undue alarm. If calling by radio or mobile phone, the call should be made out of earshot of any member of the public (if possible) and, if the call is in relation to a suspect package, at least 15 metres away from the package. On no account should anyone try to open or tamper with the package. Upon receiving the message, Event Control will coordinate the response.

Should the H.O.T Procedure conclude that the package is not suspicious, Event Control will take the initiative to de-escalate the situation following advice from senior personnel in attendance.

CLEAR the immediate area. Staff will be instructed to not touch the package. The public and other members of staff will be moved away to a safe distance. Public will be moved as far as possible from the package, ideally 100m, out of sight of the item, away from glass and flammable substances. The area will be cordoned off.

COMMUNICATE Event Control will call 999 to report on the situation. Again, radios and mobile phones will not be used within 15 metres from the object.

CONTROL access to the cordoned area One person at the scene will be positioned to keep a watch on the package (but at a safe distance) until the emergency services arrive. Public will be kept away from the cordoned-off area. Security personnel and event staff will assist in this task.

It is highly likely that the Police would take overall control of the situation upon arrival. Event Control would put site resources at the Police's disposal and follow instructions to assist. Once the incident has been dealt with and the situation is declared safe by the Police, Event Control will communicate the stand down call to all event personnel. Firearm or other weapon attack would be dealt according to the Run, Hide and Tell guidance as outlined by the National Counter Terrorism Security Office.

The Run Hide Tell procedure is outlined in the following document:



Scale Down Criteria And Show Stop Procedures

Risk assessing and planning for the Event mainly deal with the mechanisms for setting up the Event and operating the Event in normal conditions. There are some criteria and incidents that may necessitate the scaling down of the Event, a complete postponement or a cancellation. Examples of such incidents include:

- Adverse weather Loss of critical services
- Fire
- Structural collapse
- Damage to the Venue
- External Influence (incident affecting the wider area)

A decision to delay, stop, postpone or cancel the Event will be taken in consultation with all members from the Emergency Liaison Team (ELT) and communicated to all partners and stakeholders.

Event Emergency / Evacuation Plan

During the Planning Phase, the Incident and Emergency Plan will be shared with all heads of departments and senior staff involved in running the event. All staff working onsite will be provided with a summary of the Emergency Procedures during their site safety induction. Signage displaying a summary of the procedures will be displayed at various locations onsite. Emergency procedures will form part of the staff briefings taking place prior to the event opening.

Response to an emergency will be provided, as required, by the appropriate emergency service(s) in the normal way. It is not the intention of the Organisers to either duplicate or replace these services. However it is highly likely that security, stewards or other event personnel may be the first on the scene of an emergency. Therefore, the procedures highlighted in the Incident and Emergency Plan are intended to enable an appropriate initial response before emergency services arrive.

Principal decision making onsite will reside with the Emergency Liaison Team. Normal non-critical incidents will be handled by the key members of personnel forming Event Control. It has been established that dynamic Event Control will allow for improved efficiency and rapidity in resolving incidents.

It would be of little value to list the innumerable emergency scenarios that may be presented on site. Instead, reliance must be placed on having a clear chain of command, competent decision-makers and robust means of communication on and off-site.

In all instances Event Control will keep notes in an event log detailing incidents and responses deployed. For serious incidents, a separate Incident Form will be completed with detailed information on every aspect of the occurrence. These records will assist in a review of the event and may be provided as evidence in an investigation. The log will be available

for inspection by the authorities at the Event Control Office.

A serious incident onsite (major or not), may result in the emergency services taking control of the site. In such an occurrence, Event Control and the ELT will ensure the handover takes place and is recorded in the Site Handover Form. All site resources, including personnel, will be made available to the Emergency Services to handle the incident.

Serious incidents may involve the evacuation of public and staff from the site. The evacuation can be partial or total depending on the scenario of the incident. The Incident and Emergency Plan provides details on the procedures in place, chain of command and geographical implications of an evacuation.

The site design incorporates emergency exits, escape routes and evacuation muster points. Site Plans featuring the location of all these will be distributed to all heads of departments and key service providers involved in the running of the event.

Infrastructure and equipment will be allocated to enact and manage a site evacuation.

Emergency exits will be clearly signposted and lit. Security and steward personnel will be posted at each location to ensure exits, routes and muster points are kept free at all times. Emergency lighting will be installed along evacuation routes and at muster points.

Rendez-vous points and incident handling headquarters, will be defined ahead of the event. See Emergency planning Document.

Event Emergency / Invac Plan

Our site map highlights two designated Invac areas. These locations have been specifically chosen to provide a secure shelter during threats or emergencies, keeping attendees safe by remaining inside the festival grounds rather than evacuating. These areas will be utilised in situations such as a potential terrorist attack, active shooter scenario, or other emergencies where staying within the site is the safer option.

All the designated safe areas are large enough to accommodate everyone present, including staff and guests.

Alert System: A clear communication warning to alert people when an invacuation is necessary. This could include:

- Public Address (PA) system announcements
- Text messages sent to all ticket purchasers in attendance. Text numbers already saved on bulk sms. (programme)

Instructions for Action: Provide clear instructions about what people should do when an invacuation order is issued, such as where to go, how to stay calm, and what actions to take to protect themselves. Security staff/staff will guide people to the designated areas.

Regular Updates: Keep the attendees informed with updates as the situation progresses. This can be done through PA systems, text alerts, or security staff/staff communicating directly.

Coordination with Emergency Services

Police and Emergency Response: Steve Budding will ensure that local law enforcement and emergency services are aware of the evacuation plan. Steve Budding will meet and coordinate with emergency services on the best way to secure the festival site and respond to a potential threat.

Clear Communication with Authorities: Maintain a direct line of communication with the police, fire services, or other emergency responders so that they can assist quickly if the threat is inside or near the building. Event director Tom Muir or Security & Crowd Manager Steve Budding will keep in direct contact with Emergency Services.

Further Security Measures

Screening and Security Checks: Ensure that all attendees are screened before entering the event to minimise the risk of a threat entering the festival site. This includes bag checks, metal detectors, and thorough security scans.

Suspicious Behavior Monitoring: Trained security personnel will always be looking for suspicious behavior or individuals and report them immediately to event control or local law enforcement.

Event control office staff:

Tom Muir – Director
Simon Holmes – Event Safety Consultant

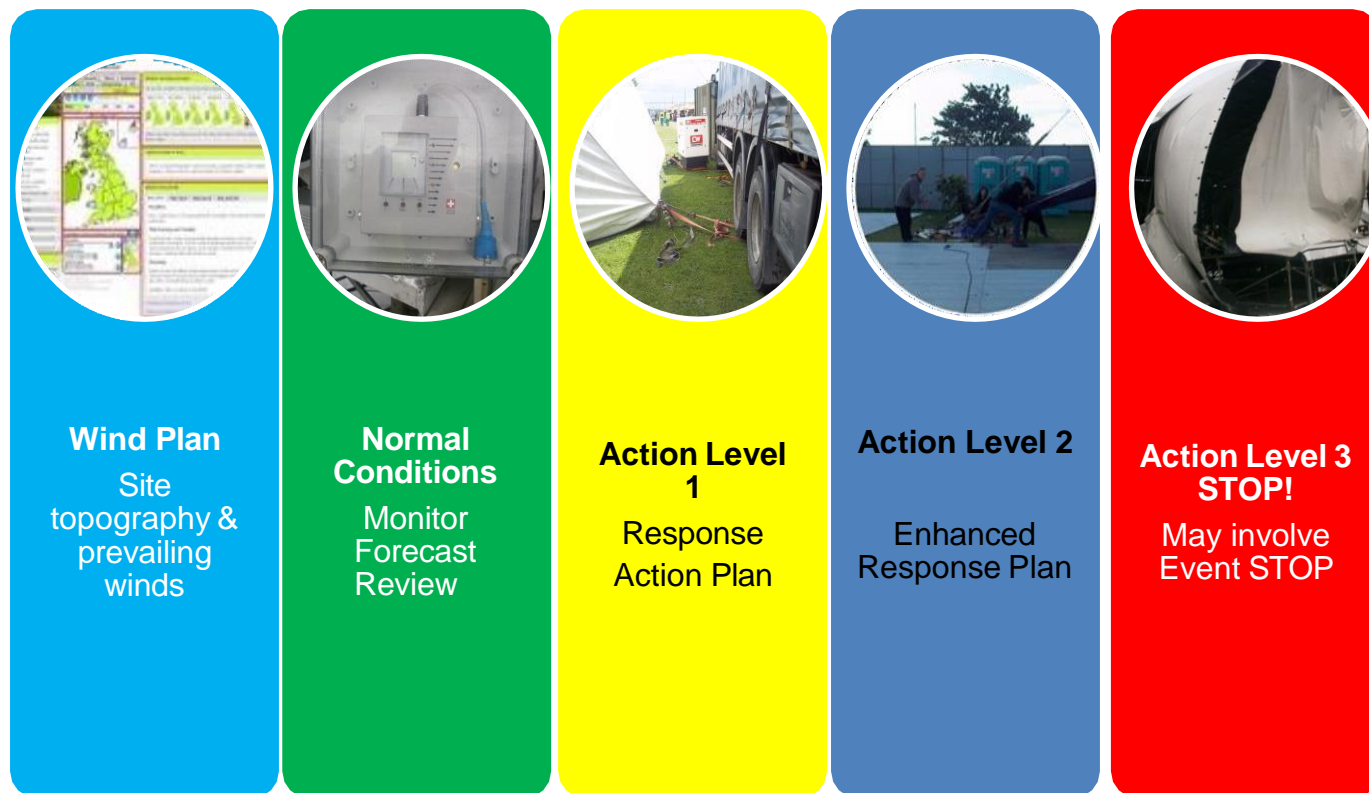
Chain of command:

Festival Director – Tom Muir
Operations Director – Scott Hopes
Production Manager – Phil Jovetic
Health & Safety Officer – Simon Holmes
Security & Crowd Control Manager – Steve Budding
Licensing & Compliance Officer – Peter Levey

Weather Contingency

The purpose of this section is to outline the procedures in place to minimise disruption, damage or injury to persons and/or property from adverse weather conditions which may occur leading up to, during and in the set down of The Beeston Music Festival.

For the purpose of this section, adverse weather is defined as any weather related event with the potential for disrupting the event or causing damage or injury to persons attending the event, and includes severe rain, high or gale force winds, thunder/lightning and excessive heat.



Ground Conditions of Site

The event will take place at The Trent Vale Recreation Grounds, Beeston. Car parking for management, contractors and artists is intended to take place on site. Car Parking for the general public is planned to take place on site.

Monitoring of Weather

The event is scheduled to take place on Saturday August 9th 2025. Typical weather conditions at this time of year are normally good. In order to prepare for adverse weather conditions, the event organisers will be monitoring national and local weather forecasts in the weeks leading up to the event. This plan therefore lays out management procedures for all likely weather conditions at this time of year and in this particular area.

Management of the Event in Adverse Weather

The event will be constantly monitored by stewards/security staff and the Safety Officer. The table below outlines possible weather conditions and the actions to be taken by these persons to manage the risk. Depending on the actual situation, a dynamic risk assessment will be made and appropriate action taken. This may include the possibility of cancellation, but the situation will be risk assessed to take account of the outcome of such a decision.

All such actions will be agreed by the Event Safety Officer, Event Managers and Security Supervisors.

Weather Conditions	Possible Outcome	Actions
Heavy Rain	Bogging down of Vehicles and Public	Trackway pre-booked. Use of scaffolding planks and/or walkways for public
Heavy Rain	Collapse of Tents/Marquees caused by collection of water	Monitoring of Structures. Cordon off area and evacuate as necessary
Heavy Rain	Electrical hazards caused by water ingress into electrical fittings	All electrical equipment used outside will be IP44 or suitable for exterior design. Qualified Electricians on site to monitor all electrics. Cordon off area, isolate supply and evacuate as necessary
High Winds	Collapse of temporary structures	All temporary structures will be inspected prior to the event. Suppliers to be notified of any forecasted high winds. If wind speed appears excessive or there is apparent danger of collapse, the area will be evacuated or cordoned off
High Winds	Collapse of Main Stage	The Stage is fitted with a wind speed anemometer (wind speed indicator) and there is a representative from the stage company on site during opening hours. The Safety Officer will liaise with the stage company in excessive wind speeds and evacuate/cordon off as necessary
High Winds	Flying debris	Constant monitoring of loose articles. On the spot action as required
Thunder/Lightning	Lighting strike of structure/persons	Constant monitoring. Steel structures are earthed Show stop procedure may be implemented
Excessive Heat	Heat stroke, especially for people undertaking physical activity	Constant Monitoring, free Water and sun cream will be available, Use of PA to encourage public to drink water, apply sun cream and to use trees/bushes for some shade

Electrical Storms

The height of some structures presents a risk as a potential lightning conductor, especially when sited in open land and, as such, the following plan will be applied to reduce any likelihood of structures becoming live and causing injury to personnel working on the structure.

- **STORM LEVEL 1.** Electrical storms within 20 miles. Operations Management, Safety / Site Manager and other relevant parties put on alert to the possibility of lighting strike. Work continues as normal. Consider other weather protection measures if not already in place.
- **STORM LEVEL 2.** Electrical storms within 10 miles and closing. Personnel put on alert to increasing likelihood of severe weather. Climbing personnel to return to ground level. Normal stage-level or ground based work continues. Stage Manager made aware.
- **STORM LEVEL 3.** Electrical storms within 5 miles and closing. Personnel to cease normal work and prepare protection of equipment from severe weather. It should be considered whether necessary to 'power down' the stage and equipment.
- **STORM LEVEL 4.** Electrical storms within 2 miles and closing. Order temporary suspension of work and clear stage area. Personnel to take refuge from likely localised heavy rain, hail and wind

Work should not resume until 20 minutes after passing of weather system or time period between lighting and thunder increases to suggest system has moved on to a distance equivalent to storm level 1.

Wind Action Plan

Gust Wind Speed Metres/sec MPH	Monitoring Interval	Action Level	Action
Below 10 <17mph	8 hourly	0	Regular Weather Forecast Review.
10 – 12 18-23mph	Hourly	0	Regular on Site Assessment
12 – 14 23-30 mph	30 mins	1	Prepare to halt operations until safe working conditions have resumed.
14 – 18 30- 35mph	15 mins	2	Site safety meeting and risk assessment. Preparations for full or temporary event stop.
Over 18 >40mph	Constant	3	Show Stop procedure to be implemented.

Other Actions

- Checking anchorage stage
- Check anemometer
- Check earthing
- Brief production and stage staff re show stop
- Brief medical
- Check water supplies and taps
- Enhanced staff welfare briefings use of shade/ sun cream more frequent change of staff ensuring drinking water is available
- Check sheeting on stage
- Check squeegee's and mops in place
- Identify if possible area for pooling

Evacuation & Capacity Calculation

The Sports Ground is surrounded by metal fencing. All lighting required will be provided by self-powered tower lights and operate during hours of darkness.

In the case that the site has to be evacuated, there will be clear, clearly marked Emergency Exits (at height and illuminated). All Emergency Exits will lead onto the areas outside the Festival area with ample room to facilitate a quick exit onto common/land. Any event evacuation will be in consultation with our Safety Advisor.

The Beeston Music Festival adopts a lower than average capacity calculation, based on the audience demographics of our picnic style events, and this is 1.0 person per m². The area the festival will be staged in (including any backstage areas) is approximately 9,944m². Allowing an area of 5,122m² for bars, catering, funfair and other attractions, we are left with an area of in excess of 4,822m².

The main Festival area has a useable escape width of 156m, leading to other common grassed areas set within the grounds. There is a further grassed area and land totaling 16,552m² with 3 Emergency Exits, 11.5m useable width. We can achieve an exit width of 11.5m and therefore a flow rate of 759 persons per minute (based on an egress rate of 66 persons per metre per minute). The main Festival area, at an expected maximum capacity of 2000 persons, could be evacuated in under 3 minutes.

Licensing Objectives

Prevention of Crime and Disorder

SIA/stewards will be present on site during all hours that public and contractors are on site. All SIA/stewards will report in to the Security Manager and they will be instructed to:

- Look out for any alcohol or drug related issues
- Look out for any unusual or suspect behaviour, violence or thefts
- General safety of the crowd in the main arena and surrounding areas
- Report any issues to the Security Manager, Licensee's and Police if required
- Ensure no alcoholic drinks are brought in to, or out of the main arena
- Policy on sensible drinking to be applied by all bar staff

Public Safety

A comprehensive Risk Assessment & Fire Risk Assessment has been completed. This includes all fire associated risks and the measures The Beeston Music Festival will be taking to reduce the risk of fire and its spread.

The main arena will be under the jurisdiction of the Security Manager/Safety Officer and he will work with all contractors and Stage Connections staff to oversee the safe construction of the arenas and associated areas. All suppliers to Stage Connections will be checked to ensure that they have the relevant Insurance, Method Statements and Health & Safety documentation.

The Security Manager/Safety Officer will be responsible for the safety of the Public in the Festival site during the event. No glass or other sharp objects are allowed in to or out of the Festival site.

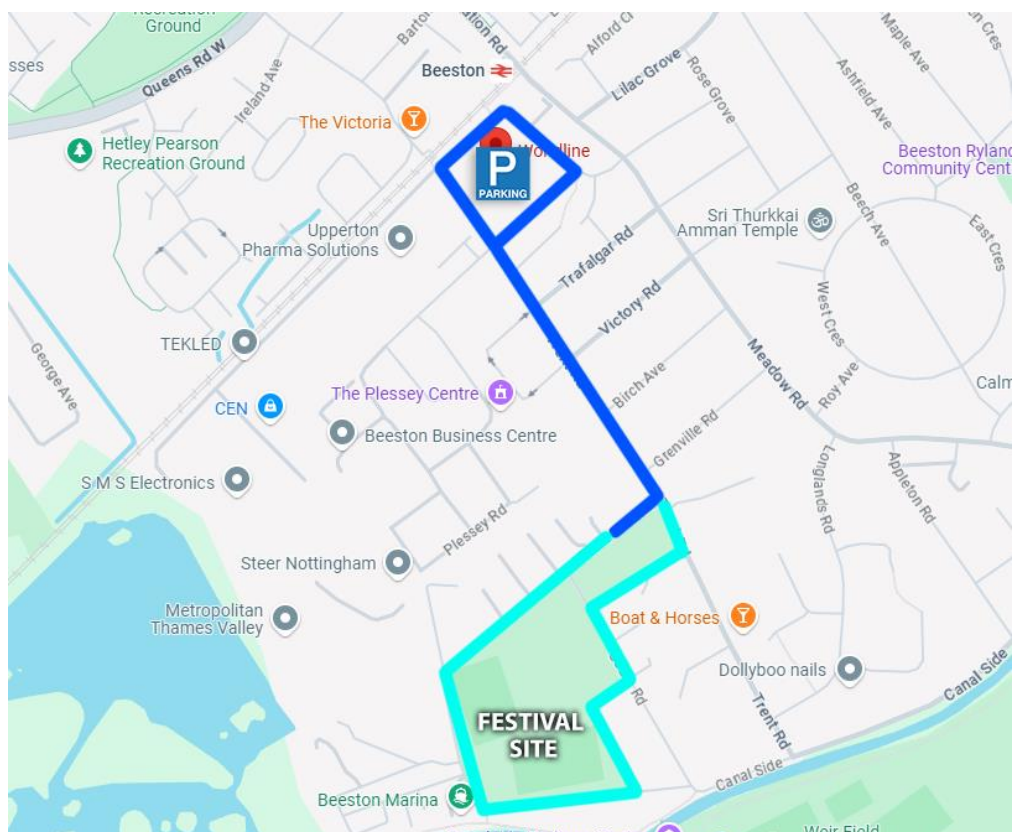
Prevention of Public Nuisance

- SIA/stewards patrolling the main festival site during and after the event to deter any possible issues
- Parking Marshalls patrolling the car park during the event
- Noise to be controlled as per the Noise Management Plan (separate document)
- All litter to be removed from the site and the surrounding areas after the event

Protection of Children from Harm

- The Bar will be run by professional staff and they will ask for any photo ID as required and adopt the Challenge 25 scheme
- Full range of soft drinks to be provided & free tap water
- SIA/stewards will be looking out for child safety and welfare continuously
- Briefing to all Bar staff & SIA/stewards before the event on the importance of child welfare

Parking



Parking

- Highlighted above, 300 parking spaces are available within the Atos Building, Address: 1 Technology Dr, Beeston, Nottingham NG9 1LA; We have current plans to utilise 70-100 of these spaces. Our previous event in 2024 used 70 with a similar attendance expected.
- Signage will be displayed clearly directing motorist to parking spaces;
- Parking stewards used for match days supplied by Trent Valley Community Sports Association/Management will be in attendance, managing the parking and allocated spaces;
- Pedestrians and cars will not mix where practicably possible;

Site Protection Policy

The Trent Vale Recreation Ground is an area of public space used by many and as such, the organisers will take the necessary measures to preserve the condition of the site, and ensure the event has a minimal impact on it.

The following steps will be taken to protect the site.

General Site Protection

- Site Manager is aware of the sensitivity of this site and will be responsible for enforcing these policies;
- All Entrances/Exits and pedestrian walkways will be kept away from identified vulnerable areas;
- All equipment and/or plant placed near trees will be kept a minimum of 3m distance away;
- Generators, diesel bowzers and all such machinery will be kept away from identified vulnerable areas;
- Generators should not need to be re-fuelled as they have long range tanks attached to them now, but if they do, they will only be re-fuelled by competent operators to avoid any diesel spillage;
- All toilets and toilet blocks will be kept away from identified vulnerable areas;
- All toilet waste will be removed from site in tankers;
- Refuse collectors and litter pickers are on site for the entire event and litter pick the main arena, and surrounding areas;
- All rubbish will be removed from site in specialist vehicles;
- Aluminium track way will be used on site for all heavy vehicle access, and will be kept away from identified vulnerable areas. This will be enforced by stewards and security personnel during the build, the event itself and the break down;
- All staff and traders working at The Beeston Music Festival will be sent a copy of this Site Protection Policy;

Contractors and Traders

- All suppliers, traders and contractors working at The Beeston Music Festival will be sent a copy of this Site Protection Policy in advance and will sign a Site Rules form which contains these policies;
- All traders have to remove their own rubbish, or use the large bins provided. This is part of our standard Trader Terms and Conditions that all traders have to sign up to.
- Event Managers, especially the Site Manager, will make sure that all contractors, suppliers and traders abide by these rules;

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The Beeston Music Festival 2025 – Event Risk Assessment V1.0

Revision	Date	Details	THE GREAT BRITISH FAKEOFF LTD [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] Event Manager: Thomas Muir Email: [REDACTED]
V 1.0	30/04/25	Created by THE GREAT BRITISH FAKEOFF LTD	

CONTENTS

1. Introduction
2. Event/Venue Detail
3. Risk Assessment Procedure
4. Risk Assessments including site images where applicable

IMPORTANT NOTICE

This document has been prepared by THE GREAT BRITISH FAKEOFF LTD and is specific to the event identified on the front cover. While every precaution has been taken in the preparation of this document, THE GREAT BRITISH FAKEOFF LTD assumes no responsibility for errors or omissions.

This document should be reviewed in conjunction with other relevant event documentation, including but not limited to:

- Event Management Safety Plan
- Noise Management Plan

1 Introduction

- 1.1 THE GREAT BRITISH FAKEOFF LTD has produced this Risk Assessment for The Beeston Music Festival 2025 and the activities to be undertaken at the Music Festival at The Trent Vale Recreation Ground on Saturday 9th August 2025 and its associated build and break phases.
- 1.2 This document summarises the risk assessment findings that have been taken forward to the Event Management Plan in order to provide the necessary safety and environmental precautions associated with an event of this nature. Both this Risk Assessment and Event Management Plan are subject to development through the planning processes, and final versions will be shared seven days before the start of the event build.
- 1.3 This document has been drafted based on extensive knowledge of the events industry and experience of the application of statutory regulation and guidance including, but not limited to, the Purple Guide, the Regulatory Reform (Fire Safety) Order 2005, the Guide to Safety at Sports Grounds, The Fire Safety Order as applicable to different types of premises and other relevant documentation and guidance. A practical, pragmatic and realistic approach has been taken to this Risk Assessment based on this experience and prior knowledge of the event to which this document relates.
- The proposals contained herein are not necessarily final but give an indication to the appropriate procedures for an event of this nature. These will be shared with the relevant responsible statutory authorities and their feedback will be incorporated into the overall final Risk Assessment and Event Management Plan, issued seven days before the event build. Any subsequent changes will be recorded in the event safety log and communicated to relevant stakeholders.
- 1.5 The findings of this Risk Assessment and the controls and standards identified in the Event Management Plan must be communicated to those who will work, or otherwise come into contact with the hazards and risks identified within this document.
- 1.6 A review of this Risk Assessment will be made, should further information be received which suggests that the documented control measures are found to be unsuitable, insufficient, ineffective or where there is a significant change in working practices, or an incident occurs.
- 1.7 It is incumbent upon THE GREAT BRITISH FAKEOFF LTD and its appointed contractors to ensure that the control measures are implemented and managed throughout all phases of the event.

2 Event Detail

- 2.1 The Beeston Music Festival is a family friendly, popular music festival aimed at an audience of adults 25-65+ (with children or grandchildren). The event has is being staged at The Trent Vale Recreation Ground. The Beeston Music Festival 2025 is staged and managed by THE GREAT BRITISH FAKEOFF LTD brand.
- 2.2 Licensable Activities
- 2.3 All licensed activities will take place on Saturday 9th August 2025. Full details are in the Event Management Plan. The licensable activities will be:
- Provision of Live music
 - Provision of Recorded music
 - Provision of Performances of dance
 - Supply of Alcohol
- 2.4 Other non-licensable activities include:
- Stalls
 - Small funfair rides

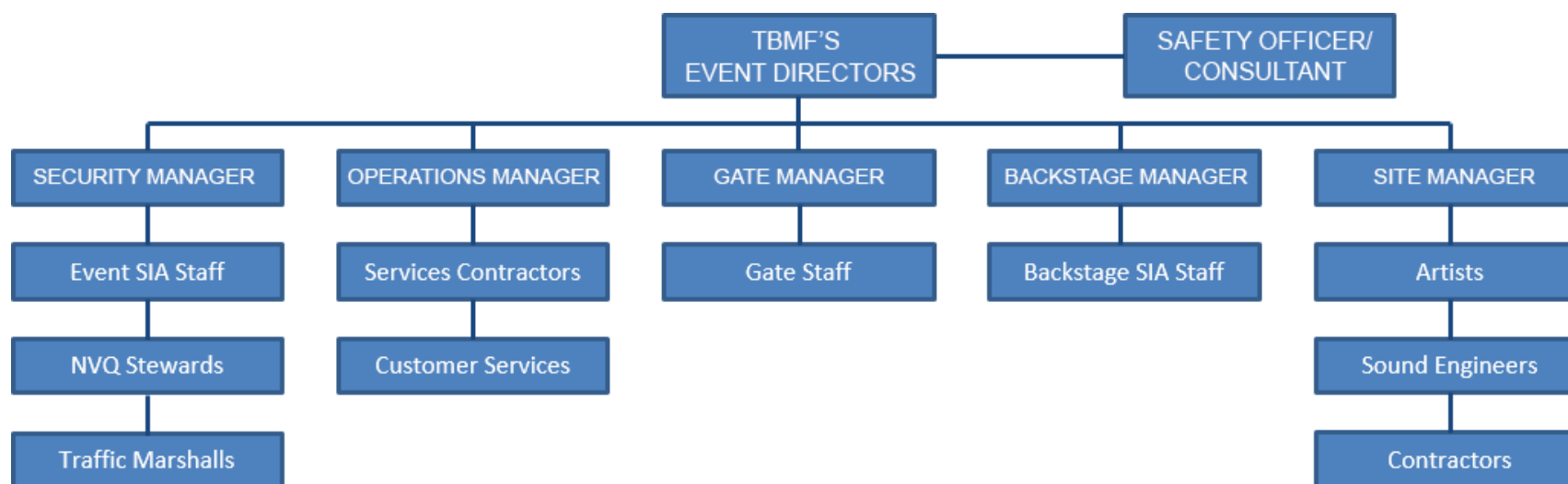
Management Approach

- 2.5 The licensees are committed to making The Beeston Music Festival 2025 a safe and enjoyable event for all concerned – the viewing public, staff and contractors alike. **THE GREAT BRITISH FAKEOFF LTD** will appoint a dedicated Event Safety Advisor and a Security Manager, and a number of qualified Security personnel. The Security Manager will be responsible for all Security at the event. NVQ Marshals will be present alongside the security, but purely as a customer services role.
- 2.6 Stewards/ Marshalls/ SIA will be split into teams, with a team leader for each team. Each team leader will have a radio for communication between themselves and the Site Managers and Event Control.

2.7 The Stage Manager, along with all the Sound Engineers, will be supplied by the same PA supplier, who will ensure the safety of crew and performers as well as enforcing performers slot times. The Stage Manager will be in radio/shout system contact with the Front of House (FOH) Sound Engineers and both the Operations Manager & Licensees.

2.8 The Beeston Music Festival 2025 Management Structure:

2.9



2.10 Event Management Team Contact Information:

Name	Role	Phone	Email
Peter Levey	Licensee/Director/DSO		
Tom Muir	Director		
Simon Holmes	Event Safety Consultant		
Tom Muir	Site/Operations Manager		
Steve Budding	Security Manager		
Stage Connections	Stage Manager		
Stage Connections	Noise Consultant		
Scott Hopes	Event Control Manager		

3 Risk Assessment Procedure

- 3.1 This Risk Assessment is essential to the planning of safe activities and events. This risk assessment was carried out to satisfy the principle of reducing risk to a level that is reasonably practicable which is enshrined in the Health and Safety at Work Act 1974.
- 3.2 All work activities need to be assessed by a competent person in order to identify the hazards and quantify the risks of these hazards causing harm to people at work, or affected by the work activity. Hazards and associated risks, if reasonably practicable, should be eliminated. If risks cannot be eliminated then reasonably practicable control measures based on the specific circumstances of an activity or an event must be applied to manage those risks. These controls may be physical or procedural. The nature of the risks and the detail of the associated control measures must then be communicated as appropriate to those who will work or otherwise come into contact with the hazards and risks.
- 3.3 The process of site design and management leading to the drafting of this risk assessment is based on the findings of a risk assessment and feedback from the statutory authorities and stakeholders, including local residents and businesses. This will also however require a dynamic approach to the development of some safety measures where crowds and changing circumstances may be identified at an event.
- 3.4 This document contains The Beeston Music Festival 2025 risk assessment, which is based on the proposed activities taking place. These have been reviewed in consultation with internal management, event organiser's feedback from previous staged events, contractors and similar.
- 3.5 In undertaking the risk assessments, the following approach has been adopted:
- To gather information about proposed activities to determine what hazards may be present and to whom; (A "Hazard" is defined as something that may cause harm)
 - To determine the potential severity of harm caused by encountering a hazard;
 - To determine the likelihood that exposure to the hazard will occur and result in harm;
 - Based on the determined likelihood and potential severity of harm to allocate a level of primary risk;
 - Consider control measures appropriate to reduce the identified risks and review any residual risk to ensure the risk is controlled.

- 3.6 The risk assessments provide both the evaluated primary and residual risks using control measures which are considered to be reasonably practicable based on experience of similar activity.
- 3.7 For clarification - The Primary Risk is the risk associated with any identified hazard assuming that exposure to that hazard remains completely uncontrolled. The Residual Risk is the level of risk remaining after the full implementation of the proposed control measures. The figures given may be interpreted using the matrix below. Management must ensure that the proposed risk control measures are fully communicated and implemented to achieve these levels. Where a Residual Risk is still shown at an unacceptable level within the Risk Assessment then the adjacent column will show what additional measures need to be adopted to reach an acceptable level. The columns following the residual risk data indicate where additional controls are required or where special attention should be given.
- 3.8 The risk is determined using the matrix below.
- 3.9 A review of the assessment should be made should further information be received which suggests that the control measures stated are no longer sufficient to control risks, are inappropriate, or if additional hazards are identified.
- 3.10 Risk assessments are also being gathered from all the contractors involved during the event build. Additional documentation, including Public and Employers Liability Insurance certificates, Health and Safety Policies, Method Statements, fire retardancy certificates for all drapes and scrim cloth, testing certificates for all lifting equipment, and fork lift licences for all designated operators is also being collated and are available separately on request to the event organiser.
- 3.11 The risk assessments incorporate where appropriate Fire Risk Assessments as detailed in the Regulatory Reform (Fire Safety) Order 2005 and the guidance in the Fire Safety Risk Assessment guide to Open Air Events and Venues and the 2014 Purple Guide published by EIF
- 3.12 During the event a process of continuous assessment and reassessment will be undertaken by the Event Safety Co-ordinator (Simon Holmes) to ensure appropriate risk controls are implemented should situations develop which are not envisaged within this risk assessment
- 3.13 During the event a process of continuous assessment and reassessment should be undertaken by the Management team and contractors. This is to ensure that appropriate, dynamic risk assessment is carried out and appropriate additional or revised controls are put into place to manage any change in conditions, or additional hazards arising which are not covered in these assessments.

- 3.14 PLEASE NOTE - This Risk Assessment does not include any areas, activities or processes that the author was not made aware of or where information was not provided during the preparation of the Risk Assessment or subsequently in communications prior to the issue of this document. Whilst every precaution has been taken in the preparation of this Risk Assessment, the author assumes no responsibility for errors or omissions resulting from appointing organisation's or contractor's failure to share or disclose any relevant information
- 3.15 It must however be appreciated and understood that there will always be the potential for crowd safety problems. The combination of people, the event, the location and the potential for public order issues are not, and cannot be, considered as risk free. Whilst considerable effort has been spent in identifying significant hazards and control measures the hazards can generally be summarised as:
- Crowd disturbance / public disorder;
 - Overcrowding and crushing of spectators;
 - Structural Failure including perimeter fence;
 - Fire within event area(s);
 - Serious medical emergency;
 - Severe / adverse weather conditions;
 - Evacuation as a result of fire/bomb call/suspect device.

Risk Assessment Matrix for Personal Injury

		SEVERITY						DEFINITION OF LIKELIHOOD CAUSES
		Multiple Death/Major Injuries	Single Death Life Changing Injury	Specified Injury/hospital transfer	'7 day' Injury	Minor Injury	None	
		10	8	6	4	2	1	
LIKELIHOOD	Certain 10	100	80	60	40	20	10	Has happened before and is expected to happen on this occasion
	Very Likely 8	80	64	48	32	16	8	Has happened before and is very likely to happen on this occasion
	Probable 6	60	48	36	24	12	6	Has been known to occur before and is likely to happen on this occasion >1/10 Chance
	Possible 4	40	32	24	16	8	4	Has been known to occur before but no reason to suggest that it will happen on this occasion <1/50 chance
	Unlikely 2	20	16	12	8	4	2	Has been known to occur before but no reason to suggest that it will happen on this occasion <1/100 chance
	Very Unlikely 1	10	8	6	4	2	1	Has never happened before and there are no reasons to suggest it will happen on this occasion

Notes:

- The numerical scale used is to allow comparisons of the risk levels only;
- No literal meaning is implied by the scoring level. 'Specified Injury' shall be as defined in RIDDOR.

	Level of risk is unacceptable. Additional risk reduction required to proceed
	Level of risk may be tolerable but use additional risk reduction if considered practical.
	Level of risk is acceptable. Monitor and review

Abbreviations Used in Assessments

P = Public, guests, visitors
S = Event staff, production team
C = Contractors, suppliers
A = Artistes, performers

Subject Area	Hazards and Effect	To Whom	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R			Existing Control Measures	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R			Action Required Where Risks are Not Adequately Controlled	Other Comments
1. All Areas	<p>CROWDING</p> <p>Crowding caused by volume of numbers attending event causing congestion and/or crushing, trampling, surging, swaying or crushing</p> <p>Queues causing congestion and/or crushing, trampling, surging, swaying or crushing</p> <p>Front of stage crowding causing congestion and/or crushing, trampling, surging, swaying or crushing</p>	<p>Ticket Holders</p> <p>Staff & contractors working event</p> <p>Personnel from business in area</p> <p>Other Members of Public In Area</p>	10	6	60	<p>Capacity for Festival limited to 2000, admittance by ticket holder only.</p> <p>The stages/arenas will be positioned to provide sight lines such that it gives the widest possible angle of view for the audience for areas available.</p> <p>Identified entry points staffed by SIA security using Elite Security who provided security previous festival events</p> <p>Identified and tested crowd management strategy to move crowd through area.</p> <p>Signage system for all journey phases to be in place.</p> <p>Ability to control and limit exit from event area and movement within and hold within event area or direct to other exits.</p> <p>Trained staff to support crowd flow and identify crowding at early stages to enable proactive response- staff in high Vis clothes and readily identifiable uniforms.</p> <p>Control Points supported by barriers are in place at identified locations.</p>	10	2	20	<p>Stewards to be clearly identified using high visibility jackets / tabards.</p> <p>Use of radio communication to co-ordinate stewards and security staff. Event control to receive all radio comms.</p> <p>Steward & Security Manager involved in assessing plans.</p> <p>All Steward Supervisors to receive briefing prior to the event and be given printed instructions.</p> <p>All SIA Security & Stewards to be briefed by supervisors on site and issued with written standard instruction & duties where applicable.</p> <p>Suitable information signs to be installed throughout the site to direct public to facilities / exits.</p> <p>Use of Public address systems & to convey safety messages as required.</p> <p>SIA and Steward response teams to patrol site.</p> <p>Regular site inspections by management team.</p> <p>Nottinghamshire Police are welcome to attend but are not requested to do so.</p>	

Subject Area	Hazards and Effect	To Whom	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R		Existing Control Measures	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R		Action Required Where Risks are Not Adequately Controlled	Other Comments
					<p>SIA trained in place to manage its operation including dealing with persons causing a disturbance.</p> <p>Medical services support available.</p> <p>Control measures to isolate parts of the site supported by infrastructure and signage are detailed.</p> <p>Stewards and Safety Management will support Event Management in monitoring and reporting local densities.</p> <p>Crowd numbers in terms of migration and assembly at front stage; along main access to stage and at other areas agreed by Safety Management have been identified and are referred to throughout the Event Management Plan.</p> <p>Clearly marked exit signs will be displayed.</p> <p>Migration sites to be signed.</p>			<p>If Nottinghamshire Police do deploy officers, it is to be following their own risk assessment of the event.</p>	

Subject Area	Hazards and Effect	To Whom	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R			Existing Control Measures	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R			Action Required Where Risks are Not Adequately Controlled	Other Comments
2. All Areas	<p>FIRE</p> <p>The design and structure of the event site and structures will limit spread but risks from temporary structure waste and cooking have potential to cause fire and damage.</p> <p>The risk is from fire and smoke inhalation.</p>	<p>Ticket Holders</p> <p>Staff & contractors working event</p> <p>Personnel from business in area</p> <p>Other Members of Public In Area</p>	8	4	32	<p>The nature of the site is a grassed area/ football pitches with open space surrounded by residential activity.</p> <p>Temporary structures (stages) and marquees that whilst designed to highest specification, have the potential for localised fires, especially in temporary structures or catering outlets.</p> <p>Staff trained in fire safety and awareness.</p> <p>THE GREAT BRITISH FAKOFF LTD have in place response teams and ability to escalate action.</p> <p>Temporary structures to have specific fire risk assessments in place including certification of material.</p> <p>Naked flame such as candles, Barbeques and gas stoves prohibited, with the exception of professional caterers.</p> <p>No Chinese lanterns or fireworks.</p> <p>Staff trained in use of Firefighting equipment and advised of nearest location.</p> <p>Appropriate firefighting equipment will be located as agreed with stakeholders. Extinguishers to be sited by all generators and electrical equipment.</p>	8	2	16	<p>The activation of FB response is through Event Control.</p> <p>The decision to evacuate, in full or partial areas within site, is a significant one posing an increase in R1 risk. As a consequence, identified and coordinated contingencies will be developed.</p> <p>If an area is to be evacuated 'in-vacuation' of the crowd within the site will be considered, though this may not be an option if the stage is impacted on.</p>	

Subject Area	Hazards and Effect	To Whom	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R		Existing Control Measures	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R		Action Required Where Risks are Not Adequately Controlled	Other Comments
					<p>Qualified Electrician to inspect and install all temporary supplies.</p> <p>Stage and infrastructure to have appropriate valid fire safety certificates.</p> <p>Working personnel to be briefed and instructed to familiarise themselves with the fire evacuation procedure within the area / location they are working.</p> <p>Liaison with adjacent building owners prior to the event.</p> <p>No smoking in any indoor venues / dressing rooms- signage to support this.</p> <p>No petrol generators on site / all electrical equipment must show proof of PAT testing.</p> <p>THE GREAT BRITISH FAKEOFF LTD will provide power to all concessions.</p> <p>LPG to be checked for connections with gas safe certification.</p> <p>LPG to be stored upright away from heat sources in cage.</p> <p>LPG to be secured upright when in use.</p>				

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						Fire lanes in place to act as breaks (main arena where applicable).					
3. All Areas	<p>STRUCTURAL COLLAPSE</p> <p>This includes full or partial collapse preventing use of a structure or passage along an identified site. Most likely cause is wind that can cause partial structural damage, which can include buildings if wind is severe</p>	<p>Ticket Holders</p> <p>Staff & contractors working event</p> <p>Personnel from business in area</p> <p>Other Members of Public in area</p>	8	4	32	<p>Monitoring of weather forecast especially for storms, thunder, lightning and high wind gusts required on daily basis with escalation to hourly monitoring if forecast indicates.</p> <p>Ability to close down temporary structures or constructions on site and evacuate people.</p> <p>Structures must have design specifications on wind loading and wind action plans - this is especially true of temporary sun shelters such as gazebos often used in connection with branding.</p> <p>Specialist Contractors have been engaged to undertake installation of temporary structures.</p> <p>Plans specifications and calculations for all structures to be submitted for examination prior to event build.</p>	8	2	16	<p>Monitoring of wind forecast with additional ballast for temporary structures.</p> <p>Wind action plan including securing /opening emergency exits.</p> <p>Removal of branding from fencing.</p> <p>Identification at local level of wind sensitive areas. (wind traps)</p> <p>Temporary structures without documentation or wind action plans will be prohibited, or where outside control of THE GREAT BRITISH FAKEOFF LTD will be referred to site for consideration and action.</p>	<p>Forecast for high winds Mon day onsite monitoring required likely build will be reduced.</p> <p>Additional site staff may be required.</p> <p>Crane lift may be delayed.</p>

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4. All Areas	WEATHER	Ticket Holders	8	4	32	Check on structures against intended use and foreseeable overload conditions such as adverse weather. They will operate their own method statements and assessments; this will be monitored by the Contractor Site Manager and ESC. THE GREAT BRITISH FAKEOFF LTD to isolate structures. Stewards to monitor controlled areas. Completion Certificates to be signed off after each structure is completed. Certificates to be held in Site Managers Office with company's Method Statement, RA and Safety Policy. Site visits have taken place with all contractors prior to event.	6	2	12		
	Extremes of weather such as heat, rain and wind, leading to structural damage, flooding, failure of temporary structures	Staff & contractors working event Personnel from business in area Other Members of Public in area									

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						THE GREAT BRITISH FAKE OFF LTD has specialist response teams to ensure cleansing regime is available to respond to incidents. Control of ingress/egress to slow arrival/departure and rushing in the event of sudden downpours cloudbursts.					
5. All Areas	TERRORISM The threat of terrorism and the consequences of attack or response to hoax incidents is a significant risk	Ticket Holders Staff & contractors working event Personnel from business in area Other Members of Public in area	10	2	20	DETAILS AVAILABLE FROM POLICE ON SPECIFIC THREAT LEVELS Everyone will be searched Policy is in place using Metal detectors Use of HOT and 5 C's and 5 W's Trained Security staff				No further controls identified here for Security reasons.	
6. All Areas	MEDICAL INCIDENT Collapse of individual from multiple, potential causes are possible including some risks in this assessment. Causes may include misuse of alcohol or drugs. Given numbers attending this is a likely incident and must be monitored at all times	Ticket Holders Staff & contractors working event Personnel from business in area	8	4	32	Private medical services on site. Specialist event medical services to man First Aid Points. A search and amnesty bin policy for drugs and other prohibited items is in place.	4	4	16	Escalation to NHS response is via Event Control. THE GREAT BRITISH FAKE OFF LTD has medical responders within Event Site area. There can also be potential for a medical incident not related to the event.	

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Page 89		Other Members of Public in area				Water is readily and freely available throughout the site. Each bar to have Challenge 25 policy (or higher if part of licence). All security and stewarding staff trained in emergency medical response. Provide a resilient medical service which minimises the impact of the event on the local NHS. Main Accident and Emergency (Queens Medical Hospital) within 12 min of site.					
	7. All Areas SLIPS/TRIPS Slipping or tripping due to one or a combination of the following; poor maintenance, spillages, steps & stairs, poor lighting on the site. Potential for falls to cause risks identified in R1 above	Ticket Holders Staff & contractors working event Personnel from business in area Other Members of Public in area	4	4	16	Lighting in area is designed for illumination of area to standards required. Maintenance programme in place. Continual inspection and supervision by stewards and hazards reported for resolution. THE GREAT BRITISH FAKOFF LTD has routine maintenance and cleansing to ensure such hazards are identified early and fixes are made to reduce or eliminate hazard.	4	2	8		

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						THE GREAT BRITISH FAKEOFF LTD has response maintenance teams to deal with hazards should they arise as part of its standard operations.					
8. All Areas	ELECTRICITY Persons being electrocuted/ suffering an electric shock. Deliberate interference with supply. Accidental interference with supply.	Ticket Holders Staff & contractors working event Personnel from business in area Other Members of Public In Area	8	4	32	All temporary supplies in site are to be RCCD or RCBO protected in controlled areas. Outside supply to use cabling and connections to IP56 level (ceeform) PAT testing of all electric equipment supplied by contractors as required. All temporary supplies to be installed by competent personnel in line with IEE requirements. Competent persons in line with IEE requirements on duty for The Beeston Music Festival 2025 as part of the Staffing Plan. Generators to be earthed and isolated from rest of workforce.	4	4	16		
9. All Areas	NOISE AT WORK Noise induced hearing loss Tinnitus Disturbance from noise	Ticket Holders Staff & contractors working event	4	4	16	The work noise levels will not exceed a time weighted average above 80db. Staff working with PA system/announcement systems will be moved around to prevent noise exposure.	4	2	8	Noise Management Plan and monitoring by specialist contractor will be in place and forms part of the License Conditions. Ear Protection to be located at each Stage.	

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		Personnel from business in area Other Members of Public In Area			Contractors to have own noise plans and staff monitoring in place. Announcements will be on a contingency basis only.					
10. All Areas	VEHICLE MOVEMENT Traffic Accident Injury; damage to vehicles; trauma to staff; delay in timings /blockage of migration site. Strains, broken limbs, head injury.	Ticket Holders Staff & contractors working event Personnel from business in area Other Members of Public In Area	8	4	32	4	2	8	Radio network in place to enable management and coordination. Pedestrian main access away from car parks. Additional LX in car parks. Additional stewarding in car parks.	Note- RA based on closure of roads to general and car park traffic. If not implemented will need revision.

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Page 92						<p>Production Management to maintain and issue high visibility clothing (jackets not waist coats) for all personnel working with or near vehicles movements.</p> <p>No one to travel on the outside of a vehicle where there is a risk of falling off.</p> <p>No vehicles to move on site whilst the site is open to the public unless this deemed essential by the Event Management in which case the movement MUST be supervised and monitored by stewards during the entire movement.</p>					
	<p>11. ALL AREAS</p> <p>WORKING AT HEIGHT</p> <p>Falls from height can cause sprains, strains.</p> <p>More serious falls may lead to limb fracture, head injury or death.</p>	<p>Ticket Holders</p> <p>Staff & contractors working event</p> <p>Personnel from business in area</p> <p>Other Members of Public In Area</p>	8	6	48	<p>All contractor method statements / Risk Assessments and Safety Policies to be kept in site office.</p> <p>Such policies must demonstrate an understanding of Working at height regulations.</p> <p>Contractor must demonstrate by method statement and specific risk assessment that they have:</p> <ul style="list-style-type: none"> Selected the correct equipment for the task; 	6	4	24	<p>Visual monitoring will take place by ESC.</p> <p>Clear working areas shall be established on stage areas etc. when working at height is being carried out</p>	

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					<ul style="list-style-type: none"> That the fall prevention/fall arrest system is appropriate to the task; That adverse events have been identified; Rescue procedures are in place; That persons on site are trained and able to implement such systems. <p>Site Management must be made aware of schedule for working at height.</p> <p>Where ladders are going to be used then they should be positioned in a secure manner.</p> <p>Where a frame ladders are used they are to be erected in accordance with the manufacturer's information sheet.</p> <p>Person standing on ladders at height must not lean over to such a distance that causes unsteadiness of the person or the ladder.</p> <p>All ladders in use must be footed by a member of staff.</p>				

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12. Separated parties, Missing Vulnerable Persons	The separation of a person, usually a minor can cause significant and disproportionate allocation of resources from management and local teams.	Ticket Holders Staff & contractors working event Personnel from business in area Other Members of Public In Area	2	6	12	Missing persons on the site are primarily a Beeston Festival issue and should be actioned in line with standard operating procedures in place to deal with this. Staff not to escort any found vulnerable person alone but to do so in pairs with female lead if possible. ID and age check at ticket exchange.	2	2	4	Escalation to Police in line with identified operating policies.	
13. Lack Of Awareness Of Event	Confusion as to roles and responsibilities; lack of awareness to create plan; lack of sales.	Customers of other businesses in the area Personnel from business in area Other Members of Public In Area	2	6	12	Identified Planning Process. Coverage in local media. Coverage in Local media advertisement.	2	2	4	Final event plan to be circulated as final on 9 th August 2025. ONLY FINAL COPIES TO BE USED. Event Log with images to be maintained where possible. Meetings to be held throughout event.	

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14. Contractor Competency	Noting general risk 1-11 also apply. Any range of injury depending on the nature of the contractor role.	Ticket Holders Staff & contractors working event Personnel from business in area Other Members of Public In Area	8	4	32	Event specific risk assessments to be provided by all contractors, minimum standard must be compliant with this. All contractors to be procured by THE GREAT BRISITH FAKEOFF LTD and provide copies of current H&S Policies; insurances. Contact details of personnel on site to be provided to site management. All Staff to wear high visibility clothing when on site during construction and deconstruction. THE GREAT BRISITH FAKEOFF LTD Management team supervision	4	2	8	All contractors to receive induction on arrival onto site. All contractor management to be provided ESP copy and risk assessment before arrival on site.	
15. Erection & Breakdown of Structures	Noting general risk 1-11 also apply Falling materials – impact injuries. Vehicle movement – impact with persons or structure. Unstable part completed structures – collapse. Fall from height during construction impact injuries.	Ticket Holders Staff & contractors working event Personnel from business in area Other Members of Public In Area	8	4	32	All structures to be erected by approved contractors who have been vetted in advance by The Beeston Music Festival 2025 Manager and/or the Event Safety Officer. The safety of the contractor's employees is the responsibility of the contractor. The Event Safety Officer or The Beeston Music Festival 2025 Manager in the ESC's absence should, however intervene if unsafe working practices are observed.	8	2	16	Re testing and assessment of training of staff by THE GREAT BRITISH FAKEOFF LTD in use.	

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Page 96						<p>Areas where erection taking place should be "off limits" to others not taking part.</p> <p>Such working areas should be barriered and/or stewarded.</p> <p>Method Statements and/or Risk Assessments to be provided where appropriate. Erection sequence to minimise risk of collapse.</p> <p>Plant used to be suitable for the task in hand and operated by competent persons.</p> <p>Working at height issues to be addressed in method statements and risk assessments.</p>					
	<p>16. Rigging</p> <p>Noting general risk 1-11 also apply</p> <p>Structure collapses due to overweight.</p> <p>Overloading rigging equipment resulting in collapse.</p> <p>Falls from height-impact injury</p>	<p>Ticket Holders</p> <p>Staff & contractors working event</p> <p>Personnel from business in area</p> <p>Other Members of Public In Area</p>	10	4	40	<p>Rigging should only be undertaken by competent persons/ company.</p> <p>Maximum safe working loads must be established and adhered to.</p> <p>Rigging point, equipment and roof area must not be overloaded at any point.</p>	10	2	20	Testing and training of system in place prior to use.	

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					<p>All rigging equipment must be suitable and sufficient for use.</p> <p>All rigging equipment must not be overloaded and checked prior to being used.</p> <p>Maximum loads of rigging equipment must be established and not exceeded.</p> <p>All bridals hung using correct angles and not exceeding safety angle.</p> <p>All rigging equipment and hanging points must be suitably maintained and checked before being used.</p> <p>All electrical motors must be in compliance with current legislation, guidance and good practice.</p> <p>All equipment being hung must be attached to a secondary safety fitting. The secondary safety fitting must be fit for purpose and be able to take the emergency load applied to it.</p> <p>All lighting and PA must be suspended in such a way as not to overload truss, rigging point and/or rigging equipment.</p> <p>Safe working loads must be established and adhered to.</p>				

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					<p>All cables leading to equipment must be placed in a secure manner to prevent it falling onto person below.</p> <p>All equipment being suspended must be fixed using suitable attachments.</p> <p>Working at height should only take place if necessary and if it has been assessed. If working at height then where possible a scaffold tower/ Mobile Elevated Work Platform (MEWP) must be used.</p> <p>Scaffold towers must only be constructed by competent persons.</p> <p>MEWP must only be used by competent trained persons. Evidence of competency and training must be provided to the Festival Event Manager / ESC prior to being used.</p> <p>Only competent riggers are to undertake climbing activity.</p> <p>All persons climbing as part of the rigging activity must wear harnesses and suitable hard hats and use climb harness and double clip system.</p> <p>All persons climbing must be attached to a suitable point before undertaking any work activity and whilst climbing.</p>					

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						All tools carried by rigger must be fastened to a suitable point on the structure or the rigger. The area under where the rigging activity is taking place must be kept clear. Where necessary the area under the rigger must be monitored by a person.					
17. Storage Of Materials	Again the nature of the hazard is covered in risks 1-11; and will depend on the nature of the substances store	Ticket Holders Staff & contractors working event Personnel from business in area Other Members of Public In Area	6	4	24	Safe storage locations to be identified in advance by site management. Storage locations to be fenced or secured from public and when in use security is to be in place. Material with special hazards to be stored in separate containers with appropriate control measures following individual risk assessment. Care in stacking material is required. Flammable materials may not be mixed in storage and 3m separation is required. Labelling of material required.	4	2	8	Map of items stored to be in Event Control, with identification of hazardous material. Likely material is LPG.	

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18. Lighting Levels	Noting general risk 1-11 also apply Poor lighting may contribute to slips, trips and falls at night, but also has impact on migration, personal security and integrity of the event.	Ticket Holders Staff & contractors working event Personnel from business in area Other Members of Public In Area	6	4	24	There is a good level of general lighting in the area. Portable lighting rigs and portable generators will be provided as necessary across the site during construction and deconstruction and for the event. Construction area need additional lighting for load in if overnight, Such system to be installed by identified service personnel competent in use of towers.	4	2	8	Torches for night security staff as necessary.	
19. Unauthorised Access	Noting general risk 1-11 also apply Trespass to structures leading to fall from.	Ticket Holders Staff & contractors working event Personnel from business in area Other Members of Public In Area	6	4	24	Passes to be issued to all working personnel. Staff working in premises managed / operated by other companies will adhere to their safety and operational policies. Control of site handed to Security once Event Management leave site. Fencing / barriers to be used to identify site. Fencing / barriers to be used internally to isolate sterile areas. Site lights will be installed and lit prior to dusk. SIA staff to implement event pass system.	2	4	8		

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20. Lifting Equipment	<p>Noting general risk 1-11 also apply</p> <p>The failure of lifting equipment may cause entrapment; it may cause hand injuries, with further potential for manual handling incidents</p>	Staff & contractors working event	8	4	32	<p>Only qualified personnel to use lifting equipment.</p> <p>Evidence of competence in the form of appropriate certification must be provided to site management.</p> <p>Equipment to be used in line with its operating manual.</p> <p>All work using fork lift telehandlers to be identified to site management prior to commencement.</p> <p>All operators to be competent and carry with them current certification to that effect.</p> <p>Plant to operate with banks men as appropriate.</p> <p>Plant must have audible warning when reversing and flashing lights.</p>	4	4	16	<p>Specialist Production Event manager engaged.</p> <p>Continual monitoring of operations required.</p> <p>Persons using equipment without authorisation and certification will be removed from site.</p>	
21. Manual Handling	<p>Noting general risk 1-11 also apply</p> <p>Back injury, sprains, strains may be caused by over exertion.</p> <p>If dropped, items could cause fracture or multiple injuries.</p>	Staff & contractors	6	6	36	<p>Specialist stage crew to be used to support volunteer staff. Volunteer staff to be trained on site.</p> <p>Specialist staff to monitor operations.</p> <p>Manual handling procedures to be implemented</p> <ul style="list-style-type: none"> ▪ Task ▪ Individual ▪ Load ▪ Environment 	4	4	16		

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22. Removal Of Refuse	<p>Noting general risk 1-11 also apply</p> <p>There is a risk to removal from sharps and waste material that is covered by operators risk assessment.</p> <p>Major risk is fire, with residual risk of disease</p>	<p>Ticket Holders</p> <p>Staff & contractors working event</p> <p>Personnel from business in area</p> <p>Other Members of Public In Area</p>	8	4	32	4	2	8	

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					<ul style="list-style-type: none"> Cleansing operations continue so far as is safe to do so during event Site cleansed ready for reopening Reinstatement of ground through landowner.				
23. Use Of Plant	<p>Noting general risk 1-11 also apply</p> <p>Traffic Accident Injury, damage to vehicles, trauma to staff; delay in timings /blockage of migration site. Strains, broken limbs, head injury.</p>	<p>Ticket Holders</p> <p>Staff & contractors working event</p> <p>Personnel from business in area</p> <p>Other Members of Public In Area</p>	8	6	48	8	2	16	
24. Drinking Water Hazards	Disease from poorly treated or incorrectly stored water	<p>Ticket Holders</p> <p>Staff & contractors working event</p> <p>Personnel from business in area</p> <p>Other Members of Public In Area</p>	8	4	32	2	1	2	LA will test and approve

Subject Area	Hazards and Effect	To Whom	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R			Existing Control Measures	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R			Action Required Where Risks are Not Adequately Controlled	Other Comments
25. Inclement Weather Lightning High Wind Sun Rain ("The Great British Summer")	<p>Noting general risk 1-11 also apply</p> <p>This covers heat stroke, sunburn, exhaustion, dehydration. Also flooding, hypothermia, mud, exposure.</p> <p>Wind may also cause structural instability and make working at height or even general work unsafe.</p>	<p>Ticket Holders</p> <p>Staff & contractors working event</p> <p>Personnel from business in area</p> <p>Other Members of Public In Area</p>	8	4	32	<p>Weather action plan included.</p> <p>Weather forecasts to be updated daily from 7th August (Met Office & XC Weather)</p> <p>Attendance may be reduced if the weather is poor.</p> <p>Notification using media of need for proper clothing and footwear.</p> <p>A review of the event may need to be made in the case of weather conditions that constitute a severe risk to H&S of those on site in whatever capacity.</p> <p>Provision to close the site or part of it set out in contingency plans.</p> <p>PPE & Sun block to be made available if necessary to working personnel.</p> <p>Regular updating / passing of information between sector managers.</p>	6	2	12	Securing of fixings to be reviewed in event of forecast high winds in focusing on gates and branding	
26. Unauthorised Climbing On Structures	<p>Noting general risk 1-11 also apply.</p> <p>Falls from height can cause sprains, strains.</p> <p>More serious falls may lead to limb fracture, head injury or death</p>	<p>Ticket Holders</p> <p>Staff & contractors working event</p> <p>Personnel from business in area</p>	8	4	32	<p>Such structure should be isolated where possible from public</p> <p>Stewards to monitor and request compliance</p> <p>SIA Security to remove people who are not compliant and present a hazard to themselves or others through climbing.</p>	4	2	8		

Subject Area	Hazards and Effect	To Whom	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R			Existing Control Measures	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R			Action Required Where Risks are Not Adequately Controlled	Other Comments
		Other Members of Public In Area									
27. Lone Working	Staff and volunteers become vulnerable in dealing with persons and situations	Staff & contractors working event Other Members of Public In Area	6	4	24	Staff not to be allowed to work as lone workers without specific risk assessment. Team Leaders to re-assess post priority when this occurs (e.g. when another team member has been taken ill whilst on shift) Priority posts have been identified within the staffing schedules.	4	2	8	If lone working is essential, radio communication must be issued.	
28. Queue Management	Verbal Confrontation	Ticket Holders Staff & contractors working event Personnel from business in area Other Members of Public In Area	4	6	24	Use of specialist experienced staff. Monitoring of queues. PA to give live information. New entrance designed.	4	4	16	Event Control should monitor and deploy resources and support as necessary. Trained SIA security staff experienced available as response team. Loading of staffing at gates during entry periods.	

Subject Area	Hazards and Effect	To Whom	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R			Existing Control Measures	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R			Action Required Where Risks are Not Adequately Controlled	Other Comments
29. Slips Trip And Fall In Production/ Backstage Areas	Noting general risk 1-11 also apply Staff and visitors may be injured if they trip over objects or slip on spillages	Staff & contractors working event Personnel from business in area	6	4	24	General good housekeeping and regular floor checks by stage managers. The Beeston Music Festival 2025 have a full maintenance and cleansing programme. No trailing leads or cables. Deliveries stored promptly. Work areas kept clear. Advice to staff regarding proper waste disposal. Waste management controls in place to ensure prompt waste removal.	4	2	8		
30. Dehydration/ Heat Stroke	Staff and volunteers collapsing. Outdoor workers are the groups at greatest risk for heat stroke.	Ticket Holders Staff & contractors working event	8	4	32	Water distribution at the start of each shift for all staff. Additional water available for distribution.	2	4	8	Monitoring of weather forecast for high temperatures.	

Subject Area	Hazards and Effect	To Whom	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R		Existing Control Measures	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R		Action Required Where Risks are Not Adequately Controlled	Other Comments
		Personnel from business in area Other Members of Public In Area			Shelter/shade available for rest breaks. All staff advised to wear sun screen All supervisors to make regular checks on staff in regard to wellness and report back to Event Control Hats should be worn during daytime when appropriate Medical Cover on site.				
31. Catering Units	Noting risks 1-11 above concession units present localised risks Food hygiene breaches may lead to food poisoning Fire at concession	Ticket Holders Staff & contractors working event Personnel from business in area Other Members of Public In Area			All units to be aligned to not obstruct crowd flows. Stall and unit sites to be allocated in advance on to plan overlay showing detail of unit dimensions and of vendors. Unauthorised vendors not permitted to set up on site and to be removed from site in liaison with relevant authorities. Units to be grouped and where necessary fences to be installed between and at rear to prevent unauthorised public access. A minimum number of shared generators to be used to connect units and lighting.				

Subject Area	Hazards and Effect	To Whom	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R		Existing Control Measures	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R		Action Required Where Risks are Not Adequately Controlled	Other Comments
					<p>No petrol generators to be used.</p> <p>Generators to be located in secure areas away from public with minimum number of cable runs to be used.</p> <p>Where possible, these not to be in public areas. If in public areas, cables are to be dug into the ground or flown at high levels. Acceptable cable covers in high visibility colours can be used.</p> <p>LPG to be limited to a maximum of one cylinder spare for each one in use at each unit. Unless this quantity is deemed to be in excess.</p> <p>Vehicles and units to be checked on a regular basis for compliance.</p> <p>Unit operators to submit certification in advance that gas installation has been installed and checked within the last twelve months by a "Gas Safety Register" approved contractor. Details to be vetted in advance of siting by The Beeston Music Festival 2025 and information made available to Local Authority Environmental Health Officers upon request.</p> <p>Competence/training of staff in the use/changing of LPG to be vetted.</p>				

Subject Area	Hazards and Effect	To Whom	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R	Existing Control Measures	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R	Action Required Where Risks are Not Adequately Controlled	Other Comments
				<p>LPG storage facility to be established remote from main event infrastructure at an agreed location. LPG to be stored in suitable cages where appropriate.</p> <p>Hoses and connections to comply with current legislation and be in good condition. Any defective equipment to be taken out of use. Jubilee clips not to be used for connecting hose onto LPG bottle. Gas crimps to be used. .</p> <p>LPG containers at site to be secured and located away from public access to prevent tampering.</p> <p>Local Environmental Health Officers to be advised of event and provide attendance as required.</p> <p>Fresh water supply on site is available for caterers.</p> <p>Basic Food Hygiene Certificates to be displayed.</p> <p>Suitable storage facilities for chilled and frozen goods to be used.</p> <p>Food preparation areas to ensure adherence to good practice.</p> <p>Adequate washing facilities for all kitchen equipment to be provided by each caterer.</p>			

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Further Information Requested by Local Authority Responses

The applicant and all representors were asked the following questions:

Additional Details Required from Applicant listed below.

Applicant	Additional Details
Peter Levey	<p>Having considered the controls offered to promote the licensing objectives in the operating schedule, provide specific details about the effect of the licence being granted on the promotion licensing objectives, which are:</p> <ul style="list-style-type: none"> • The prevention of crime and disorder, • Public safety, • Prevention of public nuisance, and • The protection of children from harm <p>• If the Council is minded to grant the licence, are there any conditions that you wish to propose to support the licensing objectives?</p>

Additional Details Required from all Representors listed below.

Representor	Additional Details
All Representors	<p>Having considered the controls offered to promote the licensing objectives in the operating schedule, please can you provide specific details about the effect of the licence being granted on the licensing objectives, which are:</p> <ul style="list-style-type: none"> • The prevention of crime and disorder, • Public safety, • Prevention of public nuisance, and • The protection of children from harm <p>Please detail any conditions that you would like the Licensing Panel to consider attaching to the license if they are minded to grant it.</p>

To date the Licensing Authority has not received a response.

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7. Temporary Event Notices (TENs)

- 7.1 This Chapter covers the arrangements in Part 5 of the 2003 Act for the temporary carrying on of licensable activities which are not authorised by a premises licence or club premises certificate.

General

- 7.2 The system of permitted temporary activities is intended as a light touch process, and as such, the carrying on of licensable activities does not have to be authorised by the licensing authority on an application. Instead, a person wishing to hold an event at which such activities are proposed to be carried on (the “premises user”) gives notice to the licensing authority of the event (a “temporary event notice” or “TEN”).
- 7.3 The TEN must be given to the licensing authority in the form prescribed in regulations made under the 2003 Act. The form requires the user to describe key aspects of the proposed event, including the general nature of the premises and the event, the licensable activities intended to be carried on at the proposed event, including whether they will include any relevant entertainment as defined in Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982 (i.e. displays of nudity designed to sexually stimulate any member of the audience including, but not limited to, lap dancing and pole dancing). Under the 2003 Act ‘premises’ can mean any place. Events authorised under a TEN will therefore not always be in a building with a formal address and can take place, for example, in public parks and plots within larger areas of land. In all cases, the premises user should provide a clear description of the area in which they propose to carry on licensable activities, including whether the premises are, for example, an open field or a beer tent. Local authorities and “relevant persons” (see below) may wish to make enquiries where appropriate to satisfy themselves of the exact location for where a TEN is being given.
- 7.4 Unless it is sent electronically, it must be sent to the relevant licensing authority, to the police and “local authority exercising environmental health functions” (“EHA”) at least ten working days before the event. A premises user may also give a limited number of “late TENs” to the licensing authority less than 10 working days before the event to which they relate, although certain restrictions apply (see paragraphs 7.12-7.14). “Working day” under the 2003 Act means any day other than a Saturday, Sunday, Christmas Day, Good Friday or Bank Holiday. For limited purposes in relation to a TEN, the 2003 Act defines a “day” as a period of 24 hours beginning at midnight.
- 7.5 If a TEN is sent electronically via GOV.UK or the licensing authority’s own facility, the licensing authority must notify the police and EHA as soon as possible and no later than the first working day after the TEN is given.
- 7.6 The police or EHA (“relevant persons” for the purposes of TENs) may intervene to prevent such an event taking place by sending an objection to the licensing authority, which the licensing authority must consider on the basis of the statutory licensing objectives and decide whether the event should go ahead. A relevant person may also intervene by agreeing a modification of the proposed arrangements directly with the TENs user (see paragraph 7.36). If a relevant person sends an objection, this may

result in the licensing authority imposing conditions on a TEN but only where the venue at which the event is to be held has an existing premises licence or club premises certificate. When giving a TEN, the premises user should consider the promotion of the four licensing objectives. The licensing authority may only otherwise intervene if the statutory permitted limits on TENs would be exceeded (see paragraphs 7.15-7.22).

- 7.7 A TEN does not relieve the premises user from any requirements under planning law for appropriate planning permission where it is required.

Standard and late temporary event notices

- 7.8 There are two types of TEN: a standard TEN and a late TEN. These are subject to different processes: a standard notice is given no later than ten working days before the event to which it relates; and a late notice is given not before nine and not later than five working days before the event.

Standard temporary event notices

- 7.9 “Ten working days” (and other periods of days which apply to other requirements in relation to TENs) exclude the day the notice is received and the first day of the event.
- 7.10 The police and EHA have a period of three working days from when they are given the notice to object to it on the basis of any of the four licensing objectives.
- 7.11 Although ten clear working days is the minimum possible notice that may be given, licensing authorities should publicise their preferences in terms of advance notice and encourage premises users to provide the earliest possible notice of events planned by them. Licensing authorities should also consider publicising a preferred maximum time in advance of an event by when TENs should ideally be given to them.

Late temporary event notices

- 7.12 Late TENs are intended to assist premises users who are required for reasons outside their control to, for example, change the venue for an event at short notice. However, late TENs may, of course, be given in any circumstances providing the limits specified at paragraph 7.15 are not exceeded.
- 7.13 Late TENs can be given up to five clear working days but no earlier than nine clear working days before the event is due to take place and, unless given electronically to the licensing authority, must also be sent by the premises user to the police and EHA. A late TEN given less than five days before the event to which it relates will be returned as void and the activities to which it relates will not be authorised.
- 7.14 A key difference between standard and late TENs is the process following an objection notice from the police or EHA. Where an objection notice is received in relation to a standard TEN the licensing authority must hold a hearing to consider the objection, unless all parties agree that a hearing is unnecessary. If the police, EHA or both give an objection to a late TEN, the notice will not be valid and the event will not go ahead as there is no scope for a hearing or the application of any existing licence conditions.

Limitations

- 7.15 A number of limitations are imposed on the use of TENs by the 2003 Act:
- the number of times a premises user may give a TEN is 50 times in a calendar year

for a personal licence holder and five times in a calendar year for other people;

- the number of times a premises user may give a late TEN is limited to 10 times in a calendar year for a personal licence holder and twice for other people. Late TENS count towards the total number of permitted TENS (i.e. the limit of five TENS a year for non-personal licence holders and 50 TENS for personal licence holders). A notice that is given less than ten working days before the event to which it relates, when the premises user has already given the permitted number of late TENS in that calendar year, will be returned as void and the activities described in it will not be authorised.
- the number of times a TEN may be given for any particular premises is 15 times in a calendar year;
- the maximum duration of an event authorised by a TEN is 168 hours (seven days);
- the maximum total duration of the events authorised by TENS in relation to individual premises is 21 days in a calendar year;
- the maximum number of people attending at any one time is 499 (including any staff and any other persons); and
- the minimum period between events authorised under separate TENS in relation to the same premises (not including withdrawn TENS) by the same premises user is 24 hours.

7.16 Any associate, relative or business partner of the premises user is considered to be the same premises user in relation to these restrictions. The 2003 Act defines an associate, in relation to the premises user, as being:

- the spouse or civil partner of that person;
- a child, parent, grandchild, grandparent, brother or sister of that person;
- an agent or employee of that person; or
- the spouse or civil partner of a person listed in either of the two preceding bullet points.

7.17 A person living with another person as their husband or wife, is treated for these purposes as their spouse. 'Civil partner' has its meaning in the Civil Partnership Act 2004.

7.18 A TEN that is given may be subsequently withdrawn by the TEN user by giving the licensing authority a notice to that effect no later than 24 hours before the beginning of the event period specified in the TEN. Otherwise, the TEN will be included within the limits of TENS allowed in a given calendar year, even if the event does not go ahead.

7.19 Once these limits have been reached, the licensing authority should issue a counter notice (permitted limits) if any more are given. Proposed activities that exceed these limits will require a premises licence or club premises certificate.

7.20 TENS may be given in respect of premises which already have a premises licence or club premises certificate to cover licensable activities not permitted by the existing authorisation.

7.21 In determining whether the maximum total duration of the periods covered by TENS at any individual premises has exceeded 21 days, an event beginning before midnight and continuing into the next day would count as two days towards the 21 day limitation.

- 7.22 There is nothing in the 2003 Act to prevent notification of multiple events at the same time, provided the first event is at least ten working days away (or five working days away in the case of a late TEN). For example, an individual personal licence holder wishing to exhibit and sell beer at a series of farmers' markets may wish to give several notices simultaneously. However, this would only be possible where the limits are not exceeded in the case of each notice. Where the events are due to take place in different licensing authority (and police) areas, the respective licensing authorities and relevant persons would each need to be notified accordingly.

Who can give a temporary event notice?

Personal licence holders

- 7.23 A personal licence holder can give a TEN at any premises on up to 50 occasions in a calendar year. This limit is inclusive of any late TENs (subject to a maximum of 10) given in the same year. The use of each TEN must of course observe the limits described above, including the limit of 15 TENs in respect of each premises in a calendar year.

Non-personal licence holders

- 7.24 The 2003 Act provides that any individual aged 18 or over may give a TEN to authorise the carrying on of all licensable activities under the Licensing Act 2003, whether or not that individual holds a personal licence. Such an individual will not, therefore, have met the requirements that apply to a personal licence holder under Part 6 of the 2003 Act. Where alcohol is not intended to be sold, this should not matter. However, many events will involve a combination of licensable activities and the 2003 Act limits the number of notices that may be given by any non-personal licence holder to five occasions in a calendar year (inclusive of any late TENs – subject to a maximum of 2 - in the same year). In every other respect, the Guidance and information set out in the paragraphs above applies.

Role of the licensing authority

- 7.25 The licensing authority must check that the limitations set down in Part 5 of the 2003 Act are being observed and intervene if they are not (see paragraph 7.15). For example, a TEN would be void unless there is a minimum of 24 hours between events notified by the same premises user, or an associate or someone who is in business with the relevant premises user in respect of the same premises. This is to prevent evasion of the seven day (or 168 hour) limit on such events and the need to obtain a full premises licence or club premises certificate for more major or permanent events. In addition, for these purposes, a TEN is treated as being from the same premises user if it is given by an associate.
- 7.26 Where the application is not within the statutory parameters described earlier, the licensing authority will issue a counter notice to the premises user.
- 7.27 Where the TEN is in order, the relevant fee paid and the event falls within the prescribed limits, the licensing authority will record the notice in its register and send an acknowledgement to the premises user (which may be given electronically). The licensing authority must do so, no later than the end of the first working day following the day on which it was received (or by the end of the second working day if it was received

on a non-working day), unless an objection notice is received beforehand from the police or EHA on the basis of any of the four licensing objectives (see paragraphs below).

- 7.28 If the licensing authority receives an objection notice from the police or EHA that is not withdrawn, it must (in the case of a standard TEN only) hold a hearing to consider the objection unless all parties agree that this is unnecessary. The licensing committee may decide to allow the licensable activities to go ahead as stated in the notice. If the notice is in connection with licensable activities at licensed premises, the licensing authority may also impose one or more of the existing licence or certificate conditions on the TEN (insofar as such conditions are not inconsistent with the event) if it considers that this is appropriate for the promotion of the licensing objectives. If the authority decides to impose conditions, it must give notice to the premises user which includes a statement of conditions (a “notice (statement of conditions)”) and provide a copy to each relevant party. Alternatively, it can decide that the event would undermine the licensing objectives and should not take place. In this case, the licensing authority must give a counter notice.
- 7.29 Premises users are not required to be on the premises during the event authorised by the TEN, but they will remain liable to prosecution for certain offences that may be committed at the premises during the period covered by it. These include, for example, the offences of the sale of alcohol to a person who is drunk; persistently selling alcohol to children and allowing disorderly conduct on licensed premises.
- 7.30 In the case of an event authorised by a TEN, failure to adhere to the requirements of the 2003 Act, such as the limitation of no more than 499 being present at any one time, would mean that the event was unauthorised. In such circumstances, the premises user would be liable to prosecution.
- 7.31 Section 8 of the 2003 Act requires licensing authorities to keep a register containing certain matters, including a record of TENs received. Under Schedule 3 of the 2003 Act, the licensing authority must also keep a record of such matters including any notice of withdrawal of a TEN, any counter notice to a TEN given following an objection by a relevant person and any TEN received following modification. If requested to do so, a licensing authority must supply a person with a copy of the information contained in any entry in its register. Each licensing authority must also provide facilities for making the information contained in the entries in its register available for inspection by any person during office hours and without payment. Licensing authorities may wish to consider bringing TENs to the attention of local councillors and residents by making their register available online or including relevant details of a TEN when it is received, along with notice of licence applications on the authority's website. There is no requirement to record all the personal information given on a TEN.

Police and environmental health intervention

- 7.32 The system of permitted temporary activities gives police and EHAs the opportunity to consider whether they should object to a TEN on the basis of any of the licensing objectives.
- 7.33 If the police or EHA believe that allowing the premises to be used in accordance with the TEN will undermine the licensing objectives, they must give the premises user and

the licensing authority an objection notice. The objection notice must be given within the period of three working days following the day on which they received the TEN.

- 7.34 Where a standard TEN was given, the licensing authority must consider the objection at a hearing before a counter notice can be issued. At the hearing, the police, EHA and the premises user may make representations to the licensing authority. Following the hearing, the licensing authority may decide to impose conditions which already apply to an existing premises licence or club premises certificate at the venue, or issue a counter notice to prevent the event going ahead. As noted above, there is no scope for hearings (or appeals) in respect of late TENs and if objections are raised by the police or EHA in relation to a late TEN, the notice will be invalid and the event will not go ahead.
- 7.35 Such cases might arise because of concerns about the scale, location, timing of the event or concerns about public nuisance – even where the statutory limits on numbers are being observed. The premises user who signs the form is legally responsible for ensuring that the numbers present do not exceed the permitted limit at any one time. In cases where there is reason to doubt that the numbers will remain within the permitted limit the premises user should make clear what the nature of the event(s) is and how they will ensure that the permitted persons limit will not be exceeded. For example, where notices are being given for TENs simultaneously on adjacent plots of land it may be appropriate for door staff to be employed with counters. In each case it is important that licensing authorities and relevant persons can consider whether they believe that the premises user intends to exceed the 499 person limit, or will be unable to control or know whether the limit will be exceeded. Where the planned activities are likely to breach the statutory limits or undermine the licensing objectives, it is likely to be appropriate for the police or EHA to raise objections.
- 7.36 However, in most cases, where for example, alcohol is supplied away from licensed premises at a temporary bar under the control of a personal licence holder, (such as at weddings with a cash bar or small social or sporting events) this should not usually give rise to the use of these powers.

Modification

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

Applying conditions to a TEN

- 7.38 The 2003 Act provides that only the licensing authority can impose conditions to a TEN from the existing conditions on the premises licence or club premises certificate at the venue. The licensing authority can only do so:
- if the police or the EHA have objected to the TEN;
 - if that objection has not been withdrawn;
 - if there is a licence or certificate in relation to at least a part of the premises in respect

of which the TEN is given;

- and if the licensing authority considers it appropriate for the promotion of the licensing objectives to impose one or more conditions.

7.39 This decision is one for the licensing authority alone, regardless of the premises user's views or willingness to accept conditions. The conditions must be notified to the premises user on the form prescribed by regulations.

Duty of premises users to keep and produce TENs

7.40 Where a TEN is not prominently displayed at the premises, the police and licensing officers have the right under sections 109(5) and (6) of the 2003 Act to request the premises user (or relevant nominated person who has the TEN in their custody) to produce the TEN for examination. If the police do not intervene when a TEN is given, they will still be able to rely on their powers of closure under the Anti-social Behaviour, Crime and Policing Act 2014³.

³ For further guidance on the closure power under the 2014 Act, please refer to:

www.gov.uk/government/uploads/system/uploads/attachment_data/file/352562/ASB_Guidance_v8_July2014_final_2_.pdf

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5. DELIVERING LICENSING SERVICES

- 5.1 The Authority will make available guidance and such resources as required by law to enable engagement with the licensing process. Such guidance and resources may be accessed through the **Broxtowe Borough Council** web site, Liquor Licensing Policy or by contacting the Authority direct.
- 5.2 The Licensing Authority will maintain an impartial role in service delivery and cannot act in favour of one party over another. The Licensing Authority may, in certain circumstances, act as a Responsible Authority. This will only be done in exceptional circumstances and the Licensing Authority will not normally take over the role of other Responsible Authorities or parties.
- 5.3 Responsible Authorities are public bodies which must be fully notified of licence application and are entitled to:
- Make relevant representations
 - Request reviews
 - Make representations with regard to cumulative impacts

Details of Responsible Authorities can be found on the Council's website following the link for licensing or by contacting the Councils Licensing Team directly.

6. APPLICATIONS, NOTIFICATIONS AND THEIR CONSIDERATION

- 6.1 The procedure and documentation required for the various applications and notices are prescribed by the Act and Regulations. Further advice on these processes is available on the Council's web site. This section of the policy gives basic guidance on how those applications and notifications will be considered. Failure to comply with the statutory requirements may result in the application or notice being invalid. To ensure the application is completed fully, applicants must consider the contents of this policy statement, the government guidance issued under section 182 Licensing Act 2003 and relevant guidance published by the licensing authority. Applicants are encouraged to seek advice from the licensing authority and responsible authorities before submitting an application. Failure to comply with the statutory requirements may result in an application or notice being invalid/rejected.

- 6.2 The process of applying for new premises licences and full variations of current premises licences are dealt with in same way and involve serving the application on all responsible authorities and advertising the application in the prescribed way. If objections are received the matter will be heard by the Licensing Committee of the Council. The fee for such applications depends on the size of the premises. Substantial changes to premises should be dealt with by way of a new application
- 6.3 The process of a minor variation to current premises licences are dealt with differently. Minor variations can be applied for to vary times of activities but not to increase the hours when alcohol can be sold. The process can also be used when making minor structural alterations to the premises and to add or remove conditions from the licence. These minor variations should not have a material effect on the way in which the premises are operated and there is one set fee. The granting of a minor variation is determined at officer level after consultation with those responsible authorities affected. If the application is refused the applicant can resort to the full variation process.
- 6.4 All applicants are encouraged to submit on-line applications using the gov.uk website or by following the links on the Council's website.

Representations

- 6.5 Where the licensing authority receives an application for a new licence or a variation to an existing licence, the responsible authorities and any other persons have 28 days to make representations about the application. Representations can be positive as well as negative.

Guidance on making a representation is available from the Home Office and a preferred form is available on the Council's Licensing Policy web page for individuals or groups to make their representations.

- 6.6 Submissions of representations made via e-mail will be accepted so long as there is a clear indication of who has submitted the representation, it is clear and legible and details of how that person or group can be contacted.
- 6.7 For a representation to be relevant it should be positively tied or linked by a causal connection to particular premises. Representations received outside

the statutory period for making such representations will be invalid and will not be taken into consideration when the application is determined. The Licensing Authority also has the power to reject a representation made by someone other than a Responsible Authority if it finds it to be vexatious or frivolous. An example could be where a representation was made solely on the basis that the application would provide competition to an existing trader or where no link was made to any of the licensing objectives.

- 6.8 Members of the public who wish to submit a representation need to be aware that their personal details will be made available to the applicant. If this is an issue, they may contact their ward Councillor or other locally recognised body such as a resident's association about submitting a representation on their behalf. The Council is not able to accept anonymous representations.
- 6.9 Where a representation proceeds to a hearing, the Hearings Regulations allow for further information to be put forward in support of that representation. However, that material must only relate to the initial representation and must not add new grounds of objection. It is therefore vitally important that as much detail and evidence as possible is included at the time the representation is made. Representations made without supporting detail and evidence may be viewed as frivolous or vexatious and disregarded.
- 6.10 It is for the Licensing Authority to determine whether any representation by an interested party is, on its own merits, vexatious or frivolous. The Authority will determine this and make the decision on the basis of what might ordinarily be considered to be vexatious or frivolous.
- 6.11 Where representations are received the characteristics of an area and the impact that the premises may have upon that area will be a fundamental consideration in determining whether a licence should be granted and if so what conditions should be attached to it. Conditions will be focused on matters that are within the control of individual licensees and others in possession of relevant authorisations. These matters will centre on the premises being used for licensable activities and the vicinity of those premises. What amounts to the vicinity will be a question of fact to be determined in the light of the individual circumstances of the case. Consideration will primarily be given to the direct impact of the licensed activity on those who live, work or are engaged in business or

other activities in the area concerned.

Responsible Authorities

- 6.12 Although the licensing authority is a responsible authority in its own right, it expects other parties such as local residents, Councillors or community groups should make representations in their own right when they are reasonably able to do so rather than rely on the licensing authority to make representations for them.
- 6.13 The Director of Public Health is responsible for making representations and observations on applications on behalf of health bodies. Public health is not a licensing objective, but Public Health is a responsible authority under the Licensing Act, and the licensing authority believes that Public Health has much to add to licensing in relation to the local populations' alcohol related health needs. Health bodies such as Public Health have unique access to data which has been used to create a matrix to highlight areas within districts and boroughs with relatively higher levels of alcohol-related harm. This matrix can be used by other responsible authorities to inform licensing decisions. Public Health is useful in providing evidence of alcohol related health harms particularly in relation to cumulative impact policies.

Panel/Committee Hearings

- 6.14 The Act creates a presumption that applications will be granted unless a valid representation is raised. An application will then be determined by the Licensing Committee/Panel unless the issue that led to the representation can be negotiated to an agreed conclusion between the parties.
- 6.15 The Authority considers the effective and responsible management of the premises, the instruction, training and supervision of staff and the adoption of best practice in the leisure industry (which may include participation in schemes such as Best Bar None, Purple Flag or Business Improvement Districts (BIDs) etc.), to be amongst the most important control measures for the achievement of all of the Licensing Objectives.

Entitlement to work in the UK

- 6.16 All individual applicants applying for a “Premises Licence”, or a “Personal Licence” with this Licensing Authority must submit further documentation to demonstrate their entitlement to live and work in the United Kingdom (UK)
- 6.17 A licence may not be issued to an individual or an individual in a partnership which is not a limited liability partnership who is resident in the UK who:
- does not have the right to live and work in the UK
 - is subject to a condition preventing them from doing work relating to the carrying on of a licensable activity
- Any 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.
- 6.18 Applicants must demonstrate that they have the right 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:
- a) by providing, with this application, copies or scanned copies of the documents* which an applicant has provided, to demonstrate their entitlement to work in the UK (which do not need to be certified) as per information published on gov.uk and in guidance; or
 - b) by providing their nine (9) digit 'share code' to enable the Licensing Authority to carry out a check using the Home Office online right to work checking service (see below)

*Applicants are required to submit one (1) of the documents listed at Annex A of the Home Office's Employer right to work checks supporting guidance published on: [Right to work checks: an employer's guide \(GOV.UK\)](#) to show they have permission to be in the UK and are permitted to undertake work in a licensable activity.

Home Office online right to work checking service

- 6.19 To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in their application a nine (9) digit share code (provided to them upon accessing the service at [Prove your right to work to an employer: get a share code \(GOV.UK\)](#)) which, along with the applicant's date of birth, will allow the Licensing Authority to carry out

the check.

LICENSING HEARING

Mobile phones must be turned off throughout the hearing.

Procedure for Hearing:

1. The Chair will welcome everyone to the meeting and introduce the panel, legal advisor and clerk. All parties attending the hearing will be asked to introduce themselves. The Chair will explain the purpose of the hearing and consideration will be placed on the application, objections and representations, the council's policy, relevant legislation, statutory guidance and promoting the licensing objectives (the prevention of public nuisance, public safety, the prevention of crime and disorder and protection of children from harm). The Panel will be advised to disregard any irrelevant points.
2. The hearing will take the form of a discussion led by the committee. Cross examination is not encouraged and please wait to be invited to speak. Where a large number of interested parties are involved; they will be encouraged to appoint a spokesperson or spokespersons so as to avoid duplication of representations being made.
3. The Legal Advisor will be there to ensure the procedure is followed and to answer any questions the Councillors may have.
4. A representative of the Licensing Team presents the overview report.
5. The Panel, Applicant or those making representations may ask questions of the report content.
6. Chair invites the Applicant to outline his application and address the relevant representations
7. After the applicant has spoken the Chair will invite each interested party to ask questions through the Chair
 - Responsible Authorities
 - Representors
 - Licensing Committee members
8. After each speaker the Chair will invite the Applicant or his representative to respond through the Chair
9. The Chair invites the Responsible Authority to put forward their representations.
10. After the Responsible Authority has spoken the Chair will invite each interested party to ask questions through the Chair
 - Applicant
 - Representors
 - Licensing Committee members
11. The Chair invites each Representor to put forward their representation.

12. After each Representor has spoken the Chair will invite each interested party to ask questions through the Chair
 - Applicant
 - Responsible Authorities
 - Representors
 - Licensing Committee members
13. After each speaker the Chair will invite the Representor to respond through the Chair.
14. The Chair asks the parties in the following order whether they have anything further to add as a closing statement.
 - Responsible Authorities
 - Representors
 - Applicant.
15. Having clarified that all parties have had a fair hearing, the meeting will be closed and the panel will meet forthwith to determine the matter.
16. The decision together with notification of the right to appeal will be given in writing to all parties within 5 working days of the meeting.

NB The Chair may vary the procedure as necessary to ensure that a “directed discussion” takes place.



**Broxtowe
Borough
COUNCIL**

Broxtowe Borough Council
Licensing Section
Public Protection Division
Chief Executives Directorate
Council Offices, Foster Avenue,
Beeston, Nottingham, NG9 1AB
Phone: 0115 917 3496
Email: licensing@broxtowe.gov.uk

PREMISES LICENCE

LICENSING ACT 2003, Schedule 12 Part A, SI 2005/42 Regulation 33,34

Premises Licence Number	22/00048/PREM	Type: New
Date of Grant	28 March 2022	
Address	Trent Vale Community Sports Association Trent Vale Community Sports Ground Trent Vale Road Beeston	
Postcode	NG9 1ND	
Telephone number		
Licensable activities authorised by the licence	Sale of alcohol by retail	
Times the licence authorises the carrying out of the licensable activities.	Sunday to Thursday 12:00 to 22:00 Friday and Saturday 12:00 to 23:00	
Opening hours of the premises	Sunday to Thursday 12:00 to 22:00 Friday and Saturday 12:00 to 23:00	
Whether the supplies of alcohol are on and/ off the premises	Supply of alcohol ON and OFF the premises.	
Name, address, telephone number and e-mail of the holder of the premises licence	Trent Vale Community Sports Association Trent Vale Community Sports Ground Trent Vale Road Beeston NG9 1ND	
Registered number of company if applicable		
Name, address and telephone number of the designated premises supervisor	Daniel Keane	
Personal licence number and issuing authority of the personal licence held by the designated premises supervisor	BROX20/00586 Broxtowe Borough Council	

Annex 1 – Mandatory Conditions
Licensing Act 2003

Supply of alcohol:

No supply of alcohol may be made under this licence –

- a. At a time when there is no Designated Premises Supervisor in respect of it or,
- b. At a time when the Designated Premises Supervisor does not hold a personal licence or his personal licence is suspended

Every sale or supply of alcohol made under this premises licence must be made or authorised by a person who holds a personal licence.

The Licensing Act 2003 (Mandatory Conditions) Order 2014
Conditions in force from 28th May 2014

(1). A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

(2). In this condition:—

- a. “permitted price” is the price found by applying the formula $P = D + (D \times V)$, where—
 - i. P is the permitted price,
 - ii. D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
 - iii. V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
- b. “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
- c. “relevant person” means, in relation to premises in respect of which there is in force a premises licence—
 - i. the holder of the premises licence,
 - ii. the designated premises supervisor (if any) in respect of such a licence, or
 - iii. the personal licence holder who makes or authorises a supply of alcohol under such a licence;
- d. “relevant person” means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
- e. “value added tax” means value added tax charged in accordance with the Value Added Tax Act 1994.

(3). Where the permitted price would not be a whole number of pennies, the permitted price shall be taken to be the price rounded up to the nearest penny.

(4). Where the permitted price on a day (“the first day”) would be different from the permitted price on the next day (“the second day”) as a result of a change to the rate of duty or value added tax, the permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

The Licensing Act 2003
(Mandatory Licensing Conditions) (Amendment) Order 2014
In force from 1st October 2014
Mandatory Licensing Conditions

1. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—

(a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—

(i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or

(ii) drink as much alcohol as possible (whether within a time limit or otherwise);

(b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;

(c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;

(d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;

(e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

2. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

3. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

(2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—

(a) a holographic mark, or

(b) an ultraviolet feature.

4. The responsible person must ensure that—

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—

(i) beer or cider: ½ pint;

(ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and

(iii) still wine in a glass: 125 ml;

(b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and

(c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.”

Annex 2 – Conditions consistent with the Operating Schedule

1. A CCTV system shall be installed and operative in the premises when licensable activities are taking place.

- All recordings used in conjunction with CCTV shall:
- be of evidential quality
- indicate the time and date

- be retained for a period of 31 days

Recordings to be made available for inspection to the Police or any other authorised person when requested.

2. All members of staff shall be fully trained in the retail sale of alcohol. The training shall be ongoing and each member of staff shall be reviewed every six months. All details of the level of training shall be recorded in a bound and sequentially paginated book or electronic record. This information shall be made available for inspection and copying by the Police or any other authorised person on request and all such books shall be retained at the premises for at least 12 months.
3. A bound and sequentially paginated incident/accident book or electronic record shall be kept to record all instances of disorder, damage to property and personal injury at the premises. This book shall be made available for inspection and copying by the Police or any other authorised person upon request and all such books shall be retained at the premises for at least 12 months.
4. A bound and sequentially paginated refusals book or electronic record shall be kept at the premises to record all instances where admission or service is refused. Records shall be retained at the Premises for at least 12 months, and shall be made available for inspection and copying by the Police or any other authorised person upon request. Such records shall show the basis for the refusal, the person making the decision to refuse and the date and time of the refusal.
5. A Challenge 25 scheme shall operate at the premises. Any person who appears to be under 25 years of age shall not be allowed to purchase alcohol unless they produce an acceptable form of photo identification. (e.g. passport, driving licence, Military ID or PASS accredited card).
6. Challenge 25 notices shall be displayed in prominent positions throughout the premises
7. Signage shall be displayed advising customers to be respectful to residents and to leave the area in a quiet and orderly manner'
8. At all times the premises licence holder/Designated Premises Supervisor shall risk assess the need for door supervisors at the premises, and/or employ such door supervisors at such times and in such numbers as deemed necessary by the risk assessment, and/or at any other times upon agreement with the Police. Cognisance shall be taken of Police advice if events are taking place which may directly or indirectly impact on the safety of staff and customers and provision shall be made for the required number of SIA licensed door supervisors to be on duty at times as agreed with the Police i.e. events requiring extra Police resources (Bank Holiday weekends, significant international or local sporting events etc.) The written risk assessment shall be made available on request to the Police and/or Licensing Authority.
When Door Supervisors are required to work on the premises:
 - They shall be employed to work solely in the capacity of a Door Supervisor.
 - All Door Supervisors shall record at the premises either electronically or in a paginated book, which must be available for inspection by any police officer and/or any other authorised person showing the time and date they commenced and finished work, their full name, their full 16 digit SIA number and the expiry date of their licence.
9. Non-glass containers shall be used at all times when the premises operate licensable activities. In the event that non-glass bottles cannot be provided by the suppliers, then all drinks shall be dispensed and served in non-glass containers
10. No persons carrying open, or sealed, vessels shall be admitted to the premises at any time.

11. No persons shall be permitted to remove open vessels from the premises.
12. There shall not be any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children without the prior service of a Temporary Event Notice (TEN).
13. Designated Premises Supervisor to ensure that all persons under the age of 18 years are accompanied by and properly supervised by an appropriate adult at all times

**Annex 3 – Conditions attached after a hearing by the Licensing Authority
Hearing 28.03.2022**

No additional Conditions attached

Annex 4 – Plans

Plan Ref: 22-00048-280322

See attached

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