Notice of Licensing Sub-Committee

Date: Wednesday, 27 April 2022 to be convened at the conclusion of the previous meeting



Venue: Virtual via Teams

Membership:

Cllr J J Butt

Cllr D Farr

Reserves:

Cllr A Hadley (R1) Cllr S Anderson (R2)

All Members of the Licensing Sub-Committee are summoned to attend this meeting to consider the items of business set out on the agenda below.

The press and public are welcome to view the live stream of this meeting at the following link:

https://democracy.bcpcouncil.gov.uk/ieListDocuments.aspx?MId=5319

If you would like any further information on the items to be considered at the meeting please contact: Democratic Services on 01202 096660 or email democratic.services@bcpcouncil.gov.uk

Press enquiries should be directed to the Press Office: Tel: 01202 118686 or email press.office@bcpcouncil.gov.uk

This notice and all the papers mentioned within it are available at democracy.bcpcouncil.gov.uk

GRAHAM FARRANT CHIEF EXECUTIVE



TBC

19 April 2022

Maintaining and promoting high standards of conduct

Declaring interests at meetings

Familiarise yourself with the Councillor Code of Conduct which can be found in Part 6 of the Council's Constitution.

Before the meeting, read the agenda and reports to see if the matters to be discussed at the meeting concern your interests



What are the principles of bias and pre-determination and how do they affect my participation in the meeting?

Bias and predetermination are common law concepts. If they affect you, your participation in the meeting may call into question the decision arrived at on the item.

Predetermination Test
it d vas that ?

If a councillor appears to be biased or to have predetermined their decision, they must NOT participate in the meeting.

For more information or advice please contact the Monitoring Officer (susan.zeiss@bcpcouncil.gov.uk)

Selflessness

Councillors should act solely in terms of the public interest

Integrity

Councillors must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships

Objectivity

Councillors must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias

Accountability

Councillors are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this

Openness

Councillors should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing

Honesty & Integrity

Councillors should act with honesty and integrity and should not place themselves in situations where their honesty and integrity may be questioned

Leadership

Councillors should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs

	AGENDA	
	Items to be considered while the meeting is open to the public	
1.	Election of Chair	
	To elect a Chair of this meeting of the Licensing Sub-Committee.	
2.	Apologies	
	To receive any apologies for absence from Members.	
3.	Declarations of Interests	
	Councillors are requested to declare any interests on items included in this agenda. Please refer to the workflow on the preceding page for guidance.	
	Declarations received will be reported at the meeting.	
4.	Protocol for Public Speaking at Virtual Meetings	5 - 8
	A revised protocol for public speaking at formal virtual meetings of the Licensing Sub Committee when it is considering Licensing Act 2003 business is included with the agenda sheet for this meeting.	
5.	Notice for a Temporary Event Notice	9 - 36
	Mr Luis Granel has given a Temporary Event Notice (TEN) for: -	
	 Saturday 6th and Sunday 7th August 2022. 	
	The TEN requests the sale of alcohol (on the premises) and regulated entertainment between 12:00 to 22:59 hours each day.	

No other items of business can be considered unless the Chairman decides the matter is urgent for reasons that must be specified and recorded in the Minutes.

This page is intentionally left blank

LICENSING COMMITTEE AND SUB COMMITTEE -PROTOCOL FOR PUBLIC REPRESENTATION AT VIRTUAL MEETINGS

1. Introduction

- 1.1. The existing protocol for public speaking has been adapted to apply in respect of virtual hearings under the Licensing Act 2003, the Gambling Act 2005, and Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 (as amended by the Policing and Crime Act 2009).
- 1.2. This includes applications relating to the licensing of alcohol, regulated entertainment, late night refreshment, gambling, and sex establishments, Hackney Carriage and Private Hire vehicles, which are the responsibility of the Licensing Committee/Sub Committee to determine as set out in Part 3(A)-3 of the Council's Constitution.
 - 1. The Chair welcomes everyone, matters of general housekeeping are dealt with, notification that the hearing may be recorded for live and subsequent broadcast on the Council's website, reminder to switch mobile phones to silent, principles for managing formal skype meetings.
 - 2. The Chair identifies all parties present and makes introductions.
 - 3. Matters of general housekeeping are dealt with, notification that the hearing may be recorded for live and subsequent broadcast on the Council's website, reminder to switch mobile phones to silent.
 - 4. All persons who have given notice of their intention to speak are identified.
 - 5. Identify if any person who wishes to withdraw a representation or wishes not to speak
 - 6. Chair explains proposed procedure and order of speaking for hearing as set out in Appendix A. All parties confirm agreement or make representations on procedure proposed.
 - 7. Licensing Officer's report is presented.
 - 8. Parties present their representations in the order agreed.
 - 9. Parties who are speaking should not repeat the information which they have already given in writing in their representation. They will be able to expand on the written information given, provided the information remains relevant. Any addition information should be limited to the grounds of their representation(s). For example, if they are objecting on the grounds of Public Nuisance, then they should confine their comments to matters relating to Public Nuisance.

- 10. Members of the Licensing Committee or Sub Committee may ask questions after each representation and at the end of all representations. Parties, will be allowed to ask questions through the Chair.
- 11. Following representations, the parties will be given the opportunity to sum up. Party who spoke first to go last. The hearing will then conclude.
- 12. Members will deliberate in private with the clerk and legal representative as appropriate present.
- 13. The decision will be taken by the Committee and notification of the decision will be given within the period of five working days beginning with the day or the last day on which the hearing was held in accordance with the regulations. The notification of decision will include information about the right of appeal as appropriate.
- 14. The Legal Advisor will advise the parties of any right of appeal as appropriate at the conclusion of the hearing.

2. General points

- The hearing may be adjourned at any time at the discretion of the Members
- Members may amend the procedure at any time if they consider it to be in the public interest or in the interest of a fair hearing
- The Sub Committee may decide to conduct all or part of a hearing in non public session where it considers the public interest in doing so, outweighs the public interest in the hearing.
- The Chair may exclude any person from a hearing for being disruptive.
- Meetings of the Licensing Committee in public session are recorded by the Council for live and subsequent broadcast on its website.
- The hearing will take the form of a discussion.
- Only persons (or their representatives) who have made an application, are subject to an application or have submitted a written representation to the Licensing Authority under the relevant Act are permitted to speak at the hearing.
- Any further information to support an application or a representation must be submitted at least 5 working days prior to the Hearing. Any submissions submitted less than 24 hours before the hearing must be agreed by all parties at the Hearing, before it can be considered
- If a party has informed the Authority that they do not intend to participate, or be represented at the hearing, or has failed to advise whether they intend to participate or not, the hearing may proceed in their absence
- 2.2. For other matters in Part 3(A)-3 of the Council's Constitution which are the responsibility of the Licensing Committee, the procedures set out in Part 4D of

the Council's Constitution in relation to public questions, statements and petitions shall apply.

- 2.3. This includes such matters as making recommendations on relevant policies, approving the level of fees charged by the Council, and making decisions on tariffs charged by the Public Carriage Trade.
- 2.4. The Council's Constitution can be accessed using the following link: <u>https://democracy.bcpcouncil.gov.uk/ieListMeetings.aspx?CommitteeID=151&</u> Info=1&bcr=1
- 2.5. For further information please contact <u>democraticservices@bcpcouncil.gov.uk</u>

Proposed procedure and order of speaking for virtual hearings

- The Licensing Officer/Other Council Officer presents report
- Applicant will make their Application
- Questions of the Applicant by all parties, Members of the Committee/Sub-Committee to go first
- Responsible Authorities and Other Persons will make their representations.
- Questions of the Responsible Authorities and Other Persons. Members of the Committee/Sub-Committee to go first.
- All parties will be given an opportunity to sum up (with the party who spoke last to go first). The hearing will then conclude.
- Sub-Committee will deliberate in private with Legal Adviser and Clerk present. (Councillors new to Licensing may observe but will not take part in the decision making).
- Notification of the Sub Committee's decision will be given within the period of five working days beginning with the day or the last day on which the hearing was held in accordance with the regulations. The notification of decision will include information about the right of appeal as appropriate.
- The Legal Adviser will advise parties of any right of appeal as appropriate at the conclusion of the hearing.

Agenda Item 5

LICENSING SUB-COMMITTEE



Report subject	Notice for a Temporary Event Notice				
	Field Next to Bournemouth Airport, Corner of Hurn Ct Lane & Parley Lane, Hurn, Christchurch BH23 6AD				
Meeting date	27 April 2022				
Status	Public Report				
Executive summary	Mr Luis Granel has given a Temporary Event Notice (TEN) for: -				
	• Saturday 6 th and Sunday 7 th August 2022.				
	The TEN requests the sale of alcohol (on the premises) and regulated entertainment between 12:00 to 22:59 hours each day.				
Recommendations	Members are asked to decide whether to: -				
	a) Grant the Temporary Event Notice as made;				
	b) Refuse the Temporary Event Notice as made.				
	Members of the Licensing Sub-Committee are asked to mal decision at the end of the hearing after all relevant parties have been given the opportunity to speak. Members must full reasons for their decision.				
Reason for recommendations	The Licensing Authority has received objection notices from Dorset Police and Environmental Health under the prevention of crime and disorder, public safety and prevention of public nuisance licensing objectives.				
	The Licensing Authority may only consider aspects relevant to the notice that has been raised in the objection.				
	Where an objection has been received in relation to a notice by a responsible authority or any other person, and the concerns have not been resolved through mediation between all parties, the Scheme of Delegation set out in the Council's Constitution states that these applications should be dealt with by the Licensing Sub-Committee.				

Portfolio Holder(s):	Councillor Bobbie Dove – Community Safety and Regulatory Services
Corporate Director	Jess Gibbons – Chief of Operations
Report Authors	Tania Jardim – Licensing Officer
Wards	Commons
Classification	For Decision

Background

 A notice for a temporary event was made on the 13th of April 2022 for an event at a field next to Bournemouth Airport on the corner of Hurn Court Lane and Parley Lane, Hurn. The notice has applied for the sale of alcohol, on the premises and regulated entertainment on Saturday 6th and Sunday 7th of August 2022. Copy Notice and supporting documentation is attached at Appendix 1.

Consultation

- 2. The notice was served on Dorset Police and Environmental Health on the 13th of April 2022.
- 3. Objection notices were received from Dorset Police and Environmental Health on 14th and 19th of April respectively. See Appendix 2.

Options Appraisal

- 4. Before making a decision, Member are asked to consider the following matters:
 - The objections made by Dorset Police and Environmental Health.
 - The relevant licensing objectives, namely the prevention of crime and disorder, public safety and public nuisance.
 - The Licensing Act 2003, appropriate Regulations, Statutory Revised Guidance issued under Section 182 of the Licensing Act 2003 (April 2018) and the Council's Statement of Licensing Policy.

Summary of financial implications

5. N/A

Summary of legal implications

- 6. If Members decide to refuse the application, by way of a counter notice, the applicant may appeal to the Magistrates' Court within a period of 21 days beginning with the day that the applicant is notified by the Licensing Authority of the decision appealed against.
- 7. No appeal may be brought later than five working days before the day on which the event periods specified in the TEN begin.

Summary of human resources implications

8. N/A

Summary of sustainability impact

9. N/A

Summary of public health implications

10. N/A

Summary of equality implications

11. N/A

Summary of risk assessment

12. N/A

Background papers

BCP Council - Statement of Licensing Policy

https://democracy.bcpcouncil.gov.uk/documents/s21122/Statement%20of%20Licensing %20Policy.pdf

Hearing Regulations

https://www.legislation.gov.uk/uksi/2005/44/made

Revised Guidance issued under Section 182 of the Licensing Act 2003 (April 2018)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment __data/file/705588/Revised_guidance_issued_under_section_182_of_the_Licensing_Act_ 2003__April_2018_.pdf

Appendices

1 – Copy of Temporary Event Notice and supporting documentation

2 – Objection Notices

This page is intentionally left blank

APPENDIX 1

From:	Licensing Com
To:	Licensing Com
Cc:	Dorset Police Licensing
Subject:	New Temporary Event Notice Application - TEN-002632
Date:	13 April 2022 17:39:14

A new temporary event notice has been received.

Reference: TEN-002632

Are you an agent acting on behalf of the person being licensed? No

Person Being Licensed

Title: Mr First name: Luis Family name: Granel Email: Phone: Address: Can we contact the applicant by phone: Yes I'm applying as: Applying as a business or organisation, including as a sole trader

Agent

First name: Family name: Email: Phone: Are you :

Application Details

Have you had any previous names: No Previous names details: Date of birth: NI Number: Place of birth: Correspondence address:

Premises

Does the premises have an address: Yes Premises address: MAST OFF PARLEY LANE, PARLEY LANE, HURN, CHRISTCHURCH Ordance Survey may ref: Further location details: The location is situated next to Bournemouth Airport. 6 miles from Bournemouth Town Centre. The location is off the main road of Parley Lane.

Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises): Neither

Do you intend to only use part of the premises: No

Part address details: We intend to use a resticted fenced off ares w

Nature of the business: The premises is an open field owned by Fowler Fortescue. The address is used for event and festival hire. Often running regular events throughout the year.

Nature of the event: The event will be run by local events company Move Your Feet UK. The nature of the event is 499 music day party (including staff) running from 12pm-11pm. This will include live music played by djs within the given hours. Onsite will include a bar

with the selling of alcohol, two food caterers selling food for customers.

Activities

The sale by retail of alcohol: Yes The supply of alcohol by or on behalf of a club: No Provision of regulated entertainment: Yes Provision of late night refreshment: No Giving of a late temp events notice: No

Events start date: 06/08/2022 Events end date: 07/08/2022 State the times you intend to carry out licensable activities: Saturday & Sunday 12:00-22:59 Max number of people: 499 Consumption of alcohol will be: On the premises only Relevant entertainment details: Saturday & Sunday 12:00-22:50

Licence Holders

Do you currently hold a valid personal licence: No Issuing authority: Licence number: Date of issue: Other relevant details:

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: No

State the number of temporary event notices:

Have you already given a temporary event notice for the same premises in which the event period: No

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: No

State the total number of temporary event notices your associate(s) have given for events in the same calendar year:

Has any associate of yours already given a temporary event notice for the same premises in which the event period: No

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: No

State the total number of temporary event notices your business colleague(s) have given for events in the same calendar year:

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: No

Declaration

I confirm I have read and understood the declaration: Yes

Payment

Amount paid: £21.00 Payment Date & Time: 13/04/2022 17:38

Documents

Please note: documents have only been uploaded if the upload status is uploaded. Upload Status: Uploaded Sharepoint docs URL:

Kind Regards CRM Online

The MYF Garden Party Event Safety Management Plan

The MYF Garden Party is a 2-day music event taking place in 2022. The event is organised and managed independently by Move Your Feet UK Ltd. As organisers, Move Your Feet UK Ltd will hold lead responsibility in promoting the licensing objectives of the TENS license.

The event consists of the performance of live and recorded music and the sale by retail of alcohol. The regulated entertainment and sale by retail of alcohol are covered by one premises license.

The event is held at Parley Lane Event site. The event will be held on the 6th and 7th of August 2022.

Move Your Feet UK Ltd will take care to deliver all operational and production aspects of the event, including event management, health & safety planning and license compliance.

2. Purpose of the Event Safety Management Plan

This document, the Event Safety Management Plan (ESMP), relates primarily to the planning and management of The MYF Garden Party. It is designed specifically as a document for responsible authorities and presents a methodical approach to overall event planning. The document includes chapters on crowd management, traffic management, first aid, noise management and crisis management. Specific chapters on these and other items are covered in this document.

The Event Safety Guide HSG 195 and industry standard guidance has been adopted as the standard for planning and managing this event.

3. Licensing Objectives

The MYF garden party has undertaken a full evaluation of its proposed activities with due regard to the promotion of all licensing objectives. A competent team of event professionals and specialists have been appointed to design, plan and safely deliver The MYF Garden Party with minimal impact to the local community and the least possible inconvenience to surrounding business and residents.

The planning and consultation process is key in the development of a comprehensive Event Safety Management Plan (ESMP) for the event. The ESMP examines all aspects of our activities and the steps to be taken to ensure a safe and successful event that takes full account of all four licensing objectives. The ESMP covers all aspects of the event in detail and sets out the various measures to be taken and policies to be followed by The MYF Garden Party.

Specific measures that are designed to ensure the prevention of crime and disorder; public safety; the prevention of public nuisance; and the protection of children from harm are detailed throughout the ESMP.

4. The prevention of crime and disorder

The event management team will coordinate with stewarding (crowd management) and security staff and Police to ensure procedures are in place for combating crime and disorder. Where appropriate and in accordance with the Security Industry Authority regulations, stewards and security operating will be SIA registered; all supervisors of stewards will be SIA registered; all crowd management personnel will be trained to NVQ Level 2 or equivalent or as necessary in accordance with legislation.

The event site will be enclosed within a secure perimeter fence. This will be subject to regular security patrols. Entrance to the event is strictly by ticket and purchase of a ticket requires acceptance by customers of the event Terms and Conditions. Entrance points to the event will be tightly controlled by SIA licensed staff who

will refuse admission to anyone breaching the terms and conditions. Ticket holders and their belongings will be subject to searching by the security team.

The stewarding and security team, with sufficient numbers of appropriately trained personnel, will be in operation within the event site. The security team will monitor the event at all times to prevent criminal and/or disorderly behaviour. Any persons found to be undertaking criminal activities will be apprehended/removed and anyone displaying disorderly behaviour will be ejected. The event operates a strict no readmissions policy for such offenders.

The Designated Premises Supervisor will strictly control all sales of alcohol to customers and a Check 25 system will be in operation. The event will operate and actively enforce a zero-tolerance policy on drugs. This will be communicated to attendees via social media updates prior to the event, and signage at the event entrance and around the site. Drug amnesty bins will be in position at all entry points leading into the event site.

The use of a two-way radio system by both security and the event management teams will allow effective, responsive communications at all times which will assist with surveillance of the audience and circulation of appropriate intelligence.

5. Public safety

Public safety is of paramount importance to The MYF Garden Party. It is in the interests of the organisers to ensure that their customers have a safe and enjoyable experience. The event management team will consult with the ESAG on the proposals within the Event Safety Management Plan to ensure all plans are in accordance with the licensing objectives. The event plans have been developed to meet guidance under the Event Safety Guide (HSG 195) and Managing Crowds Safely (HSG154). These plans will be developed through consultation with each agency.

The event site has been carefully designed to safely and comfortably accommodate the proposed occupant capacity and there is sufficient exit width to allow safe emergency evacuation should the need arise. Comprehensive ingress/egress, emergency evacuation plans and occupant capacity calculations have been prepared and are included in the Event Safety Management Plan.

A suitably experienced and competent crowd management and security company will be appointed to provide advice on such matters. A crowd management plan will be produced.

A comprehensive event risk assessment has been prepared and included as an appendix to this document. The risk assessment details the measures to be taken to minimise risk to acceptable levels across all activities. The risk of danger to public safety is addressed in this risk assessment.

A specialist event medical provider will be appointed to provide medical provision and supporting infrastructure to the event; this will include an onsite medical treatment facility suitable for treating minor injuries and triage for assessment of other injuries. Patients that may require transport to a local hospital will be transported by our medical contractor in a private ambulance.

A welfare facility will be provided onsite to ensure customers have access to basic welfare needs, advice and support. In addition, the provision of adequate toilet facilities and the provision to purchase food and soft drinks will be in place. Drinking water will be available free of charge at each bar, welfare area, and front of stage barrier.

Suitability and design of all temporary structures is outlined within the ESMP and the risk assessment. All appropriate documentation is collated from contractors, paying particular attention to design, structural calculations, wind loading, imposed loads, liability insurance, method statements and risk assessments.

A site wide inspection will be undertaken before the event is open to the public and at the beginning of each day. These inspections will be undertaken by The MYF Garden Party Event Management, Safety Advisor, and representatives from the ESAG.

6. The prevention of public nuisance

The MYF Garden Party is committed to producing an event that has a minimal impact upon the surrounding area, local community and nearby residents.

The potential for noise nuisance has been recognised by The MYF Garden Party event management team and a suitable noise management plan will be drawn up to control and minimise the risk of this becoming a nuisance. We will ensure appropriate noise control levels are in place in accordance with the Code of Practice on Environmental Noise Control at Concerts. Noise measurements will be taken at mixing desks and nearest noise sensitive premises to ensure appropriate noise levels are not exceeded.

Early event finish times are specifically planned to limit noise nuisance to residents in the surrounding area. The early finish times have also been reflected in the overall plans to aid the migration of attendees at the end of the event to meet public transport connections. Consequently, attendees of the event are not stranded in the local area after the event.

The event management team will ensure there is a suitable and sufficient waste and cleansing operation both in the event site and the immediate surrounding area.

The event management team will ensure that local residents and businesses are consulted of such specific event plans to ensure their views are considered and concerns, where practicable, are addressed.

Provision of adequate numbers of temporary toilets will eliminate any potential nuisance that could result from inadequate facilities.

Proactive management of event traffic will ensure that disruption to the local road network and its users is kept to a minimum. A robust Traffic Management Plan drawn up in consultation with the relevant agencies will operate with support from a professional traffic management and signage company.

7. The protection of children from harm

The event is for persons aged 18 and over. We recognise that it is illegal to sell alcohol to or purchase alcohol for any persons under the age of 18 years. The event will operate the national Challenge 25 policy. Staff serving alcohol will challenge any persons who they believe may be under the age of 25 years and will request that they produce valid photographic identification.

8. Planning and Management

It is our aim to demonstrate effective management of the event and to ensure a safe and enjoyable event. The management responsibilities below illustrate the event's management staffing structure.

The event directors are the persons responsible for all aspects of licensing and public safety as scheduled in the conditions of license, the event organiser. Those persons are named as Luis Granell and Kieren Law of Move Your Feeet UK Ltd.

Who we are and What do we do

The MYF Garden Party is a dance music day party based in Dorset for ages 18 and above. Move your feet are an innovative music event brand, based in Bournemouth, Dorset. Established in 2017 with one thing in mind - bringing together like minded people for the love of dance music. Move Your Feet has established itself as one of the biggest house events in the south, since being founded back in 2017, we have since hosted events at venues such as Halo Bournemouth, Aruba Bournemouth, Switch (Southampton) / Rebel (Southampton) and Lakota (Bristol) plus many more. As well as this we have brought some of the world's biggest DJ's to Bournemouth. We are a collective identity to produce innovative and valuable events.

Move Your Feet Festival overview

Event Details

- Name: The MYF Garden Party
- Location: Parley Lane, Hurn, Christchurch, BH23 6DF
- Date: 6th-7th August 2022
- Time: 12pm-11pm
- Target Audience: 18 and above
- Estimated Attendance: 499 people

The MYF Garden Party 2022 is to be held on Saturday 6th August and Sunday 7th August, at Parley Lane, Hurn, Christchuch, BH23 6DF. It is primarily a music event with DJs playing throughout the day & into the evening. The hours of operation are 12:00pm-23:00pm both days, and set up/ take down of the site is expected to take up to 1 day prior, and 1 day after the stated event date. We are expecting 499 people to be in attendance, although no more than 499 at any one time.

Date: Our suggested dates for the event to take place will be on the weekend of the 5th-6th August 2022 . This suggested date allows us to attract a good local crowd and doesn't clash with any other events in the local area. Timings for the event are going to be from 12pm-11pm, this means the festival will not effect any residents being disturbed by the noise due to the time the festival will finish. Our proposed event time will be from 12pm-11pm.

Venue: The event will take place within an area of the address given, this will be a restricted area of 15,000sqm. For a standing crowd at a concert, it is recommended to have 0.5 square meter per person and an arms length loosely packed crowd it is recommended to have 1 square meter per person. The whole site is 100,000sqm The area we are using is 15,000sqm

On site, there is access for vehicle parking located in the main car park for all festival services, contactors, attendees and workers. This is also easily accessible for all disability attendees.

Attendees: Attendees will consist of anyone over the age of 18, interested in music, socialising and having fun. Most our attendees will be from the local area.

Areas such as Bournemouth, Poole, Ringwood, Southampton, Salisbury, as well as Bournemouth University students. We have a maximum of 500 tickets available for the event per day.

Staffing: The primary focus from the Move Your Feet UK team will be to run and oversee the event ensuing that everything is running smoothly. Move Your Feet UK will source workers such as bar staff, security, production workers, riggers and promotional staff,

Our ideal scenario would be to provide a fun, safe, eco-friendly environment for all attendees. As well as a prestigious line-up, the production and showcase of the event will allow attendees to immerse themselves into a new and innovative experience. We aim to create a valuable and unique experience.

Stakeholders

Move Your Feet believe the key stakeholders associated with our event are: the local community, staff and volunteers, attendees, and the council. For our event to be successful Move Your Feet aims to ensure all stakeholder requirements are met.

Our event stakeholders:

Local Community

Bournemouth local residents, University students and music enthusiasts who live in Dorset in particular Bournemouth. We plan to utilise the local community for promotional opportunities and acquiring event publicity. As well as allowing priority access to the event though initial event promotion.

Staff and volunteers

Staff and volunteers will provide precious man hours. By having plenty of staff who are capable and trained in all duties will enable the event to run smoothly for all involved. We will use knowledgeable event/festival management employees and Move Your Feet event employees to ensure this is adhered to. Move Your Feet UK will source workers such as bar staff, security, production workers, riggers and promotional staff.

Attendees

Attendees are one of the events key stakeholders. It is of primary focus to ensure customer satisfaction. By conversing with potential attendee's Move Your Feet UK aims to collect important data which can be used to implement event content.

Bournemouth and Poole Council

Bournemouth and Poole Council is a key stakeholder in ensuring the event runs in conjunction with the councils protocol and objectives. Move Your Feet hopes to work with the council to promote the location and objectives, abide by the protocol as well as promoting the grounds as a fun location to repeatedly engage with.

Traffic Management

This Traffic Management Plan provides details of all procedures to be implemented by ourselves "The Event Organiser" and also any event personnel (Stewards, Marshalls etc.)

The necessary traffic management, as detailed in this document, will be strictly adhered to by all parties involved to provide a safe environment for all road users, event participants, event organisers/staff and also members of the general public. We will also aim to minimize any disruption to traffic in the areas around the festival site.

Site Constraints & Impact on Local Area

The location of 'The MYF Garden Party' has easy access in and out of the premises. This will help to minimize congestion within the site, and also on the road immediately next to the site. Please see 'Site Map' attached.

For this reason, we do not believe road closures will be necessary. We expect after the measures outlined in this plan have been put in place, the impact on traffic in the local area will be minimal. Also, we expect impact

on pedestrians to be minimal, as the road is rarely used by people on foot due to its quite remote location; however, we believe as the national speed limit applies on the nearby road, there will be no need for a temporary speed limit. Due to the traffic lights by the airport and the roundabout, cars are forced to slow down when approaching both of these.

Aims of Traffic Management Plan & Organiser Responsibilities

The objectives of this Traffic Management Plan are outlined below:

• Provide a safe environment for all road users, including attendees, the general public, cyclists, motorists etc.

• Prevent any traffic hazards that may arise as a result of The MYF Garden Party taking

place.

• Minimize disruption, delays and/or congestion for road users.

• Ensure access to surrounding residential and commercial properties is maintained at all times. To achieve these objectives, we, The Event Organiser will:

• Ensure that only roads suitable for event traffic are used by attendees.

• Ensure that delays and congestion within and on the road immediately next to the site are dealt with immediately through the use of stewards/marshalls.

• Use appropriate and sufficient road signage, and also make sure adequate guidance is provided so that attendees/staff use only the prescribed travel routes.

• Ensure that the needs of all attendees are accommodated at and within the event site, including motorists/motorcyclists, taxi arrivals, people with disabilities.

• Stagger coach arrival times to the site to avoid unnecessary congestion in/around the

site.

• Have an adequate number of stewards/car park attendants to ensure vehicles are parked as quickly and safely as possible, keeping the road clear at all times.

The Event Organisers will take the greatest care to prevent any risk of injury to attendees, road users or members of the public, and also any damage to property. Any event activity will not go ahead until all appropriate measures are in place, including all relevant signage erected, stewards & car park attendants on

site etc.

All necessary measures will be taken to regulate traffic movements and ensure any adverse effects associated with the event are kept to a minimum.

Noise management plan

To best address public nuisance that may arise from noise, The Festival will compile a Noise Management Plan that details how a risk of noise pollution is mitigated, the event will complaint within the "The Control of Noise at Work Regulations 2005".

Trained sound engineers will ensure noise levels are kept within safe limits. All noise/sound levels during the event from performances will be directly controlled be the events front of house sound engineer. The Event Manager will periodically spot check the front of house sound engineer is remaining compliant.

Ear protection will be available to all staff. Such protection will be mandatory for anyone working in the front of stage pits.

Earplugs will be available to attendees. Medical support is also available to attendees suffering headaches or hearing problems.

Security will ensure personal sound systems are not permitted in to the event. The crowd will be monitored to ensure no uncontrolled amplified sound systems are being used.

The main arena site will be a restricted closed off area to keep the noise within an enclosed area. The arena will be as far away from the local residents as possible. We will have two tents with sides on all sides, to allow the music to stay compact. Speakers will face inwards at each other, so they won't be facing towards the outside. The event will finish by 10:50pm so the music won't go past 11pm and effect people sleeping. Sound levels will not exceed 110db from the front of house mixing position situated near the sound source and centred to the PA system.

Insurance

Public Liability, Employers Liability and Event Cancellation insurance will all be in place for this event. Contractors will be required to provide proof of their own insurance policies. It is the responsibility of the Health and Safety Officer to check the relevant policies are in date and satisfactory.

Security & Crowd Management

The character of artists performing over the weekend will largely determine the dynamics and physical behaviour of the audience attending. Such is the range of artists over the event and based on previous events the average age of the event attendee is between 24 & 32 years. Intelligence on the acts programmed suggests that it is highly unlikely performances will incite unruly behaviour.

Stewarding & Security

The Stewarding & Security company for this event is Showsec

The main responsibility of stewards is crowd management, static guarding of entrances and gates and entrance searches. They are also there to assist the police and other emergency services where necessary.

Stewarding & Security Roles

The general duties of stewards:

- - To help attendees by providing information as to the site layout
- - To control vehicle parking and traffic marshalling as necessary
- To control access to restricted areas authorising to pass holders only
- - To monitor and report on crowd densities
- T o monitor crowd behaviour and welfare
- To monitor signs of distress/anxiety of the audience in the high density area in front of the stage and in particular the front of stage barrier and to extract persons experiencing problems in accordance with accepted procedures.
- - To assist the Police and other emergency services as directed
- - To monitor the general site and be aware of suspicious packages
- - To minimise the risk of fire e.g. by monitoring the build-up of refuse by traders etc.
- - To assist in part or full evacuation as may be necessary

Emergency Procedures

St John's Ambulance will be on site for the duration of the event. In the unfortunate event of further emergency services being required, a red route located on site map leading directly onto the event site is solely for that use. No other vehicles are permitted to use the route at any time, which runs parallel with the exit road from the site and will be kept clear at all times.

Pick Up and Drop Off Area – We aim to have a dedicated area if you are being dropped off by any friends or family. This is located within the grounds of the location. Attendees will turn into Pussex Lane follow the relevant signage to the Pick Up and Drop Off Area. Cars will then follow the exit route which will take you back out onto Parley Lane.

Exits

Provision will be made to ensure that:

- - All exits and gateways are unblocked and staffed by stewards throughout the event
- - All exits are kept clear at all times;
- - All exits and gateways are clearly signed and illuminated; and
- - All exits lead to a place of safety.

Emergency Vehicular Access Route

An emergency vehicle access route will be established upon consultation with the ESAG and emergency services. The emergency vehicle access route (red Route) will be via the Car Park. The closures will be stewarded at all times and in radio communication with Event Control.

Emergency Lighting

All parts of the venue subject to public access and egress and all pedestrian escape routes will be illuminated by portable tower-lights or by mounted flood lights. Emergency light boxes will be installed within each structure.

Ingress - Arrival

It is anticipated that customers attending the event will use a number of transport methods including private vehicle, on foot, bicycle and public transport. Due to the event type and the close proximity of significant public transport links, it is anticipated that the vast majority of those attending will travel by public transport, or by foot.

The availability of parking for private vehicles close to the site, may encourage car owners to use their vehicles to get to site. Significant pre-event publicity about the availability of public transport however is anticipated to positively effect this.

Due to the ease of travel options to the site, it is anticipated that the customers will arrive within the standard arrival pattern for an event of this type. The peak period will be between 12:00-14:00 and again from 16:00-18:00

Queuing

This queue system should be large enough to safely and comfortably house 500 customers. This queue system should have a 500m2 area plus ancillary welfare facilities such as toilets, waste bins, amnesty bins and medical staff. The queue system will be marked out by barriers to ensure a linear fair for all process of queuing to avoid a bulk queue.

In the event of an early arrival of significant numbers of customers, Main Event Security will deploy extra SIA team members as part of Incident Response Teams to the gates to assist with search capacity and monitor for signs of distress in the waiting crowd.

It is anticipated that the majority of those attending will stay until the end and leave using the main exit gate. People will either be picked up in the pickup zone on the site by taxis or parents/friends, or will leave on foot.

Each evening the egress will take place from the main stage arena and then down to the exit gates until the point that the exit can be shut, to allow the sweep to confirm the arena is clear of customers. we expect the arena should clear in 20 minutes.

Appropriate site lighting will be positioned along all egress routes on route to the main gate.

Emergency Egress Calculations

To enable 500 people to exit the event site in an emergency within a ten minute evacuation target time, there must be 5m of exit width. This evacuation time is taken from the HM Government publication Fire Safety Risk Assessment: Open Air Events and Venues. The risk assessment for the event site is as a 'Low Risk' site as HM Government states The risk to people from fire outdoors may generally be viewed as lower than that in an indoor situation, simply because people are less likely to be affected by smoke and heat and their escape routes are much less likely to be cut off.

Exit width is made up of the combined width of all of the emergency exit gates that are available to use for an evacuation. There should also be a separate entry to the event site that is designated for the use of emergency vehicles only. The gate designated for the emergency service vehicles should be wide enough for the purpose and have an all-weather surface if possible.

Alcohol/drugs policy

Serving Alcohol:

We operate a Challenge 25 Policy across all our the Bars so if you are lucky enough to look Under 25, then be prepared to prove you are Over 18 when required.

Other Rules:

The following are NOT allowed into the Festival, all of which will be removed and seized during the security searches upon arrival.

- -Alcohol
- -Glass Bottles -Nos Gas
- -Illegal Drugs
- -Synthetic Highs

Move Your Feet festival operates a zero tolerance drugs policy. Anyone who is found to be too intoxicated upon arrival and high on any substance will be denied ENTRY.

Bars and legislation-

We aim to have 2 bars. TENS license.

Waste management plan

See waste Management plan.

Event Risk Assessment

Event Risk Assessment

Event:	The MYF Garden Party Parley Lane Event Site		Assessment Date: 1'		April 202	2	
Venue:			Completed by:		Granell		
What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary	γ?	Action by who?	Action by when?	Done
Pedestrian/Vehicle conflict	Workers and others risk serious, possibly fatal, injuries if struck by a vehicle in a car park or on the highway.	Car parking stewarded and car park well lit. Taxi/Bus drop off point provided and pedestrians discouraged from walking on the Highway. Signage and lighting provided to warn other road users of event.	Investigate the possibility of provid shuttle bus. Consult on transport plans with Lo Police Force and County/Council Highways authority.	-	MYF Events Team		
Slips, Trips and Falls	Workers and visitors risk serious injury if they slip or trip, even on the level.	Floors in marquees and other structures laid by a competent person. Steps, changes in level and other tripping hazards fenced if not in use. Temporary lighting provided to walkways, toilets and general areas in use by the public after dark. Marquee pegs protected by foam and guy ropes etc highlighted in public areas Good housekeeping – staff 'see it and sort it'.	Provide a temporary fence to the h and the lake.	na ha	MYF Events Team		
Collapse of Structures	Workers and others risk serious, possibly fatal injury if fixed structures collapse.	Stages and marquees to be erected by a competent person/contractor. Contractor(s) to provide sign off certificates for all structures. Daily checks made on all structures by a competent person.	There is a need to check weather daily. Check with provider(s) maxin wind speeds that structure can wit safely. Make contingency plans to enable of structure in adverse weather conditions.	mum hstand	MYF Events Team		
Hearing Damage	Staff might suffer permanent or temporary hearing damage from long term exposure to loud music. All staff assumed to be at risk, particularly performers, stewards and bar staff.	Areas of the stage/event identified as being within the action level and signage provided. Staff rotation between quiet and noisy areas. Staff trained in noise risks and the protective measures needed. Staff known to be particularly at risk identified and provided with ear plugs. Performers and contractors entering noisy areas to be warned of risks of hearing damage and offered ear plugs.			MYF Events team		
Hearing Damage	The public might suffer permanent or temporary hearing damage from exposure to loud music.	Ensure the event equivalent continuous sound level (Event Leq) in any part of the audience area does not exceed 107 dB (A), and the peak sound pressure level does not exceed 140 dB. Members of the public are prevented from getting closer than 1m (or 3m for more powerful	Offer ear plugs to attendees and s	taff.	MYF Events Team		

r						
			systems) from speakers. Warnings provided to the public with in advance with tickets and by signage at the entrance.			
	5,	Workers and others could become seriously ill if no emergency first aid available.	First aid for staff to be provided in accordance with Regulations. First Aid point provided for the public with a minimum of two first aiders for events of up to 500 attendees or in accordance with Chapter 20 HSG 195 The Event Safety Guide – A guide to the health, safety and welfare at music and similar events (commonly known as The Purple Guide) - http://books.hse.gov.uk/hse/public/saleproduct.js f?catalogueCode=9780717624539	Consult on plans for medical emergency cover with Local NHS Ambulance Trust.	MYF Events team	
		Staff and public may suffer serious and possibly fatal electric shock/burns injuries from faulty electrical equipment or installation.	All electrical systems should be constructed and maintained in a condition suitable for use in the open air and will be protected as necessary by 30mA residual current circuit breakers. All generators, distribution boxes etc to be fenced and away from public. A competent person should certify all electrical installation as to their safety on completion. Certificate to be kept at the event. All electrical equipment to be PAT tested.	Contractors and performers reminded to ensure any electrical equipment they bring to the event is PAT tested.	MYF Events team	
28	-	If trapped, staff and others risk serious, possibly fatal injuries from smoke inhalation or burns	The nature of the site is a semi-rural open space surrounded by residential and commercial activity. Temporary structures (stages) and marquees that whilst designed to highest specification, have the potential for localised fires, especially in temporary structures or catering outlets. Staff trained in fire safety and awareness. The MYF Garden Party have in place response teams and ability to escalate action. Temporary structures to have specific fire risk assessments in place including certification of material. Naked flame such as candles, Barbeques and gas stoves prohibited, with the exception of professional caterers. No Chinese lanterns or fireworks. Staff trained in use of fire fighting equipment and advised of nearest location. Appropriate firefighting equipment will be located as agreed with stakeholders. Extinguishers to be sited by	Fire stewards to check fire exits and keep exits clear during performances	MYF Events team	
k	og. 2		agreed with stationologis. Extinguishers to be sited by			

		all generators and electrical equipment.			
Gas Safety	Staff and others risk injury from fire and explosion if gas appliances not properly maintained and used.	Food Vendors using LPG to be required to ensure their gas installation and equipment has been installed and checked within the last twelve months by a "Gas Safety Register" approved contractor. Compliance certificates to be kept on food stall. Food vendors to be reminded of the need to ensure staff changing LPG cylinders are trained to do so. Food vendors only allowed to have one day's supply of LPG at their stall.	Make arrangements to check food vendors are complying with gas safety requirements.	MYF Events team	
Barrier Failure	Workers and others risk serious, possibly fatal injury if barriers collapse.	Barriers suitable for foreseeable loading to be erected by a competent person/contractor. Contractor to provide sign off certificates for all structures. Daily checks made on all structures by a competent person.		MYF Events team	
Lasers and other special effects	Staff and public may suffer eye damage if used improperly.	NOT TO BE USED WITHOUT PERMISSION OF LICENSING AUTHORITY. ASSESSMENT OF SUITABILITY OF VENUE BY COMPETENT PERSON, FULL RISK ASSESSMENT AND COMPLIANCE WITH HSE GUIDANCE HS(G) 95.2			
Food poisoning	Workers and the public risk ill health if they eat food prepared in unhygienic conditions.	Only reputable caterers to be used at the event whose business is registered with their Local Authority. Food traders required to bring copies of their employees food hygiene training certificates and their food safety management system with them to event.	Check with Environmental Health Department whether they would like a list of food traders to be submitted before the event. Invite Environmental Health Department to inspect food stalls.	MYF Events team	
Public Disorder	Staff and the public risk serious injury, if assaulted or if caught up in incidents of disorder.	Staff trained to spot potential trouble makers, defuse tension/situations etc throughout. Adequate number of trained, SIA badged security staff. Staff trained in procedures re-entry, queuing, searches, etc and signs displayed for public. Control of numbers at event particularly in performance areas and marquees. Pit security staff employed to observe crowd behaviours. Drinks not served to people obviously under the influence. No glass at the event.	Consider providing advance information of prohibited items (glass and alcohol) the public can bring to the event. Consult with the local Police on security plans.	MYF Events team	
Smoke and fogs	Staff may suffer skin damage from handling dry ice. Fumes and mists can	Only trained workers have access to the products, which are kept in a locked container. Only workers trained in the risk of the product,	Signage on use of smoke and fogs put up at entrance to venue to warn the public.	MYF	
og. 3					

		cause irritation to eyes, nose and breathing for staff and the public.	use the products following safe systems of work – including wearing appropriate gloves, as recommended by the manufacturer.		Events team	
		Workers and others risk serious, possibly fatal, injuries if they fall from height.	Stages and marquees to be erected by a competent person/contractor. Risk assessments/method statements of contractors checked for safe systems of work before the event. All work at height assessed on an individual task basis. Suitable ladders, in good condition and suitable for heavy work, provided and workers are trained know how to use them.		MYF Events team	
		Workers may get musculoskeletal problems, eg back pain from handling heavy and/or awkward objects.	All work involving manual handling assessed on an individual task basis. Risk assessments/method statements of contractors checked for safe systems of work before the event. Only trained staff involved in manual handling. Aids to manual handling including fork lift truck and a range of heavy duty sack truck and trollies available for staff.	Ensure new staff are shown how to use the manual handing aids.	MYF Events team	
30						
	og. 4					

Event Waste Management Plan

EVENT WASTE MANAGEMENT PLAN

EVENT DETAILS				
Name of event	The MYF Garden Party			
Venue/location	Parley Lane, Event Site, Hurn, Christchurch, BH23			
Event Date(s)	6 th -7 th August 2	2022	Duration of event (Hours) 11 hours both days	
Type/style of event	Music day part	у		
Maximum size of crowd expected	499 on both da	ys		
Food and other stalls	3 Food venders	3		
Alcohol available	🗌 No		🛛 Yes	
WASTE PROFILE				
Materials expected at the 3 stages	of an Event:	a) Gener	al waste, comingled recycling	
(a) During Bump-in		- Cable	e ties, cardboard, soft plastic, Food waste	
(b) At Event				
(c) During Bump-out		 b) General waste, comingled recycling, paper/cardboard, organics, container deposit 		
			d waste, compostable packaging (cups, , cutlery)	
		- Butt	litter - cigarette butts	
		c) Gener	al waste, comingled recycling	
		•	nage - corflute signs, Food waste	
BIN INFRASTRUCTURE				
What waste streams are to be colle		🛛 Waste	🛛 Recycling 🛛 Compost	
How many bin stations are required?		 ☑ Cardboard ☑ Container deposit 28 		
Where will the bin stations be loca				
Identify bin stations on site map including where the bins be delivered and collected.		See Site m	ар	
WASTE STRATEGY				

WASTE MANAGEMENT PLAN

What actions will be taken to reduce contamination of recycling bins and food & organics bins?	There will be waste signage to distinguish the two types of bins. We will have volunteers who will look after both to make sure there is no contamination. Also a waste audit will be in place which will help us to identify what improvements can be made to: Gain further value from your waste materials. Achieve maximum recycling levels. Achieve corporate recycling targets.
What actions to avoid single-use plastic waste ? Include in vendor terms and conditions that no single- use plastics to be used.	All of our drinking cups will be compostable and made out of certified PLA. Our cups are supplied by Vegware, a leading manufacturer of compostable packaging. We will also be working with food venders that will be using eco-friendly packaging and avoiding single-use plastics where possible.
How frequently will the bins be serviced/emptied during the event? Who is the waste contractor for the different waste streams? When will bins be taken away?	We will have volunteers maintaining the bins throughout the day, also we will be working with a third-party waste company who will have a routine schedule for collecting the waste as many times as needed. We're estimating that the bins will need collecting around 4 times per day (excluding the final collection at the end of the day). Our waste contractors are a local sustainability company called 'Gaia' who will be managing the whole process. Gaia will be working with third party company called Vegware who will be supplying all of the packaging (pint/half pint cups) for the festival and also a third party compostable waste collector who will manage all of the bins and also the collection of the waste. They will transport the waste to the nearest industrial composting unit.
How will council's public place bins be managed?	There are no Council public bins onsite, so these won't need to be managed.
What other waste facilities are required (liquids/ greywater)? How will greywater and oils will be managed?	Greywater facilities will be required. This will be managed by not storing greywater for more than 24 hours. We will mminimize contact with greywater. Make sure we iinfiltrate greywater into the ground, don't allow it to pool up or run off and keep our system as simple as possible, avoid pumps, avoid filters that need upkeep.
What litter management actions to be taken so it doesn't leave the site but also keeps the site clean? Also include management of butt litter	Volunteers to be walking around the site litter picking, including picking up litter butts. We will have locks on bins. Plastic free packaging. Donation and aftercare.
How will the waste management be communicated to stakeholders/volunteers/attendees?	Waste signage, social media posts regarding how people can manage their waste at the festival. Volunteers who are educated on waste will be walking around the festival with high vis' on assisting

WASTE MANAGEMENT PLAN

the waste management team. Signs at all of our bars
and food vendors. Bins signage, labelling bins so our
customers know what waste goes where.

APPENDIX 2

From:	Busfield, Louise
То:	Dorset Police Licensing; Licensing Com
Cc:	
Subject:	FW: New Temporary Event Notice Application - TEN-002632
Date:	14 April 2022 09:56:24
Attachments:	image002.png

Good morning

Further to the TEN received for ' 499 music day party (including staff) running from 12pm-11pm. This will include live music played by djs within the given hours. Onsite will include a bar with the selling of alcohol, two food caterers selling food for customers.'

The applicant fails to detail measures to include, but not limited to; list of performers/ DJs, security, admission / search policy, alcohol management plan and customer welfare.

Dorset Police does not have the assurances that the Licensing Objectives will be promoted, and therefore objects to this TEN.



Drug & Alcohol Harm Reduction Team Bournemouth Divisional Headquarters 5 Madeira Road Bournemouth Dorset Police BH1 1QQ

From:	Darren Naraine
То:	; Licensing Com
Cc:	Dorset Police Licensing; Sarah Rogers - Licensing
Subject:	Move Your Feet UK - Music Event - Hurn - ** Objection already attached to M195855 - LAK **
Date:	19 April 2022 15:13:26
Attachments:	image001.jpg
	image003.png
Importance:	High

Dear Mr Granell,

I write further to the TEN received for 499 music day party running from 12pm-11pm on $6^{\text{th}} \& 7^{\text{th}}$ August in Hurn.

The application fails to sufficiently detail measures on how noise will be managed to prevent a public nuisance. I have seen the event safety management plan but it lacks detail and contains some concerning statements such as "not exceed 110db from the front of house mixing position"

Environmental Health does not have the assurances that the Licensing Objective (Prevention of Public Nuisance) will be promoted, and therefore objects to this TEN. Regards



Sign up to BCP Council's email news service

