

# Public Document Pack

## JOHN WARD

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A meeting of **Alcohol and Entertainment Licensing Sub-Committee** will be held in Old Court Room - The Council House (Chichester City Council), North Street, Chichester on **Thursday 11 July 2019 at 9.30 am**

MEMBERS: Mr H Potter, Mr A Sutton and Mrs S Taylor

## AGENDA

### Part 1

1 **To elect a Chairman for this Hearing**

2 **Declarations of Interests**

Members and officers are reminded to make any declarations of disclosable pecuniary, personal and/or prejudicial interests they may have in respect of matters on the agenda for this meeting.

3 **Holly Tree Field (Park Farm), land South East of Tangmere Airfield, Decoy Lane, Chichester, West Sussex (Ordnance Survey Grid Reference Number: SU 9192 0498) (Pages 1 - 198)**

Application for a New Premises Licence:

- (a) Chair opens the Hearing.
- (b) Items arising from Regulation 6 Notice (Notice of Hearing).
- (c) Notice of any representations withdrawn.
- (d) The procedure will then follow the Sub-Committee protocol and procedure note attached

4 **Consideration of any late items as follows:**

- (a) items added to the agenda papers and made available for public inspection;
- (b) items which the chairman has agreed should be taken as matters of urgency by reason of special circumstances to be reported at the meeting.

## NOTES

1. The press and public may be excluded from the meeting during any item of business whenever it is likely that there would be disclosure of exempt information as defined in section 100I of and Schedule 12A to the Local Government Act 1972
2. The press and public may view the agenda papers within Part 1 of the agenda on Chichester District Council's website at <http://www.chichester.gov.uk/committees>.

3. Subject to the provisions allowing the exclusion of the press and public, the photographing, filming or recording of this meeting from the public seating area is permitted. To assist with the management of the meeting, anyone wishing to do this is asked to inform the chairman of the meeting of his or her intentions before the meeting starts. The use of mobile devices for access to social media is permitted but these should be switched to silent for the duration of the meeting. Those undertaking such activities must do so discreetly and not disrupt the meeting, for example by oral commentary, excessive noise, distracting movement or flash photography. Filming of children, vulnerable adults or members of the audience who object should be avoided. [Standing Order 11.3 in the Constitution of Chichester District Council]

## CHICHESTER DISTRICT COUNCIL

### THE LICENSING ACT 2003 (THE 'ACT')

#### THE LICENSING ACT 2003 HEARING REGULATIONS 2005

#### SUB-COMMITTEE PROTOCOL AND PROCEDURE NOTE

#### A. PROTOCOL

##### 1. The Notice of Meeting

- (a) The Notice of Sub-Committee meeting issued by the Council shall be accompanied by the following:
  - (i) A report of the Licensing Officer which shall include:
    - (a) Conditions the Licensing Officer considers relevant in the event that the application is granted;
    - (b) Any matters which in his opinion require clarification; and
    - (c) Observations on the application in relation to the Licensing Objectives, National Guidance and local policy.
  - (ii) Where relevant, the notices which have been given by the applicant and other parties under the Act.
- (b) The Notice of Meeting shall be served upon:
  - (i) The applicant (together with copies of relevant representations under the Act);
  - (ii) Persons who have made relevant representations under the Act; and
  - (iii) Where appropriate the Chief Officer of Police who has given notice under the Act.

##### 2. Appearances and Submissions

###### (a) Constitution of the Sub Committee

A Member of a Ward in which the premises are located and is the subject of an application shall not be a Member of the Sub-Committee determining such application.

###### (b) Parties entitled to appear

In accordance with the Licensing Act 2003 (Hearings) Regulations 2005 any person making relevant representations, the applicant and the Licensing Officer may attend the hearing and may be assisted or represented by any person whether or not the person is legally qualified.

(c) **At the Hearing**

Any party shall be entitled to:

- (i) Respond to any point in support of their application or representation which the Licensing Authority (the 'Authority') has given notice that it may require further clarification on;
- (ii) Normally to put questions to any other party; and
- (iii) Address the Sub-Committee.

(d) **Consequences of non-attendance**

- (i) The Sub-Committee will normally proceed with a hearing where a party has informed the Authority that it does not intend to attend or be represented at the hearing.
- (ii) Where a party has not so indicated but fails to attend or to be represented at the hearing the Sub-Committee may, at its discretion, where it is considered necessary in the public interest, adjourn the hearing to a later date or hold the hearing in the party's absence subject to, (in the latter case), the Sub-Committee considering the application or representations made by the absent party.

(e) **Submissions to the Sub Committee**

- (i) Subject to each party being given an equal maximum time the Sub-Committee may, at its discretion, where it considers appropriate in the public interest, advise parties that it will impose a time limit on speeches or submissions to be made to it.
- (ii) The Sub-Committee may, at its discretion, request that where a number of relevant representations repeat or in substance repeat a representation, that a representative of those making such representations make submissions to it on behalf of the other parties.
- (iii) The production of draft conditions by the Licensing Officer shall not be construed as influencing the Sub-Committee in advance of hearing representations and are produced for administrative convenience in the event that, following formal determination of the application, the Sub-Committee considers it appropriate to grant consent but with such conditions as it may consider appropriate.
- (iv) The Sub-Committee shall not have regard to any information first produced by a party at the hearing without first obtaining the consent of other parties present at the hearing.

(f) **Conduct at the Hearing**

- (i) The Sub-Committee may, at its discretion, require a person to leave the hearing and refuse to permit that person to return or to return only on such conditions as the Sub-Committee specifies if, in its opinion, that person is behaving in a disruptive manner, provided that such person may submit written evidence in accordance with the Regulations.

- (ii) Any irregularity arising from any failure to accord with this procedure shall not make the hearing void. If any person has clearly been prejudiced the Authority will take appropriate steps to rectify the irregularity before reaching its determination. Clerical mistakes in a document arising from accidental slip or omission may be corrected by the Authority.
- (iii) The public (including any parties or their representatives) may be excluded from part of the hearing where the public interest in so doing outweighs the public interest in the hearing taking place in public.
- (iv) The Sub-Committee may adjourn the hearing to a specified date where it considers it necessary to obtain further information or to facilitate representations or to assess such representation at or in the vicinity of the premises.

## **B. Procedure at the Hearing**

### **1. Order of Presentation**

- (a) The procedure of the Sub-Committee is as follows:
  - (i) Chair opens the meeting, introducing Members of the Sub-Committee and officers present to the applicant and members of the public, explains the nature of the decision to be taken and the procedure to be followed, and shall consider any request made by a party under the Regulations for permission for another person to appear at the Hearing, such permission not to be unreasonably withheld.
  - (ii) The Licensing Officer outlines the application, any relevant representations and relevancies to the local authority licensing policy statement and statutory guidance (optional).
  - (iii) Members to ask any relevant questions of the officer.
  - (iv) Licensing Officer introduces applicant (if present) and invites him or her, or person representing them, to address the committee or clarify any information arising from the officers' outline, if necessary.
  - (v) Licensing Officer to invite those parties making representations to address the Sub-Committee.
  - (vi) Members to ask any relevant questions of those parties making representations.
  - (vii) Applicant or person representing them to ask any relevant questions of those parties making representations.
  - (viii) Applicant or person representing them addresses the Sub-Committee.
  - (ix) Members may ask any relevant questions of the applicant or person representing them.
  - (x) Parties that made representations to ask any relevant questions of the applicant or person representing them.
  - (xi) Chair to invite applicant or those representing them, and any parties making representations, to briefly summarise their points if they wish.

- (xii) Chair invites Licensing Officer to comment on the effect of any evidence submitted in relation to local Licensing Authority's policies.
- (xiii) Chair asks all parties that they are satisfied they have said all they wish to.
- (xiv) Members of the Sub-Committee retire and discuss and make their decision.
- (xv) Chair relays the decision and the reasons given for the decision and any conditions placed upon the licence (if granted) and the licensing objective that they relate to.

**NB (b) Decision**

(i) The Sub-Committee shall assess the application:

(a) Against the four Licensing Objectives being

The Prevention of Crime and Disorder;  
Public Safety;  
The prevention of public nuisance;  
The protection of children from harm; and

(b) Any relevant national guidance and local policy.

(ii) **Legal Advice**

The Sub-Committee may request the assistance of the Council's legal officer at any time. Where practicable, the legal officer shall ensure that any legal advice given to the Sub-Committee not previously given during the course of hearing, shall be made known to the applicant and those making relevant representations and he shall give them the opportunity of making representations on such advice before the Sub-Committee makes its decision.

(iii) **Confirming the Decision**

Written confirmation of the decision including any conditions in the event that the application is granted and reasons for the decision and, if relevant conditions, will be given within five working days of the hearing.

Alcohol and Entertainment Licensing Sub-Committee

**Date and Time**

Thursday 11<sup>th</sup> July 2019 at 9.30am

Venue: Old Court Room, Chichester City Council, North Street, Chichester, West Sussex,  
PO19 1LQ

**Application for a PREMISES LICENCE**

Holly Tree Field (Park Farm)  
Land South East of Tangmere Airfield  
Decoy Lane  
Chichester  
West Sussex

(Ordnance Survey Grid Reference Number: SU 9192 0498)

**1. RECOMMENDATIONS**

- 1.1 That the Sub-Committee consider and determine an application made by Wild Field Events Ltd for a Premises Licence.**
- 1.2 If the determination is to grant the Premises Licence, to give consideration as to whether it is appropriate to attach conditions to ensure the Licensing Objectives are met.**
- 1.3 The Sub-Committee is to give reasons for its decision.**

**2. REASONS FOR HEARING**

- 2.1 The Premises Licence application submitted by Wild Field Events Ltd of 3 Oak Close Chichester, West Sussex, PO19 3AJ has been the subject of 17 (seventeen) relevant representations, the majority of which were from local residents living close to the application site. The remaining were three Parish Councils (Oving, Tangmere and Aldingbourne), Councillor Simon Oakley and the designated Responsible Authority under the Licensing Act 2003 (the 'Act') with lead for Environmental Protection matters. It is important to note at this early stage that of the 17 representations received, 11 (65%) are in opposition and six (35%) are in support of the application

**3. BACKGROUND**

Included in this report are the following attachments:

- 3.1 Copy of the Alcohol and Entertainment Licensing Sub-Committee Protocol and Procedure.

- 3.2 A plan depicting the local area and application site in relation to the representations received by the Licensing Authority. **(Attachment A)**
- 3.3 A copy of the Premises Licence application (19/00286/LAPRE). **(Attachment B)**
- 3.4 Copy of relevant representations and, where applicable, successful mediation. **(Attachment C)**

#### **4 SUMMARY OF THE PREMISES LICENCE APPLICATION**

- 4.1 A copy of the application is reproduced in full at Attachment B.
- 4.2 Wild Field Events Ltd, the applicant, submitted a valid application on 2<sup>nd</sup> May 2019. As part of the application process, statutory public notices were displayed at the application site during the representation period, which ran until 30<sup>th</sup> May 2019 and a suitable advert was published in the West Sussex Gazette on 8<sup>th</sup> May 2019.
- 4.3 The nature of the proposed Premises Licence application is described by the applicant as;

*“Holly Tree field is an agricultural field currently laid to grass (hay) on a two year crop rotation and is adjacent to woodland to the north of the field boundary. Land own by Park Farm, Aldingbourne.*

*There are no buildings or permanent structures on site.*

*Wild Field Events Ltd will be leasing a portion of the land to cater for events, functions, weddings and glamping.*

*Wild Field Events Ltd will not hold events on the premises for more than 28 days in any calendar year and it is expected that due to the nature of the outside site, that many of these events will take place between April and October but not limited to.*

*Wild Field Events Ltd wishes to sell alcohol on site during public event, private/corporate functions, events and weddings.*

*We wish to include regulated entertainment at events, functions, gatherings, weddings, theatre productions and film.”*

- 4.4 The application is not seeking permission to authorise 5,000 or more people in attendance at the premises at any one time.
- 4.5 The table below illustrates the standard days and timings being applied for.

Licensable activities	Proposed by Application
<p>'Supply of alcohol'  (for consumption 'on' and 'off' the premises)</p>	<p><b>Monday to Friday</b> <b>12.00 – 23.00</b></p> <p><b>Saturday</b> <b>10.00 – 23.00</b></p> <p><b>Sunday</b> <b>10.00 – 22.00</b></p>
<p>Plays (Indoors &amp; Outdoors)</p>	<p><b>Monday to Friday</b> <b>12.00 – 22.00</b></p> <p><b>Saturday &amp; Sunday</b> <b>10.00 – 23.00</b></p>
<p>Films (Indoors &amp; Outdoors)</p>	<p><b>Monday to Friday</b> <b>12.00 – 22.00</b></p> <p><b>Saturday &amp; Sunday</b> <b>10.00 – 23.00</b></p>
<p>Live Music (Indoors &amp; Outdoors)</p>	<p><b>Monday to Friday</b> <b>12.00 – 23.00</b></p> <p><b>Saturday &amp; Sunday</b> <b>10.00 – 23.00</b></p>
<p>Recorded Music (Indoors &amp; Outdoors)</p>	<p><b>Everyday</b> <b>09.00 – 00.00 (midnight)</b></p>
<p>Performance of dance (Indoors &amp; Outdoors)</p>	<p><b>Monday to Friday</b> <b>12.00 – 22.00</b></p> <p><b>Saturday &amp; Sunday</b> <b>10.00 – 23.00</b></p>
<p>Late night refreshment (Indoors only)</p>	<p><b>Monday to Thursday</b> <b>23.00 – 00.00 (midnight)</b></p> <p><b>Friday to Sunday</b> <b>23.00 – 01.00</b></p>

Hours premises are open to the public	<p><b>Everyday</b></p> <p><b>00.00hrs – 00.00hrs</b>  <b>(The premises is not open to the public other than during specific events)</b></p>
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4.6 The applicant provided additional information in their Operating Schedule as to how they intended to promote all four of the Licensing Objectives as a result of the application (shown at Attachment B). Where appropriate these suggested steps would be translated into conditions if the application is successful. The applicant's proposals included, amongst other things, such matters as the following supporting policies:

- Drug & Alcohol Policy
- Conflict Management & Eviction Procedures
- Safeguarding Children & Vulnerable Adults Policy
- Lost/Found Child or Vulnerable Adult Procedures

4.7 Early in the event planning stage (5<sup>th</sup> February 2019), the applicant engaged with Chichester District's Safety Advisory Group (SAG). The purpose of the SAG is to offer guidance in order to assist the event organiser discharge their responsibilities. The SAG considers plans presented by the organisers on the content and structure of the safety elements of the event. It is not the role of the SAG to assist in the statutory planning or licensing authority processes or the writing of associated plans. The members of the SAG will not accept or adopt any of the responsibilities of the organiser.

The strategic objectives of the SAG are;

- To promote safety and welfare at events;
- To promote good safety and welfare practice in event planning;
- To ensure that well planned events have minimal adverse impact on those attending the event and local communities, and
- To promote mitigation for potential and unforeseen incidents.

4.8 Mrs Suzanne O'Keeffe is the proposed named Designated Premises Supervisor (DPS) on the Premises Licence application. Mrs O'Keeffe is an existing Personal Licence Holder with this Licensing Authority.

## **5 THE PROCESS AND PROMOTION OF LICENSING OBJECTIVES**

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

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

5.2 In carrying out its licensing functions, the Licensing Authority must also have regard to its current Statement of Licensing Policy 2016 – 2021 and Guidance published by the Home Office (April 2018) along with the relevant matters raised in the representation(s).

## **6 RELEVANT REPRESENTATION(S)**

6.1 A representation is “relevant” if it relates to the likely effect of the grant of the Licence on the promotion of at least one or more of the licensing objectives. Representations can be in opposition and/or support of an application. As said at paragraph 2.1 above the application attracted 17 (seventeen) representations, 11 in opposition (65%) and six in support (35%). All representations whether in opposition or support, and where applicable, the outcome of successful mediation, are reproduced in full at Attachment C.

6.2 The key points extracted from a number of the representations in opposition to the application are summarised below, along with a reference to the relevant licensing objective:

*“...we have to suffer the noise of the Goodwood Road Racing track on many days a year so adding whatever events are planned serving alcohol and the resulting behaviour that seem to accompany that would be a real intrusion to our peace and enjoyment of our home...” (The prevention of public nuisance)*

*“...There are risks that Wildlife and Habitat protection legislation could be breached as a result of the proposed events (including the effect of significantly increased noise and lighting as well as the set-up of the events which will include ground works and fencing installation). Given the presence of ancient woodland and the present rural nature of the area, the (Aldingbourne Parish Council) council considers this a significant risk should the licence be granted. It also requests that a comprehensive ecological survey of the site should be carried out prior to the licensing being granted.” (The prevention of public nuisance and the prevention of crime and disorder)*

*“...the applicant seeks permission for recorded music to be played until midnight, which in my view may cause a nuisance to local residents. For the type of events apparently envisaged, an earlier cut off time, and restrictions on sound levels should be determined in order to protect residents from noise nuisance.” (The prevention of public nuisance)*

*“...Furthermore undergrowth in the copse disguises various hazards including a large pond and I am concerned that especially for children, there is an issue of public safety unless the area is isolated from the main event area by adequate fencing...” (Public Safety)*

*“...This presents not only a security risk to our property while an event is ongoing, but also by effectively showcasing the location to thousands of unknown persons it will present a very real increase in security risks generally and will likely lead to an increase in future trespass, damage and theft.” (Prevention of crime and disorder)*

*“.....The location for 28 days of, as yet unknown, events (weddings, parties etc.) all serving alcohol with the potential for live and/or loud music, late nights, traffic etc. is simply not suitable.” (The prevention of public nuisance)*

- 6.3 In addition to the above comments, the Licensing Authority received six written submissions in support of the event. These are summarised below and again included at Attachment C.

*“...As a resident of Aldingbourne and Chair of Governors at the local Aldingbourne Primary School I think (the applicant) Sue’s efforts to bring the family festival to our area should be applauded and not only supported but encouraged whole heartedly”*

*“...events where people can come together are sadly very rare these days and I feel this event is just perfect to not only bring the community together but also showcase local talents and arts.”*

*“I’m sure many people are put off by the thought of a festival on their doorstep and imagine a Glastonbury type of event complete with drug taking and loud music. I would say you couldn’t be further from the truth and would urge you to look at the event (the applicant) Sue is trying to organise...”*

*“...As a Head Teacher of a local school I am frequently asked by parents if I am able to suggest events suitable for the whole family during the long summer break.”*

*“The location of the event seems very appropriate, away from local housing, but not too far for local residents and those living in nearby Chichester and surrounding villages to travel to...”*

*“The site is highly suitable being far enough away from housing so as to cause minimal disturbance to residents in Oving and yet be accessible to local families. The event is likely to bring other families to the Chichester area and promote Chichester as a destination for families.”*

*“What a wonderful idea to have a family/children’s festival where children can be children, play games, make crafts, be entertained with lots of adult supervision. Camp under the stars and not a games console in sight.”*

*“Also a lovely setting for people to have a “wedding in a field” away from the hustle of a town, away from houses, no one to disturb and allowing the farmer to use his field for positive things. What a fabulous idea.”*

- 6.4 As previously stated, three Parishes Councils submitted relevant representations in opposition to the application, namely Oving, Tangmere and Aldingbourne along with the Responsible Authority with the lead for Environmental Protection matters and Cllr Simon Oakley in his right as the local Ward member. These are reproduced in full at Attachment C.
- 6.5 The applicant and all parties that made a relevant representation were sent the statutory Notice of Hearing inviting them to attend or nominate another person to address the Sub-Committee on their behalf.

## **7 CONSIDERATION**

- 7.1 In reaching its determination the Sub-Committee must take into consideration the four Licensing Objectives, the Council's Statement of Licensing Policy, the current Home Office Guidance and written and/or oral evidence during the hearing
- 7.2 It is very important to note that these are the only matters to be addressed by the Licensing Authority when considering this application. The Licensing Objectives are the only grounds on which representations can be made, and the only grounds on which the Licensing Authority will be able to refuse an application or impose appropriate conditions in addition to mandatory conditions and those proposed by the applicant in their Operating Schedule.
- 7.3 Human Rights considerations must be taken into account fully in balancing licensing issues, in particular, article 1 of the first protocol and articles 6 and 8. Article 1 relates to the protection of property and the peaceful enjoyment of possessions and property (holding a licence would be considered a possession). Article 8 relates to the right to respect for private and family life, home and correspondence. Article 6 relates to the right to a fair trial. These are however qualified rights and can be deprived of "in the public interest". Interference is permissible if what is done: -
- Has its basis in law;
  - Is necessary in a democratic society to fulfil a pressing need or pursue a legitimate aim,
  - Is proportionate to the aims being pursued; and,
  - Is related to the prevention of crime or, the protection of public order or health or the protection of the rights and freedoms of others.
- 7.4 The Sub-Committee must consider each application on its own merits, and in accordance with the principles of natural justice, as well as the provisions of the Licensing Act 2003. All relevant factors must be taken into account, and all irrelevant factors must be disregarded.
- 7.5 All applications before the Sub-Committee must be considered against the backdrop of anti-discriminatory legislation including the Equality Act 2010 and in accordance with the Council's current Equality Strategy.
- 7.6 In accordance with Section 17 of the Crime and Disorder Act 1998, the Council is under a duty to exercise its functions with due regard to the likely effect on, and the need to do all it reasonably can to prevent, crime and disorder in its areas. The possible crime and disorder implications are clearly relevant factors in the consideration of all applications and this is re-emphasised by the Licensing Act 2003 itself. In giving "due regard" to these possible implications members will consider and weigh up all the information available and representations made, including those from Persons and the Responsible Authorities.
- 7.7 The Sub-Committee are required to give reasons for their decision.

## **8. OPTIONS OPEN TO THE SUB-COMMITTEE**

- 8.1 When considering this application the following options are available to the Sub-Committee:
- a. To grant the Premises Licence, as requested,

- b. To grant the Premises Licence, as requested, with additional conditions appropriate to the promotion of the specific Licensing Objectives on which relevant representations have been received,
- c. Reject the whole or part of the Premises Licence application.

8.2 The Sub-Committee may also:

- d. Grant the Premises Licence but exclude certain licensable activities from the licence,
- e. Grant different conditions to different parts of the premises or to different Licensable Activities.

## **9 BACKGROUND PAPERS**

Licensing Act 2003

Home Office Guidance issued under section 182 of the Licensing Act 2003 (April 2018)

Chichester District Council's Statement of Licensing Policy 2016 - 2021

## **10 ATTACHMENTS**

- Attachment A:** Plan of the local area and application site
- Attachment B:** A copy of the Premises Licence application (19/00286/LAPRE)
- Attachment C:** Copy of original relevant representations and where applicable mediation
- 
- Contact:** Mr L Foord  
Divisional Manager  
Communications, Licensing & Events  
[lfoord@chichester.gov.uk](mailto:lfoord@chichester.gov.uk)  
01243 534742

**19/00286/LAPRE – Land South East of Tangmere Airfield – Relevant Representations Received**

<b>Responsible Authority</b>	
1	Environmental Protection Team

<b>Public</b>	<b>Name of Representer</b>	<b>Address</b>	<b>Stance</b>
2	Mr Nigel Horwill	Keymer Cottage, Hook Lane, Aldingbourne, PO20 3TS	<b>OBJECT</b>
3	Ms Lisa Neville	21 Richmond Road, Westerton, Chichester, PO18 0PQ	<b>SUPPORT</b>
4	Councillor Simon Oakley	67 Churchwood Drive, Tangmere, Chichester, PO20 2GY	<b>OBJECT</b>
5	Ms Kirsten Lanchester	137 Highfield Lane, Oving, Chichester PO20 2NN	<b>OBJECT</b>
6	Sam Horwill	41 Woodgate Park, Woodgate, Chichester, PO20 3QP	<b>OBJECT</b>
7	Oving Parish Council	4 Church Way Pagham PO21 4QN	<b>OBJECT</b>
8	Mr Andy Kyte	1 The Oaks, Hook Lane, Aldingbourne, Chichester, PO20 3TE	<b>SUPPORT</b>
9	Mr Daniel Funnell	Tanners, Selsey Road, Hunston, Chichester, PO20 1AW	<b>SUPPORT</b>
10	Mr Adrian King	Lavant CE Primary School, West Stoke Road, Lavant, Chichester, PO18 0BW	<b>SUPPORT</b>
11	Environmental Strategy Unit	Chichester District Council, East Pallant House, 1 East Pallant, Chichester, PO19 1TY	<b>OBJECT</b>
12	Tangmere Parish Council	Tangmere Village Centre, Malcolm Road, Tangmere Chichester, PO20 2HS	<b>OBJECT</b>
13	Mrs Wendy Berry	32 Brooks Lane, Bosham, Chichester, PO18 8LA	<b>SUPPORT</b>
14	Mrs Rachel Maynard	The Ridings, Clay Lane, Fishbourne, Chichester, PO18 8DW	<b>SUPPORT</b>
15	Mr John Pitts	Woodhorn Farm, Woodhorn Lane, Oving, Chichester, PO20 2BX	<b>OBJECT</b>
16	Aldingbourne Parish Council	64 Worcester Road, Chichester, PO19 5EB	<b>OBJECT</b>
17	Mr Andy Smith	Crunchy Cottage, Park Lane, Aldingbourne, PO20 3TJ	<b>OBJECT</b>

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19/00286/LAPRE  
Holly Tree Field  
Smiths' Copse  
Aldingbourne  
West Sussex

 Representations

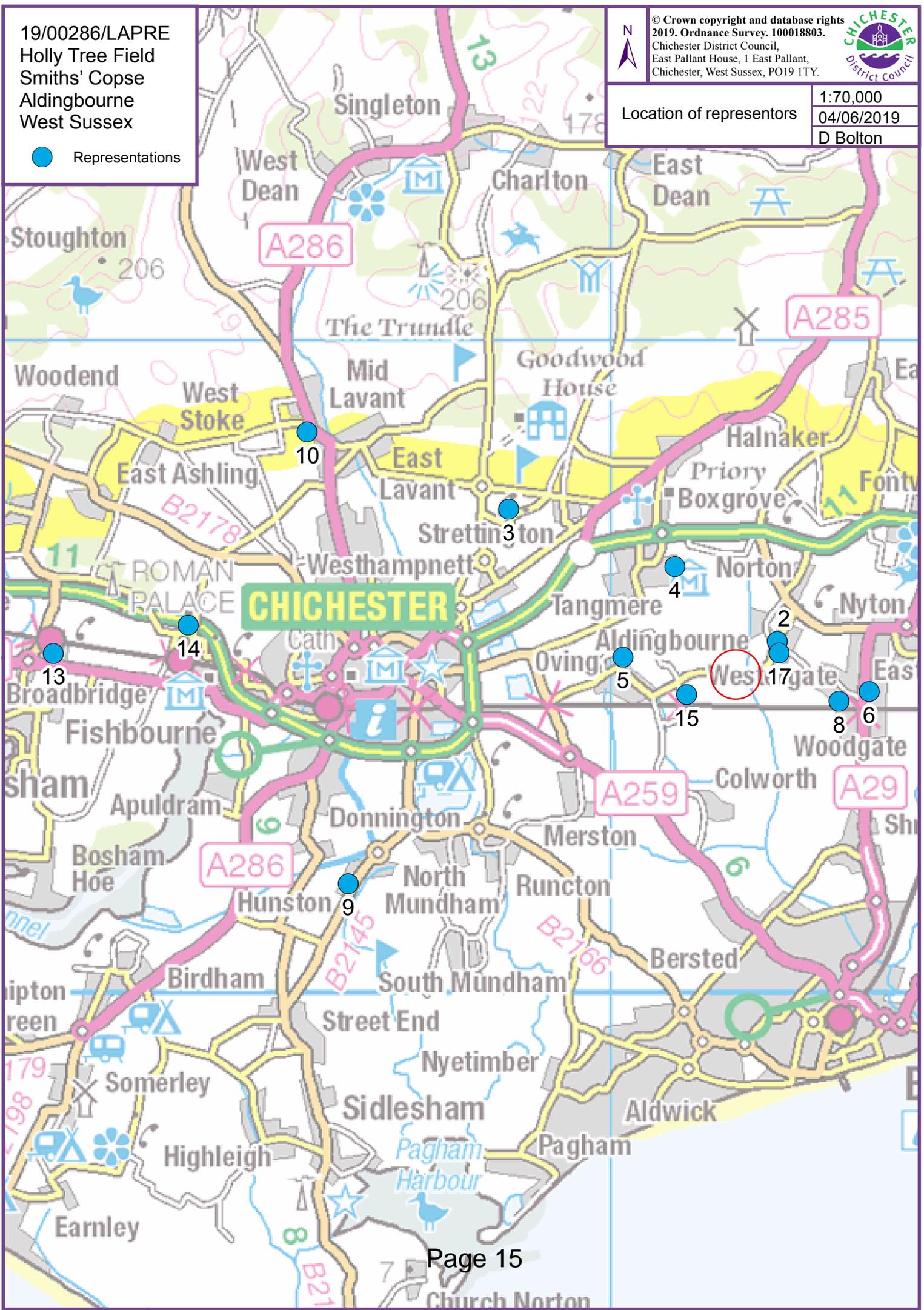


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2019. Ordnance Survey. 100018803.  
Chichester District Council,  
East Pallant House, 1 East Pallant,  
Chichester, West Sussex, PO19 1TY.



Location of representors

1:70,000  
04/06/2019  
D Bolton



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FORM: L09

Case Reference Number:  
(office use only)

LICENSING AUTHORITY

Chichester District Council, East Pallant House, East Pallant, Chichester, West Sussex, PO19 1TY

Application for a Premises Licence to be granted under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

I/We (insert name(s) of applicant) Wild Field Events Ltd apply for a Premises Licence under Section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant Licensing Authority in accordance with Section 12 of the Licensing Act 2003.

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description
Holly Tree Field (Park Farm)
Oving Road
GRID REF: SU 9192 0498
Post town Aldingbourne Postcode

Telephone number at premises (if any) 0
Non domestic rateable value of premises £0

Part 2 – Applicant Details

Please state whether you are applying for a Premises Licence as:

- a) an individual or individuals\*
b) a person other than an individual\*
i. as a limited company/limited liability partnership
ii. as a partnership (other than limited liability)

- iii. as an unincorporated association or  please complete section (B)
- iv. other (for example a statutory corporation)  please complete section (B)
- c) a recognised club  please complete section (B)
- d) a charity  please complete section (B)
- e) the proprietor of an educational establishment  please complete section (B)
- f) a health service body  please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital  please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England  please complete section (B)
- h) the Chief Officer of Police of a police force in England and Wales  please complete section (B)

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

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

I am making the application pursuant to a   
 Statutory function; or   
 A function discharged by virtue of Her Majesty's prerogative

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

Mr  Mrs  Miss  Ms  Other title (for example, Rev)   
 Surname First names

I am 18 years old or over  Please tick if yes

Date of Birth  Nationality

Current residential address if different from premises address

Post Town  Postcode

Daytime contact telephone number

Email address (optional)

**SECOND INDIVIDUAL APPLICANT (if applicable)**

Mr  Mrs  Miss  Ms  Other title (for example, Rev)

Surname  First names

I am 18 years old or over

Please tick if yes

Date of Birth  Nationality

Current residential address if different from premises address

Post Town

Postcode

Daytime contact telephone number

Email address (optional)

**(B) OTHER APPLICANTS**

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

Name Wild Field Events Ltd
Address 3 Oak Close Chichester West Sussex PO19 3AJ
Registered number (where applicable) Company Number 11606962
Description of applicant (for example, partnership, company, unincorporated association etc.) Private Ltd Company
Telephone number (if any) <input type="text"/>

E-mail address (optional) [info@wildfieldevents.com](mailto:info@wildfieldevents.com)

### Part 3 - Operating Schedule

When do you want the Premises Licence to start?

Day		Month		Year			
A	S	A	P				

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

Day		Month		Year			

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

Holly Tree field is an agricultural field currently laid to grass (hay) on a two-year crop rotation and is adjacent to woodland to the north of the field boundary.  
Land owned by Park Farm Aldingbourne.

There are no buildings or permanent structures on site.

Wild Field Events Ltd will be leasing a portion of the land to cater for events, functions weddings and glamping.

**Wild Field events Ltd will not hold events on the premises for more than 28 days in any calendar year and it is expected that due to the nature of the outside site, that many of these events will take place between April and October but not limited to.**

Wild Field Events Ltd wishes to sell alcohol on site during public events. Private/corporate functions, events and weddings.

We wish to include regulated entertainment at events, functions, gatherings, weddings, theatre productions and film.

If 5000 or more people are expected to attend the premises at any one time, please state the number expected to attend

--

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

(Please see Sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act 2003)

#### Provision of regulated entertainment

Please tick any that apply

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

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

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

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

# A

<b>Plays</b> Standard days and timings (please read guidance note 7)			Will the performance of a play take place indoors or outdoors or both – please tick (✓) (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon	12:00	22:00	Please give further details here (please read guidance note 4) Live performance of a theatrical nature including opera, stage and promenade performance. These may take place both outside or under temporary structures.		✓
Tue	12:00	22:00			
Wed	12:00	22:00	State any seasonal variations for performing plays (please read guidance note 5)		
Thur	12:00	22:00			
Fri	12:00	22:00	Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat	10:00	23:00			
Sun	10:00	23:00			

# B

<b>Films</b> Standard days and timings (please read guidance note 7)			Will the exhibition of a films take place indoors or outdoors or both – please tick (✓) (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon	12:00	22:00	Please give further details here (please read guidance note 4) Son et Lumira ( night time performance) and other productions involving projections and temporary screenings both under temporary structures and outside.		
Tue	12:00	22:00			
Wed	12:00	22:00	State any seasonal variations for the exhibition of films (please read guidance note 5)		
Thur	12:00	22:00			
Fri	12:00	22:00	Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat	10:00	23:00			
Sun	10:00	23:00			

### C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 7)			Please give further details (please read guidance note 4)
<b>Day</b>	<b>Start</b>	<b>Finish</b>	
Mon			State any seasonal variations for indoor sporting events (please read guidance note 5)
Tue			
Wed			
Thur			
Fri			Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list. (please read guidance note 6)
Sat			
Sun			

### D

<b>Boxing or wrestling entertainment</b> Standard days and timings (please read guidance note 7)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (✓) (please read guidance note 3)	Indoors		
<b>Day</b>	<b>Start</b>	<b>Finish</b>		Outdoors		
Mon			Please give further details here (please read guidance note 4)	Both		
Tue						
Wed				State any seasonal variations for the boxing or wrestling entertainment (please read guidance note 5)		
Thur						
Fri			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list. (please read guidance note 6)			
Sat						
Sun						

# E

<b>Live music</b> Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick (✓) (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon	12:00	23:00	Please give further details here (please read guidance note 4) Live performances from a variety of music genres to be included at weddings, festivals, events, private and corporate functions and during theatre productions both under temporary structures and outside.	Both	✓
Tue	12:00	23:00			
Wed	12:00	23:00	State any seasonal variations for the performance of live music (please read guidance note 5)		
Thur	12:00	23:00			
Fri	12:00	23:00	Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list. (Please read guidance note 6)		
Sat	10:00	23:00			
Sun	10:00	23:00			

# F

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place indoors or outdoors or both – please tick (✓) (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon	09:00	00:00	Please give further details here (please read guidance note 4) Used to accompany weddings, theatre, film showings or as background music for events, parties and functions.	Both	✓
Tue	09:00	00:00			
Wed	09:00	00:00	State any seasonal variations for the playing of recorded music (please read guidance note 5)		
Thur	09:00	00:00			
Fri	09:00	00:00	Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list. (please read guidance note 6)		
Sat	09:00	00:00			
Sun	09:00	00:00			

## G

Performances of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both – please tick (✓) (please read guidance note 3)	Indoors	
				Outdoors	
				Both	✓
Day	Start	Finish	Please give further details here (please read guidance note 4) Contemporary or traditional dance groups or solo acts at events, weddings, theatre performances or functions.		
Mon	12:00	22:00			
Tue	12:00	22:00			
Wed	12:00	22:00			
Thur	12:00	22:00			
Fri	12:00	22:00	State any seasonal variations for the performance of dance (please read guidance note 5)		
Sat	10:00	23:00			
Sun	10:00	23:00	Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list. (please read guidance note 6)		

## H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
			Will this entertainment take place indoors or outdoors or both – please tick (✓) (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 4)		
Mon					
Tue					
Wed					
Thur					
Fri			State any seasonal variations for the entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5)		
Sat					
Sun			Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within e), f) or g) at different times to those listed in the column on the left, please list. (please read guidance note 6)		

**I**

<b>Late night refreshment</b> Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (✓) (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon	23:00	00:00	Please give further details here (please read guidance note 4) Provision of food and drink refreshments for gatherings, weddings, functions weddings and events.	Both	✓
Tue	23:00	00:00			
Wed	23:00	00:00	State any seasonal variations for the provision of late night refreshment (please read guidance note 5)	Both	
Thur	23:00	00:00			
Fri	23:00	01:00	Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times to those listed in the column on the left, please list. (please read guidance note 6)	Both	
Sat	23:00	01:00			
Sun	23:00	01:00			

**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			Will the sale of alcohol be for consumption on or off the premises or both – please tick (✓) (please read guidance note 8)	On the premises	
Day	Start	Finish		Off the premises	
Mon	12:00	23:00	State any seasonal variations for the supply of alcohol (please read guidance note 5)	Both	✓
Tue	12:00	23:00			
Wed	12:00	23:00	Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list. (please read guidance note 6)	Both	
Thur	12:00	23:00			
Fri	12:00	23:00			
Sat	10:00	23:00			
Sun	10:00	22:00			

**State the name and details of the individual whom you wish to specify on the licence as Designated Premises Supervisor (please see declaration about the entitlement to work in the checklist at the end of the form):**

Name Suzanne Helen O'Keeffe

Date of Birth [REDACTED]

Address

[REDACTED]

Postcode [REDACTED]

Personal Licence number (if known) 3815/18 00391/ LAPER

Issuing Licensing Authority (if known) Chichester District Council

## **K**

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9)**

N/A

**L**

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)  The premises is not open to the public other than during specific events.
<b>Day</b>	<b>Start</b>	<b>Finish</b>	Non standard timings. Where you intend to open the premises to be open to the public at different times from those listed in the column on the left, please list. (please read guidance note 6)
<b>Mon</b>	00:00	00:00	
<b>Tue</b>	00:00	00:00	
<b>Wed</b>	00:00	00:00	
<b>Thur</b>	00:00	00:00	
<b>Fri</b>	00:00	00:00	
<b>Sat</b>	00:00	00:00	
<b>Sun</b>	00:00	00:00	

## M

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

**a) General – all four licensing objectives (b, c, d, e) (please read guidance note 10)**

Any one engaged in the selling of alcohol on the premise must be fully trained pertinent to the licencing act, specifically with regards to age restricted sales and the refusal of sales to persons believed to be under the influence of alcohol. All events run on the premises will run a 'Challenge 25' policy: **See Drug & Alcohol Policy**

Documented risk assessment must be written, which identify activities undertaken and controls necessary to promote the licensing objectives at the premises.

SIA Security will be employed for any events or activities with over 250 people or where alcohol will be on sale on site.

A trained first aider will always be on site at public events.

Alcohol sold for consumption off the premises will be in sealed containers.

Alcohol sold for consumption on site, but in external areas will be served in biodegradable plastic or toughened glass.

All public events will have trained stewards on site including medical cover and access for emergency vehicles.

An adequate number of bins will be supplied on the premise to avoid littering.

Non-alcoholic drinks will always be available.

A draft Event Safety Management Plan (the 'ESMP') must be written where it is expected that more than 500 people will be in attendance at an event (not including staff, performers and contractors). Any draft ESMP must include relevant risk assessments, Transport Management Plan, Children and Vulnerable Adults Policy, Drug & Alcohol Policy, Noise Management Plan and Conflict Management and Eviction Procedures and these must be provided to the Chichester District Council (Licensing Team and Environmental Protection Team), Sussex Police and West Sussex Fire and Rescue Service at least three months prior to an event taking place.

Each draft ESMP must also subsequently be provided to all members of the Safety Advisory Group (the 'SAG') operating within the Chichester district with any advice offered being duly considered.

Each final ESMP is to be presented to all Responsible Authorities by no later than 4 weeks prior to each event with each event subsequently being operated in full accordance with the eventual final ESMP.

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

The use of stewards, camp wardens or security will be used to monitor behaviour and crime.

Incident logs to be kept of details of any alcohol sales refused and/or any incidences of antisocial behaviour/ crime and disorder that have occurred. This log must be produced for inspection, when requested to do so by any authorised office.

A personal licence holder will be on duty until the bar stops trading at any event.

Visitors will be issued different coloured wristbands at Wild Field Family Festival to enable staff to

identify day/ weekend / camping ticket holders. Anyone not wearing wrist bands at the festival and who does not have a legitimate cause to be at the event will be ejected from the site.

**See Conflict Management and Eviction Procedures**

### **c) Public safety**

Risk assessments will be written for each event.

Pre-start inspection checks will also be undertaken to identify any additional hazards before an event starts.

Current capacity for weddings, parties & functions will be no more than 250. The festival is currently capped at 2500. However, allowing for growth over coming years no more than 4999 will be at any event on the premises.

The flow of traffic at major events will effectively managed not to cause hazards or congestion on the public highway. Appropriate signage will be used at the entrance to the premises.

24-hour medics will be on site for the Wild Field Family Festival and at any event over 250 people with camping on site.

All temporary structures will be erected by an experienced company who will provide safety checks.

Temporary fencing / barriers may be used to protect public from harm from potential hazards when required.

### **d) The prevention of public nuisance**

We do not consider any areas to be particularly vulnerable to public nuisance surrounding the event that will take place at Holly Tree Field, as the site is situated away from houses and towns. However, in advance of a major event or an event when loud music or activities are planned to take place at Holly Tree Field, Wild Field Events Ltd will circulate a note to local residents informing them of the event. This note will state the duration and the scheduled time when the event will start and finish, and that the organisers can be contacted during the event by telephone if residents are disturbed by noise. Wild Field Events Ltd will give the telephone number of the person who will be dealing with noise issues. Wild Field Events Ltd will take steps to minimise noise emitted from the event. Keep any noise generated at such a level at the boundary of any neighbouring property that it would be unlikely to be a nuisance to the occupier. During Wild Field Family Festival, a nominated person will patrol area, particularly near any houses within a 400m radius, during times when loud music will be playing to ascertain noise levels. If the music is likely to cause a nuisance then the volume may be reduced. Steps will be taken to advise patrons leaving every event, especially late at night, to leave quietly and not unreasonably disturb residents in the neighbourhood.

- **Event Sound**

The events will meet the guidelines of the Noise Council Code of Practice on Environmental Noise Control at Concerts (1995). An event Noise Assessment will take place when using amplified music to ensure compliance with the guidance of the code.

- **Crowd Noise**

Crowd noise is not expected to be a problem during the events as the nearest residential premises are more than 400m away. Posters will be displayed at the main exit asking attendees to leave quietly, stewards will amplify this message verbally.

- **Publicity**

In the past we have found that publicity is the best combat we have against public nuisance. For Wild Field Family Festival, or any event with over 250 guests attending, a letter drop will be carried out to all immediate local residents we feel might be affected by the event, detailing the event timings and providing contact telephone numbers for the management team and production office that can be used to discuss concerns or report any disturbance.

- **Lights**

All effects lighting will be contained by the marquees and surrounding trees. Security and site lighting will be positioned to prevent any light spillage into residential windows.

- **Violence**

Violence of any sort is not expected from our guest profiles and is very much frowned upon in the ethos of the events that we put on. However, measures will be in place to prevent and/or deal with any incidents effectively. A licensed security team will be available for easy deployment to any incident on or off site at events over 250 people.

Egress Dispersion: At large events the Security team will carry out post event crowd dispersion.

Our Drug & Alcohol policy is accessible on our website and is given out to all alcohol trade at events.

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

The premises licence holder will operate a 'Challenge 25' policy whereby anyone who appears to be under the age of 25 who is requesting to purchase alcohol will be challenged and asked to provide photographic evidence as per our Drug & Alcohol Policy. **(See Drug and Alcohol Policy)**

A lost child point will be set up at each event and will be manned and clearly signed.

**See Safeguarding Children & Vulnerable Adults Policy**

**See lost/ found Child or Vulnerable Adult Procedures**

Please tick ✓

- I have made or enclosed payment of the fee.
- I have enclosed a plan of the premises.
- I have sent copies of this application and the plan to Responsible Authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be Designated Premises Supervisor, if applicable.
- I understand that I must now advertise my application.

✓
✓
✓
✓
✓

- I understand that if I do not comply with the above requirements my application will be rejected.
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15).

√
√

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

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

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

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

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children** (please read guidance note 9)

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

Signature .....

Date .....

Capacity .....

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

Signature .....

Date .....

Capacity .....

Contact Name (where not previously given) and address for correspondence associated with this
---



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

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

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

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children** (please read guidance note 9)

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

Signature .....  .....

Date ..... 29/04/2019 .....

Capacity ..... DIRECTOR ..... WILD FIELD EVENTS LTD .....

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

Signature .....

Date .....

Capacity .....

Contact Name (where not previously given) and address for correspondence associated with this application (please read guidance note 14)

Post town	Postcode
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application (please read guidance note 14)	
Post town	Postcode
Telephone number (if any)	
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)	

### Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:
  - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
  - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
  - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
  - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
  - Live music: no licence permission is required for:
    - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
    - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
    - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
  - Recorded Music: no licence permission is required for:

- any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
  - Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
  - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
    - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
    - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
    - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
    - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
  4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
  5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
  6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
  7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
  8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
  9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
  10. Please list here steps you will take to promote all four licensing objectives together.
  11. The application form must be signed.
  12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.

13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
14. This is the address which we shall use to correspond with you about this application.
15. **Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:**

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

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

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

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

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

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

- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and

any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

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

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

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

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





FORM: L14

Case Reference Number:  
(office use only)

LICENSING AUTHORITY

Chichester District Council, East Pallant House, East Pallant, Chichester, West Sussex, PO19 1TY

Consent of individual to being specified as Designated Premises Supervisor under the Licensing Act 2003

I SUZANNE HELEN O'KEEFE (full name of prospective premises supervisor) of [REDACTED] (home address of prospective premises supervisor)

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for PREMISE LICENCE (type of application) by WILD FIELD EVENTS LTD (name of applicant) relating to a premises licence (number of existing licence, if any)

for HOLLY TREE FIELDS, OWING ROAD, N.B. ALDINGBORNE W. SUSSEX (name and address of premises to which the application relates)

and any premises licence to be granted or varied in respect of this application made by WILD FIELD EVENTS LTD (name of applicant)

concerning the supply of alcohol at HOLLY TREE FIELDS, OWING ROAD, ALDINGBORNE W SUSSEX (name and address of premises to which application relates).

I also confirm that I am entitled to work in United Kingdom and am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number 3815/18/00991/LAPER (insert personal licence number, if any)

Personal licence issuing authority CHICHESTER DISTRICT COUNCIL

EAST PALLANT HOUSE, EAST PALLANT, CHICHESTER, WEST SUSSEX

(insert name and address and telephone number of personal licence issuing authority, if any)

Signed [REDACTED]

Name (please print) SUZANNE O'KEEFE

Dated 29/04/2019

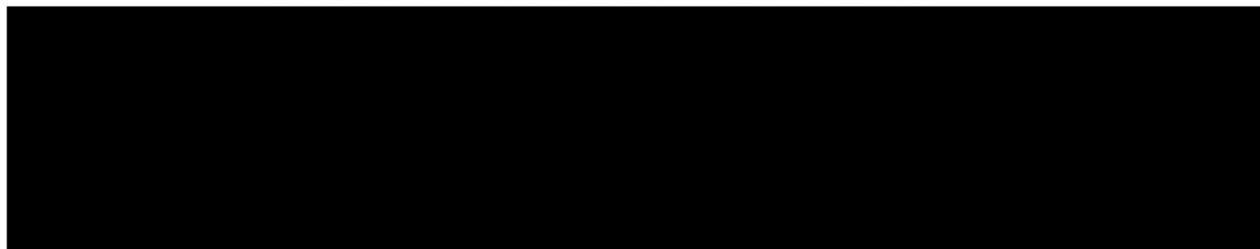
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# Event Safety Management Plan

**Wild Field Family Festival  
9 – 12 August 2019  
Holly Tree Field, Oving Road, Aldingbourne**



Wild Field Events Ltd.



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## Appendix List

### Site maps:

- Festival site plan
- Festival Arena Plan
- Fire point Map
- Premises Licence boundary map

### Company Policies & Procedures:

- Cash Handling Policy
- Alcohol and Drug Policy
- Complaints Procedure
- Copy of notice letter to local residence
- Safeguarding Policy
- Sustainability policy
- Conflict Management and Eviction Procedures
- Found Child/Vulnerable Adult Procedures
- Lost Child/Vulnerable Adult Procedures

### H & S Forms

- Missing Person Report Form
- Accident Incident Report Form
- Offence Incident Report Form
- Security Incident Report Form

### Festival Plans:

- Traffic Management Plan
- Emergency Plan
- First Aid Provisions
- Cross Contamination plan

Festival Camping Terms & Conditions

First Aid Risk Calculator  
Campsite Risk Assessment  
Bonfire Risk Assessment

Copy of proposed event notice letter to local residents.

*Premises Licence (To Follow)*

## Introduction

**The event is being organised by:** Wild Field Events Ltd.

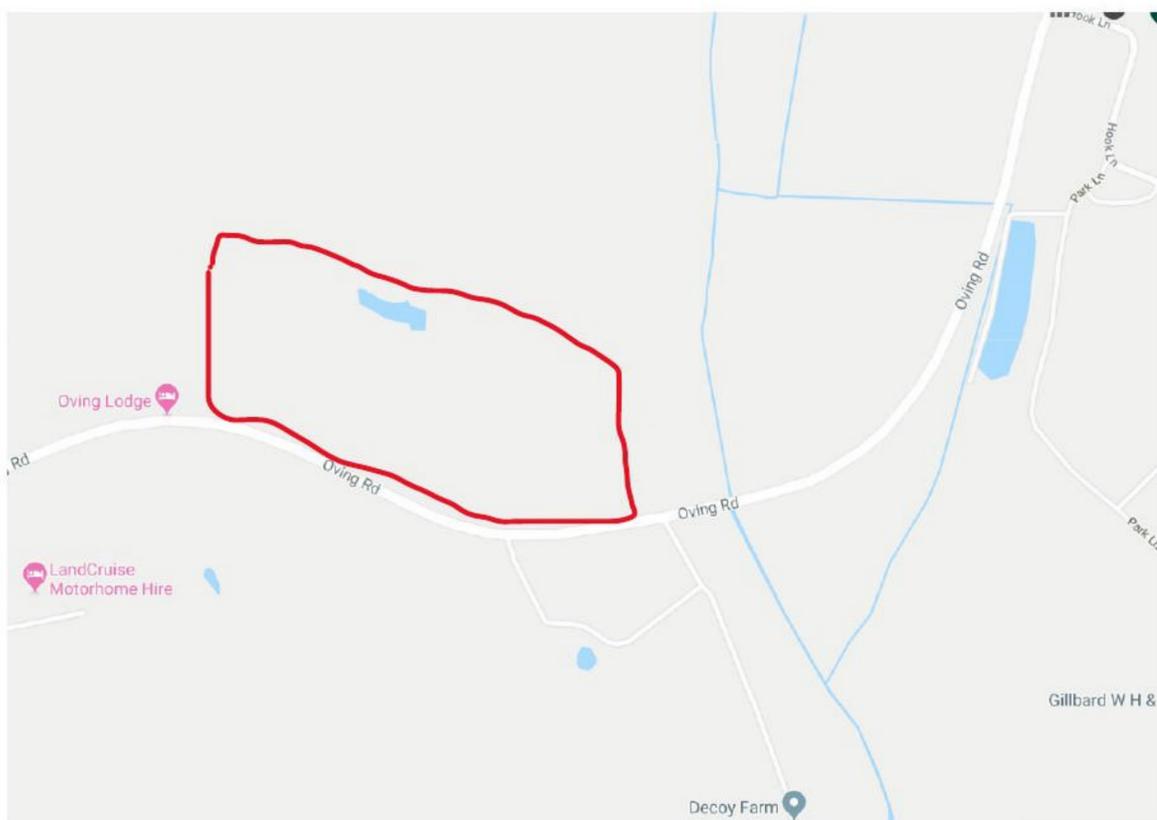
**The event will take place at:** Holly Tree Field, Oving Road, Aldingbourne, Chichester PO20

**Local Authority area:** Chichester District Council

**EVENT SITE LOCATION DESCRIPTION:** Land owner Park Farm, Event Field is a 26-acre flat, grass, agricultural field, adjacent to Smiths Copse woodland.

**ENTRANCE TO SITE DESCRIPTION** Entrance to the field is via Oving Road. There are three gated vehicle access point to the field from Oving Road. The middle entrance will be fixed closed during the festival. The remaining two entrances will have temporary improvements to allow for swift and safe access from Oving Road.

## GOOGLE MAP IMAGE OF LOCATION



**Event name:** Wild Field Family Festival

**Type of event:** Family Art & Crafts Festival with camping.

**Date/s of event:** 10 – 11<sup>th</sup> August 2019

**Event time:** Camping from midday 9<sup>th</sup> August – to midday 12<sup>th</sup> August  
Festival open 10am – 8pm Saturday 10<sup>th</sup> & Sunday 11<sup>th</sup> August,

## Description of event and main activities.

Wild field family festival is a pre-ticketed event. Aimed at young families, with predominantly primary school aged children.

This is a nature themed arts & crafts festival with family entertainment, activities and workshops and some music with some localised amplification.

Trade and craft demonstrations will take place onsite with high quality local food and drink stalls.

## **Event Personnel**

Representatives from the following organisations will be present:

### **Event Manager – Sue O’Keeffe Director of Wild Field Events Ltd.**

- Overall accountability for the event
- Assistance with inspection before and during event
- Planning the layout of the site that all official parties agree will lead to a safe environment
- To ensure that the objectives of the Temporary Events Notice objectives are upheld and adhered to
- To liaise with, Emergency Services, and the Event Safety Officer and Chichester SAG.
- Advise on unsafe works and the use of unsafe equipment
- Liaison with contractors, self-employed people on site and the health safety enforcement authority
- Assist with selection of suitable contractors
- Oversee all matters relating to the supply of alcohol

### **On site Safety Officer Simon Townsend**

- Carry out onsite H&S inspections
- Monitoring safety performance
- Co-ordinate safety alongside contracted security and first aid in relation to any major incidents
- Ensure any incident or accident is appropriately reported, logged and investigated (including any reporting that may be required under RIDDOR)
- Communication of safety information to contractors on site
- Working alongside the Event Manager to compile a safety management plan; including staff deployment, identification of all key staff locations etc including where they will be, and when they will be there.

### **Lead Security Officer (external contract via MS Services Ltd)**

- Ensure the provision of competent and qualified security and stewarding personnel to carry out their duties
- To provide the appropriate number of fully trained and accredited staff
- Ensure any incident is followed through in the appropriate manner
- Assist the Event Manager in meeting the licence objectives
- To assist and support the Event Manager and Emergency Services etc

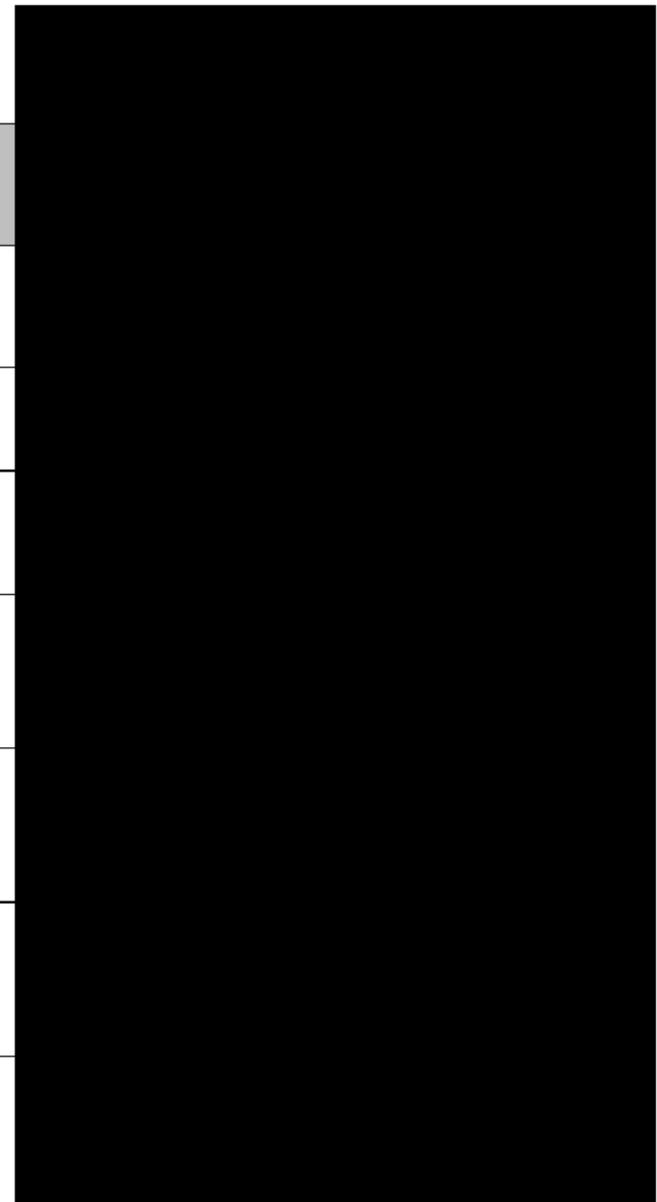
### **Security/Stewards**

- Ensuring public safety at all times.
- To provide intelligence and feedback to Event Control relating to activities on site
- Act as a point of contact and info for members of the public
- Advise Event Manager of any identified hazards

Key Personnel List (Name)	Position
Sue O’Keeffe	Event Manager & Personal License holder
Festival Safety Officer	Simon Townsend
Nick Goodison	Finance, IT & Communications
Wendy Berry	Trade stands coordinator
Sue O’Keeffe	Ticketing
Kevin O’Keeffe	Car parking supervisor
Kismet	First Aid 1
MS Services	Security & Traffic Management
Adrian King	Safe Guarding Officer

## Contact List

Name	Position
Sue O’Keeffe	Event Manager
MS Services	Site Security
Barbara Ennis	First Aid & Safeguarding
Nick Goodison	IT & Finance & Communications
Peter Gillbard	Land Owner -Park Farm
Simon Townsend	Festival Health & Safety Officer



## Contractor List & Contact Information

Company	Service
TMS Show Services ( TBC)	Power Supply
C & G Marquees	Marquee & Furniture Hire
Beaver Tool Hire	Cone Hire
Perfect Portables Ltd.	Portable Toilet & Shower Hire
Veolia Environmental Services	Skip Hire
MS Services	Security Provision
MS Services	Traffic Management TBC
Kismet First Aid	First Aid Provision
Liquidline	Water provision
Entertainment	Dan the Hat
Fun Food Academy	Cookery workshops
Winner	Vehicle hire
PA Systems (TBC)	FB Music & Media
Art & Craft Workshops	Holly Berry/ Craft Scene
Percussion workshops	Sussex Music Workshops
Nerf, slime & dance workshops	The Party & Event Club

## Exhibitors Food Traders and Producers ( 29.04.19)

Contact Name	Company Name	Hygiene Rating	Registered district
Nadia Bates	Tepee's galore	N/A	
Simon Berry	Craft Scene	N/A	
Bernard Booker	Dal Fucco Pizza	5	Arun
Bianca Carr	The Final Straw	N/A	
Robert Court	Bere Dairy Ice cream	4	Winchester
Olly Dawson	Olly's Fish Shack	5	Adur
Alison Driver	Loaded Loaves	Awaiting inspection after moving from Chichester district	Arun
Jayne Duveen	Jacobs ladder	5	Wealden
Mitka	Mitmakes Face painting	N/A	
Rachel Smith	Sussex Wildlife	N/A	
Tilly Webster	The Copper Top Bar	5	Horsham
Sarah White	Fun Food Academy	5	Chichester
Nicola Windle	Love Tea	5	Chichester
Holly Berry	Greenpeace	N/A	
Deborah Mead	Homegrown Hunnys	5	Chichester

### Concessions

There will be various catering vans/stalls etc offering light refreshments

All concessions must be located on site by the time specified within each event plan hours on the day of the event. All contractors are to carry relevant certificates of food standards and public and product liability certificates. LPG used by concessions must be in accordance with the HSE guidance on safe use of gas cylinders, "The keeping and use of LPG in vehicles: mobile catering units" This is available on the web site [www.hse.gov.uk](http://www.hse.gov.uk). LPG must be suitably stored isolated from the public and a minimum number of cylinders stored on site and labelled.

### Power

All contractors or traders connecting any electrical equipment must supply evidence of PAT certification for the equipment where necessary, the equipment will be waterproof and have RCD or similar protection for the end user. Any contractors connecting to (other than by way of a European standard domestic electrical connector)

**Friday 9 camp set up and Monday 12 camp break down  
(camping stewards)**

Steward set up and safety check 10am
Camping ticket office 11am – Park those who are too early in car park.
Camping opens 12noon Friday 9 <sup>th</sup> August
Steward campsite seeing in and keeping fire breaks clear
Main ticket office open 10am until 8pm Entrance manned from 9.30am Exit maned till festival arena cleared of attendees.
Saturday & Sunday campers' book in at main ticket office
Campers to be off site by 12noon Monday Stewards to man exit gate
Stewards to encourage all camper to take away all rubbish or use skip provided.

**Sat/Sun 10/11 (Event Days)**

Stewards 8.45 am
All exhibitors in by 9.15am and all cars moved to staff & exhibitor parking area.
Ticket office stewarded by 9am
Show opening 10:00am
Car park and exit to stay manned
Event break down, day visitors to be stewarded off site carefully using touches if dark.
Contractor breakdown from Monday after 12noon.

## Event Schedule

Mon 5 August	Tues 6 August	Wed 7 August	Thurs 8 August	Friday 9 August
Weather & field check	Facilities arriving on site	Event signs/ way signs and safety signs	Event staff & exhibitor camping open	Staff briefing
Road and event direction signs	Erect barrier fencing and entrance hurdles	Check water, power, toilet and shower facilities are working	Prepare ticket office and welcome packs with wristbands.	Facilities check
Site office/camp set up	Erect marquees	Set out fire call points	Stock & set up camp shop	Do pre start H&S & noise level checks
Fence entrances and sign for contractors and stewards.	Fence around generator and water pillar		Weather and field check	Parking stewards and camping stewards on hand
Erect all the post and netting fencing	Erect festival flags		Marquee inspection	Open event ticket office from 9,30am
mark out field and camping	Trade stand layout		See in first exhibitors	Public arrive for camping 12.00
	Build play beach	Place trade stands signs out	Put all fire extinguisher out	Fence off arena to allow campers to catering units only
	Build mud kitchen	Set up activity marquees	Noise level check	Caterers open for trade from 4pm – 8pm
	Set up tea and music tent	Weather permitting fill beach with sand		Camp shop open
	Erect glamping tents			

Saturday 10 August	Sunday 11 August	Monday 12 August	Tuesday 13 August	Wednesday 14 August
Prepare ticket office and camping	Prepare ticket office and camping	Festival arena breakdown and exhibitors leave	Facilities being collected.	Site office and site camp breakdown
Camping Ticket office open from 9am	Camping Ticket office open from 9am	Campers pack up for 12pm exit		Full rubbish sweep
Event ticket office open 10am	Event ticket office open 10am	Whole site breaks down after 12noon		Skip to be removed
Festival arena open 10am	Festival arena open 10am			
Festival arena close 8pm	Car parkers to assist exit of early leavers			
Campfire 9 - 10	Festival arena close 10pm			
Fes Fire wardens to stay with	Car parkers with torches to help exit			
Steward tidy	Exhibitor breakdown			

## **Statement of Intent & Licensing**

Wild Field Events Ltd. is committed to meet all obligations under the HASW Act and associated legislation and safety standards applied to all public events in Chichester including the Licensing Act and will include any agreed recommendations from the Safety Advisory Group or statutory body so to assist with compliance.

The Health & Safety of staff, contractors and guests is top priority and it is our policy to comply with guidance laid down under The Event Safety Guide (HSG195) & Managing Crowds Safely (HSG154) Plans have been developed in line with these and incorporating advice from the Safety Advisory Group.

The event will include the following Licensable Activities:

- The supply of Alcohol
- The provision of regulated entertainment: Performance of dance and things of similar description.
- Live Music
- Recorded Music

## **Food, alcohol and entertainment**

A Premise licence is being applied for, however it has been agreed that the event can run event on a TEN's Licence for 2019 if required.

All Food vendors to have Food Hygiene rating of 3 or above

## **Planning & Management**

All agencies will be provided with draft plans for discussion and final site plans prior to event. Low level barriers/ temporary fencing, road pins, bunting and warning signs to be used to identify and isolate hazards from the guests.

## **The Build Phase**

The build will take place from 3<sup>rd</sup> August 2019

## **Contractors Behaviour**

Use of professional, recognised contractors used to working on events of this nature are being used. Risk assessments, insurance etc specific to their undertaking /activity will have been provided by the contractors. Safety Officer to be responsible for the liaison and co-ordination of Health & Safety of all contractors. Where necessary all staff will need to attend site briefings prior to any work on site.

## **Temporary Structures**

All marquees will be provided by a professional contractor who will carry out their own risk assessments and safety checks before the event is open. Additional safety checks will be made throughout the weekend by the company contracted to erect and dismantle the temporary structures.

The Event Manager advised by the Safety Co-ordinator will inspect each structure with the contractor responsible for erecting it including examination of relevant documents before its signed off.

## **Event Phase**

Prior to official event opening at 12noon on Friday 9<sup>th</sup> August, all relevant staff will be fully briefed and a full walk round and site inspection and sign off will be carried out by the Safety officer insuring there any potential hazards are clearly signed or fenced off and that all resources are in place as per the plan.

## **Breakdown Phase**

The event will officially close at 8pm Sunday 11<sup>th</sup> August, with campers staying on site until Monday 12<sup>th</sup> August at 12noon. Once the site has been cleared of the guests, break down work will begin and all contractors etc will clear the site. The contractors will remove all equipment and site will be fully cleared in a suitable condition to hand back. All staff and contractors will be required to wear hi-vis vests during breakdown phase and remaining staff and safety Manager will direct traffic movements during this time.

## **Post-Production**

Following the event and consultation with all parties involved a documented debrief will be carried out and used for future events

## **Working hours**

- 9am - 5pm weekdays – noisy works
- 8am-10pm weekdays – quiet works

## **Traffic Management** (See traffic management plan)

The purpose of the Traffic Management is not only to control all traffic from moving in the site during the event, but to enable other traffic to continue move outside the site so far as is reasonable

The priorities are to

- A. Create a safe event for the public attending
- B. Create a safe event for the public outside the site
- C. To meet statutory requirements

A considerable number of factors affect the planning of traffic management. Location, Site Access, Event Type, Visitor Numbers, Mode of Transport and time of year to name but a few.

The attached Traffic Management Plan is designed to minimise inconvenience to traffic not connected with the event as well as to facilitate the guests entering and leaving the site in the quickest, safest way possible.

Should there be a major incident on any of the roads surrounding the event then the event organisers will inform guests of the whereabouts of the incident via site stewards.

## **Vehicle access and Parking**

Vehicles driven around site, must remain within a speed limit of 10 miles per hour

Vehicle movements will be severely restricted during the event itself to minimise disturbance for the animals

Event staff, exhibitor and contractor parking is situated on the map as Staff carpark with stewards directing people as well as on site event signage

Public vehicles have allocated parking places and should be in this area.

Any staff vehicles should have an event Parking Permit and be in an allocated area.

Vehicles outside these areas should have a Temporary Site Permit on display showing details of vehicle and duration of visit.

## **Fire Safety**

All staff will be briefed at the safety briefing in advance of the event opening with regards to the location of fire extinguishers and what to do in the event of a fire/incident which would result in needing the main event field to be evacuated. Caterers will provide their own fire extinguishers and fire blankets.

The Temporary structures used during the event have their own fire risk assessments along with traders, stalls and food concessions.

The Campsite will have fire call points with fire extinguishers, fire bucket and safety instructions.

See Campsite Risk Assessment

See Map of Fire extinguishers & Fire call points

## **Evacuation Procedure**

The event space is open with plenty of space for the number of people attending so in the event of a fire or other emergency, staff and members of the public are to evacuate from the vicinity to an area a safe distance away from the incident.

For full evacuation plan details see: Site Emergency Plan

## **Crowd Management**

Crowd management will be the responsibility of the Security Team.

Security will be provided around the main entrance and will be identified by logo uniform or high vis vests. Event stewards and volunteers will help monitor areas where crowds may gather, they will be identified by staff badges or logo-shirts. They will be briefed before event opening. If anyone is requiring security, they can be either contacted at either the site office, ticket office or be seen around the site wearing a Hi-Vis jacket.

The event site will be open at 07:00 for exhibitors and 10:00 to members of the public. The ticket office will maintain a record of site guests to manage attendance. Guests will gain vehicular entry only through main show entrances as indicated on the plan.

The stewards will ensure that all emergency routes and exits are always kept clear.

## **Audience profile and crowd dynamics**

The audience will mainly consist of families with young children, including parents, grandparents and carers.

The security will monitor crowd movements and be alert to any unusual behaviour and any hazardous situations if they develop. Security will have radios and are in contact with event control.

(See Conflict Management Procedures)

## **Inclement Weather**

Careful monitoring of local weather forecast will be required for outdoor activity to enable a proactive approach to weather contingencies. Weather conditions will impact on the event

- Wind – numbers reduced but may affect construction / deconstruction – but likelihood is low
- Rain - numbers reduced – likelihood medium
- Sunshine – likelihood low action is to ensure staff working has access to sun protection. First aid is in place
- A combination of the above will multiply the effect on the show

The show plan has been drawn up to manage all weather contingencies to maximise the possibility of the show taking place. Decision to be taken through consultation with event manager.

### **Signage**

Signage will be placed around the entire site, to aid guests. The signage will determine the position of all relevant facilities, venues, and points of interest. All signage will be visible. All road signage will be compliant with Traffic Regulations.

### **Suspicious Packages / People**

It is the responsibility of every person at an event to be observant of their surroundings. While you are walking around the site look around. If something is different from the norm and it is not part of the event setting, then start thinking. *Is it meant to be there? Who can I ask about it? Does it look like stage kit left out of place? Etc....*

**If you are using a radio or mobile phone to contact someone about something suspicious then move at least 15 meters away from the object. Frequencies can set off initiators.**

### **Packages**

What does a suspicious package look like? Lunch box? Box of leaflets? Backpack? Pushchair of clothes? Mobile phone? Yes, all of them could be. Is it out of place. Is anyone else watching it? Stay safe!

If something looks wrong then do something, report it if you feel unsure. Better getting it checked out than it checking us out!

Security will have no problem in coming to "investigate" suspicious packages, it is part of their job. They have training to do this.

### **First Aid, Medical & Welfare Provision**

First Aid and medical cover is to be provided by Kismet First Aid staff who are all first aid trained, they will provide cover of at least 1 Ambulance & 2 fully trained first aiders as identified by the event risk calculator (See Appendix 11)

The nearest hospital with an A&E Department is at  
St. Richards Hospital  
Spitalfield Lane  
Chichester  
West Sussex  
PO19 6SE

First Aid Kit Locations (TBC)  
(See Festival Medical cover document)

### **Water & Toilets**

List of water and toilets facilities:

Public use : 18 x Event portable Toilet units plus 3 disabled portable Toilet units  
2 x 4 urinal units

Staff Toilets : 2 x Event portable Toilet

### **Shower facilities**

2 x 4 shower trailers

Additionally, there are various hand wash stations and water and drinking water points located within the event area.

### **Water**

1 x 50,000 litre drinking water pillow, 3 x washing up stations, 2 x 6 x drinking water taps, two x stand point taps.

### **Welfare Tent**

There will be a separate welfare tent to manage lost/found children/ vulnerable adults.

### **Prevention of Public Nuisance**

We do not consider any areas to be particularly vulnerable to public nuisance surrounding the event, as the site is situated away from houses and towns.

In advance of the event Wild Field Events Ltd will circulate a note to local residents informing them of the event. This note will state the duration and the scheduled time when the event will start and finish, and that the organisers can be contacted during the event by telephone if residents are disturbed by noise. Wild Field Events Ltd will give the telephone number of the person who will be dealing with noise issues. Wild Field Events Ltd will take steps to minimise noise emitted from the event. Keep any noise generated at such a level at the boundary of any neighbouring property that it would be unlikely to be a nuisance to the occupier. A nominated person will patrol area, particularly near any houses within a 400m radius, during times when loud music will be playing to ascertain noise levels. If the music is likely to cause a nuisance then the volume may be reduced. Steps will be taken to advise patrons leaving the event, especially late at night, to leave quietly and not unreasonably disturb residents in the neighbourhood.

- **Event Sound**

The event will meet the guidelines of the Noise Council Code of Practice on Environmental Noise Control at Concerts (1995). An event Noise Assessment & Noise Management Plan will be produced to ensure compliance with the guidance of the code.

- **Crowd Noise**

Crowd noise is not expected to be a problem during the event as the nearest residential premises are more than 400m away and the main outdoor music is finishing before 22:30. Posters will be displayed at the main exit asking attendees to leave quietly, stewards will amplify this message verbally.

- **Publicity**

In the past we have found that publicity is the best combat we have against public nuisance. A letter drop will be carried out to all immediate local residents we feel might be affected by the event, detailing the event timings and providing contact telephone numbers for the management team and production office that can be used to discuss concerns or report any disturbance.

- **Lights**

All effects lighting will be contained by the marquees and surrounding trees. Security and site lighting will be positioned to prevent any light spillage into residential windows.

- **Violence**

Violence of any sort is not expected from our guest profile and is very much frowned upon in the ethos of the event. However, measures will be in place to prevent and/or deal with any incidents effectively. A licensed security team will be available for easy deployment to any incident on or off site.

Egress Dispersion The security team will carry out post event crowd dispersion

## **Impact on Local Environment**

Wild Field Events Ltd will be providing eco washing detergents, soaps, shampoo and shower gels etc. to avoid any ground contamination.

The event will be encouraging exhibitors and guests as far as possible, to ban the use of single use plastics. All caterers will need to provide eco-friendly serving dishes, cups and cutlery.

Litter picking/collection will be undertaken by own staff as indicated in the staff list breakdown. Visitors and campers will be asked to take rubbish home with them, however, recycle bins and waste skip will be provided.

The event will be managed with the help of staff and volunteers, where necessary they will be used to disperse crowds at the end of the event.  
(See Wild Field Events Sustainability policy)

## **Communication**

Radios, staff with badges can be approached and communicate to relevant staff.

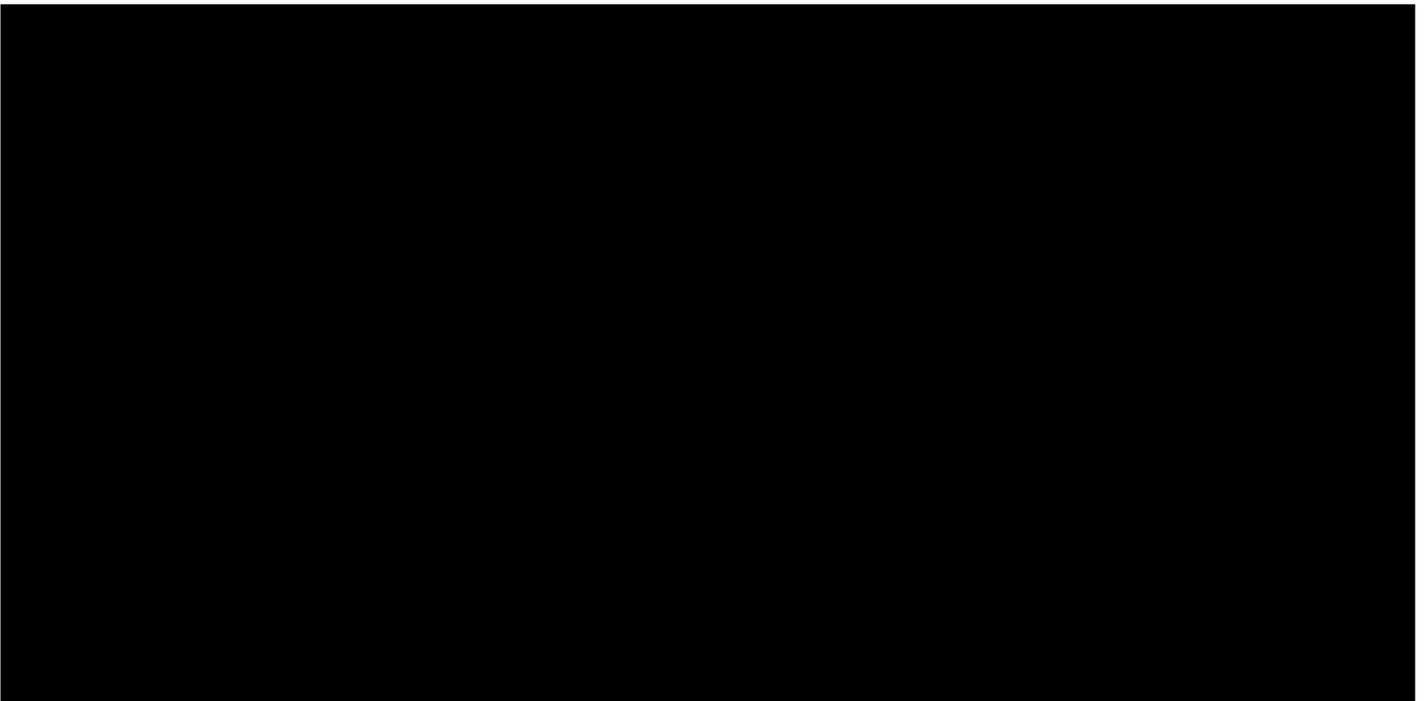
The systems will be used in the event of an emergency as well as informing the guests of any lost children or emergency evacuation.

A Radio system will be in place. There will be event control channel and Key personnel will be issued with the radios.

There are no known mobile network difficulties in the area and as such mobile phones will be designated to key personnel

## **Radio Procedure**

Always maintain a listening watch on your radio. This way you will not cut in on someone else having a conversation. It also avoids messages having to be repeated and prevents wasting time on the radio. The radios are for transmitting work related messages, not a quick line for chatting.



## Phonetic Alphabet

The **pro words** “**I spell**” should be used before spelling something out. Exceptions are like vehicle registrations then use suitable pro words such as “**Registration**”.

*Example: For car registration MEE 17GL*

*“Registration, Mike, Echo, Echo, One, Seven, Golf, Lima, over”*

Numbers should be given as single numbers

*Example: 16 said on radio as “one, six” and not sixteen.*

A	-	Alpha	N	-	November
B	-	Bravo	O	-	Oscar
C	-	Charlie	P	-	Papa
D	-	Delta	Q	-	Quebec
E	-	Echo	R	-	Romeo
F	-	Foxtrot	S	-	Sierra
G	-	Golf	T	-	Tango
H	-	Hotel	U	-	Uniform
I	-	India	V	-	Victor
J	-	Juliet	W	-	Whiskey
K	-	Kilo	X	-	X-ray
L	-	Lima	Y	-	Yankee
M	-	Mike	Z	-	Zulu

## Safeguarding for Children and Vulnerable Adults

Designated people will be assigned for Safeguarding issues during event days. They may be static or mobile but will be in radio communication.

All children and vulnerable adults must have an appropriate escort. Where possible they will be asked to wear the wristbands provided with the contact phone number of their escort. No child or vulnerable adult is to be permitted to leave the site compound alone, this includes not going into the car park area alone.

**If you find a lost person.** See found child or vulnerable adult procedures

Do an immediate visual check in the area to identify a person looking for someone. Check if they have a wristband. If so, call the number now. If no wristband is present or no-one answers the phone call for assistance via radio.

*“Hello ..... this is ..... Code Blue/Pink/Black found at ..... I await your direction, over”*

**Do not take the person away on your own.** Have someone meet you and escort the found person to the Designated Safe/Meeting place.

Be mindful that children respond better if you are the same height as them, ask questions such as, what colour hair has mummy? where were you with mummy/daddy last? etc.

**If a person is reported lost to you.** See lost child or vulnerable adult procedures.

Take as much detail as you can and give out the relevant radio broadcast if you are able. If you are unable, report it to someone who can. Bring the person making the report to the Designated Safe/Meeting place. Keep them talking and take note of everything that is said, and *how* it is said. **DO NOT PANIC** or make **ASSUMPTIONS!**

**If you suspect an issue.**

If for any reason you suspect a safeguarding issue, report it immediately to the Safeguarding person and ask their advice. Unless you see abuse happening do not get involved, watch from a distance and wait for your advisor/supervisor. If it is happening now, call Security on the radio and ask for assistance. Abuse comes in many forms, and is not always black and white. If your instinct says something is wrong – Act on it!

### People

There will be around 1500 – 2500 visitors on site for the duration of the event. Young families, Carers and Grandparent.

Everyone is to be vigilant of people behaving in an “odd” way. Someone taking photos of children and they are not part of that group. Following a group when there is a vulnerable person in it. **If it feels odd, report it**

## **Media Management**

In the event of a major incident the event management team will take guidance from the Police and other emergency service personnel to create a clear and unified message. All announcements will be made jointly with the Police.

All other staff, contractors etc will not be permitted to comment or liaise with the media following a major incident, this will be explained in the brief to all involved during their initial start meetings.

See Full Site Emergency Plan

## **Accident Investigation & Reporting**

Management staff will keep written records of all casualties and will report any serious accident to the Event manager. Reports required under RIDDOR shall be the responsibility of the Event Manager.

Such written records to include the following information:

- Full name, address and age of casualty.
- The nature and severity of the injury sustained, and treatment given.
- The time, date and location of the accident.
- The identity of any eyewitnesses.
- The time of the report.

A copy of the accident report forms to be used on site is attached

(See Full Site Emergency Plan)

## Risk Assessments

Identified Hazards	Who may be affected	Risk Level before control measures S x P = R				Control measures required	To be actioned by	Completion date	Final Risk level S x P = R			
		S	P	R	RR				S	P	R	RR
Emergency evacuation	All	3	1	3	L	<ul style="list-style-type: none"> <li>All staff and marshals etc to be trained on the emergency evacuation procedure</li> <li>Marshalls to be used to communicate to public during event and to contact emergency services</li> </ul>			2	1	2	L
Toilet Provision	All	2	1	2	L	<ul style="list-style-type: none"> <li>Enough toilets for maximum potential attendance are to be provided including provision for disabled persons</li> </ul>			2	1	2	L
Care of children and vulnerable adults – Lost/found children or vulnerable adults.	All	3	3	9	H	<ul style="list-style-type: none"> <li>All staff and marshals to be briefed on the lost/found children and vulnerable adults procedure prior to the event.</li> <li>See Wild Field Events Ltd safeguarding of children and Vulnerable Adults policy.</li> <li>Radio system to be used if required</li> </ul>			3	1	3	L
Exhibitors stands						<ul style="list-style-type: none"> <li>All stock held by the exhibitors to be covered by their own public liability insurance which is checked by event rep before booking</li> <li>All exhibitors selling food to have current level 3 or above food hygiene rating have current insurance and relevant food or alcohol sale licences.</li> <li>The Event organisers will provide the local authority with the necessary details used to register.</li> </ul>						

Identified Hazards	Who may be affected	Risk Level before control measures S x P = R				Control measures required	To be actioned by	Completion date	Final Risk level S x P = R			
		S	P	R	RR				S	P	R	RR
Slips, Trips & Falls – Ground Hazards	All	2	2	4	M	<ul style="list-style-type: none"> <li>Spilled liquids to be cleaned up immediately if causing a hazard.</li> <li>Hard floor surfaces are kept free from grease, oil etc.</li> <li>Visitors are made aware of the uneven nature of the site surroundings. via a notice board at entrance if necessary and on media and paper publications.</li> </ul>			2	1	2	L
Floor coverings in poor condition causing tripping hazards		2	2	4	M	<ul style="list-style-type: none"> <li>Areas to be closed off until hazards are dealt with.</li> <li>Regular inspection of hard floor areas to be carried out.</li> </ul>			2	1	2	L
Trailing cables etc. can cause tripping		2	2	4	M	<ul style="list-style-type: none"> <li>All trailing cables to be secured away from walkways.</li> <li>Temporary trailing cables to be covered to prevent a tripping hazard.</li> </ul>			2	1	2	L
Working outside in poor weather conditions - Working outside during wet conditions can lead to slip and fall injuries		2	2	4	M	<ul style="list-style-type: none"> <li>Staff to wear suitable footwear when setting up and breaking down event. Members of the public to be advised to wear suitable footwear.</li> <li>Work to be postponed if weather conditions deteriorate to a level that could cause harm or injury. .</li> <li>Staff have been briefed on appropriate apparel for weather conditions</li> </ul>			2	1	2	L
Walking on field & museum site: Animal holes						<ul style="list-style-type: none"> <li>Inspection of the festival arena site by site manager who will fill any large visible holes or make the area inaccessible (barrier off) etc.</li> </ul>						

Identified Hazards	Who may be affected	Risk Level before control measures S x P = R				Control measures required	To be actioned by	Completion date	Final Risk level S x P = R			
		S	P	R	RR				S	P	R	RR
Violence	All	2	2	4	M	<ul style="list-style-type: none"> <li>SIA guards to be on duty 24/7 during the event opening times.</li> <li>Police should be telephoned immediately a violent incident takes place.</li> <li>Where possible, potentially violent people should be identified in advance so that risk can be minimised.</li> <li>Staff and security guards to be informed, instructed and trained on the above.</li> </ul> <p>( See conflict management procedures document)</p>			2	1	2	L
Fire	All	3	2	6	M	<ul style="list-style-type: none"> <li>All staff to be briefed on the site/event fire risk assessment and associated procedures including location of extinguishers and assembly areas etc</li> </ul> <p>( see Campsite Fire Risk Assessment)</p>			2	1	2	L
Crushing (Crowds)	All	3	2	6	M	<ul style="list-style-type: none"> <li>An appropriate number of stewards are on hand at various locations.</li> <li>Marshalls to be briefed prior to the event</li> </ul>			2	1	2	L

Identified Hazards	Who may be affected	Risk Level before control measures S x P = R				Control measures required	To be actioned by	Completion date	Final Risk level S x P = R			
		S	P	R	RR				S	P	R	RR
<b>Weather</b>  Working in wet & cold conditions	All	2	3	6	M	<ul style="list-style-type: none"> <li>Encourage employees to bring appropriate wet weather clothing.</li> <li>Provide employees with adequate facilities for changing and drying clothes</li> <li>Ensure that all electrical equipment being used is sufficiently covered</li> <li>Provide a sheltered treatment area.</li> </ul>			2	1	2	L
Working outside in the sun (sunburn, skin cancer, heat stroke/exhaustion)		3	2	6	M	<ul style="list-style-type: none"> <li>Encourage employees to wear head protection when necessary.</li> <li>Allow employees adequate breaks for refreshment</li> <li>Staff are to provide suitable sun cream</li> </ul>			3	1	3	L
Working outside in thunder storms & lightening		3	2	6	M	<ul style="list-style-type: none"> <li>Bring all staff exposed indoors under temporary structures for duration of storm.</li> <li>restrict access to wooded area during storm.</li> </ul>			3	1	3	L
Working outside in strong wind		3	2	6	M	<ul style="list-style-type: none"> <li>Ensure that tree and decorations are firmly secured.</li> <li>Provide adequate bins to avoid rubbish blowing around.</li> </ul>			3	1	3	L
First Aid	Staff / Members of the public / Event participants / Contractors	2	2	4	M	<ul style="list-style-type: none"> <li>Fully trained First aiders will be used during the event as identified by the risk calculator attached</li> </ul>			2	1	2	L
Emergency evacuation	All	3	1	3	L	<ul style="list-style-type: none"> <li>All staff and others etc to be briefed on the emergency evacuation procedure</li> </ul>			2	1	2	L

Identified Hazards	Who may be affected	Risk Level before control measures S x P = R				Control measures required	To be actioned by	Completion date	Final Risk level S x P = R			
		S	P	R	RR				S	P	R	RR
Electricity – Provision of power	All	3	3	6	M	<ul style="list-style-type: none"> <li>All equipment to be connected by a qualified electrician.</li> <li>All electrical equipment will be waterproof and have RCD or similar protection for the end user.</li> <li>Cable ramps will be used where cables cross public/traffic areas.</li> <li>A completion and safety certification are required from the Electrician for each supply connected.</li> <li>Suitable firefighting equipment to be available at each power source.</li> <li>All completion and safety certification will be kept on site.</li> </ul>			3	1	3	L
Removal of Refuge	All	2	2	4	M	<ul style="list-style-type: none"> <li>Ensure appropriate staff on duty post event.</li> <li>All contractors on site responsible for maintaining tidy and safe working areas using waste bins provided.</li> <li>Implementation of agreed clean-up plan prior to, during and immediately after the Event.</li> </ul>			2	1	2	L
Noise -	All	2	3	6	M	<ul style="list-style-type: none"> <li>Staff to be rotated to quiet duties during their shift</li> <li>All staff to be made aware of the hazards and measures to minimise exposure.</li> </ul>			2	1	2	L
Manual Handling	Staff	3	3	9	H	<ul style="list-style-type: none"> <li>Use mechanical means where possible to transport goods to work area</li> <li>If not possible, divide loads to make for easier carrying</li> <li>Lift goods by bending at the knee and keeping the back as straight as possible, taking the strain on your knees</li> <li>If the load is too heavy and cannot be divided seek assistance – DO NOT ATTEMPT TO LIFT IT ON YOUR OWN.</li> </ul>	All	Ongoing	3	1	3	L

Identified Hazards	Who may be affected	Risk Level before control measures S x P = R				Control measures required	To be actioned by	Completion date	Final Risk level S x P = R			
		S	P	R	RR				S	P	R	RR
Electrocution: General	Staff	3	3	9	H	<ul style="list-style-type: none"> <li>Ensure all portable appliance are tested and in date</li> <li>Do not overload plug sockets</li> <li>Ensure RCD's are used to prevent electric shock</li> </ul>	All	Ongoing	3	1	3	L
Electrocution: Electric Fence	All	3	3	9	H	<ul style="list-style-type: none"> <li><i>Not applicable at Festival</i></li> </ul>						
Temporary Site Structures	All	3	2	6	M	<ul style="list-style-type: none"> <li>Specialist contractors should be used to erect structures. They will operate to their own method statements and risk assessments.</li> <li>All non-essential personnel to be kept clear during construction / de-rig of built structures.</li> <li>Tape and pin to isolate structures during construction.</li> <li>All construction information, completion certificates, H&amp;S &amp; insurance details to be kept in site office.</li> <li>Each contractor working onsite will evidence insurance and risk assessment</li> <li>Correct pinning of equipment, especially concessions to be checked</li> <li>No open fires or gas bottles inside or near to the structures</li> <li>Tents/gazebo's/stalls need to stay within the designated space and be inspected by WFE rep</li> <li>Emergency contact info for marquee supplier to be available at secretary tent/info point</li> </ul>			2	1	2	L

Identified Hazards	Who may be affected	Risk Level before control measures S x P = R				Control measures required	To be actioned by	Completion date	Final Risk level S x P = R					
		S	P	R	RR				S	P	R	RR		
Fire /Shock						<ul style="list-style-type: none"> <li>Ensure that the distribution system is completely installed and maintained.</li> <li>All portable appliances must be PAT tested</li> <li>Check cables before use</li> </ul>								
Burns						<ul style="list-style-type: none"> <li>Turn off equipment when not in use</li> <li>Use suitable utensils to handle anything hot</li> <li>Ensure that adequate space is provided on work surfaces</li> </ul>								
Slips, Trips & Falls						<ul style="list-style-type: none"> <li>Staff instructed to practice good housekeeping. Put equipment and stock away when not in use both inside and outside trailer and support vehicle.</li> <li>Keep doorway clear of trip hazards. Use lights at night</li> <li>Use step up into trailer when necessary</li> </ul>								
General Food Safety						<ul style="list-style-type: none"> <li>Staff to be trained in Food Hygiene if serving or preparing food.</li> <li>Perishable stock bought fresh for each event</li> <li>Monitor dates on all foods and discard foods which are past their use by date</li> <li>Ensure that all fridges, freezers and other storage areas are clean before each event.</li> <li>Clean each fridge freezer at least weekly and in case of spillages</li> <li>Monitor cleanliness</li> <li>Keep cooked and raw foodstuffs separate at all times and separate from other foodstuffs</li> <li>Cooked foods will reach 65 degrees before serving (verification using a thermometer)</li> <li>Hand washing facilities will be provided</li> </ul>								

Identified Hazards	Who may be affected	Risk Level before control measures S x P = R				Control measures required	To be actioned by	Completion date	Final Risk level S x P = R			
		S	P	R	RR				S	P	R	RR
Mobile Catering Vans  (Fire & Explosion) LPG	All	2	2	4	M	<ul style="list-style-type: none"> <li>All staff to be trained in safe lighting and use of all gas appliances</li> <li>Ensure that LPG cylinder and spare are kept outside within a specific ventilated unit out of reach from members of the public</li> <li>Ensure that LPG cylinder has an easy isolation system</li> <li>All appliances and pipe work have an appropriate gas safety certificate</li> </ul>			2	1	2	L
Fire						<ul style="list-style-type: none"> <li>Do not allow waste material to accumulate.</li> <li>Use waste bins.</li> <li>Bag waste for disposal</li> <li>Check and clear customer area regularly</li> </ul>						
Fire (Fats)						<ul style="list-style-type: none"> <li>Minimise use of fats as far as possible.</li> <li>Store new and used fats in secure containers for use and regular disposal</li> <li>Ensure that fire blanket is kept nearby</li> </ul>						
Fire – Refuelling of generator						<ul style="list-style-type: none"> <li>Train staff in safe fuel storage and refuelling of generator.</li> <li>Isolate generator before refuelling</li> <li>Have Fire Extinguisher nearby</li> <li>Limit amount of fuel to 10 litres in two 5 litre containers. To be kept in area away from unit</li> </ul>						
Fire /Shock						<ul style="list-style-type: none"> <li>Ensure that the distribution system is completely installed and maintained.</li> <li>All portable appliances must be PAT tested</li> <li>Check cables before use</li> </ul>						

Identified Hazards	Who may be affected	Risk Level before control measures S x P = R				Control measures required	To be actioned by	Completion date	Final Risk level S x P = R					
		S	P	R	RR				S	P	R	RR		
Animal Contact: Disease / Infection / Bacteria control						<ul style="list-style-type: none"> <li>Training sheet for staff and volunteers on E. coli precautions and disease management plan attached if animals attending event. .</li> </ul>								
COSHH – Chemical contact						<ul style="list-style-type: none"> <li>Kept in clearly labelled containers that are out of public reach</li> </ul>								
<b>Pedestrian Movement</b> Vehicle impact whilst entering site	All	3	2	6	M	<ul style="list-style-type: none"> <li>Traffic cones to be used to mark pedestrian routes.</li> <li>Sufficient stewards to be on hand to direct pedestrians and vehicles.</li> <li>Temporary speed restrictions to be enforced during the event.</li> </ul>			2	1	2	L		

### Campsite Risk Assessment Wild Field Family Festival 2019

Activity/area of concern	Hazard	Who/what is at Risk	Initial Rating (L, M, H)	Actions to be taken to minimize each risk	Final Rating (L, M, H)
Public Health	Insufficient facilities or medical cover	Staff, Festival attendees, contractors	High	The festival will have sufficient facilities hired in from external contractor (See Medical Cover)	Low
Emergency evacuation from campsite in the event of fire or major incident.	In the event of a serious fire or major incident, campers would be evacuated and may have difficulty finding the exit points	Staff, Festival attendees.	High	Exit points from any fencing will be clearly marked and stewards will be on site to guide people to the exits in an emergency.	Medium

<b>Activity/area of concern</b>	<b>Hazard</b>	<b>Who/what is at Risk</b>	<b>Initial Rating (L, M, H,)</b>	<b>Actions to be taken to minimize each risk</b>	<b>Final Rating (L, M, H,)</b>
Emergency Vehicle access	No hard roadway to campsite Emergency vehicles may not be able to access the campsite	Staff, Festival attendees	Medium	The distance from road entrance to the campsite is short. There will be an onsite medical vehicle at the festival 24hours. Keep access to the campsite as clear as possible. Do regular ground conditions spot checks. Set up the campsite ring fence in a way that foot paths and drive ways can be moved in an emergency.	Low
Campers Arriving & departing in vehicles	Injury or death from moving vehicles, Bad weather may also make the ground slippery and unsuitable for use.	Staff, Festival attendees, contractors	High	Stewards will be onsite directing and mangling vehicle movements. Vehicles will be restricted to 10m/ hour limit on site. Vehicle will be parked outside of the camping area.	Med
Campers Erecting & taking down tents	Injury from tentpoles or mallets	Staff, Festival attendees,	Medium	Volunteer stewards will be on hand to help any campers having difficulty erecting their tents. Medical provision is on site.	low
Campsite access	Injury or death from moving vehicles.	Staff, Festival attendees, contractors	High	Safety routes for pedestrians separated from vehicle routes. Separate safe access for vehicles used to remove waste and refuse will also be designed into the layout where possible, to reduce the risk to pedestrians	Med
Campsite design	Campers becoming lost, overcrowding, insufficient information	Festival attendees	Medium	Directional signs will be in place to entrances, exits and facilities. Camping areas will be marked as zones to avoid getting lost Information boards will be clearly placed.	Low
Campsite overcrowding	Trips & falls from guy ropes	Festival attendees	Medium	There will be plenty of space in the campsite, with low numbers attending reducing overcrowding risks.	Low

Activity/area of concern	Hazard	Who/what is at Risk	Initial Rating (L, M, H,)	Actions to be taken to minimize each risk	Final Rating (L, M, H,)
Campsite crime and disorder	Physical violence, theft and vandalism	Staff, Festival attendees, contractors	Medium	See WFFF Conflict management and eviction procedures.	Low
Fire	Death, burns, smoke inhalation/ loss of property Explosion Electrical Smoking Cooking Grass fire	Staff, Festival attendees, contractors	High	<p>A no smoking policy is in place within the campsite, festival arena and woodlands. A structured designated smoking area will be in place outside of these areas.</p> <p>The event Terms and Conditions are clear that in the event that the extreme hot weather, the decision to ban all personal BBQs, low level fires, and cooking low to grass may be made by the organisers. In these circumstances the organisers will clear a safe communal cooking area for campers to control risks. This area will be placed near to water supply and the H&amp;S officer will oversee its use.</p> <p>All electrical appliances used by contractors or exhibitors have an up to date pat test certificate.</p> <p>Visitors who are camping will be issued with a safe Camping flyer in advance of arriving giving instructions of fire hazards and risks.</p>	Medium
Refuse and Waste	Hygiene issues, disease & Vermin	Staff, Festival attendees, contractors	Medium	<p>The bin and recycling stations will have lids to deter vermin intrusion.</p> <p>The refuse skip will be ring fenced</p>	low
Sanitary Facilities	Hygiene issues & disease	Staff, Festival attendees, contractors	High	Portable toilets, accessible toilets and showers will be available and will be cleaned on a regular basis. Hand wash	medium

Activity/area of concern	Hazard	Who/what is at Risk	Initial Rating (L, M, H,)	Actions to be taken to minimize each risk	Final Rating (L, M, H,)
				stations will be positioned near food areas and toilets. Drinking water points and cold water washing up stations will be installed. .	
Lighting	Trips & falls Emergency services could be hampered with inadequate lighting	Staff, Festival attendees, contractors	High	There will be limited lighting on the site. Staff and visitors will be advised to bring torches. The first aid, site security and office tents will be lit. The toilet & shower areas will also have external spot lights. All exhibitors trading in the evening will be expected to bring their own safety lighting. First Aiders and security teams will carry strong torches to guide emergency services to an incident.	medium
Water	Contamination  drowning	Staff, Festival attendees,	High	Drinking water will be supplied by a contractor who works to the British Standard BSI 8551, all installations to be tested by the contractor to ensure the water is safe and free from harmful bacteria before being commissioned for use.  The site pond will be out of bounds and fenced off to deter anyone from entering the pond area. Safety warning signs will be erected, and festival attendee will be warned of the danger. Children must be accompanied at all times.	Low
Extreme weather	High winds may cause temporary structures to be unsafe Flooding – heavy rain may cause localised flooding	Staff, Festival attendees, contractors	High	Weather will be monitored before and during the festival, in the event of extreme weather causing major concern to Health & Safety the Event Manager will consult with the onsite Health & Safety officer and appropriate actions will be taken to	Medium

Activity/area of concern	Hazard	Who/what is at Risk	Initial Rating (L, M, H,)	Actions to be taken to minimize each risk	Final Rating (L, M, H,)
	<p>Heat – sunburn, dehydration. Heat stroke</p> <p>Falling trees</p> <p>Bad weather may also make the ground slippery and unsuitable for use.</p>			<p>minimise risk, including cancellation or evacuation if needed.</p> <p>The woodland area will be cordoned off in high winds. Activities in the woods will be moved away from trees in high winds.</p>	
Rainwater ditch	Falling into ditch at or near Risk highest after heavy rain when river may flow.	Staff, Festival attendees, contractors	Medium	<p>Access to the ditch is through bramble and thick foliage. Where areas of bramble/ foliage are easily passable extra barriers may be used.</p> <p>Warning notice posted along the ditches to warn campers to keep clear of the ditch.</p> <p>Woodlands inside of the festival area fenced off and warning notices posted to keep site users away.</p>	medium
Vulnerable children/adults		Festival attendees, Adults & Children	High	<p>First Aid and volunteer staff will be briefed in the events safeguarding procedures.</p> <p>Exits to the site will be gated and manned.</p> <p>Lost persons area will be based in the First Aid Tent.</p>	Medium

Bonfire Risk Assessment Wild Field Family Festival 2019

Activity/area of concern	Hazard	Who/what is at Risk	Initial Rating (L, M, H,)	Actions to be taken to minimize each risk	Final Rating (L, M, H,)
Bonfire	Fire/burning & Toxic Fumes & Pollution of ground/water from the remnants	Members of the public & Staff	High	<p><u>Prior to the event</u> Event organisers to notify Fire Brigade at least 28 days in advance of details of the event.</p> <p><u>Positioning / fire safety</u> Site bonfire in clear an enclosed space at a safe distance from any temporary structures, vehicles or overhead cables. Measure the height of the bonfire and x 5 and erect barriers at the distance around the bonfire to prevent proximity of people to bonfire. Wind direction must be taken in to account on the day and the perimeter moved back as appropriate. In dry weather the site must be dampened down with water from the edges of the bonfire up to the perimeter barrier. Buckets of water and/ or sand and / or portable fire extinguishers to be situated at intervals around the perimeter. Fire blankets must be on hand.</p> <p><u>Building the bonfire</u> Ensure no hazardous/inflammable material is used in the bonfire construction. The height of the fire should not exceed 6ft to comply with organisers insurance.</p> <p><u>Lighting up the bonfire</u></p>	Medium

Activity/area of concern	Hazard	Who/what is at Risk	Initial Rating (L, M, H,)	Actions to be taken to minimize each risk	Final Rating (L, M, H,)
				<p>There must be 1 designated adult person responsible for the bonfire including lighting up, plus one adult helper. Before lighting up ensure that there are no people or animals within the bonfire construction. Paper and domestic firelighters only to be used to light the bonfire: it should be ignited in 2 or 3 places to ensure an even burn. The people lighting the fire should be advised no to wear lightweight clothing which could ignite. They are recommended to wear substantial outer garment of wool or other material of low flammability and strong boots or shoes. They must also carry a torch and a mobile telephone.</p> <p><u>General Safety</u> Sufficient identifiable marshals with high visibility jackets must be situated at suitable intervals along the perimeter to ensure no unauthorised access. Marshals must monitor the bonfire to ensure it does not get out of control.</p> <p>Marshals to call 999 emergency services in the event of any fire spread or accident.</p> <p><u>First Aid</u> At least 1 qualified first aider must be in attendance.</p> <p><u>After the Event</u></p>	

Activity/area of concern	Hazard	Who/what is at Risk	Initial Rating (L, M, H)	Actions to be taken to minimize each risk	Final Rating (L, M, H)
				Marshals must ensure that the bonfire is completely extinguished with water and / or sand before the site is thoroughly cleared and vacated.	
	Cars/ tents/ temporary structures damaged by burning embers/ ash	Property – Vehicles/ tents/ temporary structures	Medium	Bonfire to be situated as far as possible down wind-from the car park, campsite, and any temporary structures. Access must be by separated pedestrian and vehicle routes which must be clearly signposted.	Low
	Weather – strong winds	Members of the public & Staff	High	Organiser together with their appointed person for Health & Safety to monitor weather forecasts and actual weather for the event. If strong winds or gusts are likely to exceed 30mph then the bonfire event must be cancelled or postponed by the event organiser due to the risks involved.	Low

## Cross contamination plan, Wild Field Family Festival 2019

To be read in conjunction: • Event H&S Plan • Event Risk Assessment • Site map • Pre-Start Safety inspection • Staff and volunteer training on E.coli precautions.

Controls in place are as follows:

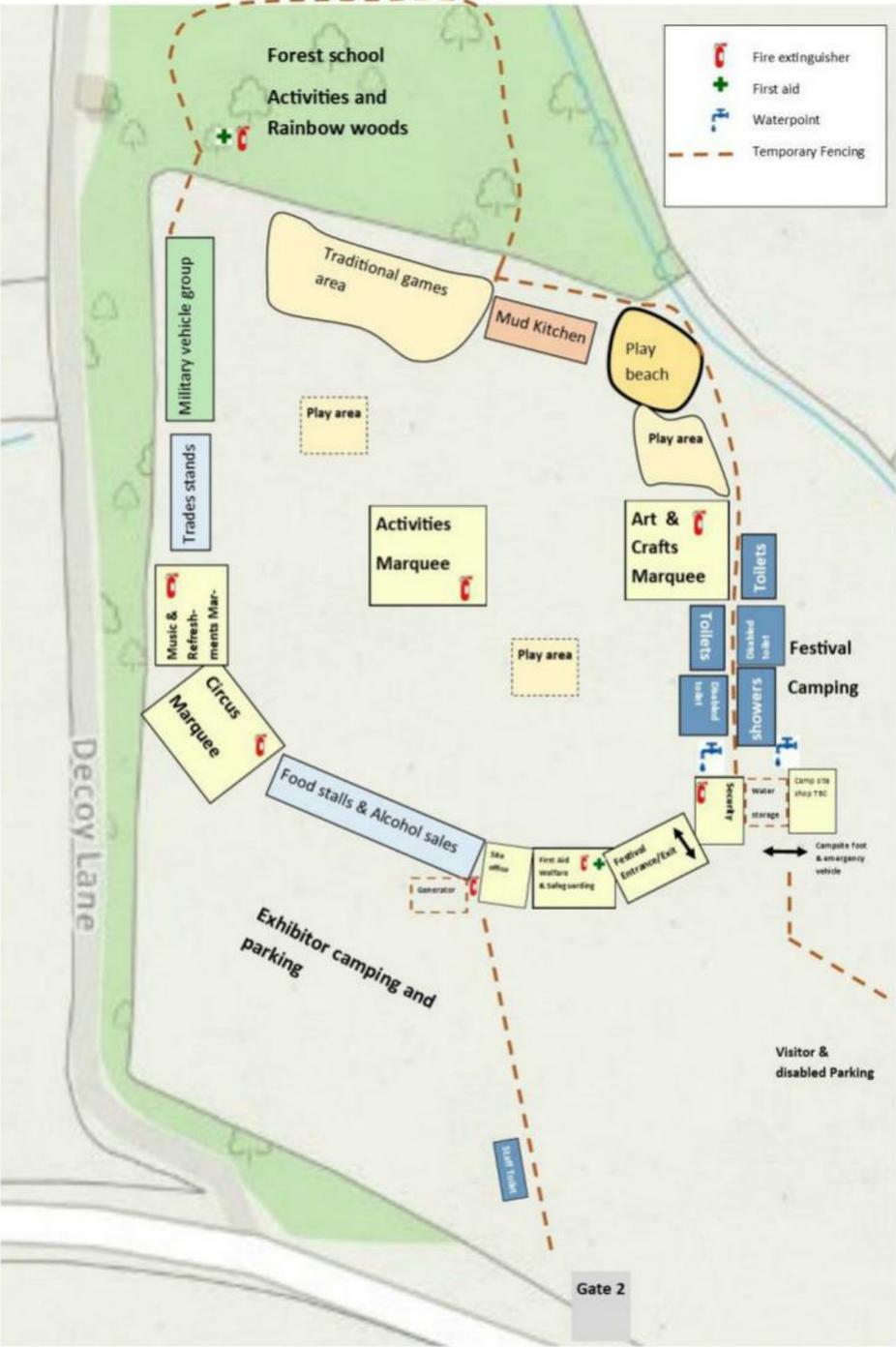
- Hand wash stations will be placed next to toilets in festival arena and campsite with soap and paper towel dispensers. They are self-contained sink units and no water is reused.
- Hot water hand wash points will be provided in the first aid tent and the hospitality tent.
- Signing advising visitors to wash their hands after coming into contact with animals, if applicable, will be placed in prominent areas around the site. There will be clear signage to water points on site.
- E.coli precaution training is given to all staff and volunteers as a general procedure at induction.
- A pre-start safety inspection will be carried out before the show opens.
- Members of staff and wardens will be regularly walking through the whole site to ensure that all signage remains in place, that soap is topped up, bins emptied, and hand wash facilities are working properly.
- Portable toilets and showers are cleaned at regular intervals by the service provider.
- There is a clearly defined route for visitors, which is given in the show programme (given to all visitors on arrival) and by event signage. The programme is made specifically for the event and includes health & safety information.
- Signs at the event will remind visitors about safety handwashing and that there are designated areas to eat.

Site layout if at full capacity 2500

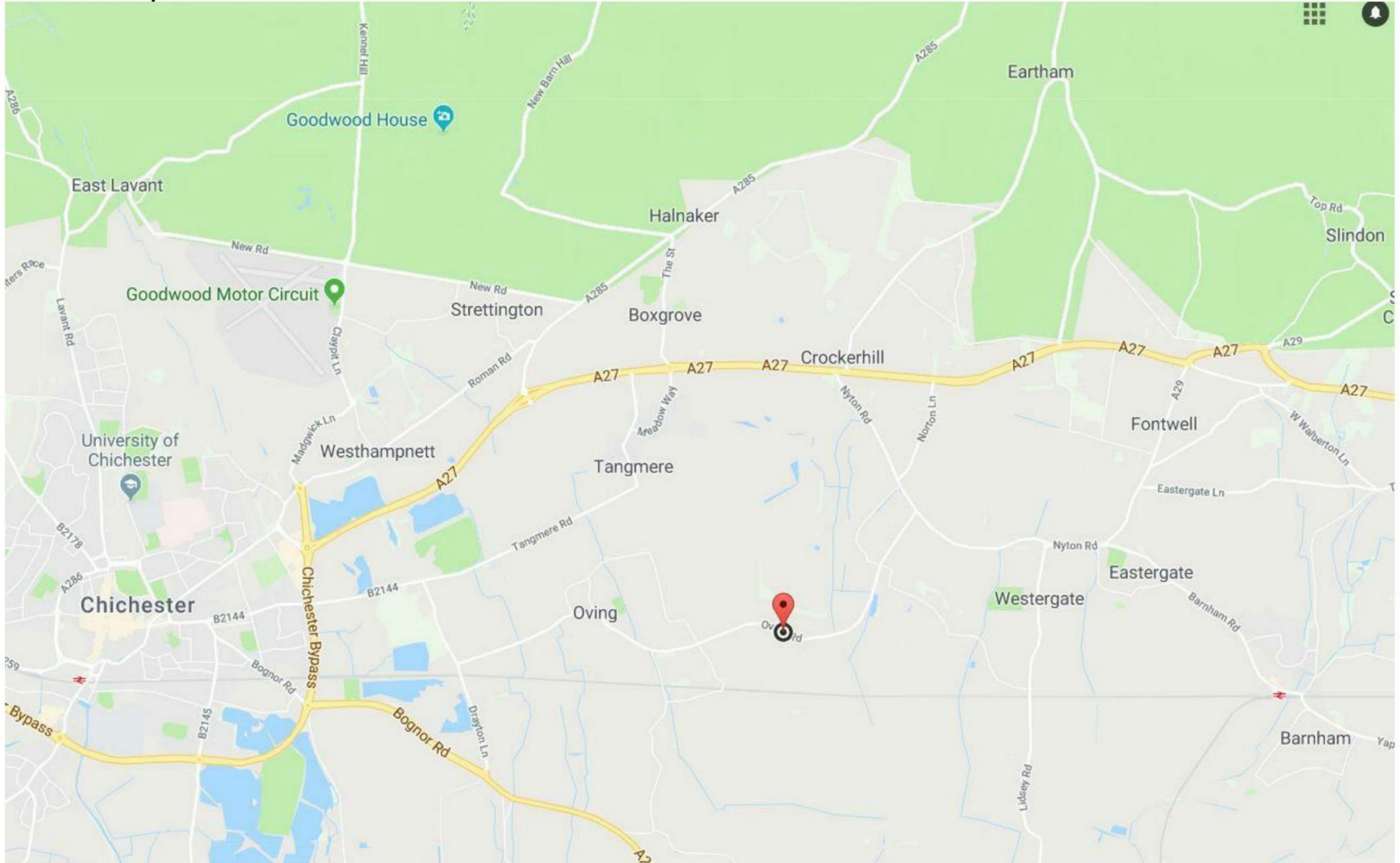


Festival Arena plan (29.04.19)

Page 83



# Local area map

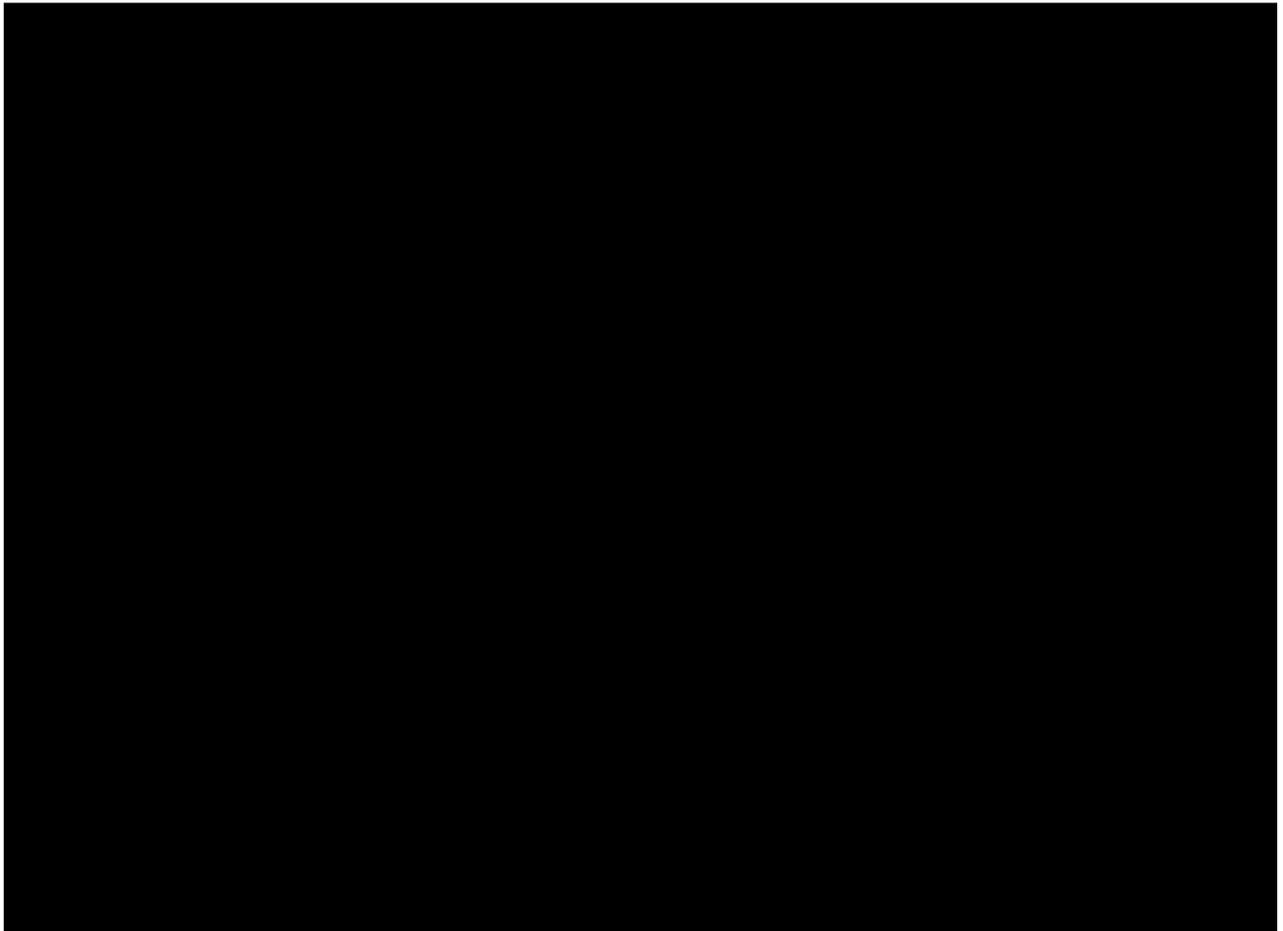


Map of fire extinguisher, call points and muster points at full capacity





## Cash Handling Policy



Location of event: Holly Tree Field – (Park Farm) Oving Road Aldingbourne West Sussex

## CONTENTS

1. Introduction
2. The plan
3. Appendices
  1. What to do in the event of smoke/a fire/explosion
  2. List of muster points
  3. What to do in the event of a medical incident
  4. What to do in the event of a security incident
  5. Lost child and vulnerable adult policy
  6. Facilities management response to disrepair/collapse
  7. Chemical and substance spillage management
  8. Management of animals and livestock (including vermin management)
  9. The safe management of vehicles on site
  10. Lone working safe practices
  11. Aircraft emergency planning
  12. Infectious diseases – preventing, identifying, containing and eradicating
  13. Site map for use in all emergency response
  14. Location of utilities and alarms
  15. Important contact numbers
  16. Emergency Services and service provider contact numbers
  17. Communication plan in the event of an incident
  18. Emergency box location and contents
  19. General risk assessment

## INTRODUCTION

The purpose of this document is to outline plans at a practical level for responding to emergencies or unexpected events, which might have potentially destructive consequences for the Festival.

The Plan aims to limit potential damage in the event of an emergency and to protect and maintain the services required to support operations. It is our policy to ensure that all staff are made fully aware of the importance of emergency planning and of the contents of the Plan; and to review the Plan annually.

Situations may vary from small-scale incidents to a major emergency, but in all cases a prompt reaction and appropriate recovery measures are essential to limit the damage. Well-planned and documented procedures, emergency supplies and an informed staff are all essential elements of incident management. This Emergency Plan provides for swift and effective reaction to emergencies and implementing suitable recovery procedures.

Emergency planning is the overall responsibility of the Events Manager and the Security Manager is responsible for ensuring that all staff are up to date in their understanding of the plan.

Staff will be encouraged to use the following M/ETHANE model for passing incident information between services and the control room.

<b>M</b>	<b>MAJOR INCIDENT</b>	Has a major incident or standby been declared? (Yes / No - if no, then complete ETHANE message)	<i>Include the date and time of any declaration.</i>
<b>E</b>	<b>EXACT LOCATION</b>	What is the exact location or geographical area of the incident?	<i>Be as precise as possible, using a system that will be understood by all responders.</i>
<b>T</b>	<b>TYPE OF INCIDENT</b>	What kind of incident is it?	<i>For example, flooding, fire, utility failure or disease outbreak.</i>
<b>H</b>	<b>HAZARDS</b>	What hazards or potential hazards can be identified?	<i>Consider the likelihood of a hazard and the potential severity of any impact.</i>
<b>A</b>	<b>ACCESS</b>	What are the best routes for access and egress?	<i>Include information on inaccessible routes and rendezvous points (RVPs). Remember that services need to be able to leave the scene as well as access it.</i>
<b>N</b>	<b>NUMBER OF CASUALTIES</b>	How many casualties are there, and what condition are they in?	<i>Use an agreed classification system such as 'P1', 'P2', 'P3' and 'dead'.</i>
<b>E</b>	<b>EMERGENCY SERVICES</b>	Which, and how many, emergency responder assets and personnel are required or are already on-scene?	<i>Consider whether the assets of wider emergency responders, such as local authorities or the voluntary sector, may be required.</i>

## THE PLAN

The Festival location occupies approximately 32 acres of land. Wild Field Events Ltd has access to part of the land for 28 days a year, the site is an agricultural plot farmed seasonally, is currently laid to grass and for the event days is populated by temporary event staff, contractors, participants, volunteers and members of the public.

## 1. WHAT TO DO IN THE EVENT OF SMOKE/A FIRE/AN EXPLOSION

### 1.1 Smoke

In the event that you see smoke either in close proximity or at a distance, you must report it immediately to the Event Manager either by radio or mobile telephone.

Calmly describe your location and the location of the smoke and move yourself a safe distance away from the smoke.

### 1.2 Fire and explosion

In the event that you see or are made aware of a fire:

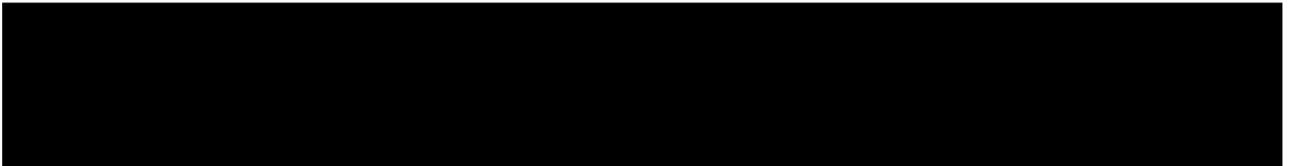
- Move yourself away from the immediate vicinity
- Report the fire to the Event Manager
- Make your way to the nearest muster point

Event Manager will inform you of the appropriate course of action to take  
Do not in any circumstances attempt to tackle the fire yourself unless safe to do so with the appropriate firefighting equipment to hand.

### 1.3 Contact numbers

Events Manager number: 

### 1.4 Muster point



## 2. MUSTER POINTS

Stewards occupying these spaces must ensure that all people are mustered to the appropriate muster point and assist the emergency service when they arrive.

All other locations evacuate and head for the nearest muster point as outlined above in a safe location.

Muster points will be clearly sign posted and marked on any event Programme/ weekend literature.

### 3. WHAT TO DO IN THE EVENT OF A MEDICAL INCIDENT

#### 3.1 Minor injury

In the event that you are made aware of a minor injury, if the patient is able to move comfortably, contact the First Aid response team. A first aid box is held at the first aid tent.

#### 3.2 Injured party unable to move

If you are made aware of an injury, where the injured party is either unable to move or you do not want to move them, contact the Event Manager or The First Aid response team immediately requesting assistance. Briefly state your location calmly and clearly and give basic information relating to the patient.

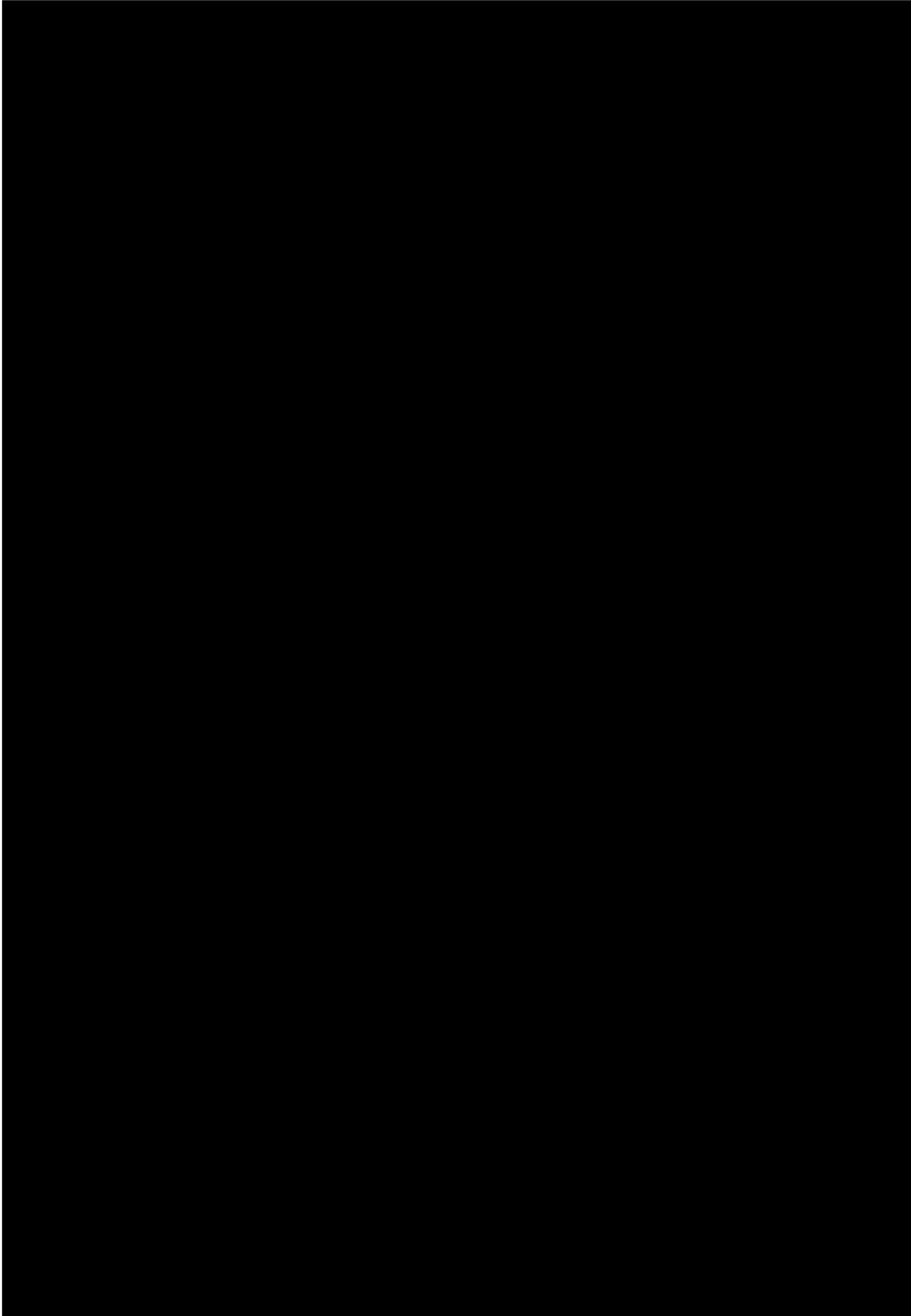
Wait with the injured party until a qualified first aider attends.

#### 3.3 Life threatening injury

If you are made aware of a life-threatening injury, dial 999 and then contact The First Aid response team immediately informing them that you have dialled 999. The First Aid response team will ensure the Emergency Services can safely access the site and the patient.

The First Aid response team ( Kismet) will be bases near the festival entrance or reached by radio at the event.

#### 4. WHAT TO DO IN THE EVENT OF A SECURITY INCIDENT





## 5. FOUND/ LOST CHILD/VULNERABLE ADULT PROCEDURE

(See attached procedures)

## 6. FACILITIES MANAGEMENT RESPONSE TO DISREPAIR/COLLAPSE

### 6.1 Moderate damage to the fabric of the Site

On causing or discovering damage to the fabric of the Site, the H&S Officer should be notified immediately by radio or telephone, so that they, in conjunction with the Event Manager can view the damage and carry out a dynamic risk assessment.

Where repair is required, repair work will be carried out in a timeframe relating to the severity of the damage.

### 6.2 Severe damage to the fabric of the Site

On causing or discovering severe damage to the fabric of the Site, remain at a safe distance from the damage and immediately report the damage to the Event Manager by radio or telephone. Do not attempt to fix the problem and remain a safe distance until the Event Manager and H&S Office arrive to assess the situation.

## 7. CHEMICAL AND SUBSTANCE SPILLAGE MANAGEMENT

In accordance with the Health and Safety Operating Policy, any substance brought on to site must be accompanied with an up to date MSDS. The user of the substance is responsible for ensuring that their risk assessment has included any substances brought to site.

Any chemicals and substances found on site must not be touched, other than by the primary user.

Any spillages should be reported immediately to the H& S Officer either via radio or telephone. No attempt should be made to clear up the spillage without the supervision of the H&S Officer.

The H&S Officer will perform a dynamic risk assessment, based on this incident and will carry out the appropriate level of response.

## 8. MANAGEMENT OF ANIMALS AND LIVESTOCK (INCLUDING VERMIN MANAGEMENT)

The management of animals, livestock and pest control form part of the Health and Safety Operating Handbook, A separate Risk Assessment exists each time animals are brought to site as part of our events activity.

### 9.1 Animals on site

Dogs are not allowed on site

### 9.2 Poisons and bait traps

No Poisons or bait traps on site

### 9.3 Livestock

NO Livestock on site

## **THE SAFE MANAGEMENT OF VEHICLES ON SITE**

Vehicles driven around site, must remain within a speed limit of 10 miles per hour and must have hazard lights on at all times with the vehicle is in motion. Mobile phones must not be used while vehicles are in motion.

Vehicle movement within the festival arena and campsites are restricted to site vehicle sand emergency vehicles only once the event is open.

Any crash or damage to a vehicle must be reported to the Event Management by phone or radio.

## 9. LONE WORKING SAFE PRACTICES

Any employee, contractor, volunteer or participant working at the Event must inform Management of any intention to work alone. This will enable enough risk assessment to be carried out and safe practices put in place to support any necessary emergency planning.

## 10. AIRCRAFT EMERGENCY PLANNING

Should there be a requirement for a patient to be airlifted, the Emergency Services will implement their own plan to safely land an aircraft as close as possible to the casualty.

Responsibility for enabling this activity to happen quickly and safely, rests with the Event Management Team, who, working with the Emergency Services, will carry out a dynamic risk assessment.

## 11. SITE MAP

- Site plans are available in the Site Office
- Roads, paths, boundaries and common names of site locations
- Gathering points and evacuation areas
- Site access points, overhead power lines
- First aid
- Radios
- Fire extinguisher, call points & Muster Points

## **12 Event Location**

**The entrance is on Oving Road**

**Its National Grid Reference is** GRID REF: SU 9192 0498 • X/Y CO-  
ORDS: 491921, 104984 • LAT/LONG: 50.8371,-0.69597736

## **13 Main Utilities**

No Mains services connected to the site.

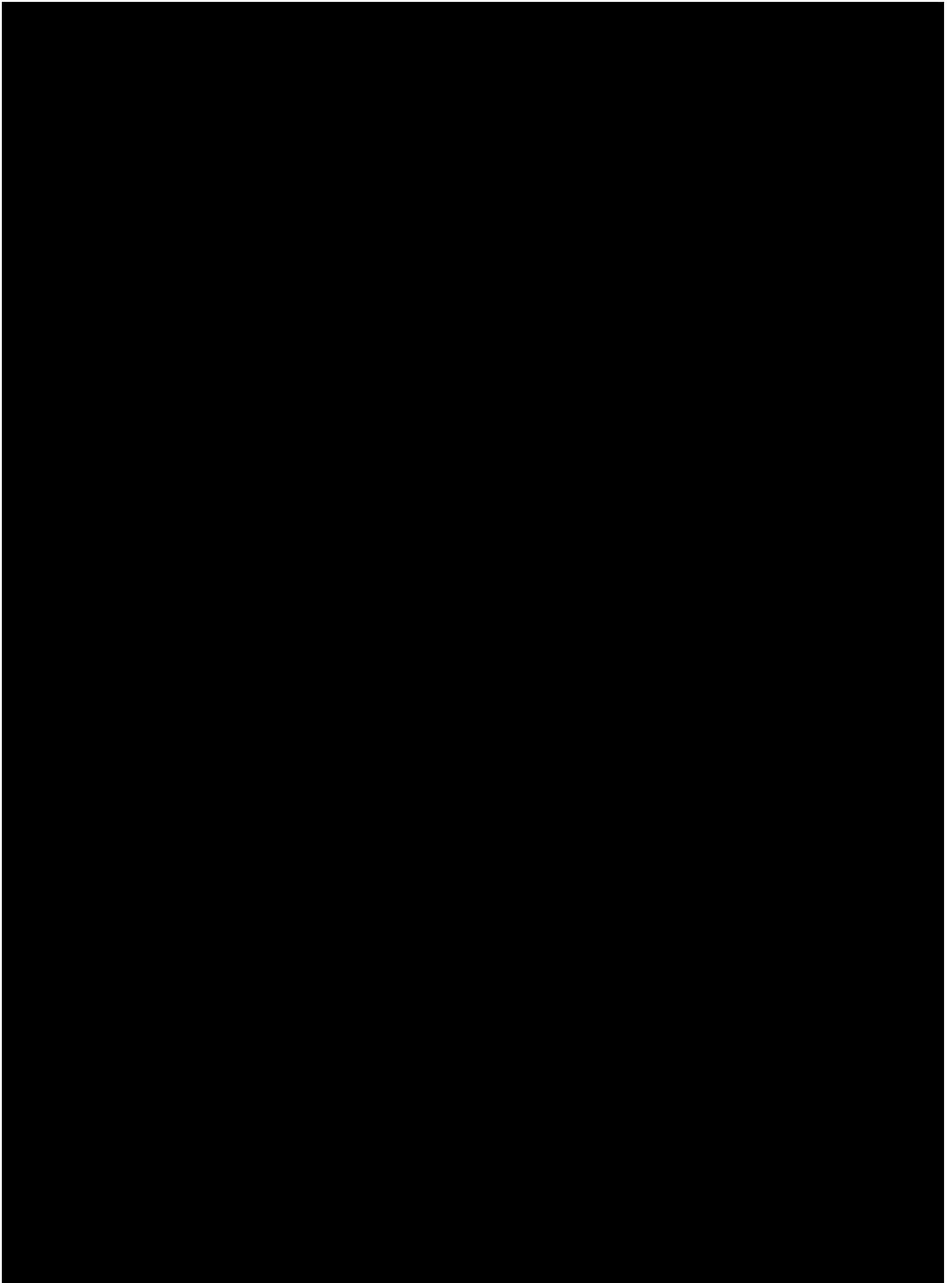
## 14. EMERGENCY SERVICES AND SERVICE PROVIDERS

FIRE, POLICE, AMBULANCE	dial 999
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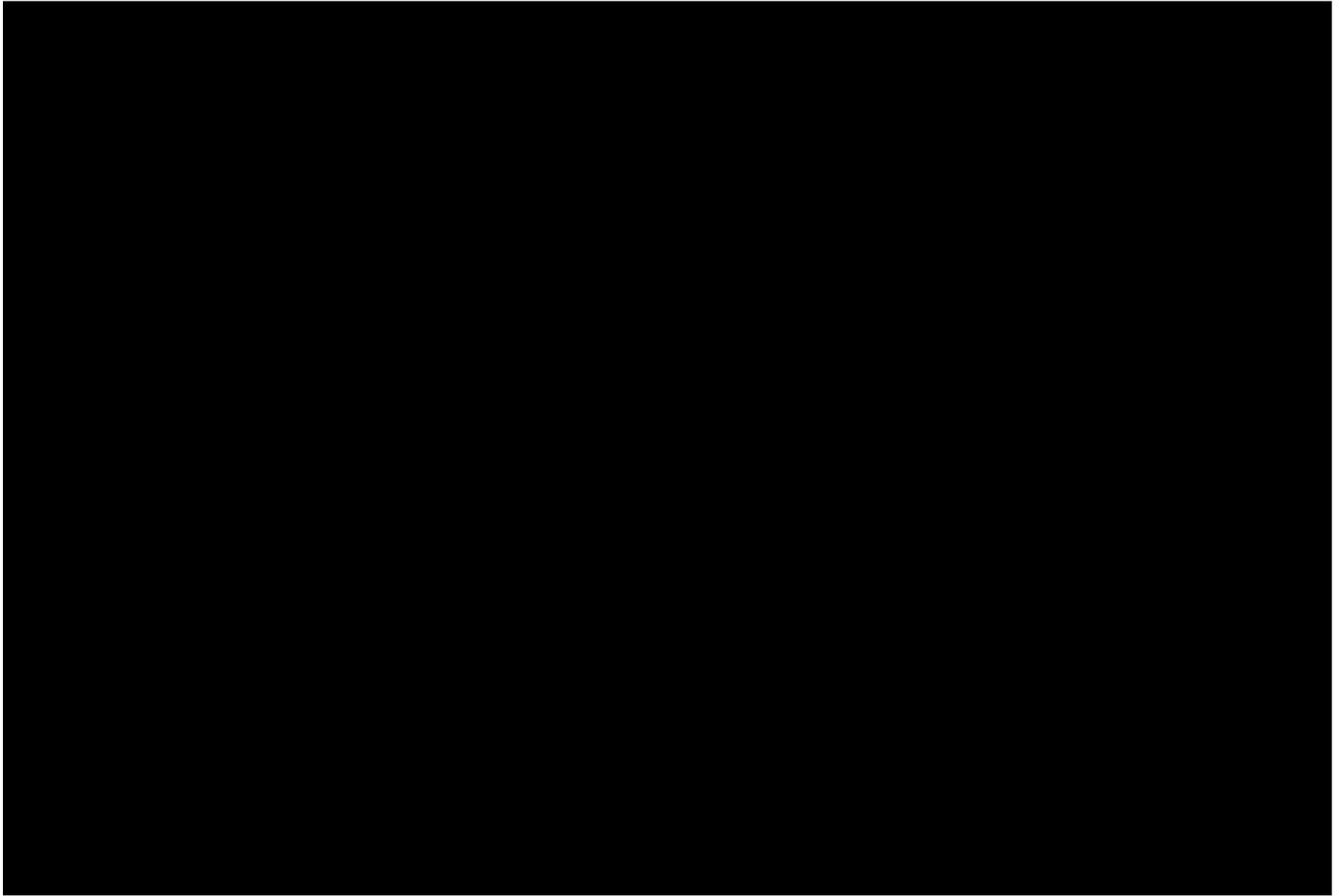
The following is a list of emergency numbers for the major utilities and services. *Fire engines and ambulances can enter the site through the main gate, which is on Oving road between Oving and Aldingbourne.*

Local Police	Kingsham Road, Chichester, P019 8AD
Fire station	Northgate, Chichester, PO19 1BD
Water	50,000Lt water pillow on site
Electricity	Supplied by TMS Event Services
Sandbags	Builder Centre, Chichester: 01243 783267
Tree surgery	S&P Tree Surgeons: [REDACTED] Mark Odin: [REDACTED] Ian Odin (EJF): [REDACTED]
Environment Agency	Incident hotline 0800 807060 Flood line 0845 988 1188

## 15. COMMUNICATION PLAN IN THE EVENT OF AN EMERGENCY



## 16. EMERGENCY BOX LOCATION AND CONTENTS



## 17. GENERAL RISK ASSESSMENT

The table below is an outline of the key risk areas facing the Event and our summary responses and processes in place. Detailed risk assessments are carried out on an event by event basis.

Hazard	Risk Description	Who/What is at Risk	Consequence	Control Measure
Lost child	Child lost on site Child taken from site Child abused on site Finding a lost child Finding child with learning difficulties	Children	Stress of Parents Injury/Stress to Child Use of site resources Use of Emergency Service Resources Use of specialist assistance Press/Media involvement Legal Action	Event Manager Mobile phone contact number /radio Safeguarding Policy Safeguarding training annually Safeguarding warden in place Lost child training annually First Aider/ Kits/ Defib unit <b>See lost child/ vulnerable adult policy</b>
Lost/Abused/Vulnerable Adult	Adult lost on site Adult abused on site Adult found on site Abusive person on site	Vulnerable Adult	Stress of Carer Injury/Stress to Adult Use of site resources Use of Emergency Service Resources Use of specialist assistance Press/Media involvement Legal Action	Safeguarding Warden Mobile phone contact nos/radio Safeguarding Policy training Lost adult training First Aider/ kits/ Defib unit

Death/serious injury/incident of an individual	Death of an individual as a result of site operations Death or serious injury of an individual at a planned event Serious health incident of an individual on site Death/serious injury due to vehicle movement	Anyone	Stress for Family Stress to visitors Use of resources Use of Emergency Services Press/Media involvement Legal Action Close Site/Area	First Aider Defib unit & Trained First Aiders Mobile phone contact numbers/radios High viz jackets First aid policy and process training for all staff
Electrical failure	Electrical Short Circuit Electrical Overload	Those affected by the loss	Loss of Power Possible loss of a safety system Loss of communication Loss of some services Possible fire Electrical shock Close Site/Area	TMS Electrics Alarm system First Aider/kits/defib unit Burns kits Fire extinguishers Defib Unit Radio communication Mobile phones Evacuation routes Torches Hi viz jackets Emergency procedure training Muster points Check in/out rota-volunteers Staff Diary/visitor record Road cones/visible tape PPE
Weather/Environmental	Fallen trees Damaged unsafe structures Lightning Strikes High Winds Rain Flooding Black Ice Snow	Anyone structures Vehicles Temporary structures Local road users	Injury/Death Closure of site/area Usage of resources Use of emergency services Further damage to structure or property Uncontrolled flying objects	Event Manager Mobile phone contact no's/radios High viz jackets Emergency procedure training Evacuation routes Muster points Check in/out rota

	Ground Condition		Press/Media involvement Legal Action	Fire extinguishers First aid kits & trained first aiders Defib unit Emergency kit Road cones/visible tape PPE
Fire	Electrical Fire Smoking Combustible Fire Controlled Fire Spreading (Hearth/work shops) Hot Works (welding/Oxy/Ace/MIG) Fire Works Spread from Explosion Thatched structures Event displays Diesel/Petrol Containers/Tanks	Anyone All structures Livestock Woodlands and site Neighbours Local road users	Injury/Death Closure of site/area Usage of resources Use of emergency services Further damage to structure or property Press/Media involvement Legal Action	Events Manager and event security Fire procedure Fire training Muster points Evacuation routes Mobile phone contact nos/radios Fire extinguishers/blankets Check in/out rota-volunteers Staff diary/visitor record First aider/kits/defib unit Emergency kit Road cones/visible tape Torches PPE
Fire	Bonfire			<b>see Bonfire Risk Assessment</b>
Explosion/Ejection of material	Steam Boiler (Steam Engine) Bomb Car Fire (Petrol Tank) LPG Bottle LPG Gas Tanks	Anyone All structures Livestock Woodlands and site Neighbours Local road users	Injury/Death Closure of site/area Usage of resources Use of emergency services Further damage to structure or property Press/Media involvement Legal Action	Event Security Fire procedure Fire training annual Check in/out rota-volunteers Staff diary/visitor record Fire practice Muster points Evacuation routes

				<p>Mobile phone contact nos/radios          Fire extinguishers/blankets          First aider/kits/defib unit          Emergency kit          Road cones/visible tape          Torches          PPE          Vet</p>
<p>Terrorists Threat</p>	<p>Anonymous Phone Call          Bomb Threat          Site Attack          Robbery at Reception          Robbery at Till points during Events          Robbery at Café          Robbery at Post Office          Possible Hostage situation          Unattended bags</p>	<p>Anyone          All structures          Livestock          Woodlands and site          Neighbours          Local road users</p>	<p>Closure of site/area          Usage of resources          Use of emergency services          Press/Media involvement          Legal Action</p>	<p>Event Security          Emergency training          Muster points          Evacuation routes          Check in/out rota-volunteers          Staff diary/visitor record          Mobile phone contact nos/radios          First aider/kits/defib unit          Emergency kit          Road cones /visible tape          Vet          PPE</p>

Animals & Vermin	Incidents involving animals Animals out of control Infection & diseases Distressed animals	Anyone	Usage of resources Use of emergency services Press/Media involvement Legal Action	H&S officer Daily checks Mobile phone contact nos/ radio Check in/out rota-volunteers Staff diary/visitor record Daily animal handlers Sanitizers, Hot water & soap available Verbal information to visitors from staff/volunteers First aider/kits/defib unit Mobile phones/radios PPE Vet
Chemical / Substance spill	Fuel Spillage Burns/poison Spillage with Stores Reaction with compound mixtures	Anyone Local environment Wide environment livestock	Closure of site/area Usage of resources Use of emergency services Press/Media involvement Legal Action	H&S Officer Secure fuel/chemical storage Mobile phone contact nos/ radio Eye wash First aider/kits/defib unit Burns kits Check in/out rota Muster points Evacuation routes PPE Mobile phones/radios Emergency kit Emergency training annual Road cones/visible tape High viz Torches Vet

Collapse of temporary Structure	Tired Seating Event Structures Scaffolding	Anyone Livestock Other structures/vehicles	Closure of site/area Usage of resources Use of emergency services Press/Media involvement Legal Action	H&S Officer Daily checks Maintenance plan Mobile phone contact nos/radios First aider/kits/defib unit Check in/out rota Muster points Emergency training Evacuation routes Road cones/visible tape High viz Torches PPE Vet
Trees	Deadwood dropping Trees falling Trees Under stress	Anyone Local roads Livestock Other structures/vehicles Damage to site infrastructure Powerlines down	Closure of site/area Usage of resources Use of emergency services Press/Media involvement Legal Action	Event Manager & Farm Manager Daily checks Annual maintenance plan Check in/out rota-volunteers Staff Diary/visitor record Mobile phones/radios First aider/kits/defib unit Road cones/visible tape PPE Vet

Vehicles on Site	Movement of vehicles on site Static vehicles on site Access/egress to site	Anyone Livestock Structures/other vehicles	Closure of site/area Usage of resources Use of emergency services Press/Media involvement Legal Action	Event Manager No vehicle ruling for general use whilst open Mobile phone contact nos/radio First aider/kits/ defib unit High viz Muster points Evacuation routes PPE Emergency training/procedure
Camping		Anyone All structures Neighbours Local road users		See Campsite Risk Assessment
Drugs & Alcohol	Missus of alcohol Risk to health of individuals, vulnerable children or adults	Anyone All structures Neighbours Local road users		See Drug and Alcohol Policy
Violence or conflict		Anyone All structures Neighbours Local road users		See conflict management Procedures

Aircraft	Displays Low flying Flight path across site Falling objects	Anyone Livestock Structures Environment Local road users	Closure of site/area Usage of resources Use of emergency services Press/Media involvement Legal Action	H&S Officer Mobile phone contact nos/radio First aider/kits/defib unit Emergency kit Emergency training annual Check in/out rota-volunteers Staff diary/visitor record Muster points Evacuation route High viz Torches Fire extinguishers/blankets PPE
Infectious diseases (Zoonoses) Legionella (detected/traced back to site)	Illness to anyone at site Illness to anyone who visited site Illness to other animals	Anyone Livestock	Closure of site/area Usage of resources Press/Media involvement Legal Action	H&S Officer Mobile phone contact nos/radio Daily checks First aider/kits/defib unit PPE Hygiene procedures Hygiene training



# First Aid Provision Risk Calculator

Risk	Details	✓	Score
Nature of event	Classical performance	<input type="checkbox"/>	2
	Sports event - track & field	<input type="checkbox"/>	3
	Equestrian event	<input type="checkbox"/>	6
	Martial arts / Boxing	<input type="checkbox"/>	6
	Public exhibition	<input type="checkbox"/>	3
	Pop/rock concert	<input type="checkbox"/>	5
	Dance event	<input type="checkbox"/>	8
	Agricultural/country Show	<input type="checkbox"/>	2
	Marine	<input type="checkbox"/>	3
	Motocycle display	<input type="checkbox"/>	3
	Aviation	<input type="checkbox"/>	3
	Motor sport	<input type="checkbox"/>	4
	State occasions	<input type="checkbox"/>	2
	VIP visits/summit	<input type="checkbox"/>	3
Music festival or similar	<input checked="" type="checkbox"/>	3	
Bonfire/pyrotecnic display	<input type="checkbox"/>	4	
New year celebrations	<input type="checkbox"/>	7	
Demonstrations/marches/political events	Low risk of disorder	<input type="checkbox"/>	2
	Medium risk of disorder	<input type="checkbox"/>	5
	High risk of disorder	<input type="checkbox"/>	7
	Opposing factions involved	<input type="checkbox"/>	9
Venue	Indoor	<input type="checkbox"/>	1
	Stadium	<input type="checkbox"/>	2
	Outdoor in confined location eg park	<input type="checkbox"/>	2
	Other outdoor eg festival	<input checked="" type="checkbox"/>	3
	Widespread public location in streets	<input type="checkbox"/>	4
	Temporary outdoor structures	<input checked="" type="checkbox"/>	4
	Includes overnight camping	<input checked="" type="checkbox"/>	5
Standing/seated	Seated	<input type="checkbox"/>	1
	Mixed	<input checked="" type="checkbox"/>	2
	Standing	<input type="checkbox"/>	3
Audience profile	Full mix, in family groups	<input checked="" type="checkbox"/>	2
	Full mix, not in family groups	<input type="checkbox"/>	3
	Predominantly young adults	<input type="checkbox"/>	3
	Predominantly children and teenagers	<input type="checkbox"/>	4
	Predominantly elderly	<input type="checkbox"/>	4
	Full mix, rival factions	<input type="checkbox"/>	5
Past History	Good Data, low casualty rate previously (less than 1%)	<input type="checkbox"/>	-1
	Good Data, medium casualty rate previously (1% - 2%)	<input type="checkbox"/>	1
	Good Data, high casualty rate previously (more than 2%)	<input type="checkbox"/>	2
	First event, no data	<input checked="" type="checkbox"/>	3
Expected numbers	< 1000	<input type="checkbox"/>	1
	< 3000	<input checked="" type="checkbox"/>	2
	< 5000	<input type="checkbox"/>	8
	< 10 000	<input type="checkbox"/>	12
	< 20 000	<input type="checkbox"/>	16
	< 30 000	<input type="checkbox"/>	20
	< 40 000	<input type="checkbox"/>	24
	< 60 000	<input type="checkbox"/>	28
	< 80 000	<input type="checkbox"/>	34
	< 100 000	<input type="checkbox"/>	42
	< 200 000	<input type="checkbox"/>	50
	< 300 000	<input type="checkbox"/>	58

Expected queuing	Less than 4 hours	<input checked="" type="checkbox"/>	1
	More than 4 hours	<input type="checkbox"/>	2
	More than 12 hours	<input type="checkbox"/>	3
Time of year (outdoor events)	Summer	<input checked="" type="checkbox"/>	2
	Autumn	<input type="checkbox"/>	1
	Winter	<input type="checkbox"/>	2
	Spring	<input type="checkbox"/>	1
Proximity to definitive care (nearest suitable A&E facility)	Less than 30 min by road	<input checked="" type="checkbox"/>	0
	More than 30 min by road	<input type="checkbox"/>	2
Profile of definitive care	Choice of A&E departments	<input checked="" type="checkbox"/>	1
	Large choice of A&E departments	<input type="checkbox"/>	2
	Small A&E department	<input type="checkbox"/>	3
Additional hazards	Carnival	<input type="checkbox"/>	1
	Helicopters	<input type="checkbox"/>	1
	Motor sport	<input type="checkbox"/>	1
	Parachute display	<input type="checkbox"/>	1
	Street theatre	<input type="checkbox"/>	1
Additional on-site facilities	Suturing	<input type="checkbox"/>	-2
	X-ray	<input type="checkbox"/>	-2
	Minor surgery	<input type="checkbox"/>	-2
	Plastering	<input type="checkbox"/>	-2
	Psychiatric / GP facilities	<input type="checkbox"/>	-2
Total score			<input type="text" value="27"/>

Score	Ambulance	First Aider	Ambulance personal	Doctor	Nurse	Ambulance manager	Support unit
< 20	0	4	0	0	0	0	0
21-25	1	6	2	0	0	visit	0
26-30	1	8	2	0	0	visit	0
31-35	2	12	8	1	2	1	0
36-40	3	20	10	2	4	1	0
41-50	4	40	12	3	6	2	1
51-60	4	60	12	4	8	2	1
61-65	5	80	14	5	10	3	1
66-70	6	100	15	6	12	4	2
71-75	10	150	24	9	18	6	3
>75	15+	200+	35+	12+	24+	8+	3

## **WILD FIELD EVENTS LTD. DRUG & ALCOHOL POLICY**

Wild Field Events Ltd. take their responsibilities seriously and therefore impose the following the Drug & Alcohol Policy across all events and functions managed by the company.

Persons must be 18 or over to purchase any alcohol.

Anyone selling alcohol must be fully trained to do so.

The premises will operate a "Challenge 25" policy whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID to prove their age.

- The recommended forms of ID that will be accepted are passports, driving licenses with a photograph, photographic military ID or proof of age cards bearing the 'PASS' mark hologram.
- Suitable and sufficient signage advertising the "Challenge 25" policy will be displayed in prominent locations in the premises.
- The challenge 25 policy will be fully stated on internet sites and other appropriate promotional material intended to be read by prospective attendees before they purchase tickets. The policy will also be stated in the campsite rules.
- The DPS will ensure that all individual bars and traders:
  - Display challenge 25 posters in prominent locations within their individual bars;
  - Ensure that their staff have been fully trained on the challenge 25 policy prior to supplying alcohol;
  - Ensure that bar staff are engaging with customers and implementing the challenge 25 policy on an ongoing basis throughout individual events.
- If you don't want to bring your pass port or driving licence with you to an event see <http://www.pass-scheme.org.uk/> for details.

### **Preventing Proxy sales of alcohol**

Anyone selling alcohol must be fully trained and understand the law relating to proxy sales. Staff must stay vigilant and be aware of any young people nearby who may attempt to buy alcohol themselves or who may try and persuade an older person to buy it on their behalf. If staff see an adult asking the child what alcohol they want, or if the child's behaviour suggests the alcohol is for them, then they should refuse the sale. If staff have reasonable suspicion that someone is purchasing alcohol for a young person, they are not to sell alcohol to them. Statutory signs and deterrent posters will be prominently displayed on site.

### **Specific conditions in relation to Wild field family Festival**

Any bar selling alcohol must decant into a non-glass, environmentally friendly container before serving.

Only alcohol purchased from one of the festival bars may be consumed within the festival arena.

Alcohol cannot be brought into the festival arena from the festival campsite

Alcohol purchased in the festival arena must be consumed onsite must not be taken back into the festival campsite.

### **Drugs**

Wild Field Events Ltd. does not condone the use of drugs.

Drugs enforcement laws are as applicable onsite as anywhere else in the UK.

It is illegal to buy, sell or take drugs.

All drugs are potentially dangerous, there are no harmless drugs.

The only way to avoid risks is not to take drugs at all. This also applies to psychoactive substances (formerly known as "legal highs").

We want our visitors to know above all else, that they can come to the medical team for help if they need it. We encourage attendees to be honest with medics and welfare teams about what they have consumed so that they know how best to help.

This is a family event therefore any person found in possession of what is believed to be an illegal substance, even in a quantity deemed for their own use, will have their details taken, the substance will be confiscated by the onsite security Police will be called immediately, and any substances will be handed over to the

appropriate authority. Bringing drugs on site violates our Terms & Conditions and will result in the eviction of the person/persons involved.

**Neither anti-social nor illegal behaviour will be tolerated, and participants will leave themselves liable for eviction from the site.**

**WILD FIELD FAMILY FESTIVAL 2019 (WFFF)  
FESTIVAL COMPLAINTS PROCEDURE**

The Wild Field Family Festival organisers (Wild Field Events Ltd) take feedback seriously and aim to respond in a timely and polite manner to any complaints.

Ticket-buyers or members of the local community with a complaint may email [info@wildfieldevents.com](mailto:info@wildfieldevents.com) and will receive a response within 3 weeks.

Volunteers and contractors may express festival-related concerns or grievances to relevant area or service co-ordinators. Any issues that remain unresolved may be brought to the attention of the

Company Director and will receive a response within 3 weeks.

We hope that most complaints can be resolved informally.

Initially, the organisers will consider the complaint and respond with information with a view to achieving resolution. This information may take the form of an explanation, apology, offer of compensation or commitment to improvement in future depending on the nature of the complaint.

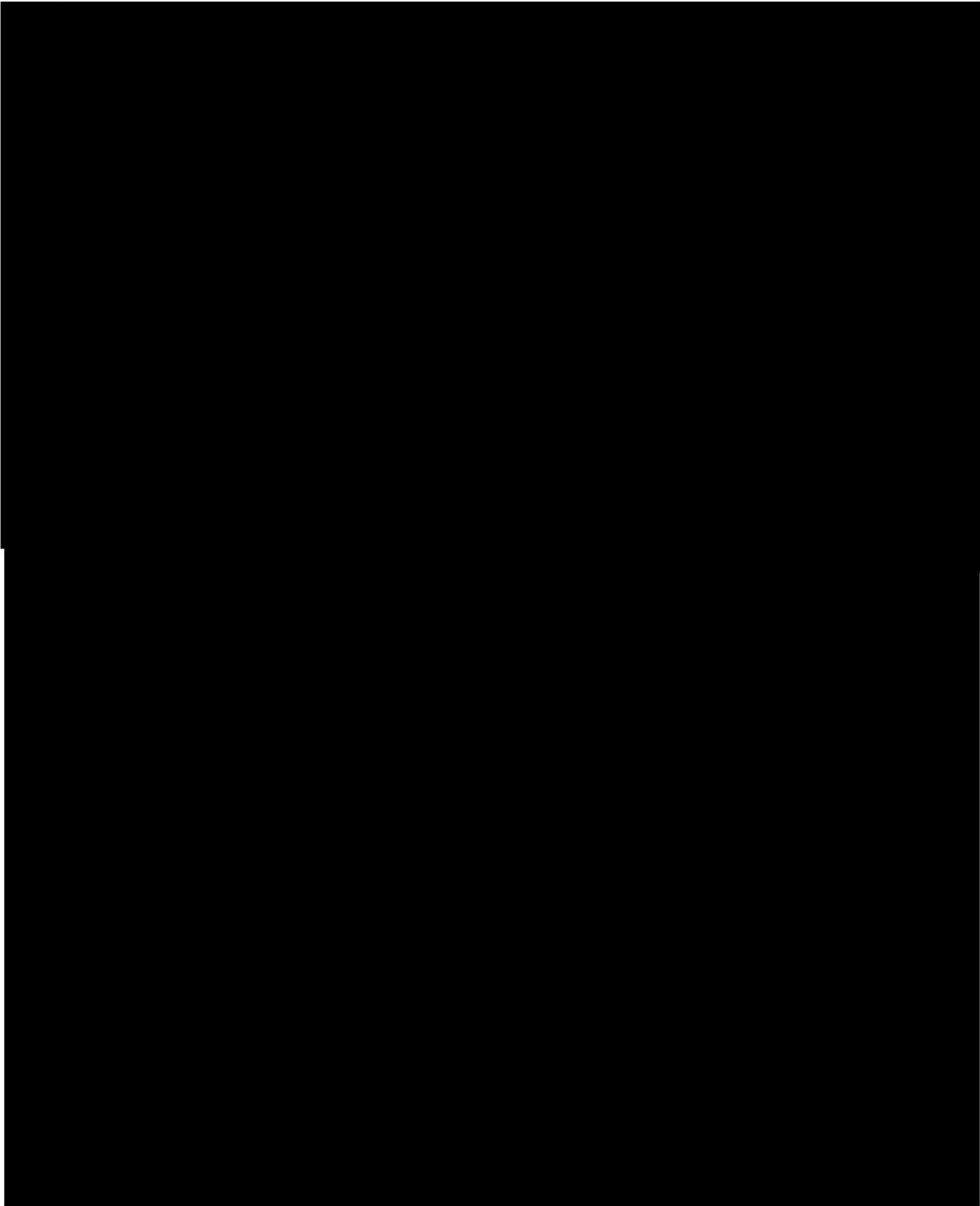
Please note that purchase of tickets implies acceptance of the WFFF Terms and Conditions which are available on the Festival website and ticket agents websites.

Volunteers are required to follow WFFF Crew Terms & Conditions, Health & Safety advice and the specific arrangements/contracts made with their area or service co-ordinator(s).

Festival participants' satisfaction cannot be ensured where these terms and conditions, policies, guidance or contracts have not been adhered to.

<b>Customer/Resident Complaint Form</b>
Date of complaint:
Time complaint made:
<b>Nature of the complaint made</b>
<b>Any actions taken</b>
Name:
Address:
Post code
Phone:
Email:

LETTER OF NOTICE OF EVENT TO LOCAL RESIDENTS



**SAFEGUARDING CHILDREN & VULNERABLE ADULTS POLICY  
FOR  
WILD FIELD EVENTS LTD**

#### Introduction

Wild Field Events Ltd is a for-profit events management organisation registered at 3 Oak Close Chichester PO19 3AJ.

Wild Field Events Ltd is managed by the Company Director who currently has particular responsibility for safeguarding children and vulnerable adults.

The Company has adopted this safeguarding children and vulnerable adults policy and expects everyone working or helping at Wild Field Events Ltd to support it and comply with it. Consequently, this policy shall apply to all staff, directors, volunteers, students or anyone working on behalf of Wild Field Events Ltd.

#### Purpose of the policy

This policy is intended to protect children, young people and vulnerable adults who receive any service from us, including those who are the children or dependant persons of adults who may receive services from us. As an organisation we believe that no child or young person or vulnerable adult should experience abuse or harm and are committed to the protection of children and young people and vulnerable adult. This policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to child and vulnerable adults protection and safeguarding.

For the purposes of this policy, Wild Field Events Ltd defines a vulnerable adult as someone aged 18 or over:

- Who needs help because of their age, illness or disability,
- Or is unable to protect themselves against significant harm or exploitation
- A person can be a vulnerable adult temporarily due to illness or circumstances, including being under the influence of alcohol, medication etc

#### The risks to children and vulnerable adults

There are situations where children and vulnerable adults need protection including: • Sexual abuse • Grooming • Domestic violence • Inappropriate supervision by staff, volunteers, parents or carers. • Bullying, cyber bullying, acts of violence and aggression. • Crime • Exploitation

#### Safeguarding children and vulnerable adults at events / activities

There are three kinds of events/ activities • Those open to adults and children of all ages • Those for children accompanied by a Parent or guardian. • Those for unaccompanied children, which are sometimes run alongside other events/ activities.

Vulnerable adults who need additional support may need to be accompanied by a carer and attendees will be assessed on an individual basis

At events and activities open to all ages, children under the age of 16 must be accompanied throughout by an adult over the age of 18 who not only brings the child but also takes the child home again afterwards.

#### Young people aged

16 or 17 may attend unaccompanied if they bring written consent and a mobile number of one of their parents unless terms and conditions of the event state otherwise. (Wild Field Family Festival Ticket Terms and Conditions state all under 18's must be accompanied at all times).

At events and activities for children accompanied by a parent, carer or guardian, children under the age of 16 must be supervised throughout the event by an adult over the age of 18 who not only brings the child but also takes the child home again afterwards. If a lone adult brings more than one child, then the children will have to stay together, so that the one adult can supervise them. Young people aged 16 or 17 may attend unaccompanied if they bring written consent and a mobile number of one of their parents unless terms and conditions of the event state otherwise.

At events and activities for unaccompanied children, children under the age of 16 must be enrolled by a responsible adult before being left with the event leader. The enrolment must record the child's name, age and address and the names and addresses and phone number the children's parents, carers or legal guardian. Young people aged 16 or 17 may attend unaccompanied if they bring written consent and a mobile number of one of their parents unless terms and conditions of the event state otherwise.

Both event and activities are to be defined broadly to include any occasions where Wild Field Events Ltd will be providing the service.

#### Disclosure and barring

Wild Field Events Ltd offers the follow events or activities where children and vulnerable adults may attend.

- Family Festival
- Private parties
- Functions
- Theatre
- Film
- Camping & Glamping
- Weddings

Some of the activities may therefore require adult participants or adult leaders to undergo DBS and / or police checks under the Safeguarding Vulnerable Groups Act 2016. The required level of checking (if any) will broadly reflect on the degree of frequency of unsupervised access given to other people children or vulnerable adults.

The Management will take very seriously any allegation of impropriety on part of any member of Wild Field Events Ltd team. A member of Wild Field Events Ltd who discovers anything amiss should get in touch immediately with the company director.

The team will review the allegation and the likely risk to children or vulnerable adults , and if appropriate, will consider banning the member from future events or revoking his or her employment or both, but only in full accordance with eh rules and procedures of Wild Field Events Ltd.

#### Health & Safety aspects of safeguarding children and vulnerable adults

Before starting any event for unaccompanied children or vulnerable adults , the team will carry out a risk assessment and then take steps to minimise all risks to health and safety. Parents, carers and children and vulnerable adults will be made aware of any particular risks and of the steps to be taken to minimise those risks. The team will keep a record of all risk assessments.

Sufficient adults must be present at any event for unaccompanied children or vulnerable adults to enable one adult to deal with any emergency while another adult supervises the children not directly affected by the emergency.

#### Policy on the prevention of bullying

We will not tolerate the bullying of children or vulnerable adults either by adults or other children. If any incident of child-on-child bullying should arise at a Wild Field Events Ltd events, those involved will be separated immediately and the parents of the children involved will be asked to deal with the matter. The team will review all incidents of

child-on-child bullying and assess the likely future risk to children. If appropriate, the team will consider banning a child from future events, but only in full accordance with the rules and procedures of Wild Field Events Ltd.

Allegations of adults bullying children or vulnerable adults will be dealt with under the same conditions as any serious allegations of impropriety as above.

#### Photographing children

No photos will be taken or published of any child or vulnerable adult attending the events or activities unless prior written permission is sought from a person with parental or caring responsibility. If any person has any concerns regarding any persons taking photos at an event or activities, that person should contact Wild Field Events Ltd immediately.

#### Managing behaviour, discipline and acceptable restraint.

Adults supervising children or vulnerable adults at Wild Field Events Ltd events must never use any form of corporal punishment. If physical restraint is absolutely necessary to prevent injury to any person or to prevent damage to property, then the minimum necessary restraint may be used – but for that purpose only. Unacceptable behaviour at Wild Field Events Ltd events for unaccompanied children will generally be stopped by separating the children from each other and from the group. The miscreants will be suitably supervised and will be returned as soon as possible to the care of their parents.

Wild Field Events Ltd may apply further disciplinary sanctions; namely the banning of a child from one or more future events over the following 18 months. Any such sanction would be determined and applied by the Company Director.

A parent who is aggrieved by this ban may appeal to Wild Field Events Ltd who will hear the views of all relevant persons. The decision of Wild Field Events Ltd is then final. Any such appeals should be made direct to Wild Field Events Ltd.

#### Other policies

The safeguarding policies should be read together along with the following policies and resources: • Wild Field Festival Event Management Plan • Lost child or vulnerable adults procedure • Found child vulnerable adults procedure • Staff & Voluntary DBS certificates. • Events Risk assessments. • Individual event Terms & Conditions.

This policy was drawn up by Sue O’Keeffe on 20/02/2019 and is due for review on a yearly basis.

### **Wild Field Events Ltd LOST CHILD OR VULNERABLE ADULT PROCEDURES.**

#### **IF A LOST CHILD or VULNERABLE ADULT IS REPORTED TO YOU, FOLLOW THIS PROCEDURE**

- If a parent / responsible adult approach you about their lost child/vulnerable adult, remain calm.
- Contact Event Control, either with your own radio, or ask a member of staff with a radio to do this for you.
- Ask the parent / responsible adult for a detailed description of the child/vulnerable adult and where and when they were last seen.
- Go with the parent / responsible adult to the location where the child/vulnerable adult was last seen and wait there for at least 10 minutes just in case the child/vulnerable comes back. Make your position easily visible to aid the lost child/vulnerable adult to find their parents/responsible adult.
- Events stewards or/and security personnel in the vicinity will be notified immediately to support a rapid search of the immediate area.
- If the child/vulnerable adult is does not return within ten minutes, escort the parent/responsible adult to the child/vulnerable adult point.
- The parent / responsible adult may be very distraught and not wish to leave the area where the child/vulnerable adult was lost. If the parent/responsible adult is not prepared to accompany you, their contact details should be taken and relayed to event control so they can be contacted if the child/vulnerable adult is found later.
- Event control will notify the police as necessary (suggested if not found after 20 minutes) who will co-ordinate and continue the search until the child has been found.
- If an individual case presents with circumstances which may lead to the child being a high-risk case (e.g. possible kidnapping) event control should be contacted immediately and the police informed immediately who will devise the appropriate search strategy.
- Parents / responsible adults arriving at the child/vulnerable adult point looking for a child/vulnerable adult who has not been handed in, will be encouraged to remain at the child/vulnerable adult point but will not be forced to do so.
- The child/vulnerable adult point staff will complete a lost child/vulnerable adult form and take care of the parents / responsible adult until the lost child/vulnerable adult is found. the parent /

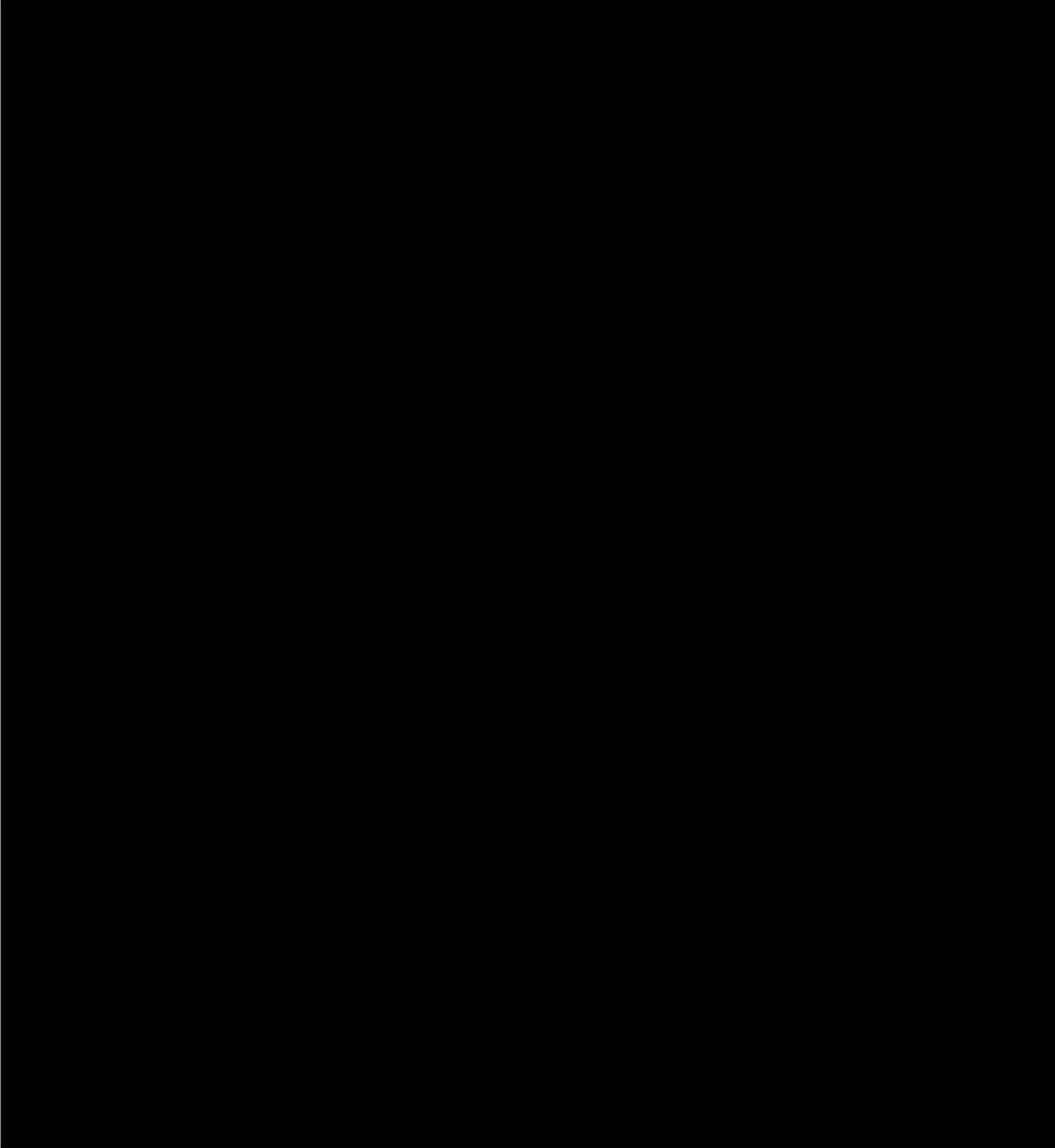
responsible adult will be required to show proof of identity and a signature must be obtained prior to allowing the child/vulnerable adult to leave with them.

- On repatriation of the child/vulnerable adult with their parent / responsible adult, the incident log must be completed.
- Once a child/vulnerable adult has been reunited with their parents / responsible adult, the child/vulnerable adult point will notify event control.
- At no time should a child be escorted to the lost child point by one member of event staff alone.

#### **Wild Field Events Ltd - FOUND CHILDREN/VULNERABLE ADULTS PROCEDURE.**

##### **IF A FOUND CHILD or VULNERABLE ADULT IS REPORTED TO YOU, FOLLOW THIS PROCEDURE**

- Steward to remain with the child/vulnerable adult at the location they are found for 5 minutes and notify the Safeguarding Coordinator and event control immediately to request assistance.
- Event control/or the Safeguarding Coordinator will arrange for a member of staff to pair with the steward so that 1:1 contact with the child/vulnerable adult is minimised (physical contact with the child/vulnerable person should be avoided where possible)
- Steward to pass details of child/vulnerable person to event control and Safeguarding Coordinator.
- Safeguarding Coordinator (or event control if present) to open an incident log.
- After 5 minutes child/vulnerable adult to be taken to the Lost People Point.
- Minimum of 2 briefed and suitable staff to remain with the child at all times.
- Adults claiming the child/vulnerable person should be asked for ID unless it is clear that the child/vulnerable person recognises the adult.
- Prior to discharging the child/vulnerable person, ensure the parent/carer is fit (for example that they are not intoxicated, emotionally distressed, angry) and consult with event control if there is doubt. (Police intervention may be necessary if the parent/carer is unfit to care for the child/vulnerable person.)
- When the child/vulnerable person is reunited with parent/carer, steward to inform event control and Safeguarding Co-ordinator.
- Descriptions of the child/vulnerable person should not be circulated in public unless the child/vulnerable person is already secure.
- Event Control or Safeguarding Coordinator to update and close incident log.



## **TRAFFIC MANAGEMENT PLAN (02/12/18)**

### **WILD FIELD FAMILY FESTIVAL 2019 | HOLLY TREE FIELD, PARK FARM, ALDINGBOURNE, WEST SUSSEX**

The purpose of the Traffic Management Plan is not only to control all traffic from moving in the site during the event, but to enable other traffic to continue to move outside the site so far as is reasonable.

The priorities are to:

- Create a safe event for the public attending
- Create a safe event for the public outside the site
- To meet statutory requirements

A considerable number of factors affect the planning of traffic management. Location, Site Access, Event Type, Visitor Numbers, Mode of Transport and time of year to name but a few.

This Traffic Management Plan is designed to minimise inconvenience to traffic not connected with the event as well as to facilitate the guests entering and leaving the site in the quickest, safest way possible.

Should there be a major incident on any of the roads surrounding the event then the event organisers will inform guests of the whereabouts of the incident via site stewards.

Wild Field Events Ltd will be employing the services of MS Services to provide traffic management on the main entrance and exit from 1 hour before and 1 hour after event opening/ closing times.

### **ACCESS TO WILD FIELD FAMILY FESTIVAL**

Wild Field Family Festival is accessed via 2 gated entrances on Oving Road.

The Main Entrance (Gate 1) will be used by day and weekend guests.

The Exhibitor Entrance (Gate 2) will be used by all exhibitors, staff, production team, deliveries and emergency vehicles. This will be used as a backup for visitors to control queues on road if necessary.

Entrance 1 will be manned during the festival opening hours and times when guests will arrive or leave the site. In addition, the Exhibitor Entrance will be manned during the set up and break down hours and have access available for emergency vehicles at all times.

Both entrances to the field will be hardened to aid ingress and egress of vehicles.

The entrances will have sufficient signage in place which complies with the traffic regulations.

The visibility splays from the event accesses / exits will be checked and managed appropriately to ensure that there is suitable visibility.

Oving Road is a high-speed unlit road, therefore Wild Field Events Ltd plan to utilise an advisory speed limit (using yellow and black warning signs) and additional signs warning of upcoming events entrances.

**Total expected vehicles on site including deliveries at full capacity - 600**

### **SITE TRAFFIC RULES**

- All vehicles will abide by a strict 10 mph speed limit on site
- All large production vehicles will be escorted by a steward at all times
- No vehicle movement on the festival arena site during opening hours, except for emergency and Wild Field Events site vehicles.
- Hazard lights will be required to be on in all areas except the public car park for moving vehicles.
- All staff will be required to wear the correct PPE for the activities they are undertaking at all times.
- All PPE must be in a clean and usable state
- If any of the above rules are broken, the staff member in question will be re-briefed and warned, any member of the public in violation will be warned.
- No Dogs will be permitted on site

- The Festival Campsite must be clear of cars by time of festival opening and parked in the appropriate car park.

### **PRODUCTION TRAFFIC**

Expected Traffic levels and Arrival Times TBC depending on ticket sales and production schedule.

- 1 x Articulated lorry expected, carrying water supply and staying on site in static position until after close of event.
- During events set up (Monday 5<sup>th</sup> August – Thursday 8<sup>th</sup>)
- Production traffic and deliveries will only arrive between 9am and 5pm on non-operation days and on show days will arrive between 8am and 11pm, during opening hours of the public car park. No deliveries will be expected and the majority of production traffic at this time will be artists and small-scale contractors who will arrive at Exhibitor Entrance (Gate 2) and parked adjacent to the entrance.
- All collections will operate between 9am and 5pm and all will exit out of Exhibitor Entrance (Gate 2)

### **ACCESS ROUTES**

- Production vehicles have one main access route; until the weekend of the festival.
- Production traffic will enter through Exhibitor Entrance (Gate 2) and enter the site into the exhibitor drop off and camping area, where they will sign in at the Site Secretary tent on the map.
- During the weekend of the show, minimal lightweight remaining production traffic will be required to enter through Main Entrance (Gate 1) and enter site via the public campsite and check in with security at that point.
- Production vehicles will then exit out of (Gate 2).
- Guests: Guests with a valid camping pass can arrive from 12:00 – 20:00 on Friday 9<sup>th</sup> August.
- Day visitors will have vehicle access to the campsite and visitor car park from 09:00 – 21:00 on Saturday 10<sup>th</sup> & Sunday 11<sup>th</sup> August.
- Campers staying overnight on Sunday evening must vacate the site by 12:00 Monday 12<sup>th</sup> August Allowing Production vehicle back on site to breakdown after 13:00 on Monday 12<sup>th</sup> August.
- Campers needing in to leave the site from Friday – Monday will be able to do so via the stewarded Main Exit (Gate 1)
- Camping areas and carparks will be managed by marshals directing people as well as on site event signage.
- Public vehicles have allocated parking places and should be in this area.
- Access routes and public pathways will be clearly signed and marked.

### **VEHICLE PASSES**

All exhibitors, staff and production and emergency vehicles will display a vehicle pass, all will include a space on the pass to add a telephone number.

### **PRE AND POST EVENT TRAFFIC**

Production traffic levels are expected to be low, with the majority of the exhibitors arriving on Thursday 8<sup>th</sup> August, and leaving the site at end of event breakdown on Sunday 11<sup>th</sup> August. The earliest arrival day will be Monday 5<sup>th</sup> August and latest departure day will be Tuesday 13<sup>th</sup> August.

## **SUSTAINABILITY POLICY**

### **WILD FIELD EVENTS LTD. SUSTAINABILITY POLICY**

Wild Field Events Ltd. is a UK-based events company that runs festivals, weddings, parties and fairs. Wild Field Events Ltd. understands that the events that it manages have environmental, social and economic impacts. It is therefore committed to the development, implementation and continual improvement of a sustainable event management system to minimise any negative impacts of its operations.

Our approach is to embed sustainable management principles across all events for which it is responsible.

The Company's sustainable event management principles are:

**Integrity & Ethical Behaviour:** To act ethically and with integrity in our event operations with regard for the law and without bias, including in our dealings with our employees, customers, suppliers and towards society and the environment.

**Inclusivity & Accessibility:** To produce high quality events that are inclusive and accessible to people of all ages, backgrounds and abilities.

**Environmental Performance:** To minimise the impact of events on the environment.

**Collaboration & Transparency:** To collaborate and build relationships with stakeholders and the general public and to ensure that all stakeholders have access to all relevant information about event operations.

**Legality:** To meet and exceed all applicable legal and regulatory requirements in all activities.

**Stewardship:** To show leadership and best practice in sustainable event management.

Wild Field Events Ltd. is committed to continual improvement and will monitor its performance against agreed sustainability objectives.

What can you do to help?

We're busy behind the scenes doing as much as we can to realise our ambitions, but we need your help us to make our festival greener and cleaner, so here's some things you can do before, during and after our events;

**Travelling to our events**

If you don't live in West Sussex, consider the most sustainable way to travel here and back home. Make use of public transport where possible.

Walk to and from the events when possible. Many of our events take place around Chichester and are easy to travel to by foot or cycling, if public transport is not accessible please consider car share opportunities.

**Recycle**

Dispose of your waste responsibly by using the recycling systems in place.

Recycle any Festival brochures or leaflets when you are finished with them.

Reuse cups at the bars and food outlets as many times as you can.

Visit our website, or sign up to our Facebook, Instagram and Twitter pages for event updates so we can reduce the amount of print material we produce.

**Use Eco Friendly products**

**PLEASE DO NOT BRING ANY NON-ECO FRIENDLY WASHING PRODUCTS WITH YOU!**

The organisers are committed to making Wild Field Family Festival as eco-friendly as possible. One of the ways we will do this is by providing everyone access to eco washing up liquid, eco shampoos and shower gels and eco hand wash at all our shower, washing up stations and hand wash points. This way we can be sure that the natural environment that we are using will remain undamaged.

Tell all your friends about the importance of helping us with all of this to reduce the impact Wild Field Events Ltd. has on the environment.

## **WILD FIELD FAMILY FESTIVAL 2019**

### **FIRST AID PROVISION**

The Festival organiser will be liaising with local authority services with regards to providing the appropriate level of medical cover for the duration of the festival, including event build-up and breakdown.

The nearest accident and emergency area is located at: St Richards Hospital, Spitalfield Ln, Chichester PO19 6SE

The level of medical first aid and provision for the whole festival including the campsite will be in accordance of the latest addition of the "Event Safety Guide" (HSG 195)

First aid facilities will be provided on site for all staff, contributors and audience members for the duration of the festival.

The local ambulance services will be given prior notification of the Festival.

H&S briefing meetings including medical provision information will be provided to all staff and volunteers.

The first aid point will be provided with the contingency plan, event contact numbers and site plan.

The medical first aid point will be clearly signed and provided with water and power supplies.

The medical team will be on site for a minimum of one hour before the festival begins to a minimum of one hour after the festival finishes. They will be identifiable by Kismet uniforms and high vis jackets. The medical team will be issued with a staffing plan before the start of the event.

An accident book will be located in the Festival HQ marquee. Any employee, contractor or freelance worker who suffers an accident must make sure that the accident is reported to the Event Safety officer as soon as possible. These records will be available at all times to relevant authorities.

#### **Build-up and breakdown**

During the Build-up and breakdown of the event first-aid provision will be provided by the festival coordinator who holds current AoFA First Aid Level 3 QCR certificate. First aid kit will be held in the Festival HQ Marquee which will be adequately signed.

#### **During Festival and Campsite opening hours**

A separate festival entrance will be in place to allow access for emergency vehicles during the event.

The festival will have a no vehicle movement policy in place in the festival arena, except for site and emergency vehicles.

Medical response will have radio communications with the Festival HQ & Event management. A protocol for the use of radio equipment is in place. A communications plan detailing medical communications links will be produced and held at both the medical control point and festival HQ.

An event log will be maintained and will include any actions or decisions taken by the manager of the medical provisions and the reasons for those actions.

First aid cover will be contracted to Kismet Medical services. Their provision will include: Medical Cover with a Response Vehicle, Shelter and all Equipment (Defib, O2, etc) for the duration. With 2 people with a sleeping duty overnight. In addition to this provision there will be a minimum of 4 additional first aiders on site during the day and an additional 'on call' campsite first aider to assist overnight. Kismet will be responsible for maintaining the medical unit, providing appropriate first aid facilities, water provision & clinical waste disposal.

## **WILD FIELD EVENTS LTD - CONFLICT MANAGEMENT AND EVICTION PROCEDURES**

At any event or function that require Security, the guard will wear clothing that easily identifies the individual as a security operative.

At Wild Field Family Festival, Wild Field Events Ltd will use contracted SIA trained security Guards who are fully trained in dealing with conflict and practices to avoid conflict. These guard will ware BWV's when involved in ejections/hands on interaction.

Additional stewards will be at events and functions to help with directing visitors to the appropriate welfare and sanitary facilities, checking tickets on arrival, ensuring entrance, exit/evacuation routes and fire lanes are kept clear and providing assistance in the carrying out of evacuation procedures in the event of danger to visitors, including liaising with representatives of the emergency services.

Security guards will patrol the grounds of the events venue to protect against terrorism, theft and other illegal activities and are also responsible for observing event attendees, volunteers and staff to ensure that they are abiding by the laws and rules of the venue.

Security guards will have roaming duties as well as on occasions being stationed at various posts throughout the venue. Security will have a base which is easily identifiable. They may also search bags or other belongings that are brought into the venue for contraband. In some cases, they may monitor electronic surveillance equipment to ensure that no one is violating the law or rules of the venue. Security guards may detain anyone who is in violation of the law or venue rules. They will also perform crowd control and may be required to supervise parking or direct traffic after the event is over.

### **Avoiding Conflict**

Security will used to evaluate a potentially threatening situation and choose the best response of action to be carried out. The will be trained personnel who are experienced in assessing potentially hazardous situations.

All staff and volunteers are responsible for being aware of risks and potentially dangerous situations. Security guards will have been trained to evaluate and then respond professionally and decide what actions to take.

When attempting to resolve a conflict the security and any trained personnel are advised to maintain self-control, empathise with those effected by the incident, actively listen and call from assistance if required and act fairly without discrimination.

When confronted with a difficult situation the SIA Guard must attempt to manage the problem, however there will be situations where the only option for them and the team will be to eject the offender or offenders.

In all cases the event management team must be notified of the situation.

The licence for any event will granted under strict conditions of attendance and public safety, prevention of disorder and prevention of public nuisance. Any person who disrupts an event, function, wedding or festival run by Wild Field Events Ltd under any of the below sections, will leave themselves liable for eviction from site. The decision as to the eviction will be at the discretion of the Event Manager following advice from and security staff or Health & Safety officer on site.

If a person or persons need to be evicted from the site, the situation will be evaluated, and a decision will be made by Security or Duty Warden whether this is an arrestable offence or whether it will require ejection only.

**Persons may be liable for eviction under the following circumstances:**

- Entering or being onsite without a valid ticket or relevant pass/ wristband or invitation.
- Bringing on site any of the following banned items • Drugs. • Any illegal substances such as NOS/nitrous oxide. • Weapons or anything that can be interpreted as a weapon. • Chinese lanterns. • Fireworks. • Naked flame torches or flares. • Generators of any kind, unless agreed in advance • Portable sound systems other than those for personal use, unless agreed in advance • Lasers or air horns. • Anything else that the security team or management team view as potentially harmful or antisocial.
- Failing to comply with all Wild Field Events Ltd Terms & Conditions that apply to the event you are attending.
- Any breaches of criminal law.
- Any breaches of licensing law.
- Unacceptable, disruptive or anti-social behaviour.
- Having been arrested or cautioned in connection with a criminal offence, pending or post hand-over to the Police.

After being notified of an incident, the manager (or the most senior person on duty) will act immediately by:

- Assessing the need for first aid treatment and/or hospital treatment;
- Securing the incident scene where necessary to prevent additional dangers and to preserve any relevant evidence; promptly offering support and reassurance to the individuals involved.
- Reporting the incident to the Police where necessary. Visitors and staff have the right to report incidents of violence and/or aggression which directly involved them to the Police.
- Assessing what level of investigation is required for the incident.
- Completing an Incident Report Form - Incidents of violence must be recorded on the organisation's Incident Report Form.
- Reporting all incidents promptly and fully as per Incident.

**In all cases:**

- Inform – Events Manager & the onsite Health & Safety officer and Police Officers if called.
- Inform fellow team members, confirm the identity of the offender to the Response team leader or Police
- Confirm what the offender is currently doing, where the offender is, stating their location.
- Confirm the evidence of the offence and obtain the witnesses details.

**EJECTION PROCEDURE:**

All persons evicted from site will be processed via an onsite Security Team or Duty Warden. All persons presented for ejection will be interviewed and their details will be recorded in a secure database with their full personal details, a photograph, date and time and the reasons for ejection.

All persons who are to be evicted will be able to make a telephone call, if they do not have a mobile phone in order to contact immediate members of their group and/or family, using a free phone service. If the person or persons are not collected from the site or are not in a fit state to leave the site safely alone, then they will be handed over to the police.

Persons who are to be evicted will need to phone a friend on site to collect their belongings before their ejection as they themselves will not be permitted back into the event to find them. Wild Field Events Ltd will not be responsible for ensuring that they leave site with their belongings.

All evictees will have their wristbands removed to prevent them re-entering the festival.

## **WILD FIELD CAMPING 9 – 12 AUGUST 2019 \*\* CAMPING TERMS & CONDITIONS**

Thank you for your cooperation, we hope that setting these T's & C's will enable a safe and happy stay over the festival weekend. Wild Field Festival Campsite opening/closing hours: Open: Friday 9th August 12 noon  
Close: Monday 12th August 12 noon. The Festival Campsite is located at Holly Tree Field next to the festival arena.

**Camping Passes:** Camping Passes must be purchased in advance and all camping pass holders must also have a valid ticket to attend at least one of the Festival dates and show this ticket on entry to the campsite along with their Wild Field Festival Camping Pass. All tickets will be exchanged for wristbands on arrival at the entrance to the campsite. The campsite wristband will allow you 24-hour access to the campsite over the period of the festival, there will always be staff and security on site checking wristbands so please make sure you keep it on. Any persons without a wristband may be asked to leave the campsite.

**Glamping:** If you would rather opt for a stress-free weekend and have your space already for you when you arrive you may wish to glamp at the festival in one of our beautiful bell tents, please contact [info@wildfieldevents.com](mailto:info@wildfieldevents.com) direct for information, prices and packages. Glamping T&C's will apply.

**Parking:** Car Parking will be separate from, but adjacent to the campsite. Please note that you will not be permitted to sleep in any vehicle in the car park.

**Pitches:** Tents should be pitched a minimum of 3 meters apart. Tents erected unreasonably close to neighbouring campers (even if camping together) may be asked to take down and moved for health and safety reasons. We're happy for groups to camp near each other but we politely ask that people are considerate and not to set up overly large "camping areas" to ensure everyone has enough room to enjoy the campsite and all have a fair amount of space. Noise levels must be kept at a minimal after 10pm as this is a festival aimed at younger families. Gazebos are permitted, however, we kindly ask that, as with tents, they are a safe distance from other campers. All under 18s must pitch with their parents/carers.

**Facilities:** Facilities within the campsite include: toilets, showers (additional charge may occur), food stalls, 24-hour security, medical and welfare presence, limited lighting, & waste disposal area. The campsite will have limited lighting and campers are advised to bring personal torches with them.

**Eco friendly:** PLEASE DO NOT BRING ANY NON-ECO-FRIENDLY WASHING PRODUCTS WITH YOU!

The organisers are committed to making Wild Field Family Festival as eco-friendly as possible. One of the ways we will do this is by providing everyone access to eco washing up liquid, eco shampoos and shower gels and eco hand wash at all our shower, washing up stations and hand wash points. This way we can be sure that the natural environment that we are using will remain damaged.

**Fires:** Fire safety is very important. No campfires, flares, fireworks, Chinese lanterns, naked flames etc. are allowed. Disposable BBQs are not allowed. Only small purpose built off-the-ground BBQs and camping stoves can be used to cook food and must always be supervised. If the ground conditions become dangerously dry, Wild Field Events have the right to ban all BBQ's from being used for Health and safety reasons.

**Pets:** No pets or other animals are allowed on the festival campsite other than assistance dogs.

**Electrics:** Holly Tree field is completely off grid. Although the organisers will be bringing power supplies to service the facilities and entertainment, unfortunately, we will not be able to provide electric hook-ups for campers.

Wi-Fi: The festival is on a remote field with no fixed Wi Fi service. Please provide you own means of receiving internet access / Wi-Fi. Please make sure you top up your 4G allowance in advance. Vodafone tends to have a good reception onsite but cannot be guaranteed by the organisers.

Alcohol: The festival organisers will be running a 'Challenge 25 policy' if you're lucky enough to look under 18 please bring a valid proof of ID with you. Alcohol purchased off site will not be allowed to be brought into the festival arena, where there are bars available. Alcohol purchased at one of the bars in the Festival Arena must be consumed within the Festival Arena and must not be taken to the Festival Campsite or off site.

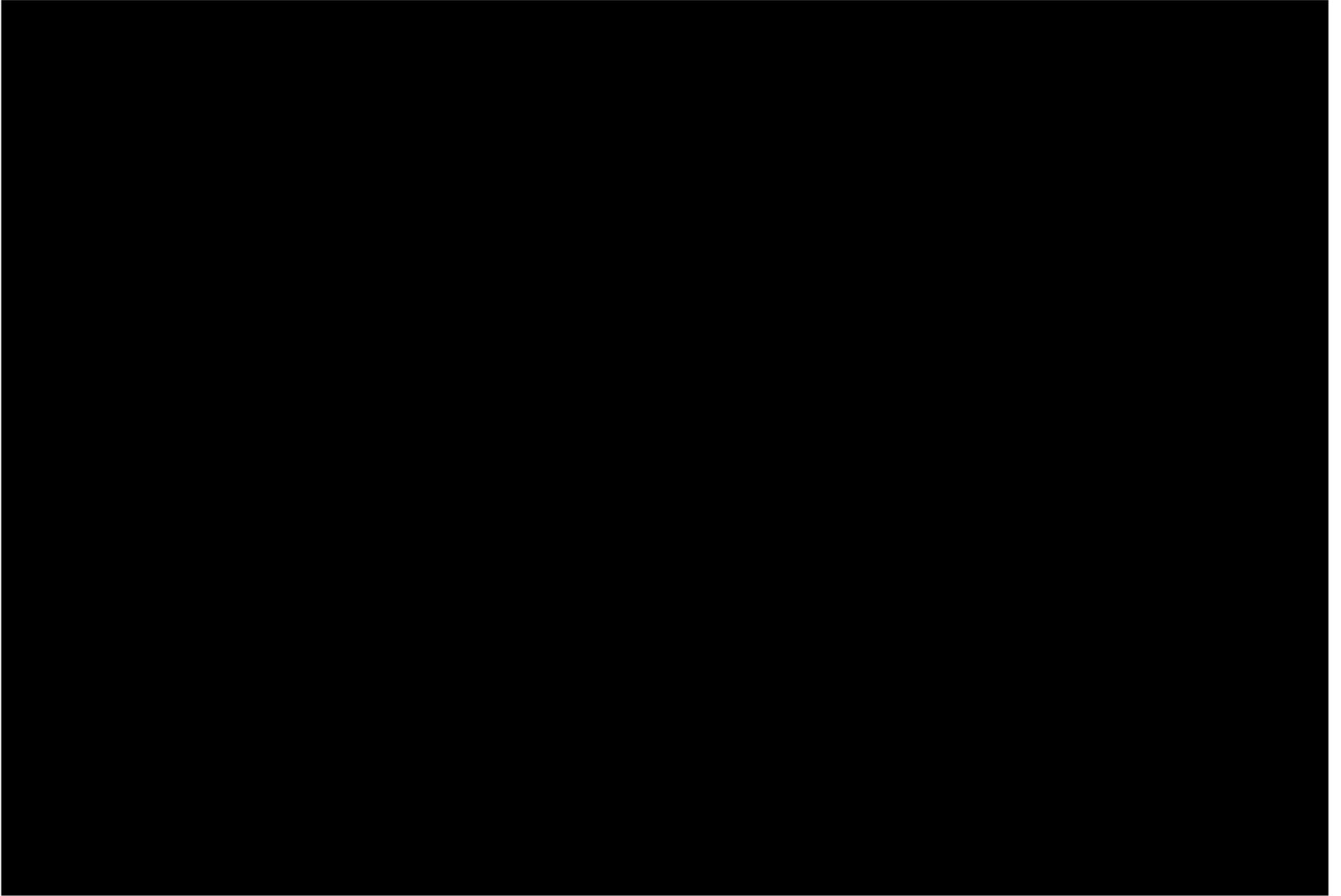
Behaviour: Wild Field Family Festival is about families enjoying a fun time together. Wild Fields Campsite is for people and having a good time. Anti-social behaviour will not be tolerated, and you will be ejected without refund from the campsite and the festival.

Dangerous items: Wild Field Festivals has the right to search ticket holders on entry to the campsite and to the festival. If you are in possession of illegal substances, you may be arrested. If you are ejected from the Wild Field Festival Campsite, you will also forfeit your attendance to the main Festival site and vice-versa.

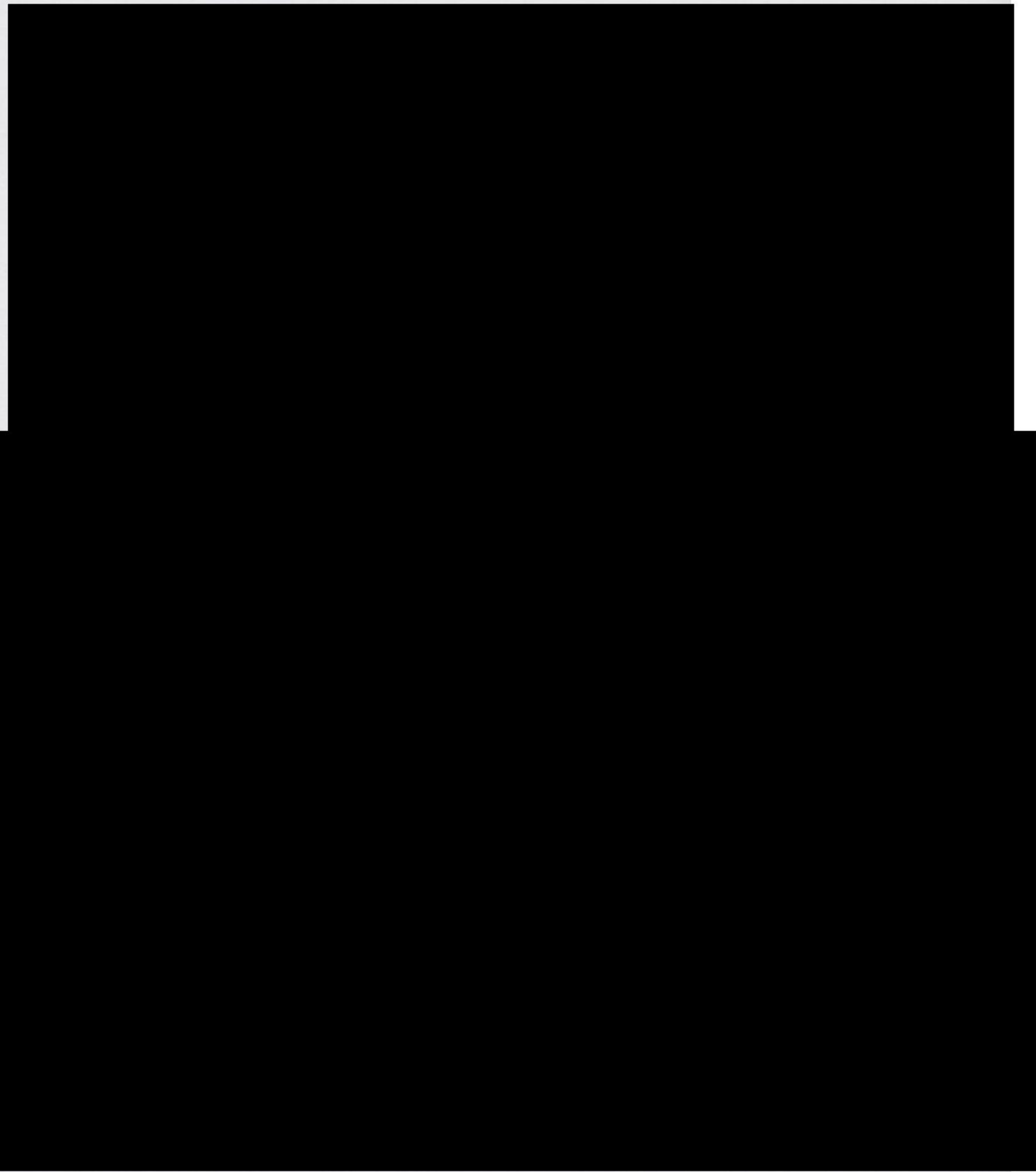
The following items are not permitted at the campsite: • Drugs. • Any illegal substances such as NOS/nitrous oxide. • Weapons or anything that can be interpreted as a weapon. • Chinese lanterns. • Fireworks. • Naked flame torches or flares. • Camping gas canisters above 5kg. • Generators of any kind. • Portable sound systems other than those for personal use. • Lasers or air horns. • Anything else that the campsite security team or campsite management team view as potentially harmful or antisocial.

Security: Security will be on site throughout the event, however, visitors leave their belongings at their own risk. It is advised to leave all valuables at home.

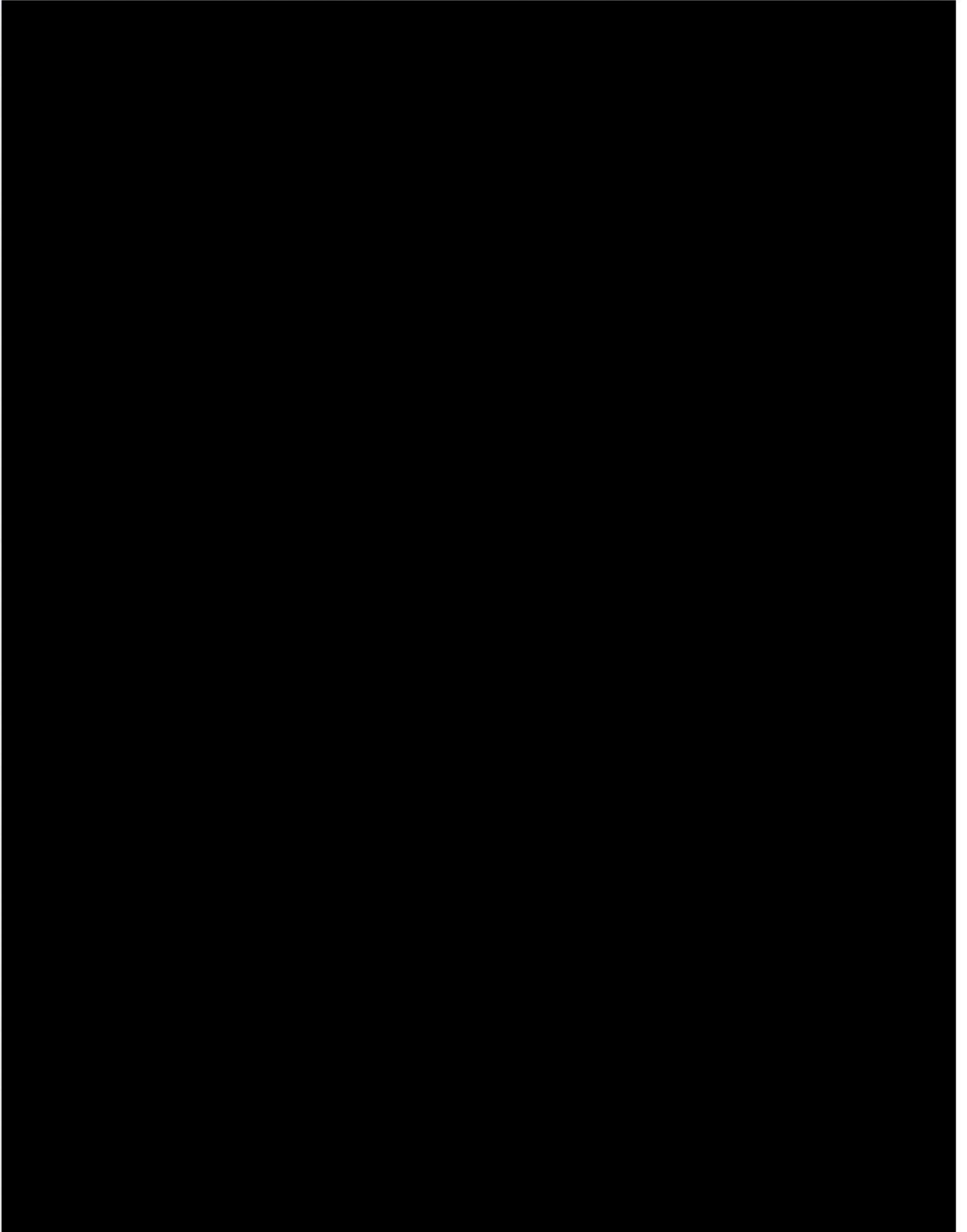
Cancelation: If the Festival is cancelled, the organisers, Wild Field Events shall not be liable for any costs or expenses incurred by campsite ticket holders, including but not limited to the ticket cost, transportation & accommodation costs or any other losses of any kind. The organisers reserve the right to change and amend the festival programme without prior notification & cannot be held responsible for acts or activities that cancel. Refunds cannot be issued if a workshop or activity does not take place.



**Wild Field Events Ltd Security Incident Reporting Form Template**



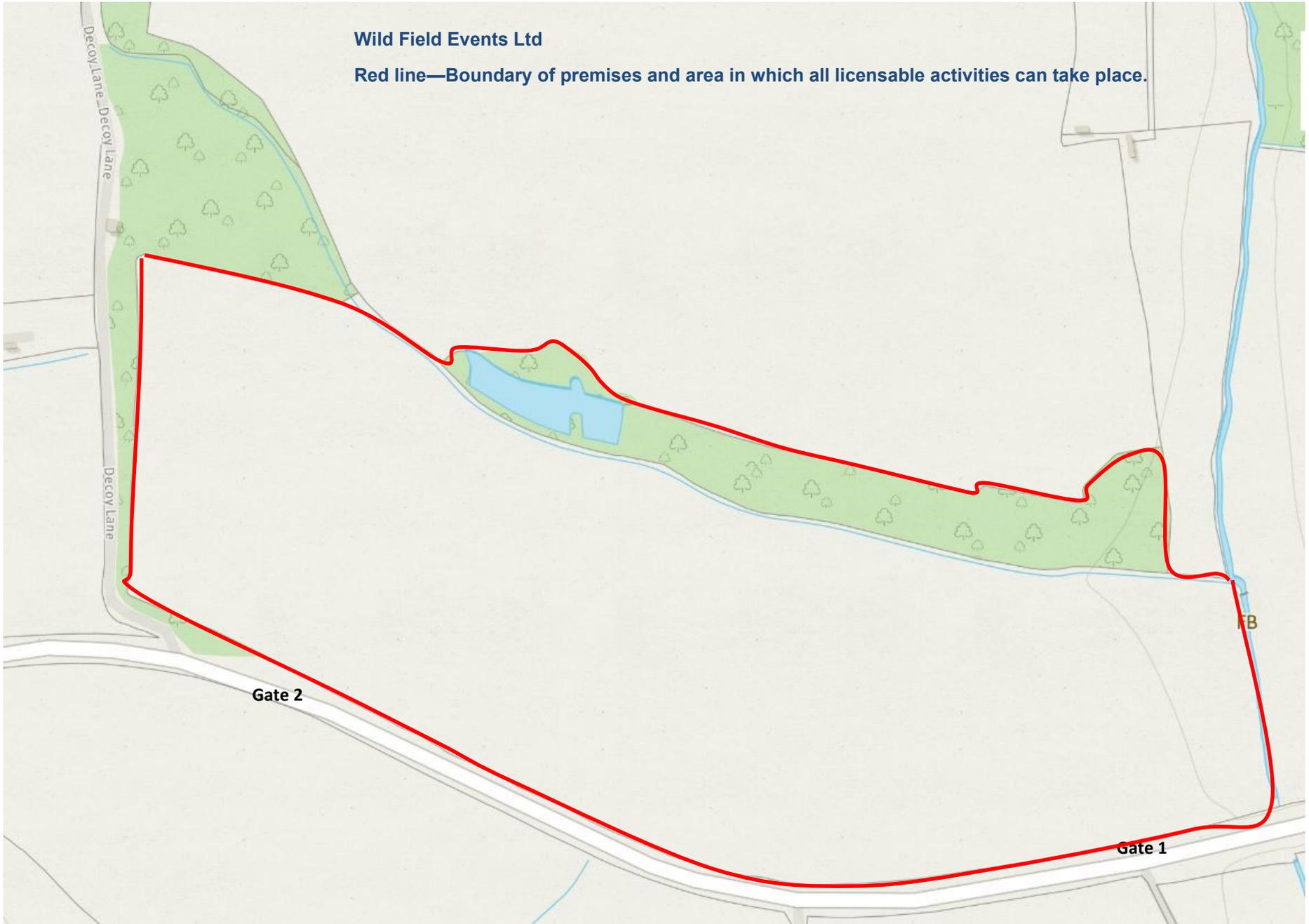
Wild Field Events Ltd **Offence Incident Report Form Template**



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**Wild Field Events Ltd**

**Red line—Boundary of premises and area in which all licensable activities can take place.**



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**From:**Paul Thomson  
**Sent:**29 May 2019 14:48:11 +0100  
**To:**Helena Giudici  
**Cc:**info@wildfieldevents.com  
**Subject:**Premises Licence Application 19/00286/LAPRE - Wild Field Events

Dear Helena,

Our department would have no objection to the above application on the proviso that the steps outlined on the application form, to promote the 4 licensing objectives, are made a requirement of any Premises Licence that may be granted. For clarity, it is recommended that it is specifically stated that the draft Event Safety Management Plan (ESMP) is to be approved in writing, by the relevant authorities, prior to any event taking place at site.

If the above requirements are met, our department would be in a position to remove this representation.

For the record, our department is satisfied with the “prevention of public nuisance” actions that have been specified for the forthcoming Wild Field Family Festival for the 9-12<sup>th</sup> August 2019, as detailed in the latest version of the ESMP.

Any queries, please do not hesitate to contact.



**Paul Thomson**

Senior Environmental Protection Officer  
Environmental Protection  
Chichester District Council

Ext: 21099 | Tel: 01243521099 | pthomson@chichester.gov.uk | Fax: 01243776766



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**FORM: L49**

**Case Reference Number:**

## **Representation Form – Licensing Act 2003**

This Licensing Authority has developed this form to assist those wishing to submit a representation in relation to applications associated with Premises Licences or Club Premises Certificates under the Licensing Act 2003.

If you are completing the form by hand, please write legibly in block capitals and in black ink. You may wish to keep a copy of the completed form for your records and be sure that it is received by us prior to the appropriate closing date.

Please be aware that names and addresses of all parties making a representation will be made publicly available. In addition you may be asked to attend a committee hearing in order that the application can be determined.

It is possible to submit the completed form by either of the following methods:

Email to: [licensing@chichester.gov.uk](mailto:licensing@chichester.gov.uk)

Post to: Licensing Team, Housing & Environment Services, Chichester District Council, East Pallant House, 1 East Pallant, Chichester, West Sussex, PO19 1TY

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I/we Nigel Horwill wish to make a representation in relation to the new application that has been submitted in respect of the premises described in Part 1 below.

### **Part 1 – Details of premises or club premises**

Address of premises/club premises, or if none, ordnance survey map reference or description

Land South East Of Tangmere Airfield Decoy Lane Oving West Sussex

Applicant name *(if known)*

Wild Field Events Ltd

Application number *(if known)*

19/00286/LAPRE

## Part 2 – Details of person(s) making representation

Name(s) Nigel Horwill
Address(es) Keymer Cottage, Hook Lane, Aldingbourne, West Sussex. PO20 3TS

Address for correspondence if different to above

## Part 3 – Details of representation

This representation relates to the following licensing objective(s)

*Please tick one or more boxes ✓*

The prevention of crime and disorder

Yes

Public safety

Yes

The prevention of public nuisance

Yes

The protection of children from harm

No

Please state the ground(s) for making the representation

### (a) The prevention of crime and disorder

Please see additional information below.

**(b) Public safety**

Please see additional information below.

**(c) The prevention of public nuisance**

Please see additional information below.

**(d) The protection of children from harm**

**Please provide any additional information to support this representation**

I wish to object to application no. 19/00286/LAPRE

On the ground that it is too close to residential property, the application refers to patrolling properties within a 400m radius of the field/site with regard to noise and nuisance 'issues' this has been selected as there are no residential properties within 400m but if this distance is extended to 800m then the whole of Aldingbourne Village will be included including the local village church, extend this distance to 1500m and you are now taking in the village of Oving and Westergate. As referred to in the application most of the event will be during the summer months when local residents will wishing to enjoy the peacefulness and quite enjoyment of their residences and gardens unfortunately if this application is approved then they will not be able too due to disturbance from music, singing, shouting and general noise associated with the event also taking into account increased noise and disturbance from additional traffic generated by the event on small quite country roads.

Also within the 400m radius there are two stables housing a substantial number of horses who will be distressed by loud noise and will need constant attendance during the hours of the proposed events. The site is situated on a dangerous bend/curve on Oving Road where during the last couple of years there has been numerous serious accidents, the increased traffic coursed by these proposed licensed events will only increase the risk of further accidents.

That a noise impact assessment be carried out before the license is granted within a 1000m radius from the site, fully consulting with the communities of Aldingbourne, Oving and Westergate.

Should this license be granted then I request that you consider the following restrictions:-

That the license only be granted for a 12 month period so the full impact of noise and nuisance can be assessed by the residential community,

that the license be restricted to 12 days a year and for no more than 2 consecutive days,

that all licensed activities be restricted to between the hours of 12.00hrs and 22.00hrs,

that no noisy activities be carried out after 23.00hrs,

that no alcohol, drinks or food sold at the venue/licensed site be allowed to leave the site,

that the license holder polices/monitors the area up to 1000m from the site for noise, nuisance and anti-social behaviour by person and motor vehicles,

that a maximum noise level of 34dBA restriction be set at 500m from the site,

and that no event coincide with religious services, wedding and funerals at the local church which is only 570m from the site.

### Part 3 – Signatures

*Declaration*

I/we certify that the information contained within this form is correct to the best of my/our knowledge.

Signature:



Name: Nigel Horwill

Date: 30<sup>th</sup> May 2019

Signature:

Name:

Date:

*Useful contact details:*

Tel: 01243 534740

Email: [licensing@chichester.gov.uk](mailto:licensing@chichester.gov.uk)

Fax: 01243 776766

Web: <http://www.chichester.gov.uk/licensing>



**From:** Emma Burle on behalf of Licensing  
**Sent:** 31 May 2019 09:37:37 +0100  
**To:** Emma Burle  
**Subject:** FW: Wildfields festival August 2019

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**From:** Bruce neville [REDACTED]  
**Sent:** 30 May 2019 19:47  
**To:** Licensing  
**Subject:** Fwd: Wildfields festival August 2019

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

**Subject:** Wildfields festival August 2019  
**Date:** Thu, 30 May 2019 16:54:29 +0100  
**From:** Bruce Neville Photography [REDACTED]  
**To:** [licensing@chichester.gov](mailto:licensing@chichester.gov)

As your website doesn't seem to be working, I am emailing to support the application for the family festival in Chichester it's good for small independent local businesses to use the area for positive creative activities .. with the intention to offer services to the local community which are beneficial and sympathetic to the area

Regard  
Lisa Neville

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**From:** Emma Burle on behalf of Licensing  
**Sent:** 31 May 2019 09:54:04 +0100  
**To:** Emma Burle  
**Subject:** FW: 19/00286/LAPRE - Land South East Of Tangmere Airfield Decoy Lane Oving West Sussex

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**From:** Simon Oakley  
**Sent:** 30 May 2019 19:04  
**To:** Licensing  
**Cc:** David Knowles-Ley; Christopher Page; Tangmere Parish Council; Oving Parish Council  
**Subject:** RE: 19/00286/LAPRE - Land South East Of Tangmere Airfield Decoy Lane Oving West Sussex

**Licensing Act 2003**  
**Wild Field Events Ltd**  
**Land South East Of Tangmere Airfield Decoy Lane Oving West Sussex**  
**Case Reference Number: 19/00286/LAPRE**  
**Premises Licence Application**

I would like to submit the following representation on the above Premises License Application.

The application seeks a license to hold 28 days of events (of all types, excluding set up and take down days) with up to 4999 persons attending (it is unclear if this number includes staff present at the event). However the supporting documentation appears restricted to describing how one specific, approx. 2500 attendee, type of event might be managed. This limited scope of the supporting information raises issues as to whether this application can be appropriately assessed (against Chichester District Council's licensing objectives and Policy) for the number, type and scale of events that would be enabled if this application was permitted in full.

Specific issues relating to the Licensing Objectives:

1. Crime and Disorder.

There is potential for breaches of Wildlife and Habitat protection legislation (given the presence of ancient woodland and the relatively undisturbed rural nature of the site) from event related human activity, lighting/noise impacts, installation of fencing and making ground safe for attendee access. Note the habitat mapping information that has accompanied the CDC Local Plan and Tangmere Neighbourhood Plan.

Further, there is potential for unauthorised and unobserved access to the site from the North (including Tangmere village) across private land which includes open ditches and green recycling activities. We note that the proposed fencing on the North side of the ancient woodland and within the common land area would be particularly vulnerable to breaches given its limited visibility from the main event activities/camping/parking areas.

2. Public Safety.

Highway Safety. No comprehensive traffic management plan has been submitted to show that significant on road queuing (particularly from non pre-ticketed attendees) would be avoided. It does not appear that a risk assessment of potential queuing traffic (both from East and West) on Oving Road has been submitted and would like to be reassured that queuing traffic on Oving Road will not cause a road safety issue given that road is subject to the national speed limit, and in places has limited forward visibility which seem likely to increase the risk of moving vehicles encountering stationary traffic at short notice. There also does not appear any measures to prevent attendees parking up cars along Oving Road and walking to/from the event.

It appears that the applicant's Sustainability Policy encourages pedestrian access to/from the site. However, given the site's relatively remote location, lack of public transport services, the absence of street lighting along Oving Road, the absence of pavements and the fact that the road is subject to the national speed limit, it appears inappropriate to encourage or facilitate pedestrian access to/from the site, noting that late night egress from it will be in the dark. An example of the issues that can arise from this were those relating to late night egress from the old Thursdays Nightclub at Drayton, including at the adjacent level crossing (there being a level crossing on Woodhorn Lane). A further issue is the off-site vulnerability of persons evicted from the site due to inappropriate behaviour should they refuse to comply with any event management procedures.

No plan for the avoidance of mud migrating onto the highway appears to have been submitted (also a potential breach of Highway related legislation).

No assessment has been submitted of the ground conditions in the area of Ancient Woodland, pond, watercourses and Common Land to the North and West of the open field known as Holly Tree Field so as to be able to assess the safety of those areas for attendee access or the measures necessary to make those areas safe. Note the presence of uneven ground, watercourses, a pond and historically dumped material in the common land area. No assessment of the condition of, and risks associated with, the trees within the proposed license area and Common Land appears to have been made or submitted, noting the relatively un maintained nature of those wooded areas.

3. Public Nuisance. It does not appear that an objective assessment has been made as to what sound levels would be generated by the range of events that could be enabled by this application and the effect on dwellings in the area.

The potential for pedestrians egressing from the site late at night causing nuisance to residents in the area (not only via Oving Road but also unauthorised egress northwards back to Tangmere).

The potential for disturbance and distress on any horses kept in the area.

Other points to note:

The "Forest School" activity area (as shown on the plan within the submitted ESMP) falls outside of the Licensing application area. It has not been shown how access to this area would be prevented outside of these specific activity periods.

A question arises as to whether there is a legal presumption against fencing off of an area of common land.

No planning applications for hardening up or making safe for public access the proposed site accesses have apparently been submitted. Without these in place it would appear difficult to confirm the suitability and safety of these accesses for these events. Noting the potential implications of introducing the significant levels of new human and event related activity which could be enabled by this application into a relatively undisturbed rural area, CDC has a statutory duty to consider biodiversity implications of any decisions it takes under section 40 of the Natural Environment and Rural Communities Act. Note also the apparent presence of bee hives in the area.

In the interests of appropriately assessing this application and the full scale and range of activity being sought, that consideration of this application be deferred and then re-consulted on after the following have been provided (and any others that may arise from the comments above):

1. That a comprehensive ecological survey of the area of ancient woodland, pond, watercourses and common land to the North and West of the open field known as Holly Tree Field is conducted to provide information on those areas habitats and wildlife so as to enable assessments to be made as to the likely impact of Licensable Activities (including associated lighting and noise sources) and presence of attendees/staff on those habitats/wildlife in order to prevent breaches of any provisions within Wildlife and Countryside Acts and any other statutory natural environmental legislation.
2. That a survey of ground conditions and trees within the area of ancient woodland, pond, watercourses and common land to the North and West of the open field known as Holly Tree Field is provided to assess the safety of those areas for human access.
3. That a comprehensive traffic management plan is submitted for all potential events being sought by this application so as to enable assessments to be made as to this site's capability to manage safely peak flows in/out of the site given the nature of and traffic speeds on Oving Road adjacent to this site. Particular assessment of how queuing on Oving Road by non pre-ticketed attendees would be managed, as well as measures to prevent mud migrating onto the public highway in adverse weather/ground conditions. An additional assessment would be needed to confirm the site's parking capacity given the variable ground conditions and gradients, particularly to avoid unplanned parking along Oving Road.
4. That a comprehensive "evicted persons" management plan is submitted to assess whether those expelled out of the site can be adequately protected from harm given the relatively remote nature of the site and that appropriate means of transport can be provided to take expelled persons to a safe place. Note the limited availability of taxis and private hire vehicles for rural pickups.
5. That an objective assessment is made of what sound levels would be generated by the range of events that could be enabled by this application and the effect on residents in dwellings in the area around the site.

Should the Licensing Authority be minded to permit this application, then I'd suggest the following outline Conditions, in addition to making Conditions relating to those surveys and plans outlined above:

1. That the area of ancient woodland, pond, watercourses and common land to the north and west of the open field known as Holly Tree Field be excluded from the application boundary and related activities and those areas are appropriately fenced off to prevent human ingress/egress from the open field area and unauthorised access from the north;
2. That only the one, up to 2500 attendee, Wild Field Family Festival event as described in the submitted ESMP, is permitted so as to enable the assessment of the adequacy of management plans and the environmental impact of that scale and type of event, before any further events are Licenced.
  
3. That events do not take place during wildlife breeding seasons or other vulnerable times for wildlife, nor have effects on any protected habitats (e.g. potential bat habitat).

Yours sincerely

Simon Oakley

Member for North Mundham and Tangmere Ward, Chichester District Council,  
Member for Chichester East Division, West Sussex County Council.

**From:** Emma Burle on behalf of Licensing  
**Sent:** 31 May 2019 10:07:02 +0100  
**To:** Emma Burle  
**Subject:** FW: 19/00286/LAPRE - Wild Field events licensing application - Land SE of Tangmere Airfield

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**From:** Kirsten L [REDACTED]  
**Sent:** 30 May 2019 22:14  
**To:** Licensing  
**Cc:** Helena Giudici  
**Subject:** 19/00286/LAPRE - Wild Field events licensing application - Land SE of Tangmere Airfield

Dear Licensing,

I am emailing my objection to the above licensing application. I am a resident of Oving.

I would like to acknowledge that the Proposed Festival event from 9th - 12th August 2019 as presented to Oving Parish Council on 29th May, ie a small scale family orientated arts event involving a few hundred people, does not cause me great concern in principle. Indeed there is much to applaud in terms of providing positive opportunities for children to enjoy the natural environment.

My objections concern the scope of the license application, and the ESMP document for the above mentioned August event which has apparently been drafted with an attendance of 2500 in mind, and which goes way beyond the type of event Ms O'Keefe ( the license applicant) presented to us.

My concerns are based the potential contained within the licence application as currently drafted, to hold events extending to 28 days a year, mostly falling between April and

October, with a capacity of up to 4999 attendees for festival events. It is my view that more information is needed to ensure that a license, if granted, is appropriate, and proportionate to the type of events which it is proposed to provide at this site, and should include any necessary conditions to protect local residents and participants from crime and disorder, public nuisance, and issues of public safety which might arise from these events.

The applicant seeks permission for recorded music to be played until midnight, which in my view may cause a **nuisance** to local residents. For the type of events apparently envisaged, an earlier cut off time, and restrictions on sound levels should be determined in order to protect residents from noise nuisance.

I would like to see a more robust approach to ensure that **wildlife protection legislation is not breached** during events is introduced before the issue of any licence, and in order to inform ESMPs for specific events. The copse adjacent to the field, and where it is envisaged that a Forest School activity takes place is currently a quiet and undisturbed habitat. It is my view that a wildlife survey extending over all seasons is necessary to determine what, if any, listed protected species of birds, animals or plants, exist in and adjacent to this ancient woodland. Only after it has been thoroughly surveyed can it be determined what there is to protect, what protective measures need to be put in place, and to inform participants of what they need to do to stay within the law. It is not just intentional but also reckless damage to listed wildlife which can amount to an offence. On a site serving alcohol to campers I would suggest that reckless behaviour is a risk.

Depending on the outcome of wildlife surveys it may be deemed that the level of disturbance accompanying the infrastructure of putting on an event for up to 4999 people, makes this site totally unsuitable either year round, or seasonally, in terms of a potential breach of wildlife protection legislation.

Furthermore undergrowth in the copse disguises various hazards including a large pond and I am concerned that especially for children, there is an issue of **public safety** unless

this area is isolated from the main event site by adequate fencing and is only accessible for closely supervised activities ( if there is no issue in respect of breaching wildlife protection legislation.)

As this is sited within a rural location, there is the potential for **nuisance** to those going about their lawful business. It has been suggested by the applicant that there are few residents in close proximity, however there are rural businesses/pursuits which could be disrupted nearby. These include bee-keeping and horse management, and a green waste recycling site. These all pose a potential risk to trespassers who might be tempted to wander from the venue, and who may not perceive the risks if they are unfamiliar with rural life.

Crowd management is a concern too, both in terms of people evicted from the site who have broken the terms and conditions of their tickets, and also those refused entry in the event that marketing may be too successful so that people have to be turned away once the event has reached the licensed maximum. In both instances there is the potential for a resultant public nuisance in the surrounding villages.

The license application includes the sale of alcohol for consumption off site. If a license is granted for the sale of alcohol then, in order to minimise the potential for **public disorder, and public nuisance** then a license only for sale of alcohol for consumption on site would, I suggest, be more appropriate.

My representation is for the local licensing authority to refuse the licence applied for as its scope is unnecessary to enable an event of 200-400 attendees as proposed verbally by Ms O'Keefe to Oving Parish Council plus a few small scale functions such as weddings.

If the licensing authority is however intent on granting a license, then my secondary suggestion is that it will be appropriate to restrict the license for annual festivals to under 500 attendees, until wildlife surveys in all seasons have been completed and fully considered for the copse, adjacent areas, watercourses and ponds. And that where ESMPs are required for events they are required to satisfactorily address the other issues

I have raised. I further suggest that an alcohol license is restricted to sales for on site consumption only, and the curfew on recorded music is set at 23.00 or earlier.

Yours sincerely

Kirsten Lanchester



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Communications on or through Chichester District Councils computer systems may be monitored or recorded to secure effective system operation and for other lawful purposes.

**From:** Emma Burle on behalf of Licensing  
**Sent:** 31 May 2019 10:15:11 +0100  
**To:** Emma Burle  
**Subject:** FW: 19/00286/LAPRE Objection

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**From:** Sam Horwill [REDACTED]  
**Sent:** 30 May 2019 22:15  
**To:** Licensing  
**Subject:** 19/00286/LAPRE Objection

Dear Sirs,

I am writing to express my reasons for objection in relation to the licensing application 19/00286/LAPRE. I have been trying unsuccessfully to submit my views on your website most of this afternoon and evening so trust that this email will suffice. I would be grateful if you could confirm receipt before the relevant deadline (midnight tonight 30th June).

I have attended a recent meeting of Oving Parish Council, where I was lucky enough to meet with the applicant and discuss the application. It was clear from these discussions that the event which the applicant verbally described at this meeting is entirely different to that which has been applied for.

At the parish meeting the applicant portrayed a small family event, and various other intentions including weddings and a "forest school", with little detail on how or when these events would be run, or what relevant controls would be in place for matters such as security, traffic safety, littering, and protection of local wildlife and environments. It was clear that the applicant had also not considered the impact that such events might have on nearby residents, land owners, business owners, livestock, or communities as a whole. When questions were raised to the applicant on these matters the answers were somewhat dismissive and demonstrated a complete lack of understanding of the local area and potential impacts.

Specifically, I have an interest in land which directly borders the application site where I keep a number of bee colonies and my wife keeps horses. Our land is protected by stock fencing but the remote position affords us a certain level of additional security, which was a deliberate consideration when locating my bee colonies (both for the safety of my bees and that of curious wandering public). The applicant demonstrated a very poor appreciation for the application site when it became obvious that they were not aware of either my bees or my wife's horses which are clearly visible from the event field. It was obvious that the applicant had no intention to give this matter of protecting livestock and neighbouring property any additional consideration, and simply asked "do you not have fences around your field?". Of course we do, but the fencing is for the containment of livestock and we do not ordinarily invite thousands of unsupervised people to view our property. This presents not only a security risk to our property while an event is ongoing, but also by effectively showcasing the location to thousands of unknown

persons it will present a very real increase in security risks generally and will likely lead to an increase in future trespass, damage, and theft.

Additional to security concerns, this application and the intention of the event includes for playing of amplified music, light shows, film screenings, and fireworks, all of which are certain to disturb and worry nearby livestock and wildlife.

Doing my own background research I have found that the Wild Field Family Festival and other unspecified events have been publicised since August 2018 and that tickets have been on sale since December 2018. I find the lack of early community engagement on this matter to be of grave concern, unneighbourly, and completely underhand. It was clear at the parish meeting that the applicant considered the application to be a 'done deal', and that the concerns of local residents were of little consequence.

In general, having met with the applicant and discussed the intentions of the event(s) I find the application to be wholly inadequate and inappropriate. The application has been made in an extremely broad-brush manner in an attempt to seek permission for a wide array of activities to take place on unregulated and unspecified dates during all hours. I find the application to be entirely lacking in any relevant detail and have concerns regarding the competency of the applicant to address or even give consideration to the points outlined above.

As you can see, the proposed event(s) will bring a huge strain to the local area in terms of noise disturbances to residents and livestock, additional volumes of traffic, light shows, litter, security, and damage to natural habitats. All the while bringing absolutely zero benefit to the local economy.

My wife and I therefore wholeheartedly object to this application, and trust that our views and concerns expressed above will be given full consideration in its determination.

Kind regards,

Sam Horwill

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**From:** Emma Burle on behalf of Licensing  
**Sent:** 31 May 2019 10:45:19 +0100  
**To:** Emma Burle  
**Subject:** FW: 19/00286/LAPRE - Wild Field events licence application

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**From:** oving clerk [ovingclerk@googlemail.com]  
**Sent:** 30 May 2019 22:48  
**To:** Licensing  
**Subject:** 19/00286/LAPRE - Wild Field events licence application

Dear Licensing,

Oving Parish Council met last night to consider the above-mentioned licence application. Prior to that meeting the Council was made aware of the representation from Tangmere Parish Council which we support in full. Whilst the proposed site is not within Oving Parish itself the site does border our Parish to the South. Therefore Oving Parish Council would like to make the following representations.

1. Crime and Disorder

Whilst we acknowledge the Event Safety Management Plan, the risk to wildlife and livestock within our own Parish remains a concern with the potential impact from noise and human activity being of most concern.

2. Public Safety

The greatest uncertainty concerning public safety is that of the increased traffic within our Parish, especially whilst entering and leaving the site. The number of attendees is questionable and therefore requires careful consideration. The level of security and staffing both on-site and managing the traffic should be dictated by the number of tickets available for the event, not just the number of tickets sold through the website. It is understood that tickets will still be available to be purchased upon arrival, therefore it is impossible to determine the final number of attendees prior to the event, making the prior planning of staffing and security personnel impossible. The number of tickets for any event should be limited to a level that this rural setting can accommodate without risk which we do not accept to be 4999 - 2500 or less is more in keeping.

3. Public Nuisance.

The hours proposed for events in general are antisocial and simply inappropriate for a rural, unspoilt area such as this. In respect of residents of the Parishes of Oving, Tangmere and Aldingbourne, the hours permitted for both live and recorded music should be restricted to 11pm, particularly on a Sunday night. The issue isn't simply the hour at which music and other entertainment ceases, it is then the issue of noise relating to settling for the night or vacating the site which will continue long after the end-defining hour. Oving Parish is regularly plagued by noise from Goodwood which is considerably further than the proximity of this proposed site. Finally noise levels should be regulated to be no more than those considered acceptable by the WHO regulations which have been documented to harm human health and interfere with people's daily activities at school, at work, at home and during leisure time.

I trust that the Council's representation will be taken into consideration.

With kind regards



*Ruth Palmer*  
*Clerk to Oving Parish Council*  
*T: 01243 268270*

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**From:** [REDACTED]  
**Sent:** 29 May 2019 16:21:18 +0100  
**To:** Helena Giudici  
**Cc:** [REDACTED]  
**Subject:** FW: WILD FIELD FAMILY FESTIVAL

*To Whom it may concern,*

*I have known Sue O'Keefe for many years, having worked alongside her at organising and running several large shows at her former employment with the Weald N Downland Museum at Singleton. Her attention to detail and planning are second to none as are her tireless efforts to ensure an event runs smoothly and safely - a better event's organiser you will struggle to find!*

*As a resident of Aldingbourne and chair of Governors at the local Aldingbourne Primary School I think Sues efforts to bring the family festival to our area should be applauded and not only supported but encourage whole heartedly.*

*Back in 2017 I was part of the Micks March Team, a local event that involved raising funds and awareness for two local children's charities. I could not have completed the event or raised anywhere near the amount of funds had it not been for the backing of the local community, and our event was applauded at the time and still is for the way it brought the whole community together in a fun and relaxed way. Such events where people can come together are sadly very rare these days and I feel this event is just perfect to not only bring the community together but also showcase local talents and arts.*

*I'm sure many are put off by the thought of a festival on their doorstep and imagine a Glastonbury type of event complete with drug taking and loud music. I would only say you couldn't be further from the truth and would urge you to look at the event Sue is trying to organise, it's a family event, encouraging families to spend precious time together, learning various skills, chilling out and having fun, to potentially lose this fantastic opportunity to another area would be a crying shame, this would be a fantastic opportunity to really put a date in the diary for an annual event that shows Aldingbourne and the local area in high esteem and showcase its great family attributes, especially given the development we have been forced to take on, growing better Harmony and community spirit in my opinion is something we should all be striving towards.*

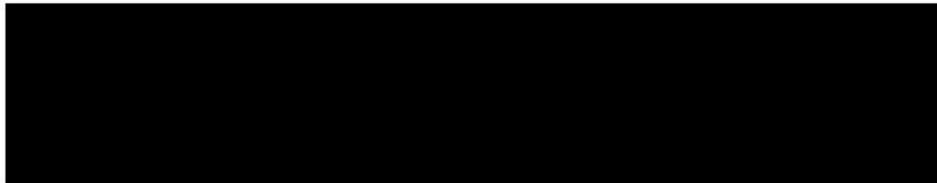
*Given Sues background at the Weald n Downland Museum and knowing the team she has working for her, I know that ensuring minimal impact on the environment will be top of her list, Sue is passionate about the countryside, its wildlife , and history, any concerns that this event will destroy the local countryside again are completely unfounded and I know she will ensure no damage is caused to any of the area where the event is proposed to be held.*

*I would urge you to please allow this event to happen, support it and Sue for her efforts to bring the community together and work with her to ensure the event is a success not only this year but every year.*

*Kind Regards*

*Andy*

**Andy Kyte** | Specialist Security Consultant | HMG Shared Security Services



*Kind Regards*

*Andy*

**Andy Kyte** | Specialist Security Consultant | HMG Shared Security Services



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**From:** [REDACTED]  
**Sent:** 30 May 2019 09:11:32 +0100  
**To:** Helena Giudici  
**Subject:** Wild field events. 19/00286 LAPRE

Dear Sir / Madam,

I would like to show my support for the application of wildfield festival to be held in August.

I am an international performer who has been booked to perform at this event. It not only brings me (and other locals) work in our locale but certainly creates a community experience. Families will enjoy all sorts of arts, crafts and skills as well as having a lovely family festival experience in the glorious Sussex countryside. I work all over the world and festivals of this nature are actively encouraged and very well attended. It would be great for the local community to have an event of this nature on its doorstep. I understand some people are not happy with this application but the benefits will certainly outway the negative aspects.

Kindest regards,  
Daniel Funnell  
Dan the Hat

Daniel Funnell t/a Dan the Hat

[REDACTED]

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**From:**Helena Giudici  
**Sent:**30 May 2019 13:54:12 +0100  
**To:**Helena Giudici  
**Subject:**FW: Premises Licence Application 19/00286/LAPRE - Wild Field Events

---

**From:** Head [REDACTED]  
**Sent:** 30 May 2019 12:13  
**To:** Licensing  
**Subject:** Premises Licence Application 19/00286/LAPRE - Wild Field Events

To whom it may concern,

I am writing in support for the Wild Field Events planning application. As a head teacher of a local school I am frequently asked by parents if I am able to suggest events suitable for the whole family during the long summer break. This is a period of time that many parents struggle with, and find it hard to find affordable activities that will be enjoyable and stimulating for children of different ages. In a day and age when parents are continually competing with computer games and social media, this family event will provide a fantastic opportunity for children of all ages to enjoy the outdoors in a safe and stimulating environment. This will not only be of benefit to family relationships, but also the physical and mental well-being of all participants.

The location of the event seems very appropriate, away from local housing, but not too far for local residents and those living in nearby Chichester and surrounding villages to travel to. Being involved in a local rural community, I have nothing but support for small businesses providing opportunities throughout the year for families to make the most of the beautiful area in which we live. A perfect location for birthday parties and special celebrations.

Yours faithfully,

*Adrian King*

Headteacher

Lavant C. E. Primary School



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**From:**Stephanie Evans  
**Sent:**28 May 2019 12:15:50 +0100  
**To:**Laurence Foord;Helena Giudici  
**Cc:**Paul Thomson;Sarah Hughes;Tom Day;Alison Stevens;Simon Ballard;Jennifer Pollitt  
**Subject:**19/00286/LAPRE LI - Land South East Of Tangmere Airfield Decoy Lane Oving West Sussex  
**Attachments:**Agreed Principals for Forest Schools and other events in Brandy Hole Cop....docx

**Representation from Environmental Strategy Unit on 19/00286/LAPRE LI - Land South East Of Tangmere Airfield Decoy Lane Oving West Sussex**

With regards to the above licensing application, we have concerns regarding the impact of the event on the ancient woodland. Although we understand that the ecological impact is outside the scope of the licensing application process, wildlife legislation and health and safety considerations are relevant. In addition, as a local authority, the statutory biodiversity duty (section 40 of the Natural Environment and Rural Communities Act) to consider biodiversity implications applies to all decision making by public bodies.

The applicant will need to ensure that the event does not result in an offence under the Wildlife and Countryside Act 1981, in particular with regards to nesting birds. It is an offence to intentionally or recklessly disturb any wild bird listed on Schedule 1 while it is nest building, or at a nest containing eggs or young, or disturb the dependent young of such a bird.

In terms of public safety the impact implications of fallen or dangerous trees or branches will need consideration.

Attached is the guidance that we provide to Forest Schools for the use of our ancient woodland at Brandy Hole Copse. A number of the recommendations may be useful in this case.

Kind regards

Stephanie



**Stephanie Evans**  
Environmental Co-ordinator  
Environment  
Chichester District Council

Ext: 34523 | Tel: 01243534523 | [sevans@chichester.gov.uk](mailto:sevans@chichester.gov.uk) | Fax: 01243 776766  
<http://www.chichester.gov.uk>



**From:**Jennifer Pollitt  
**Sent:**29 May 2019 09:47:04 +0100  
**To:**Stephanie Evans;Laurence Foord;Helena Giudici  
**Cc:**Paul Thomson;Sarah Hughes;Tom Day;Alison Stevens;Simon Ballard  
**Subject:**Re: 19/00286/LAPRE LI - Land South East Of Tangmere Airfield Decoy Lane Oving West Sussex

Dear all,

Further too Steph's email, I would suggest that the applicants commission a tree safety survey and report. As this land does not have public access and is privately owned I do not believe these trees to have been surveyed.

Dry weather and/or high winds will further increase the risk of branch shedding/falls.

Where public safety is a concern, this report will help to reduce the risk involved with green space and forest school activities.

Many thanks,

Jen

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

From: Stephanie Evans <sevans@chichester.gov.uk>  
Date: Tue, May 28, 2019 12:15 pm +0100  
To: Laurence Foord <LFoord@chichester.gov.uk>, Helena Giudici <hgiudici@chichester.gov.uk>  
CC: Paul Thomson <pthomson@chichester.gov.uk>, Sarah Hughes <shughes@chichester.gov.uk>, Tom Day <tday@chichester.gov.uk>, Alison Stevens <astevens@chichester.gov.uk>, Simon Ballard <SBallard@chichester.gov.uk>, Jennifer Pollitt <jpollitt@chichester.gov.uk>  
Subject: 19/00286/LAPRE LI - Land South East Of Tangmere Airfield Decoy Lane Oving West Sussex

**Representation from Environmental Strategy Unit on 19/00286/LAPRE LI - Land South East Of Tangmere Airfield Decoy Lane Oving West Sussex**

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Attached is the guidance that we provide to Forest Schools for the use of our ancient woodland at Brandy Hole Copse. A number of the recommendations may be useful in this case.

Kind regards

Stephanie



**Stephanie Evans**  
Environmental Co-ordinator  
Environment  
Chichester District Council

Ext: 34523 | Tel: 01243534523 | [sevans@chichester.gov.uk](mailto:sevans@chichester.gov.uk) | Fax: 01243 776766  
<http://www.chichester.gov.uk>





## Agreed Principals for Forest Schools and other events in Brandy Hole Copse Local Nature Reserve

**Minimising impact on the nature reserve:** with all activities, there should be a principal of 'leave no trace' so the LNR looks the same when you arrive. The activity area should be checked to ensure that no litter has been left.

**Shelters:** any shelters must be taken down at the end of each session.

**Use of green wood:** the use of small amounts of green wood is fine in the coppiced areas. For example, taking branches from sweet chestnut trees is fine. If you want to fell a tree for use, you will need to identify the tree with the Environment Officer before the session. Felling must take place outside of bird nesting season (i.e. between September and February).

**Use of dead wood:** as with green wood, the use of dead wood is fine in small amounts but please leave wood that has evidence of fungi and insect life as this is important habitat. Dead wood used should be small in diameter (around the diameter of a 2 pence piece).

**Seating:** there are logs that you can use for seats. At the end of a session, they should be rolled away (on a 'leave no trace' principle) so the site doesn't attract campers or anti-social behaviour.

**Trampling / ground compaction:** when choosing an area for your forest school, please be aware of ground flora and fauna. Please remain within the area identified in the Estates license agreement.

**Ponds:** there are strictly no pond dipping or pond activities in any of the ponds. This is for biosecurity purposes and preventing the spread of invasive non-native species.

**Toilets:** Please use a camping toilet and dispose of the contents responsibly off site.

**Topics:** We'd like it if children who visit are made aware that they are in a Local Nature Reserve – somewhere that is important for wildlife – and that they leave with some respect and understanding of the special nature of the reserve.

**Conservation groups:** conservation groups operate in Brandy Hole Copse every Tuesday. To ensure that the events will not clash, please contact Jen to arrange locations.

**Contact details:** Jen Pollitt – Tel: 01243785166 – Ext: 21437 – [jpollitt@chichester.gov.uk](mailto:jpollitt@chichester.gov.uk)

This agreement is for the period August 2018 – August 2019. The agreement will be reviewed in August 2019.

**Agreement signed and dated:**

<b>Name</b>	<b>Signature</b>	<b>Date</b>
Jen Pollitt (Environment Officer)		

**From:** Emma Burle on behalf of Licensing  
**Sent:** 30 May 2019 09:07:26 +0100  
**To:** Emma Burle  
**Subject:** FW: 19/00286/LAPRE - Wild Field events licensing application - Land SE of Tangmere Airfield  
**Attachments:** habitat map TNP.docx

---

**From:** Clerk [clerk@tangmere-online.co.uk]  
**Sent:** 29 May 2019 17:21  
**To:** Licensing  
**Subject:** 19/00286/LAPRE - Wild Field events licensing application - Land SE of Tangmere Airfield

Dear Licensing,

Tangmere Parish Council would like to make the following representations about the above premises license application:

The application seeks license to hold 28 days of events (of all types, excluding set up and take down days) with up to 4999 persons attending (it is unclear if this number includes staff present at the event). However the supporting documentation appears restricted to describing how one specific, approx. 2500 attendee, type of event might be managed. This limited scope of the supporting information raises issues as to whether this application can be appropriately assessed (against Chichester District Council's licensing objectives) for the number, type and scale of events that would be enabled if this application was permitted in full.

Specific issues relating to the Licensing Objectives:

1. Crime and Disorder.

There is potential for breaches of Wildlife and Habitat protection legislation (given the presence of ancient woodland and the relatively undisturbed rural nature of the site) from event related human activity, lighting/noise impacts, installation of fencing and making ground safe for attendee access. We note here the habitat mapping information that has accompanied the CDC Local Plan and Tangmere Neighbourhood Plan and summarised in the map attached.

Further, there is potential for unauthorised and unobserved access to the site from the north (including Tangmere village) across private land. We note that the proposed fencing on the north side of the ancient woodland and within the common land area would be particularly vulnerable to breaches given its limited visibility from the main event activities/camping/parking areas.

2. Public Safety.

Highway Safety. No comprehensive traffic management plan has been submitted to show that significant on road queuing (particularly from non pre-ticketed attendees) would be avoided. We can see no evidence of a risk assessment of potential queuing traffic on Oving Road and we would like to be reassured that queuing traffic on Oving Road will not cause a road safety issue

given that road is subject to the national speed limit, and in places has limited forward visibility which seem likely to increase the risk of moving vehicles encountering stationary traffic at short notice.

It appears that the applicant's Sustainability Policy encourages pedestrian access to/from the site. However, given the site's relatively remote location, lack of public transport services, the absence of street lighting along Oving Road, the absence of pavements and the fact that the road is subject to the national speed limit, it appears inappropriate to encourage or facilitate pedestrian access to/from the site, noting that late night egress from it will be in the dark. An example of the issues that can arise from this were those relating to late night egress from the old Thursdays Nightclub at Drayton, including at the adjacent level crossing (there being a level crossing on Woodhorn Lane). A further issue is the off-site vulnerability of persons evicted from the site due to inappropriate behaviour should they refuse to comply with any event management procedures.

No plan for the avoidance of mud migrating onto the highway appears to have been submitted (also a potential breach of Highway related legislation).

No assessment has been submitted of the ground conditions in the area of ancient woodland, pond, watercourses and common land to the north and west of the open field known as Holly Tree Field so as to be able to assess the safety of those areas for attendee access or the measures necessary to make those areas safe. We note the presence of uneven ground, watercourses and a pond and historically dumped material in the common land area.

### 3. Public Nuisance.

It does not appear that an objective assessment has been made as to what sound levels would be generated by the range of events that could be enabled by this application and the effect on dwellings in the area.

The potential for pedestrians egressing from the site late at night causing nuisance to residents in the area (not only via Oving Road but also unauthorised egress northwards back to Tangmere).

Other points to note:

The "Forest School" activity area (as shown on the plan within the ESMP) falls outside of the Licensing application area. It has not been shown how access to this area would be prevented outside of these specific activity periods.

Further the Parish Council believes that there is a presumption against fencing off an area of common land and remains to be convinced that these events justify such fencing in order to prevent or control access.

No planning applications for hardening up or making safe for public access the proposed site accesses have apparently been submitted. Without these in place it would appear difficult to confirm the suitability and safety of these accesses for these events.

Tangmere Parish Council requests that, in the interests of appropriately assessing this application and the full scale and range of activity being sought, that consideration of this

application be deferred and then re-consulted on after the following have been provided (and any others that may arise from the comments above):

1. That a comprehensive ecological survey of the area of ancient woodland, pond, watercourses and common land to the north and west of the open field known as Holly Tree Field is conducted to provide information on those areas habitats and wildlife so as to enable assessments to be made as to the likely impact of Licensable Activities (including associated lighting and noise sources) and presence of attendees/staff on those habitats/wildlife in order to prevent breaches of any provisions within Wildlife and Countryside Acts and any other statutory natural environmental legislation.
2. That a survey of ground conditions within the area of ancient woodland, pond, watercourses and common land to the north and west of the open field known as Holly Tree Field is provided to assess the safety of those areas for human access.
3. That a comprehensive traffic management plan is submitted for all potential events being sought by this application so as to enable assessments to be made as to this site's capability to manage safely peak flows in/out of the site given the nature of and traffic speeds on Oving Road adjacent to this site. Particular assessment of how queuing on Oving Road by non pre-ticketed attendees would be managed, as well as measures to prevent mud migrating onto the public highway in adverse weather/ground conditions. An additional assessment would be needed to confirm the site's parking capacity given the variable ground conditions and gradients.
4. That a comprehensive "evicted persons" management plan is submitted to assess whether those expelled out of the site can be adequately protected from harm given the relatively remote nature of the site and that appropriate means of transport can be provided to take expelled persons to a safe place. Note the limited availability of taxis and private hire vehicles for rural pickups.
5. That an objective assessment is made of what sound levels would be generated by the range of events that could be enabled by this application and the effect on residents in dwellings in the area around the site.

Should the licensing authority be minded to permit this application, then Tangmere Parish Council respectfully suggests the following outline conditions, in addition to making conditions relating to those surveys and plans outlined above:

1. That the area of ancient woodland, pond, watercourses and common land to the north and west of the open field known as Holly Tree Field be excluded from the application boundary and related activities and those areas are appropriately fenced off to prevent human ingress/egress from the open field area and unauthorised access from the north;
2. That only the one 2500 attendee event, as described in the submitted ESMP, is permitted so as to enable the assessment of the adequacy of management plans and the environmental impact of that scale of event.

3. That events do not take place during wildlife breeding seasons or other vulnerable times for wildlife.

Yours sincerely

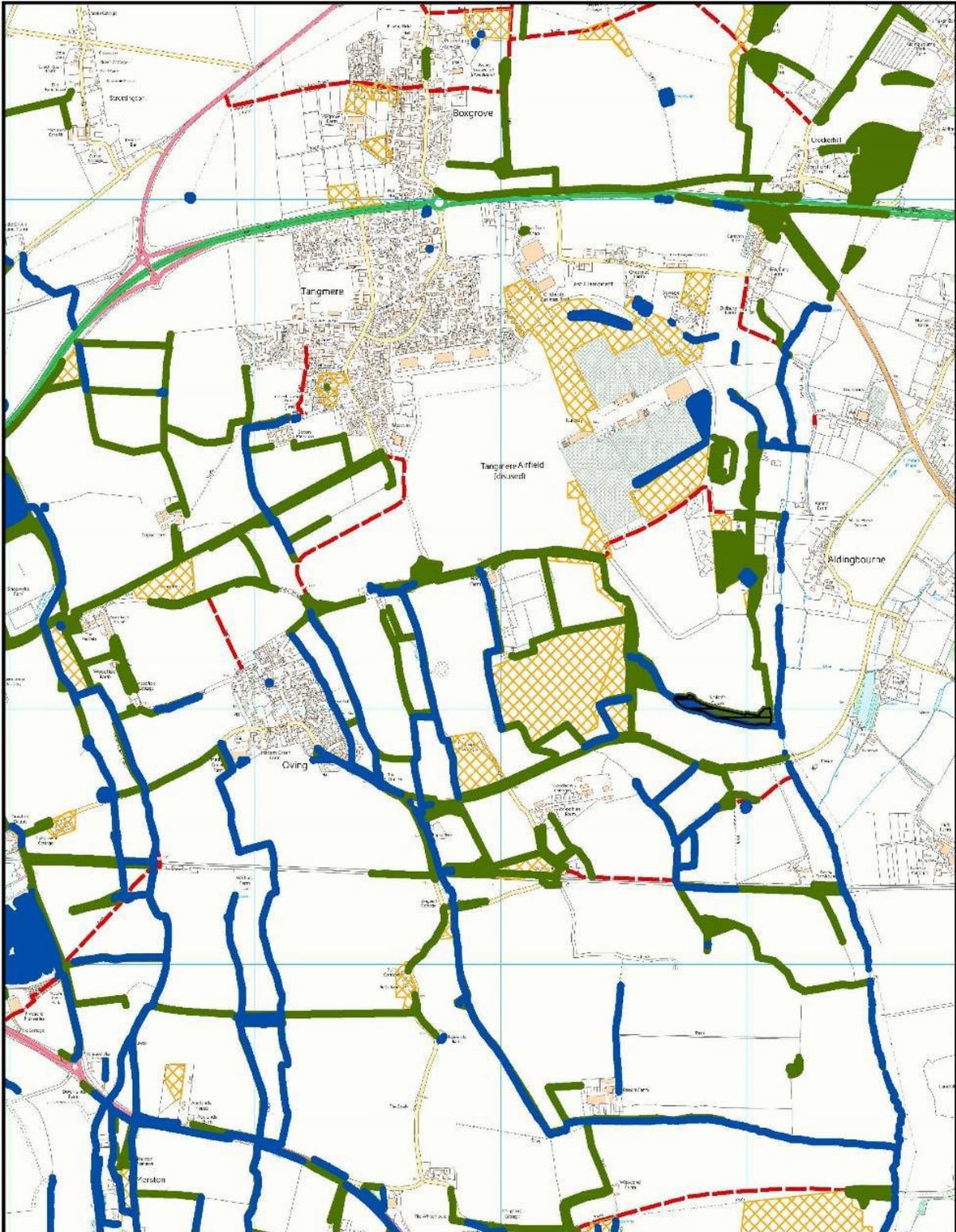
Louise Steele  
Clerk  
Tangmere Parish Council  
Tel: [REDACTED]  
Mob: [REDACTED]  
E: [clerk@tangmere-online.co.uk](mailto:clerk@tangmere-online.co.uk)  
[www.tangmere-online.co.uk](http://www.tangmere-online.co.uk)

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**Legend**

-  Ancient Woodland
-  Water Vole Network
-  Potential Bat Network
-  Potential Barn Owl Habitat
-  Public Rights of Way

**Tangmere Neighbourhood Plan  
Combined Species Network and Habitat**



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Date: 24/11/2014

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# Comments for Licensing Application 19/00286/LAPRE

## Application Summary

Application Number: 19/00286/LAPRE

Address: Land South East Of Tangmere Airfield Decoy Lane Oving West Sussex

Proposal: New Premises Licence

Case Officer: Helena Giudici

## Customer Details

Name: Mrs Wendy Berry

Address: 32 Brooks Lane, Bosham, Chichester, West Sussex PO18 8LA

## Comment Details

Commenter Type: Member of Public

Stance: Customer made comments in support of the Licensing Application

Comment Reasons:

Comment: 10:51 AM on 30 May 2019 What a wonderful idea to have a family/children's festival where children can be children. Play games, make crafts, be entertained with lots of adult supervision. Camp under the stars and not a games console in sight. An opportunity for younger (aimed at under 12's) children can spend the weekend having fun with their parents. Also a lovely setting for people to have a "wedding in a field" away from the hustle of a town , away from houses, no one to disturb and allowing the farmer to use his field for positive things. What a fabulous idea.

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# Comments for Licensing Application 19/00286/LAPRE

## Application Summary

Application Number: 19/00286/LAPRE

Address: Land South East Of Tangmere Airfield Decoy Lane Oving West Sussex

Proposal: New Premises Licence

Case Officer: Helena Giudici

## Customer Details

Name: Mrs Rachel Maynard

Address: The Ridings, Clay Lane, Fishbourne Chichester, West Sussex PO18 8DW

## Comment Details

Commenter Type: Member of Public

Stance: Customer made comments in support of the Licensing Application

Comment Reasons:

Comment:3:57 PM on 30 May 2019 I am writing in support of this application.

The Wildfield Families Festival event offers an opportunity for young local families to spend quality time in the outdoors together, enjoying the countryside and meeting new families. If children are not given these opportunities they will not learn to value the natural world and in the future want to protect it.

The site is highly suitable being far enough away from housing so as to cause minimal disturbance to residents in Oving and yet be accessible to local families. The event is likely to bring other families to the Chichester area and promote Chichester as a destination for families.

This festival and events will provide employment opportunities and supports local businesses, local products and performers.

Sue O'Keefe who runs Wildfield Events has many years experience running very successful events for the Weald and Downlands Museum. She has the necessary experience to run events in a sensitive, organised way without impacting on the environment or local residents.

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**From:** Helena Giudici  
**Sent:** 31 May 2019 09:20:44 +0100  
**To:** Helena Giudici  
**Subject:** FW: 19/00286/LAPRE LI - Land South East Of Tangmere Airfield Decoy Lane Oving West Sussex

---

**From:** John Pitts [REDACTED]  
**Sent:** 30 May 2019 17:33  
**To:** Licensing  
**Subject:** FW: 19/00286/LAPRE LI - Land South East Of Tangmere Airfield Decoy Lane Oving West Sussex

Please accept this email as an objection to the above application as the Public Access portal is not working. Thank you. I am an Oving Parish resident.

Yours faithfully

John Pitts

This application lacks sufficient detail to be approved. Various issues are either ignored or inadequately considered. A festival of up to 2500 people (rising to 4999) will have significant challenges which may not be insurmountable but are not addressed in this application. The location for 28 days of, as yet unknown, events (weddings, parties etc) all serving alcohol with the potential for live and/or loud music, late nights, traffic etc is simply not suitable.

It is also entirely inappropriate that local people have only been made aware of this applicant a few days before the deadline for responses and yet the event has been selling tickets online for some time. Whether through naivety or deliberate deception (having met the applicants I do not think the latter to be the case) there has been no attempt to engage the community to enable an application to be made that meets local people's concerns or to enable the applicants to consider the true impact of their proposals on the locality but also, just as importantly, on their own visitors.

Most local people remain unaware of this proposal, the only notice was on a tree in the field. the field has no footpaths and the notice was only seen recently by chance. There has therefore been inadequate consultation and for this reason alone the application should be rejected and resubmitted allowing for adequate time for local people to be made aware and have the opportunity to understand the application and comment (whether objecting or supporting).

## 1. Public nuisance

The application erroneously dismisses the potential for public nuisance in one line: We do not consider any areas to be particularly vulnerable to public nuisance surrounding the event as the site is situated away from houses and towns. This is patently untrue.

The following sites will be affected and/or are the cause of concern in terms of security, safety or damage. The application does not even mention any of these sites let alone provide suitable mitigating measures

- i. Woodhorn: 7 houses, 20 businesses, farm barns and yards etc: c.300 metres from the proposed site
- ii. Aldingbourne Church road: c.20 houses
- iii. Horses and stables: immediately adjacent field
- iv. 5 MW solar farm: immediately adjacent
- v. Woodhorn lane: houses
- vi. Tangmere waste management site
- vii. Crops (not in ownership of the applicants land) immediately adjacent

## 2. Traffic management

There will obviously be the potential for significant increases in traffic. This application has not considered the following potential problems:

i. Pedestrians

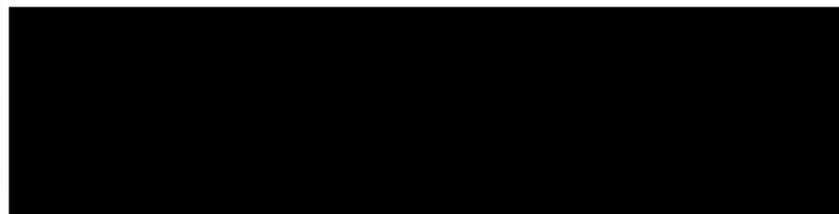
It is inevitable that some visitors will walk to the site but particularly leave the site after the event (to avoid drinking and driving etc). The Oving road has no pavement provision, is unlit and an extremely fast road.

- ii. There is potential for traffic queuing on the Oving road on a stretch of road without long visibility stretches. Tickets will be sold at the gate further exacerbating this potential safety issue
- iii. The locality used to suffer frequent night-time vandalism from late night leavers from Thursdays night club. This will now be a concern from this event

This application should be refused. The site location is unsuitable for the 28 days of events proposed and an alternative site should be found. The license for the festival should also be refused. However, if the applicant was minded to give local people sufficient notice of any new proposal, consult openly and honestly with the Community then there may well be more support for some form of festival in the future.

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A.J.Pitts | Managing Director



Unit 6, Woodhorn Business Centre, Oving, Chichester, West Sussex, PO20 2BX



**Organic Farming | Waste Management | Sustainable Landscaping Products | Business Centre**



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**From:**Helena Giudici  
**Sent:**31 May 2019 09:34:44 +0100  
**To:**Helena Giudici  
**Subject:**FW: 19/00286/LAPRE - Wild Field events licensing application - Land SE of Tangmere Airfield

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**From:** Aldingbourne Parish [REDACTED]  
**Sent:** 30 May 2019 21:18  
**To:** Licensing  
**Subject:** 19/00286/LAPRE - Wild Field events licensing application - Land SE of Tangmere Airfield

Dear Licensing,

Aldingbourne Parish Council would like to make the following representations about the above premises license application:

Firstly, we are very disappointed not to have been directly consulted regarding this matter. It is on the edge of our Parish and traffic flow and noise from proposed events will almost certainly impact upon our residents. It is only through the diligent actions of our County Council representative that we have been made aware of the application and we would be grateful for clarification as to why we were not consulted in order that we can work towards ensuring that such a situation is not likely to reoccur.

Turning to our responses to the application itself, we are concerned that the application seems to be seeking license to hold events of all types with up to 4999 persons attending. However the supporting documentation appears restricted to focus on an event of approximately 2500 attendees. This restricted scope in the supporting papers makes it very difficult for our Council to feel satisfied that the application can be adequately assessed for the number, type and scale of events that would be enabled if this application was permitted in full.

Specific issues relating to the Application:

1. Highway Safety  No risk assessment or comprehensive traffic management plan appears to have been submitted to demonstrate how any road queueing resulting from these events would be mitigated/managed. There also needs to be clarity regarding the maximum parking facilities available at the site.
2. Public Safety  Pedestrian access to and from the site appears to be encouraged (from a Sustainability perspective). However, the site's remote location, its limited public transport options, and its absence of street lights and pavements, raise serious Public Safety concerns.
3. Habitat Concerns  There are risks that Wildlife and Habitat protection legislation could be breached as a result of the proposed events (including the effect of significantly increased noise and lighting as well as the set up of the events which will include ground works and fencing installation). Given the presence of ancient woodland and the present rural nature of the area, this Council considers this a significant risk should the licence be granted. It also requests that a comprehensive ecological survey of the site should be carried out prior to the licence being granted.
4. Public Nuisance  The application does not appear to have adequately addressed the noise levels that will be created by the events and their effect to residents in the surrounding area, or the potential for attendees causing nuisance when leaving on foot late at night.

Although Aldingbourne Parish Council recognises the need to provide entertainment opportunities for families and young people, it has serious concerns that this application does not provide sufficient information on which to adequately assess the acceptability of the licence request. For these reasons, Aldingbourne Parish Council requests that consideration of this application be deferred and then re-consulted on after additional information with respect to the above issues has been provided.

Yours faithfully,

Aldingbourne Parish Council

Comments submitted by:

Lindy Nash

Clerk, RFO and Project Officer for

Aldingbourne Parish Council



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**From:** Emma Burle on behalf of Licensing  
**Sent:** 30 May 2019 17:21:20 +0100  
**To:** Emma Burle  
**Subject:** FW: Alcohol License Objection 19/00286/LAPRE

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**From:** Andrew Smith [REDACTED]  
**Sent:** 30 May 2019 13:38  
**To:** Licensing  
**Subject:** Alcohol License Objection 19/00286/LAPRE

Dear Sir,

I would like to object to the above application.

Unfortunately although we are one of the nearest homes to the site we come under Arun Council so did not receive any form of notification.

The strip of farm lane between Oving and Aldingbourne has always been farm land and I feel should remain so or the Chichester boundaries will so stretch for ever.

We have to suffer the noise of the Goodwood Car Racing track on many days a year so adding what ever events are planned serving alcohol and the resulting behavior that seem to accompany that would be a real intrusion to our peace and enjoyment of our home.

We only have to point out what happened at the Goodwood Race Course on the June Friday evening meets last year as an example.

Please do not approve the request.

Andy Smith  
Crunchy Cottage  
Park Lane  
Aldingbourne  
West Sussex PO20 3TJ  
[REDACTED]

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