

Committee Agenda



Epping Forest District Council

Licensing Sub Committee Thursday, 25th March, 2021

You are invited to attend the next meeting of **Licensing Sub Committee**, which will be held at:

**Virtual Meeting on Zoom
on Thursday, 25th March, 2021
at 10.00 am .**

**Georgina Blakemore
Chief Executive**

**Democratic Services
Officer**

Deomocratic Services (Direct Line 01992 564243)
Email: democraticservices@eppingforestdc.gov.uk

Members:

Councillors R Morgan (Chairman), P Keska, A Lion and P Stalker

PLEASE NOTE THE START TIME OF THE MEETING

PLEASE NOTE THAT THIS MEETING WILL BE RUN AS A VIRTUAL MEETING AND IS OPEN TO ALL MEMBERS TO ATTEND REMOTELY.

WEBCASTING/FILMING NOTICE (VIRTUAL MEETINGS)

Please note: this meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Council's published policy.

Therefore by participating in this virtual meeting, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If members of the public do not wish to have their image captured they should ensure that their video setting throughout the virtual meeting is turned off and set to audio only.

In the event that technical difficulties interrupt the virtual meeting that cannot be overcome, the Chairman may need to adjourn the meeting.

If you have any queries regarding this, please contact the Corporate Communications Manager on 01992 564039.

1. WEBCASTING ANNOUNCEMENT

1. This virtual meeting is to be webcast. Members are reminded of the need to unmute before speaking.

2. The Chairman will read the following announcement:

“I would like to remind everyone present that this meeting will be broadcast live to the internet (or filmed) and will be capable of repeated viewing (or another use by such third parties).

Please could I also remind Members of the Public who have registered to speak that they will be admitted to the meeting at the appropriate time.

Please also be aware that if technical difficulties interrupt the meeting that cannot be overcome, I may need to adjourn the meeting.”

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

To declare interests in any item on this agenda.

4. PROCEDURES FOR THE CONDUCT OF A VIRTUAL MEETING (Pages 5 - 6)

Please find attached the revised procedures for holding and attending a virtual meeting of the Licensing Sub-Committee.

5. PROCEDURE FOR THE CONDUCT OF BUSINESS (Pages 7 - 12)

To note the adopted procedure for the conduct of business by the Sub-Committee.

6. PANEL REPORT FOR TEMPORARY EVENT- ADJACENT LAND, MERRY FIDDLERS, 4 FIDDLERS HAMLET, EPPING, CM16 7PY (Pages 13 - 64)

To consider the attached report.

7. EXCLUSION OF PUBLIC AND PRESS

Exclusion: To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

Agenda Item No	Subject	Exempt Information Paragraph Number
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Nil

Nil

Nil

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

Background Papers: Article 17 - Access to Information, Procedure Rules of the Constitution define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information and in respect of executive reports, the advice of any political advisor.

The Council will make available for public inspection for four years after the date of the meeting one copy of each of the documents on the list of background papers.

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General Procedures for Virtual Licensing Hearings

The following procedural requirements shall be followed at all times:

- (a) The virtual meetings are to be webcast as appropriate.
- (b) They will be held on the Zoom application. All persons (officers, applicants and objectors) will have to join the virtual meeting.
- (c) There shall be no recommendation from officers on the agenda.
- (d) The Committee shall be supplied with copies of all relevant documentation and the process and order of procedure shall be as follows:

Participants will join the meeting via the Zoom application using the link and passcode emailed to them.

All Licensing Sub-Committees are public meetings unless otherwise stated, and therefore, meetings will be webcast live to the internet.

It will be important in this virtual environment, for the conduct of the meeting, that all speakers go through the Chairman and wait to be called to speak. All participants should be muted unless asked to speak. If they wish to speak, they should raise a virtual (or physical) hand to attract the Chairman's attention.

Once all participants have joined the meeting virtually, the meeting shall begin and run as a normal Licensing Sub-Committee meeting as detailed below.

- (i) At the beginning of each meeting the Chairman will read out the webcasting introduction.
- (ii) The Chairman will open the meeting and introduce persons as appropriate asking applicants and representatives to identify themselves.
- (iii) The Chairman will outline the procedure to be followed.
- (iv) The Lead Officer will outline the matter in hand.
- (v) The applicant or representative will present his/her case, with or without witnesses, and be questioned by members and then by any objectors/persons making representations present.
- (vi) Any objectors/persons making representations may then present their objections/representation, with or without witnesses, and be questioned by members and then by the applicant/s or their representative.
- (vii) The objectors/persons making representations may make a final statement (without introducing new issues).
- (viii) Finally, the applicant has the right to make a final statement (without introducing new issues).

- (ix) All evidence/disclosures are to be made in the presence of all persons, unless someone voluntarily excuses themselves from the proceedings.
- (x) Committee members shall restrict themselves to questions and not discussion or comment.
- (xi) The applicant, objectors/persons making representations shall be allowed to ask officers questions of a technical/factual nature at any time during the proceedings.
- (xii) An adjournment should be granted where to do otherwise would deny a fair hearing.
- (xiii) The Committee may resolve to decide upon the application in private session, however, if it becomes necessary to recall anyone for additional information, everyone shall be invited to return to the Hearing.

The Committee will go into private session by putting all the participants into a Zoom 'waiting room' where they can wait without being able to hear or see the discussion taking place in private by the Sub-Committee members. At the end of the Sub-Committee's discussions all the participants will be invited back to the main meeting and told the decision of the Sub-Committee.

If thought necessary, because the Sub-Committee's deliberations might take a long time, the Chairman can close the meeting for all participants and ask them to return later to a new Zoom meeting either later that day or the next day to receive the decision of the Sub-Committee.

Officers can create another Zoom meeting for either later that day or the next day in order for the decision to be heard. Once created all the participants will be emailed a new date/time and joining details.

- (xiv) The decision shall be given in the presence of all parties that wish to be present and confirmed in writing as soon as possible thereafter. If legal advice is given to members, this advice will be repeated in summary form.

Licensing Committee - Terms of Reference

- (1) The full Committee shall comprise 15 Councillors appointed by the Council at its annual meeting, including a Chairman and Vice-Chairman.
- (2) For the functions set out in Appendix 1, and the legislation listed in Appendix 2, a sub-committee consisting of no more than any three Councillors drawn from the members of the full Committee shall be formed. Any such sub-committee shall include, by rota, one of the six Licensing Sub-Committee Chairmen appointed at each Annual Council meeting.
- (3) The Quorum for the Committee is set out in the Rules set out in Part 4 of this Constitution save that no business shall be transacted unless either the Chairman or Vice-Chairman of the Committee is present.
- (4) The Committee and sub-committees shall have full authority to hear and determine licensing applications.
- (5) The Committee and sub-committees shall be further empowered to determine appeals made against the decisions of the Service Director (Commercial and Regulatory Services) taken under delegated authority on licensing applications. (See Council delegation schedule for more details)
- (6) The Committee shall at all times carry out its duties solely within the policy from time to time determined by the Council and shall conduct its proceedings in accordance with the requirements set out in Appendix 3 (Conduct of Business by Licensing Committee and Sub-Committees).
- (7) The Licensing Committee shall take no part in the production or revision of the statement of licensing policy made under Section 5 of the Licensing Act 2003, however, they may determine policy under the legislation listed in Appendix 2 to this Article.
- (8) To be responsible for the consideration and approval of Designation Orders under Section 13 of the Criminal Justice and Police Act 2001 (Exercise of Controls over the consumption of alcohol in Public Places).

LICENSING ACT 2003 – LIST OF FUNCTIONS AND DELEGATED AUTHORITY

Matter to be dealt with	Full Committee	Sub-Committee	Officers
Application for personal licence		If a police objection	If no objection made
Application for personal licence with unspent convictions		All cases	
Application for premises licence/club premises certificate		If a relevant representation made	If no relevant representation made
Application for provisional statement		If a relevant representation made	If no relevant representation made
Application to vary premises licence/club premises certificate		If a relevant representation made	If no relevant representation made
Application to vary designated premises supervisor		If a police objection	All other cases
Request to be removed as designated premises supervisor			All cases
Application for transfer of premises licence		If a police objection	All other cases
Applications for interim Authorities		If a police objection	All other cases
Application to review premises licence/club premises certificate		All cases	
Decision on whether a complaint is irrelevant frivolous vexatious etc			All cases
Decision to object when local authority is a consultee and not the relevant authority considering the application		All cases	
Determination of a police objection to a temporary event notice		All cases	
All policy matters except the formulation of the statement of licensing policy	All cases		

LIST OF STATUTORY POWERS

Those functions pertaining to licensing and registration and permits and consents contained in the following legislation and any regulations, orders, byelaws or other subsidiary legislation made under the above Acts:

Animal Boarding Establishments Act 1963
Breeding & Sale of Dogs (Welfare) Act 1999
Breeding of Dogs Act 1973
Breeding of Dogs Act 1991
Caravan Sites & Control of Development Act 1960
Caravan Sites Act 1968
Dangerous Wild Animals Act 1976
Gambling Act 2005
Guard Dogs Act 1975
House to House Collections Act 1939
Licensing Act 2003
Local Government (Miscellaneous Provisions) Act 1976
Local Government (Miscellaneous Provisions) Act 1982
Pet Animals Act 1951
Pet Animals Act 1951 (Amendment) Act 1983
Riding Establishments Acts 1964 & 1970
Scrap Metal Dealers Act 1964
Scrap Metal Dealers Act 2013
The Game Act 1831
Town Police Clauses Act 1847
Town Police Clauses Act 1889
Zoo Licensing Act 1981

PART A – CONDUCT OF BUSINESS BY LICENSING COMMITTEE AND SUB-COMMITTEES

All references to committee in this annex shall be taken to infer a reference to the associated subcommittees.

1. General Conduct

- 1.1 All hearings of the Licensing Committee under the Licensing Act 2003, are to be held in accordance with the Personal Licences, Hearings, Premises Licences and Club Premises Certificates, and Licensing Register Regulations, made under the Licensing Act 2003.
- 1.2 The Council's Constitution shall regulate the conduct of and debate at meetings.
- 1.3 In the case of hearings under the Licensing Act 2003, the Committee shall only consider those matters relevant to the licensing objectives as set out in the Licensing Act 2003 and the statement of licensing policy adopted by the Council.

2. Declarations of Interest

- 2.1 Members of the Committee are subject to the Council's Code of Conduct.

3. Participation in the Hearing

- 3.1 Debate shall be restricted to members of the Licensing Committee. Where a local ward member, not being a member of the Committee, wishes to participate in the hearing, they may do so only with the permission of the Chairman and their participation shall be subject to the same rules as are applied to any other witnesses to the application.
- 3.2 In hearings other than those under the Licensing Act 2003, where a ward member is a member of the Committee, and wishes to object to the application, the member shall give 14 days' notice of their intention, and shall play no part in the decision-making process of the Committee. In hearings under the Licensing Act 2003, those named as responsible authorities and interested parties in the Act may only make representations within the time limits set out in the relevant statutory provisions.
- 3.3 All persons participating in the hearing shall be made aware of the limitations or scope of statements that will be acceptable and, in particular, that statements should be factual or a fair statement on a matter of public interest.
- 3.4 In the case of any hearing pursuant to the summary review procedure under the Violent Crime Reduction Act 2006, the membership of any Subcommittee adjudicating on such a review shall comprise any three members drawn from the Licensing Committee subject to the proviso that no member should serve more than one hearing.

4. Attendance of the Public

- 4.1 The Council's Constitution and relevant statutory provisions relating to the admission or exclusion of the public shall apply to all meetings of the Licensing Committee.

5. Natural Justice

- 5.1 There are two elements to natural justice:

(a) Fairness

- (i) All persons affected by the decision or in the case of matters associated with the Licensing Act 2003, those named as responsible authorities and interested parties in the Act, will be allowed a hearing before a decision is made.
- (ii) Only objectors who can show clearly that they are affected by a decision shall be afforded the right to be heard or, in the case of hearings under the Licensing Act 2003, only those named in the Act as responsible authorities or interested parties.
- (iii) All information shall be made available, where possible in advance, to the applicant and the Committee.
- (iv) All members of the Committee shall be present throughout the hearing of a particular application. Where a member arrives late or leaves during a hearing of a particular application, that member shall play no part in the decision-making process. Where an application is adjourned it shall be continued by the same members only, and no others.
- (v) The Committee shall have discretion in respect of 'late' objections. Such objections shall be clearly marked on the agenda as such and the Committee shall decide on their acceptability. The applicant shall be advised of any late objections. In the case of representations made in relation to the Licensing Act 2003 applications, these shall only be accepted in accordance with the relevant statutory provisions.

(b) Prevention of Bias

- (i) The rules on the declarations of interest shall be firmly applied.
- (ii) If the Committee moves into private session to consider its decision, it shall be accompanied only by its advising officers, none of whom shall have taken a substantive part in the hearing, and shall play no substantive part in the decision-making process.

6. General Procedures for Hearings

- 6.1 The following procedural requirements shall be followed at all times:

- (a) There shall be no recommendation from officers on the agenda;
- (b) The Committee shall be supplied with copies of all relevant documentation and the process and order of procedure shall be as follows:

- (i) The Chairman will open the meeting and introduce persons as appropriate asking applicants and representatives to identify themselves.
- (ii) The Chairman will outline the procedure to be followed.
- (iii) The Lead Officer will outline the matter in hand.
- (iv) The applicant or representative will present his/her case, with or without witnesses, and be questioned by members or any objectors/persons making representations present.
- (v) Any objectors/persons making representations may then present their objections/representation, with or without witnesses, and be questioned by members or the applicant/s or their representative.
- (vi) The objectors/persons making representations may make a final statement (without introducing new issues).
- (vii) Finally, the applicant has the right to make a final statement (without introducing new issues).
- (viii) All evidence/disclosures are to be made in the presence of all persons, unless someone voluntarily excuses themselves from the proceedings.
- (ix) Committee members shall restrict themselves to questions and not discussion or comment.
- (x) The applicant, objectors/persons making representations shall be allowed to ask officers questions of a technical/factual nature at any time during the proceedings.
- (xi) An adjournment should be granted where to do otherwise would deny a fair hearing.
- (xii) The Committee may resolve to decide upon the application in private session, however, if it becomes necessary to recall anyone for additional information, everyone shall be invited to return to the Hearing.
- (xiii) The decision shall be given in the presence of all parties that wish to be present and confirmed in writing as soon as possible thereafter. If legal advice is given to members this advice will be repeated in summary form.

Report to the Licensing Sub Committee

Date of meeting: 25th March 2021

**Subject: Panel Report For Temporary Event- Adjacent Land,
Merry Fiddlers, 4 Fiddlers Hamlet, Epping, CM16 7PY**

**Responsible Officer: Handan Ibrahim
Licensing Compliance Officer**

Democratic Services: Adrian Hendry (01992 564243)



**Epping Forest
District Council**

Decisions Required:

To determine the application for a new Temporary Event Notice under the Licensing Act 2003

Report:

Application

1. An application has been made by Mr Russo Jordan for a new Temporary Event Notice, for a two day music festival Saturday 26th June 2021 and Sunday 27th June 2021, on land adjacent to Merry Fiddlers, 4 Fiddlers Hamlet, Epping, CM16 7PY. The application is for the sale by retail of alcohol and for the provision of regulated entertainment. The application was received on the 11th March 2021.

Licensing Act 2003

2 When considering an application for a licence the licensing authority must have regard to steps that are appropriate to promote of the licensing objectives.

These are—

- (a) the prevention of crime and disorder;
- (b) public safety;
- (c) the prevention of public nuisance; and
- (d) the protection of children from harm.

3 It must also have regard to its Statement of Licensing Policy and any guidance issued by the Secretary of State.

Consultation

4 The Responsible Authorities for the police and the Environment and Neighbourhood team were consulted.

5 The authority has received a representation from the Environment and Enforcement officer Michael Richardson, via email which has been attached.

Guidance Issued by the Secretary of State

6 The Licensing Act 2003 provides that the licensing authority must 'have regard to' guidance issued by the Secretary of State under section 182.

Options

In determining this application the Sub-Committee may take any of the following steps as it considers necessary for the promotion of the licensing objectives, namely:

- approve the Licence applied for
- add conditions to the Licence or
- reject the application

Determination

The Sub-committee is asked to determine the application having regard to

- (a) the content of this report and representations
- (b) any additional information obtained from the hearing
- (c) the Council's statement of licensing policy
- (d) Guidance issued by the Secretary of State, and
- (e) the steps appropriate to promote the licensing objectives.

Appeal

If any party is aggrieved with the decision they can appeal to Magistrates court. The appeal period is 21 days from notification of the decision.

Background Papers Used In Preparing This Report:

- The Licensing Act 2003
<http://www.legislation.gov.uk/ukpga/2003/17/contents?view=plain>
- The Secretary of State's Guidance issued under Section 182 Licensing Act 2003
- Epping Forest District Council's statement of licensing policy.
<http://www.eppingforestdc.gov.uk>

Attached documents

- Application for premises Licence
- Event management plan Saturday 26th June 2021
- Event management plan Sunday 27th June 2021
- Risk assessment
- Letters/email of objections from Environment and Enforcement officer Michael Richardson

Temporary Event Notice

Before completing this notice please read the guidance notes at the end of the notice. If you are completing this notice by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink or typed. Use additional sheets if necessary.

You should keep a copy of the completed notice for your records. You must send at least one copy of this notice to the licensing authority and additional copies must be sent to the chief officer of police and the local authority exercising environmental health functions for the area in which the premises are situated. The licensing authority will give to you written acknowledgement of the receipt of the notice.

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

1. The personal details of premises user (Please read note 1)	
1. Your name	
Title	Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)
Surname	Russo
Forenames	Jordan
2. Previous names (Please enter details of any previous names or maiden names, if applicable. Please continue on a separate sheet if necessary)	
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)
Surname	
Forenames	
3. Your date of birth	
[REDACTED]	
4. Your place of birth	
[REDACTED]	
5. National Insurance Number	
[REDACTED]	
6. Your current address (We will use this address to correspond with you unless you complete the separate correspondence box below)	
[REDACTED]	
Post town Cheshunt	Post code [REDACTED]
7. Other contact details	
Telephone numbers	
Daytime	
Evening (optional)	
Mobile (optional)	
Fax number (optional)	
E-Mail Address (optional)	

8. Alternative address for correspondence (If you complete the details below, we will use this address to correspond with you)	
Andrew Cochrane Flint Bishop LLP St. Michael's Court St. Michael's Lane	
Post town Derby	Post code DE1 3HQ
9. Alternative contact details (if applicable)	
Telephone numbers: Daytime	01332 226142
Evening (optional)	
Mobile (optional)	
Fax number (optional)	01332 207601
E-Mail Address (optional)	Andrew.cochrane@flintbishop.co.uk

2. The premises
Please give the address of the premises where you intend to carry on the licensable activities or if it has no address give a detailed description (including the Ordnance Survey references) (Please read note 2)
Adjacent land Merry Fiddlers 4 Fiddlers Hamlet Epping CM16 7PY
Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)? If so, please enter the licence or certificate number below.
Premises Licence Number LN/210002290
Club premises certificate number
If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, please give a description and details below. (Please read note 3)
Please describe the nature of the premises below. (Please read note 4)
Adjacent land to the Merry Fiddlers

Please describe the nature of the event below. (Please read note 5)
Upper Vibe – Summer Solstice – Music Festival

3. The licensable activities	
Please state the licensable activities that you intend to carry on at the premises (please tick all licensable activities you intend to carry on). (Please read note 6)	
The sale by retail of alcohol	<input checked="" type="checkbox"/>
The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club	<input type="checkbox"/>
The provision of regulated entertainment (Please read note 7)	<input checked="" type="checkbox"/>
The provision of late night refreshment	<input type="checkbox"/>
Are you giving a late temporary event notice?(Please read note 8)	<input type="checkbox"/>
Please state the dates on which you intend to use these premises for licensable activities. (Please read note 9)	
Saturday 26 June 2021 & Sunday 27 June 2021	
Please state the times during the event period that you propose to carry on licensable activities (please give times in 24 hour clock). (Please read note 10)	
Saturday 26 June 2021 – From 13:00 to 22:30 inclusive Sunday 27 June 2021 – From 13:00 to 22:00 inclusive	
Please state the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers. (Please read note 11)	Less than 499
If the licensable activities will include the supply of alcohol, please state whether the supplies will be for consumption on or off the premises, or both (please tick as appropriate). (Please read note 12)	On the premises only <input type="checkbox"/>
	Off the premises only <input type="checkbox"/>
	Both <input checked="" type="checkbox"/>

Please state if the licensable activities will include the provision of relevant entertainment. If so, please state the following times during the event period that you propose to provide relevant entertainment. (including but not limited to lap dancing and pole dancing) (Please read note 13)

N/A

4. Personal licence holders (Please read note 14)		
Do you currently hold a valid personal licence? (Please tick)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If "Yes" please provide the details of your personal licence below.		
Issuing licensing authority		
Licence number		
Date of issue		
Any further relevant details		


5. Previous temporary event notices you have given (Please read note 15 and tick the boxes that apply to you)		
Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If answering yes, please state the number of temporary event notices (including the number of late temporary event notices, if any) you have given for events in that same calendar year		
Have you already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

6. Associates and business colleagues (Please read note 16 and tick the boxes that apply to you)		
Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your associate(s) have given for events in the same calendar year		
Has any associate of yours already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice? (Please mark an "X" in the box that applies to you)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your business colleague(s) have given for events in the same calendar year.		
Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

7. Checklist (Please read note 17)	
I have (Please tick the appropriate boxes)	
Sent at least one copy of this notice to the licensing authority for the area in which the premises are situated	<input checked="" type="checkbox"/>
Sent a copy of this notice to the chief officer of police for the area in which the premises are situated	<input checked="" type="checkbox"/>
Sent a copy of this notice to the local authority exercising environmental health functions for the area in which the premises are situated	<input checked="" type="checkbox"/>
If the premises are situated in one or more licensing authority areas, sent at least one copy of this notice to each additional licensing authority	<input type="checkbox"/>
If the premises are situated in one or more police areas, sent a copy of this notice to each additional chief officer of police	<input type="checkbox"/>
If the premises are situated in one or more local authority areas, sent a copy of this notice to each additional local authority exercising environmental health functions	
Make or enclose payment of the fee for the application	<input checked="" type="checkbox"/>

Sign the declaration in Section 9 below	<input checked="" type="checkbox"/>
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8. Condition (Please read note 18)
It is a condition of this temporary event notice that where the relevant licensable activities described in Section 3 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

9. Declarations (Please read note 19)	
The information contained in this form is correct to the best of my knowledge and belief.	
I understand that it is an offence:	
(i) to knowingly or recklessly make a false statement in connection with this temporary event notice and that a person is liable on summary conviction for such an offence to a fine of any amount; and	
(ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on summary conviction for any such offence to a fine of any amount, or to imprisonment for a term not exceeding six months, or to both.	
Signature	
Date	11/03/2021
Name of Person signing	Flint Bishop LLP

For completion by the Licensing Authority

10. Acknowledgement (Please read note 20)	
I acknowledge receipt of this temporary event notice.	
Signature	On behalf of the Licensing Authority
Date	
Name of Officer signing	

NOTES

Notes for Guidance

General

In these notes, a person who gives a temporary event notice is called a "premises user".

The police and local authority exercising environmental health functions may intervene on the grounds of any of the four licensing objectives (the prevention of crime and disorder, public safety, the prevention of public nuisance, and the protection of children from harm) to prevent the occurrence of an event at which permitted temporary activities are to take place or to agree a modification of the arrangements for such an event. However, the licensing authority will intervene of its own volition in the cases described below.

First, it will issue a counter notice if there is an objection to a late temporary event notice (see note 8 below).

Secondly, it may issue a notice in relation to its decision to impose conditions on a temporary event notice (see note 2 below).

Thirdly, it will issue a counter notice if the first, second, third and fifth of the limits set out below would be exceeded. If any of the limits below are breached or if a counter notice has been issued, any licensable activities taking place would be unauthorised and the premises user would be liable to prosecution. The limitations apply to:

- the number of times a person may give a temporary event notice (50 times per year for a personal licence holder and 5 times per year for other people);
- the number of times a person may give a late temporary event notice (10 times per year for a personal licence holder and 2 times per year for other people);
- the number of times a temporary event notice may be given in respect of any particular premises (15 times in a calendar year);
- the length of time a temporary event may last for these purposes (168 hours or 7 days);
- the maximum aggregate duration of the periods covered by temporary event notices at any individual premises (21 days per calendar year); and
- the scale of the event in terms of the maximum number of people attending at any one time (a maximum of 499).

For the purposes of determining the overall limits of 50 temporary event notices per personal licence holder (in a calendar year) and of 5 for a non-personal licence holder (in a calendar year), temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count towards those totals. The limits applying to late temporary event notices

are included within the overall limits applying to the total number of temporary event notices. Note 16 below sets out the definition of an "associate".

When permitted temporary activities take place, a premises user must ensure that either:

- a copy of the temporary event notice is prominently displayed at the premises; or
- the temporary event notice is kept at the premises either in his own custody or in the custody of a person present and working at the premises and whom he has nominated for that purpose.

Where the temporary event notice is in the custody of a nominated person, a notice specifying that fact and the position held by that person must be displayed prominently at the premises.

Where the temporary event notice or a notice specifying the nominated person is not displayed, a constable or an authorised person (for example, a licensing officer, fire officer or environmental health officer) may require the premises user to produce the temporary event notice for examination. Similarly, where the nominated person has the temporary event notice in his custody, a constable or authorised person may require that person to produce it for examination. Failure to produce the temporary event notice without reasonable excuse would be an offence.

It should also be noted that the following, among other things, are offences under the Licensing Act 2003:

- the sale or supply of alcohol to children under 18 years of age (subject to an unlimited fine on conviction);
- allowing the sale of alcohol to children under 18 (subject to an unlimited fine on conviction);
- knowingly allowing the consumption of alcohol on the premises by a person aged under 18 (subject to an unlimited fine, on conviction);
- allowing disorderly behaviour on the premises (subject to a fine not exceeding level 3 on the standard scale, on conviction);
- the sale of alcohol to a person who is drunk (subject to a fine not exceeding level 3 on the standard scale, on conviction);
- obtaining alcohol for a person who is drunk (subject to a fine not exceeding level 3 on the standard scale, on conviction);
- knowingly allowing a person aged under 18 to make any sale or supply of alcohol unless the sale or supply has been specifically approved by the premises user or any individual aged 18 or over who has been authorised for this purpose by the premises user (subject to a fine not exceeding level 1 on the standard scale, on conviction); and

- knowingly keeping or allowing to be kept on the premises any smuggled goods which have been imported without payment of duty or which have otherwise been unlawfully imported (subject to a fine not exceeding level 3 on the standard scale, on conviction).

In addition, where the premises are to be used primarily or exclusively for the sale or supply of alcohol for consumption on the premises, it is an offence to allow children under 16 to be present when the premises are open for that purpose unless they are accompanied by an adult. In the case of any premises at which sales or supplies of alcohol are taking place at all, it is an offence for a child under 16 to be present there between the hours of midnight and 5am unless accompanied by an adult. In both instances, the penalty on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000.

Note 1

A temporary event notice may only be given by an individual and not, for example, by an organisation or club or business. The individual giving the notice is the proposed "premises user". Within businesses, clubs or organisations, one individual will therefore need to be identified as the proposed premises user.

If you include an e-mail address in section 1(7) or 1(9), the licensing authority may send to this the acknowledgement of receipt of your notice or any notice or counter notice it is required to give under sections 104A, 106A or 107 of the Licensing Act 2003.

Note 2

For the purposes of the Licensing Act 2003, "premises" means any place. Premises will therefore not always be a building with a formal address and postcode. Premises can include, for example, public parks, recreation grounds and private land.

If a premises licence or club premises certificate has effect in relation to the premises (or any part of the premises) which you want to use to carry on licensable activities, it is possible that any conditions which apply to the licence or certificate may be imposed on the temporary event notice if certain pre-conditions are met. These pre-conditions are that the police or the local authority exercising environmental health functions object to the notice and the licensing authority decides:

- not to give a counter notice under section 105 of the Licensing Act 2003;
- the conditions apply to the licence or certificate; and
- the imposition of the conditions on the notice would not be inconsistent with the carrying on of the licensable activities under the notice.

Note 3

A temporary event notice can be given for part of a building, such as a single room or a plot within a larger area of land. You should provide a clear description of the area in which you propose to carry on licensable activities. This is important as any licensable activities conducted outside the area of the premises protected by the authority of this temporary event notice would be unlawful and could lead to prosecution.

In addition, when holding the proposed event, the premises user would need to be able to restrict the number of people on the premises at any one time when licensable activities

are taking place to less than 500. If more than 499 are on the premises when licensable activities are being carried on, the licensable activities would be unlawful and the premises user would be liable to prosecution. The maximum figure of 499 includes, for example, staff, organisers, stewards and performers.

Note 4

A description of the nature of the premises assists the chief officer of police and local authority exercising environmental health functions in deciding if any issues relating to the licensing objectives are likely to arise. You should state clearly that the premises to be used are, for example, a public house, a restaurant, an open field, a village hall or a beer tent.

Note 5

A description of the nature of the event similarly assists the chief officer of police and local authority exercising environmental health functions in making a decision as to whether or not to make an objection. You should state clearly that the event taking place at the premises would be, for example, a wedding with a pay bar, the supply of beer at a particular farmers' market, a discotheque, the performance of a string quartet, a folk group or a rock band.

Note 6

The licensable activities are:

- the sale by retail of alcohol;
- the supply of alcohol by or on behalf of a club to, or to the order of, a member of a club;
- the provision of regulated entertainment; and
- the provision of late night refreshment.

Note 7

Regulated entertainment, subject to specified conditions and exemptions, includes:

- (a) a performance of a play;
- (b) an exhibition of a film;
- (c) an indoor sporting event;
- (d) a boxing or wrestling entertainment;
- (e) a performance of live music;
- (f) any playing of recorded music;
- (g) a performance of dance; and
- (h) entertainment of a similar description to that falling within (e), (f) or (g).

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.
- 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.
- 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.
- 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.

If you are uncertain whether or not the activities that you propose are licensable, you should contact your licensing authority for further advice.

Note 8

Late notices can be given no later than 5 working days but no earlier than 9 working days before the event in relation to which the notice is given. A late notice given later than 5 working days before the event to which it relates will be returned as void and the activities described in it will not be authorised.

The number of late notices that can be given in any one calendar year is limited to 10 for personal licence holders and 2 for non-personal licence holders. These count towards the total number of temporary event notices (i.e. 50 temporary event notices per year for personal licence holders and 5 temporary event notices for non-personal licence holders).

If there is an objection from either the police or local authority exercising environmental health functions, the event will not go ahead and a counter notice will be issued.

Note 9

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

Note 10

You should state here the times during the event period, for example 48 hours, when you intend to carry on licensable activities. For example, you may not intend to carry on licensable activities throughout the entire 48 hour event period, and may intend to sell alcohol between 8.00 hrs and 23.00 hrs on each of the two days.

Note 11

No more than 499 may be on the premises for a temporary event at any one time when licensable activities are being carried on. If you intend to have more than 499 attending the event, you should obtain a premises licence for the event. Your licensing authority

should be able to advise you. The maximum figure of 499 includes not only the audience, spectators or consumers but also, for example, staff, organisers, stewards and performers who will be present on the premises.

Note 12

If you indicate that alcohol will be supplied only for consumption on the premises, you would be required to ensure that no person leaves the premises with alcohol supplied there. If such a supply takes place, the premises user may be liable to prosecution for carrying on an unauthorised licensable activity. Similarly, if the premises user gives notice that only supplies of alcohol for consumption off the premises will take place, he/she must ensure that alcohol supplied is not consumed on the premises. The premises user is free to give notice that he/she intends to carry on both types of supplies. For this purpose, the supply of alcohol includes both of the first two licensable activities listed in note 6 above.

Note 13

Relevant entertainment is defined in the Local Government (Miscellaneous Provisions) Act 1982("the 1982 Act") as *any live performance or any live display of nudity which is of such a nature that, ignoring financial gain, it must reasonably be assumed to be provided solely or principally for the purpose of sexually stimulating any member of the audience (whether by verbal or other means)*. Relevant entertainment therefore includes, but is not limited to, lap dancing and pole dancing.

The 1982 Act requires premises which provide relevant entertainment to be licensed under that Act for this purpose. Premises at which there have not been more than eleven occasions on which such entertainment has been provided within a period of 12 months, no such occasion has lasted for more than 24 hours and there has been a period of at least one month between each such occasion are exempt from the requirement to obtain a licence under the 1982 Act. Such premises are likely instead to require an authorisation under the Licensing Act 2003 to be used for such activities as these are a licensable activity (the provision of regulated entertainment — see note 6 above). A temporary event notice may be given for this purpose.

Note 14

The holder of a valid personal licence issued under the Licensing Act 2003 may give up to 50 temporary event notices in any calendar year subject to the other limitations in the 2003 Act. A proposed premises user who holds such a licence should give the details requested.

Note 15

As stated under Note 14, a personal licence holder (issued under the Licensing Act 2003) may give up to 50 temporary event notices (including 10 late notices) in any calendar year. An individual who does not hold a personal licence may only give 5 temporary event notices (including 2 late notices) in England and Wales in any calendar year. A calendar year is the period between 1st January to 31st December inclusive in any year.

If an event straddles two calendar years, it will count against the limits on temporary event notices (15 for each premises, 21 days for each premises, 50 per personal licence holder and 5 for non-holders) for each year. However, only one notice needs to be given.

For the purposes of determining the overall limits of 50 temporary event notices per personal licence holder (in a calendar year) and of 5 for a non-personal licence holder (in a calendar year), temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count towards those totals. Note 16 below sets out the definition of an "associate".

If a temporary event notice has been given for the same premises, by the same premises user, and would have effect within 24 hours before the start of the event period under the current proposal or within 24 hours after the end of that period, the temporary event notice given would be void and any licensable activities carried on under it would therefore be unlicensed.

For the purposes of determining whether or not the required gap of 24 hours is upheld, temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count as if they had been given by the premises user. Note 16 below sets out the definition of an "associate".

Note 16

An "associate" of the proposed premises user is:

- a. the spouse or civil partner of that person;
- b. a child, parent, grandchild, grandparent, brother or sister of that person;
- c. an agent or employee of that person; or
- d. the spouse or civil partner of a person within (b) or (c).

For these purposes, a person living with another as that person's husband or wife is to be treated as that person's spouse.

Note 17

It is a requirement that you send at least one copy of this notice to the licensing authority at least ten working days (or five working days for a late notice) before the commencement of the proposed licensable activities. The authority will give you written acknowledgement of the receipt of the notice. This will be important proof that you gave the notice and when you gave it for the purposes of the Act. Some premises may be situated in two licensing authority areas, for example, where a building or field straddles the local authority boundary. Where this is the case, at least one copy of the notice must be sent to each of the licensing authorities identified, together with the appropriate fee in each case. In such circumstances, you will receive acknowledgements from all the relevant licensing authorities.

One copy must be sent to each of the chief officer of police and the local authority exercising environmental health functions for the area in which the premises is situated at least ten working days for a standard notice (or five working days for a late notice) before the commencement of the proposed licensable activities. Where the premises are

situated in two police areas or environmental health areas, a further copy will need to be sent to the further police force and local authority exercising environmental health functions.

Note 18

Under the Licensing Act 2003, all temporary event notices are given subject to a mandatory condition requiring that where the licensable activities involve the supply of alcohol, all such supplies must be made by or under the authority of the named premises user. If there is a breach of this condition, the premises user and the individual making the supply in question would be liable to prosecution. For this purpose, the supply of alcohol includes both of the first two licensable activities listed in note 6 above.

Note 19

It is an offence knowingly or recklessly to make a false statement in, or in connection with, a temporary event notice. (A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement.) To do so could result in prosecution and an unlimited fine.

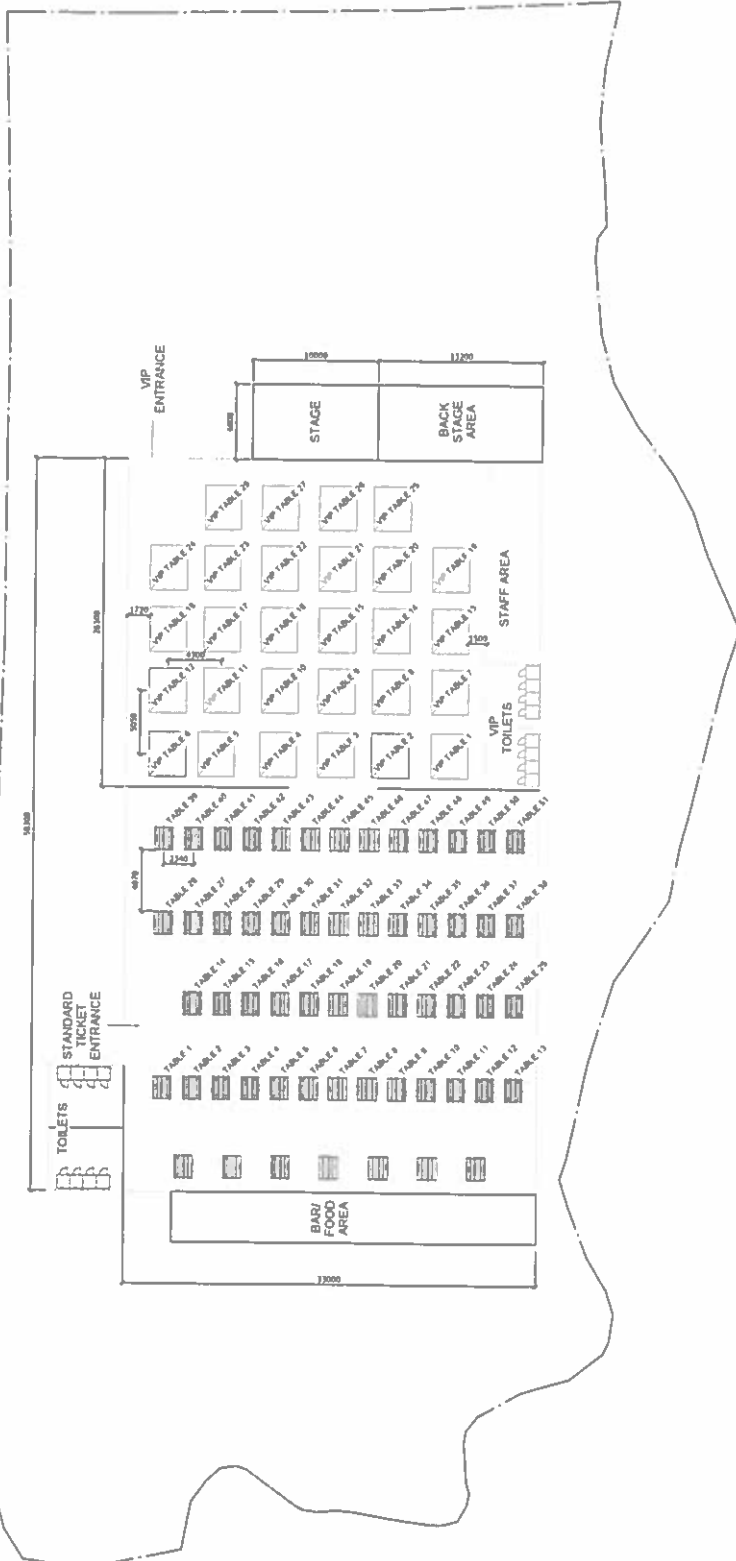
Note 20

You should not complete section 10 of the notice, which is for use by the licensing authority. It may complete this section as one means of giving you written acknowledgement of its receipt of the notice.

NOTES

- The drawing is to be read in conjunction with all drawings and specifications.
- Do not scale from this drawing to other views or detail forms, but without dimensions only. If there is a discrepancy between the dimensions shown on the drawing and those on the detail, the dimension on the drawing shall prevail.
- Health & Safety: All specific drawing notes are to be read in conjunction with the project "Information Pack" and "Job Safety".
- For general notes refer to Drawing No. 4/000

---	DENOTES BOUNDARY LINE
---	DENOTES HELD FLOORING



FOR INFORMATION
FOR INFORMATION NOT FOR CONSTRUCTION

**THE MERRY FIDDLERS, 4,
Fiddlers Hamlet, Epping CM16
7PY
UPPER VIBE 26.06.21**

Drawn By: [Name]
Scale: As Indicated
Drawing No: **UV500/-**

UPPER VIBE

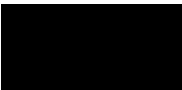
FUSSELL

TABLE SCHEDULE	GROUP
TABLE 1	
TABLE 2	
TABLE 3	
TABLE 4	
TABLE 5	
TABLE 6	
TABLE 7	
TABLE 8	
TABLE 9	
TABLE 10	
TABLE 11	
TABLE 12	
TABLE 13	
TABLE 14	
TABLE 15	
TABLE 16	
TABLE 17	
TABLE 18	
TABLE 19	
TABLE 20	
TABLE 21	
TABLE 22	
TABLE 23	
TABLE 24	
TABLE 25	

TABLE SCHEDULE	GROUP
TABLE 26	
TABLE 27	
TABLE 28	
TABLE 29	
TABLE 30	
TABLE 31	
TABLE 32	
TABLE 33	
TABLE 34	
TABLE 35	
TABLE 36	
TABLE 37	
TABLE 38	
TABLE 39	
TABLE 40	
TABLE 41	
TABLE 42	
TABLE 43	
TABLE 44	
TABLE 45	
TABLE 46	
TABLE 47	
TABLE 48	
TABLE 49	
TABLE 50	
TABLE 51	

VIP TABLE SCHEDULE	GROUP
VIP TABLE 1	
VIP TABLE 2	
VIP TABLE 3	
VIP TABLE 4	
VIP TABLE 5	
VIP TABLE 6	
VIP TABLE 7	
VIP TABLE 8	
VIP TABLE 9	
VIP TABLE 10	
VIP TABLE 11	
VIP TABLE 12	
VIP TABLE 13	
VIP TABLE 14	
VIP TABLE 15	
VIP TABLE 16	
VIP TABLE 17	
VIP TABLE 18	
VIP TABLE 19	
VIP TABLE 20	
VIP TABLE 21	
VIP TABLE 22	
VIP TABLE 23	
VIP TABLE 24	
VIP TABLE 25	
VIP TABLE 26	
VIP TABLE 27	
VIP TABLE 28	

Event Organiser Details

Event Organiser Name	<i>UV Events Ltd.</i>
Organisation	'UV Events Ltd' and 'The Merry Fiddlers Pub'
Contact Telephone Number	<i>Jordan Russo - 07772025137 Jack Hunt - 07506450464 Tom James - 07746897252</i>
Email Address	Enquiries@uppervibe.co.uk
Name of Event	Upper Vibe – Summer Solstice
Location of Event	4 Fiddlers Hamlet, Epping, Essex, CM16 7PY
Date of Event	26th June 2021
Contact Telephone Number on day of the event (if different to above)	 - Tom - Jordan

1. Event Overview

1.1 Event Overview

Please provide a description of your event
Summer Solstice is an annual day party event. A premium event which plans to transform a blank empty field into a boutique music event. Our plans for the day will be compliant and in line with the expected guidelines.

Please provide the following information about your event	
Event start time	2pm
Event end time	10:30pm

1.2 Event Itinerary

Please provide timings of your event including set up and break down timings	
Date / Time	Action
25/06/21 - 9am	Assemble bar and stage area
25/06/21 - 10am	Delivery and assembly of outdoor furniture

25/06/21 - 12pm	Delivery and set up of Toilets
25/06/19 - 1pm	Delivery and set up of trailer fridge
26/06/19 - 9am	Delivery and set up of generator
26/06/19 - 9am	Delivery and assembly of production
26/06/19 - 10am	Delivery and assembly of venue decor
26/06/19 - 10am	Stocking bar area
26/06/19 - 12pm	Sound check
26/06/19 - 12pm	Arrival and set up of food stall
26/06/19 - 1pm	Arrival of security staff and briefing
26/06/19 - 1pm	Arrival and briefing on bar stuff and waitress
26/06/19 - 1pm	Arrival and briefing of Upper Vibe staff
26/06/19 - 1pm	Review the above

1.3 Programme of Events

Please provide your programme of activities and the timings for the day, including any performances (e.g. the start and finish times of any musical performances)

Time	Activity
2pm - 10.30pm	Alcoholic and soft drinks available to purchase through a table service system.
2pm - 10pm	Food available to purchase through a table service system.
2pm - 3pm	DJ Set - Pauly G
3pm - 4pm	DJ Set - Pauly G
4pm - 5pm	DJ Set - Max Evans
5pm - 6pm	DJ Set - Reece Virciglio
5pm - 7pm	Bong - Aaron Virciglio
5pm - 7pm	Magician - Jamie Segrave
6pm - 7pm	DJ Set - Aston Evans
6pm - 8pm	Dancers
6pm - 8pm	Saxophone - Josh Aisle
7pm - 8pm	DJ Set - The Journey Men
8pm - 9pm	DJ Set - Mitch Tilson
9pm - 9:45pm	DJ Set - David Bailey
10pm - 10:15pm	DJ Set - Mitch Tilson & David Bailey

1.4 Event Management

Roles and Responsibilities on Event Day (s)

Please provide a brief description of the roles of event staff and their main responsibilities. There may be other roles that are not listed here that are applicable to your event.

Please note: the role of stewards is covered in section 2.13 so there is no need to complete the role of stewards in this section

Role	Responsibilities
Event Organiser	Jordan Russo & Jack Hunt
Event Manager	Jordan Russo & Jack Hunt
Site Manager	Tom James

Lisence	We will be obtaining a TEN for this event
---------	---

1.5 Crowd Management

Is your event ticketed? If yes, what arrangements are in place for this?
This event will be a ticketed event where everyone will have an individual barcode which will be scanned as you enter the event. You will then be issued a WHITE wristband. This wristband allows you access to the genral seating area where general release tables will be located. If you have purchased a VIP table, you will be issued an GOLD wristband which gives access to enter the VIP area. DJs and Performers will be issued an ORANGE wristband. This allows access to the backstage seating area.
How will you manage capacity at your event?
There will be no entrance to this event without a ticket nor can you purchase one on the door. 450 ticket will be sold prior to the event date and our security will be on both entrances monitoring the capacity and ensuring it does not exceed 450.
How will you manage the access and egress of the crowd?
There will a strict socially distant queuing system enforced by our security team to ensure no social bubbles are mixing. Attendees will then be shown to their designated table, one at a time. Once the event has come to an end, our security team will be directing social bubbles through the one way exit system whilst ensuring everyone is abiding by guidelines i.e wearing masks and staying socially idstant from other bubbles. We will also have crowd control barriers located at the entrance of the venue to allow safe queuing.

1.6 Advertising

Please provide details of how you will advertise your event
How and where do you plan to advertise your event?
We will be advertising on all of our social platforms. Instagram - www.instagram.com/upper.vibe Facebook - www.facebook.com/upper.vibe1

2.1 Contractor Management

Please provide details of any contractors that will be involved with your event Please ensure that you check any safety documentation of contractors that you hire	
Company	What are they providing/doing?
Vision 7	Photography
Various Events	Generator
Venus PLC	Drinks
Chillermatic	Fridge Trailer
Max Marcus Events	Production
Eco Furniture Hire	Furniture
Rosie Brown	Venue Decor
WC Portables	Toilets
Ngage ltd	Catering Staff
GBN	Waste Management
Heineken	Drinks

Essex Trading	Drinks
Eskimo Ice	Ice
The Merry Fiddlers Pub	Food

Sale of Alcohol

If you are selling alcohol at your event, please contact the licensing department as you will require a temporary events notice.

Please explain below how you will manage the sale of alcohol.

This document is to support a TEN for the event. However, we have a handful of staff that have personal licences to authorize the sale of alcohol. All other staff all have the relevant experience and training and will also be briefed on the day by their team leader.

Catering Requirements (Food, drink, water)

For each catering supplier/food stall that you have attending your event, please provide the following information:

- Name of Business
- Address of Business
- Contact telephone number
- Name of local authority that they are registered with
- National food hygiene rating (if available)

The Merry Fiddlers will be serving food to the guest in the same nature they operate as a takeaway from their commercial kitchen.

Bar

The bar will be serving an array of traditional drinks all of which will be purchased via a token. Each token holds a value of £2.50. Please see pricing below.

No glass will be given over the bar to any customer throughout the course of the event.

- Bottled beers: 2 tokens
- Wine (125ml): 2 tokens
- Soft drinks: 1 token
- Sprits: (25ml) 1 token.
- Cocktails: 3 tokens

Example: 25ml of vodka served over ice with lemonade will cost 2 tokens / £5.

All tokens will be non refundable. This will be visually posted at the token counter. A maximum amount of tokens for each guest will be 10 tokens per purchase.

Table Packages.

We will be offering VIP table packages, which will include entrance to the event plus a minimum spend allowance on food and drink. There are different packages for different genders and positioning of the table. All packages include entry for 6 people.

The table section is as follows;

Female VIP Day Bed - £350.00
Male VIP Day Bed - £500.00
Cabanna Bed - £1000.00

The above prices include drink mixers and entry to the event.

All tables will be supplied unlimited amount of FREE bottles of water throughout the day.

All tables will be served by one of our catering staff, there will be no reason for any attendee to stand or leave the table, our waitors will be assigned a table to fulfill all needs/requests throughout the day. Tables will also be limited to the amount of alcohol they are allowed on the table at any one time. This will be judged by the catering staff and security.

If at any stage the catering staff find the party they are serving are too intoxicated they are in their own right to refuse to serve them. At this point the catering staff would alert a senior member of staff of the situation. The senior member of staff (Tom, Jordan or Jack) would approach the party with a member of security team where they would decide whether the attendee is able to continue to attend the event alcohol free or ask to leave the event with no refund.

2.3 Fencing and/or barriers

Please tell us if you plan to use any fencing and or barriers at your event including the type and their location

Please ensure that you check any safety documentation of contractors that you hire.

We will be surrounding the event in non-transparent heras fencing. This will mean no one is able to access or see inside the event unless they enter the event through designated entrance points.

The 2 table areas inside the event will also be sectioned off with café barriers. This area will be manned by members of our security team.

We will also have crowd control barriers located at the entrance of the venue to allow safe queuing and within the toilet areas to provide a one way system to restrain social bubbles from mixing

2.4 Electricity, Water, Gas Supply and Generators

Please tell us if you plan to use electricity, water, gas supply or other flammable liquids at your event. If so, please tell us where these will be sourced and the processes in place to manage these.

Please tell us if you plan to use any generators at your event. If so, please tell us where these will be sourced and the processes in place to manage these, including the storage and management of fuel and other flammable liquids.

Please ensure that you check any safety documentation of contractors that you hire.

We will be powering the production side of the event from a 30KVA Generator which is being supplied from a local company called Various Events LTD. The Water Supply for the event will be from the merry Fiddlers pub. There is access to this inside the are of which the event is being held.

2.5 Temporary Structures

Please list any temporary structures that you will have at your event and where they will be located e.g. gazebos, marquees, staging

Please ensure that you check any safety documentation of contractors that you hire.

Bar structure – This will be made from plywood and will be covered by a marquee.

Stage structure – This will be erected by a qualified scaffolding company.

Further information and diagrams can be found attached and on the website: www.uppervibe.co.uk

2.6 Fire Safety

Please ensure that you have considered aspects related to fire safety at your event and provide detail here. Please ensure that you check any safety documentation of contractors that you hire.

We have instructed a company to complete a fire risk assessment for the event on the staff and will have fire wardens on site who will be aware of the FRA and the evacuation procedure. The FRA will be conducted 1-2 week prior to the event.

We have 3 fire exists in the venue located either side of the stage area + entrance. These exists will be clearly signed and clear at all times. We will also have an assembly point which will coincide with Merry Fiddlers Pub assembly point. (For the day, this will be located in the pubs garden next to the car park).

2.8 Musical Entertainment

Please tell us what entertainment you have arranged for your event i.e. Live music with amplification and how you manage noise disturbance and potential complaints.

On the day of the event will we will have 7 DJs playing a range of disco and uplifting house music. We will also have a Saxophone and Bongo player playing at stages throughout the day. There will be speakers located either side of the stage facing towards the golf course away from any residents. This may change on the day we will be sound testing to ensure best placement for minimal noise nuisance. We have hosted similar events and are aware that there have been some noise complaints. This year we are investing further into technology which should control the noise by effectively using microphones and sound limitation devices. there are a number of actions we can take to limit the noise pollution at the festival and avoid upsetting the neighbours.

Initially do a survey to assess where the nearest properties to the site are. We would then use this in order establish the best position for the stage in order to minimise nuisance to the neighbouring properties.

Once we have established the best position for the stage, we will then model the area in our soundscape software and design the sound system to ensure there is good coverage throughout the crowd, while minimising the sound level outside the perimeter of the festival. To do this, we will use techniques such as running bass/sub speakers in cardioid, reversing the polarity of some of the speakers in order to ensure that the bass all travels forward in one direction instead of being omnidirectional.

On the day of the festival we will constantly monitor the sound level throughout the event. This will include at front of house and also at the boundary to neighbouring properties. We will ensure that communication is maintained between the person monitoring sound and the sound engineer via a 2 way radio, if monitoring indicates that noise levels are exceeding pre-determined levels, then the sound engineer will be notified and levels adjusted accordingly. The Event Organiser will also be issued with a radio to maintain dialogue.

We invite anyone from EFDC (ideally an EHO) to the site on the day before of the event when we will be conducting sound tests to assist in reasonable levels.

2.10 Medical and First Aid Cover

Please provide details of the medical provider and resources that you have arranged to be at your event including their location (i.e. number of first aiders, doctors, ambulances etc.)

We have 13 SIA trained stewards all with certified basic training paramedic certificates.

2.11 Public Health and Welfare

Please provide details of the arrangements you have made for the following:

Toilet Facilities

Please provide details of sanitary arrangements, including: number, ratio of male to female and disabled, location, maintenance. Please bear in mind the opening times of public facilities.

There may be a charge if toilets are required outside normal opening times (If inadequate provisions are available this can lead to a risk of a disruption to public order and safety).

We will have two designated toilet areas at both ends of the venue. One will supply the VIP area and the second one will supply the general ticket seating area. The general ticket area will have 3 female portaloos, 1 male portaloos as well as 4 urinals. The VIP tables will also have 3 female portaloos, 1 male portaloos and 4 urinals. We will have 2 members of staff on each toilet area making sure the toilets are clean throughout the day. We will also have a one way system in place to ensure no attendees are crowding. There will be sanitise station located at the entrance and exit of both toilet areas.

Waste Disposal

Please provide details of the arrangements made for waste disposal, rubbish bins and litter collection at your event. As the event organiser you are responsible for arranging the disposal of waste. Any trade waste must be removed by a registered trade waste contractor.

Dover District Council is NOT responsible for arranging waste disposal at your event.

We will have 10, 1100 litre wheelie bins that will be dropped off on the 25th June. They will be placed out of site behind the bar area and collected on the 29th June.

As the event organiser if you anticipate that any waste bins within the event area may get full please indicate the position of these bins on the event site plan. If extra 'wheelie' bins are required in those areas please state below how many and where.

There will be bins located either side of the bar area which will be monitored by the bar staff. The table area waste will be monitored and removed by the waitress' serving the individual tables. Litter pickers will be on duty to keep the area clean.

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We will also let all local residents know about the event via letter at least 2 weeks before the event. We be setting up a complaints hotline, so that if there are complaints, they have a number to contact someone at the event directly in the first instance and we can assess the situation and rectify it if needed. This avoids them directly contacting the local authorities in the first.

2.12 Accessibility

Please tell us how you have made your event accessible and provide details here. e.g. Accessible toilets provided, Accessible parking, Ramped access

Parking at the event is limited however we will have 3 stewards helping traffic flow, controlling parking spaces and making sure there is no cars preventing access to local residents or a health risk to the event.

2.13 Steward and Marshal Management

Please provide details of the arrangements you have made for stewards at your event

What are the roles and responsibilities of your stewards?

- Search
- ID
- Crowd Management
- Traffic & Parking Management

Where will they be positioned and why?

One at each entrance to the The Merry Fiddlers Car Park directing traffic and keeping flow and one positioned in the car park organising parking.

Who are your stewards? How will they be identified?

We do not require names, just where you have recruited them from.

Supplied from Top Guard UK.

They will be identified by wearing steward jackets or vests.

Will you be using Security Industry Authority (SIA) qualified security staff? If so, what will their role be?

All 13 staff supplied from Top Guard UK will be SIA approved. Their roles will be security and stewards as well as reporting all incidents on site and providing any relevant information to the authorities where necessary.

How will your stewards be trained?

All stewards have SIA approved training.
When will your stewards be briefed? Please provide a copy of the information that will be given to Stewards (briefing document)
Stewards will be briefed upon arrival at 1/1:30pm.
How will the event team and the stewards (including traffic stewards) communicate with each other on the day of the event?
Yes all will communicate via radio.

3. Incident Management

3.2 Incident Reporting and Investigation

Please provide details of the system you have in place for reporting and recording accidents and incidents at your event
The designated door supervisor will be responsible for reporting all incidents on in the incident log book that will be kept on site.

3.3 Communication with the Public

Please provide details of how you will communicate with members of the public on the day of the event in the case of an emergency. It is advisable to have emergency messages scripted before the event for use on the day
Emergency messages will be left with the guys in Sound & Lighting and they will be informed by management or security should any message need to be given the public over the speaker system.

3.4 Emergency Plans

IMPORTANT NOTE:
In the event of an emergency including fire the FRA which will be available o the day and all staff will be trained accordingly and designated persons will be
It is not the responsibility of the Event Manager/Organiser to run an emergency procedure. If an emergency is to be declared then operational command will fall to Essex Police. However, procedures need to be in place so that emergencies can be dealt with responsibly until the emergency services arrive.

It is important that you set out your procedures carefully and brief all event staff, contractors and volunteers so that they are clear and widely understood.

In this situation we would advise that the decision is clearly recorded, including who took it, what time it was taken, and why it was taken.

Please provide details of your emergency plan for the event

It is your responsibility under Health and Safety, and the practice of a Risk Assessment, to consider the 'what if's' at your event (i.e. contingency planning).

What are your contingency plans for situations, such as:

Need for evacuation, fire, power failure, collapse of a temporary structure, road traffic collision, medical emergency, fatality, adverse weather conditions, key location becomes unavailable, cancellation prior to or during?

This is not an exhaustive list and the specific nature of your event will suggest others.

An evacuation procedure is in place and will be discussed during the brief before the event with all staff and 13 security staff.

We have 2 means of powering this event. One from mains supply and one from a generator.

Should one fail emergency lighting for evacuation can be supplied by the other.

If the bar / marquee structure should collapse, we will simply dismantle and discard and operate without it.

In any medical emergency one of the trained security will assist the patient and another will alert the relevant services.

In the case of a traffic collision the security will assist ensuring safety of the public and report to the police if necessary.

There is a team of professionals dealing with all sound and lighting who will be on site at all times ensuring all equipment is safe at all times.

All security will be aware and have a role to play in directing the public to a safe exit. There will be 3 clearly marked large fire exits all of which will be opened by one of the security.

At your event, who will be responsible for determining that an incident is now a major incident or emergency and will take responsibility for decisions until the emergency services arrive and take control?

The Head of security from Top Guard UK.

Who will report this to the emergency services?

he Head of security

What systems do you have in place to contact the local emergency services?

Telephones.

Who will liaise with the emergency services when they get to the site?

he Head of security

What entrance/access point should the emergency services use that is safe and can be kept clear of crowds for them to get to the incident?

There will be stewards speaking with the onsite security guiding them in.
Who will be responsible for crowd control during an incident?
TopGuard UK. (13 SIA registered security guards & stewards).
If required, how would you evacuate your event? What steps would you take?
Speech over the microphone alerting the evacuation. The event is outside so this will be an easy process. Everyone will be guided to the evacuation safety point. In this case, The pub garden.
How will you communicate the evacuation instruction to your audience?
Speech over the microphone. TopGuard UK. (13 SIA registered security guards & stewards).
Please provide details of any emergency signage that will be used at your event (i.e. emergency exit signs)
EMERGENCY EXIT

4. Traffic Management

4.1 Traffic Management

Please answer the following questions in detail regarding traffic management at your event
Is your event taking place on or off the Highway?
<input type="checkbox"/> On the Highway <input type="checkbox"/> Off the Highway
What is the best route for traffic to take in order to get to your event? How will this be communicated?
There are directions to the event via uppervib.co.uk or themerryfiddlers.com and have been sent to all purchasing tickets.
What is the best and safest route for traffic to exit your event? How will this be communicated?
There will be 3 stewards throughout the event dealing traffic / parking.
In the interest of pedestrian safety, how will pedestrians interact with vehicle movement? Please include information about how they will cross open roads safely.
There will be 3 stewards throughout the event dealing traffic / parking, who will also help manage pedestrians.
What have you done to liaise with and inform local residents and businesses about the impact to local roads?

All local residents have been sent a letter 4 weeks prior to the date of the event.	
Can people enter your event without causing an obstruction on the road?	
Yes	
How have you considered the impact that your event will have on public transport? Have you informed your local bus/rail/taxi company?	
I have informed the local taxi firms. Any other service isn't necessary	
Are you requesting any parking suspensions as part of your event? If yes, please complete the information below. If you do not include ALL of this information your request cannot be considered.	
Location (street name/car park)	The Merry Fiddlers, 4 Fiddlers Hamlet, Epping
Number of spaces	N/A
Intended use for the parking spaces	N/A
Start time of suspension	N/A
End time of suspension	
If the answer to this is none, please explain why you think there will be no impact on parking, access or traffic flow. As the organiser you are responsible for ensuring there is none/minimal impact to traffic.	
There will be 3 stewards throughout the event dealing traffic / parking, who will also help manage pedestrians.	
If you are providing off-road parking, please complete the information below: Please note: any parking areas must be stewarded at all times. You may be asked to provide a parking plan.	
Location	The Merry Fiddlers, 4 Fiddlers Hamlet, Epping
Number of spaces	70
How will the area be managed?	Car parking attendant / Stewards
If the answer to this is none, please explain why you think there will be no impact on parking, access or traffic flow. As the organiser you are responsible for ensuring there is none/minimal impact to traffic.	
Upon ticket purchase the customer will be sent information on travel, parking and access to the event. parking spaces will be allocated prior to the event. Other than these spaces all customers will be aware of the parking restrcions and we will be operating a drop off point at the site that will be professionally managed to ensure traffic flow.	

4.2 Road Closures

If your road closure request is granted under the Town Police Clause Act, Dover District Council will produce the road closure order once it has been approved by KCC Highways Authority. This may involve a charge. Speak to Dover District Council for more information.

If made under the provisions of the Road Traffic Regulation Act 1984 the road closure notices will be produced by KCC Highways. This will involve a charge.

IMPORTANT NOTE:

Before a road closure can be considered the following documents **MUST** be submitted to Epping Forest District Council along with this plan and approved by KCC Highways Authority:

- A copy of valid Public Liability Insurance (£5 million minimum)
- Health and Safety Risk Assessments
- Signage Schedule (Map and indication of where signs will go)
- Plan of diversion route (if applicable)

Please note KCC Highways require 12 weeks' notice of any road closures for coordination purposes.

Please answer the following questions in detail regarding any road closures at your event
Are you applying for a road closure as part of your event?
<input type="checkbox"/> Yes <input type="checkbox"/> No
Please list ALL roads that you wish to close for your event below:
N/A
What is the duration of the closure? Please be realistic with timings.
N/A
Is it necessary to have a diversion route? If yes, please provide details of the route here. A diversion plan will need to be submitted to Dover District Council.
N/A
Who is providing your signage for the road closure?
If you are using a signage contractor, please provide their details here. Please ensure you check their public liability insurance. A copy of the signage schedule produced by the contractor must be provided to Dover District Council.
If you are providing signage yourself, please provide a signage schedule and a Health and Safety risk assessment for working on the highway.
N/A

Appendices

i. Site Map

Please provide a site map of your event site

ii. Risk Assessment

Please complete an event specific risk assessment including a fire risk assessment

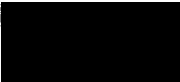
iii. Public Liability Insurance

Please provide a copy of your public liability insurance certificate (for a minimum of £5 million)

iiii. Road Closure Documents (if applicable)

- A copy of valid Public Liability Insurance (£5 million minimum)
- Health and Safety Risk Assessments including reference to risks on the Highway
- Signage Schedule (Map and indication of where signs will go)
- Plan of diversion route (if applicable)

Event Organiser Details

Event Organiser Name	<i>UV Events Ltd.</i>
Organisation	'UV Events Ltd' and 'The Merry Fiddlers Pub'
Contact Telephone Number	<i>Jordan Russo - 07772025137 Jack Hunt - 07506450464 Tom James - 07746897252</i>
Email Address	Enquiries@uppervibe.co.uk
Name of Event	Upper Vibe – Summer Solstice
Location of Event	4 Fiddlers Hamlet, Epping, Essex, CM16 7PY
Date of Event	27th June 2021
Contact Telephone Number on day of the event (if different to above)	 - Tom - Jordan

1. Event Overview

1.1 Event Overview

Please provide a description of your event
Summer Solstice is an annual day party event. A premium event which plans to transform a blank empty field into a boutique music event. Our plans for the day will be compliant and in line with the expected guidelines.

Please provide the following information about your event	
Event start time	2pm
Event end time	10pm

1.2 Event Itinerary

Please provide timings of your event including set up and break down timings	
Date / Time	Action

27/06/19 – 10am	Stocking bar area
27/06/19 – 12pm	Sound check
27/06/19 – 12pm	Arrival and set up of food stall
27/06/19 – 1pm	Arrival of security staff and briefing
27/06/19 – 1pm	Arrival and briefing on bar staff and waitress
27/06/19 – 1pm	Arrival and briefing of Upper Vibe staff
27/06/19 – 1pm	Review the above

1.3 Programme of Events

Please provide your programme of activities and the timings for the day, including any performances (e.g. the start and finish times of any musical performances)

Time	Activity
2pm – 9.00pm	Alcoholic and soft drinks available to purchase through a table service system.
2pm – 9pm	Food available to purchase through a table service system.
2pm – 3pm	DJ Set – Pauly G
3pm – 4pm	DJ Set – Pauly G
4pm – 5pm	DJ Set – Max Evans
5pm – 6pm	DJ Set – Reece Virciglio
5pm – 7pm	Bong - Aaron Virciglio
5pm – 7pm	Magician – Jamie Segrave
6pm – 7pm	DJ Set – Aston Evans
6pm – 8pm	Dancers
6pm – 8pm	Saxophone – Josh Aisle
7pm – 8pm	DJ Set – The Journey Men
8pm – 9pm	DJ Set – Mitch Tilson
9pm – 9:45pm	DJ Set – David Bailey

1.4 Event Management

Roles and Responsibilities on Event Day (s)

Please provide a brief description of the roles of event staff and their main responsibilities. There may be other roles that are not listed here that are applicable to your event.

Please note: the role of stewards is covered in section 2.13 so there is no need to complete the role of stewards in this section

Role	Responsibilities
Event Organiser	Jordan Russo & Jack Hunt
Event Manager	Jordan Russo & Jack Hunt
Site Manager	Tom James

Lisencee	Tom James
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1.5 Crowd Management

Is your event ticketed? If yes, what arrangements are in place for this?
This event will be a ticketed event where everyone will have an individual barcode which will be scanned as you enter the event. You will then be issued a WHITE wristband. This wristband allows you access to the genral seating area where general release tables will be located. If you have purchased a VIP table, you will be issued an GOLD wristband which gives access to enter the VIP area. DJs and Performers will be issued an ORANGE wristband. This allows access to the backstage seating area.
How will you manage capacity at your event?
There will be no entrance to this event without a ticket nor can you purchase one on the door. 450 ticket will be sold prior to the event date and our security will be on both entrances monitoring the capacity and ensuring it does not exceed 450.
How will you manage the access and egress of the crowd?
There will a strict socially distant queuing system enforced by our security team to ensure no social bubbles are mixing. Attendees will then be shown to their designated table, one at a time. Once the event has come to an end, our security team will be directing social bubbles through the one way exit system whilst ensuring everyone is abiding by guidelines i.e wearing masks and staying socially idstant from other bubbles. We will also have crowd control barriers located at the entrance of the venue to allow safe queuing.

1.6 Advertising

Please provide details of how you will advertise your event
How and where do you plan to advertise your event?
We will be advertising on all of our social platforms. Instagram - www.instagram.com/upper.vibe Facebook - www.facebook.com/upper.vibe1

2.1 Contractor Management

Please provide details of any contractors that will be involved with your event Please ensure that you check any safety documentation of contractors that you hire	
Company	What are they providing/doing?
Vision 7	Photography
Various Events	Generator
Venus PLC	Drinks
Chillermatic	Fridge Trailer
Max Marcus Events	Production
Eco Furniture Hire	Furniture
Rosie Brown	Venue Decor
WC Portables	Toilets
Ngage ltd	Catering Staff
GBN	Waste Management
Heineken	Drinks

Essex Trading	Drinks
Eskimo Ice	Ice
The Merry Fiddlers Pub	Food

Sale of Alcohol
If you are selling alcohol at your event, please contact the licensing department as you will require a temporary events notice.
Please explain below how you will manage the sale of alcohol.

The premises are within the licenced area of 'The Merry Fiddlers Pub'. Thomas James is the DPS of this site and will have briefed competent staff whom will be authorising the sales.

Catering Requirements (Food, drink, water)
For each catering supplier/food stall that you have attending your event, please provide the following information:

- Name of Business
- Address of Business
- Contact telephone number
- Name of local authority that they are registered with
- National food hygiene rating (if available)

The Merry Fiddlers will be serving food to the guest in the same nature they operate as a takeaway from their commercial kitchen.

Bar
The bar will be serving an array of traditional drinks all of which will be purchased via a token. Each token holds a value of £2.50. Please see pricing below.
No glass will be given over the bar to any customer throughout the course of the event.

Bottled beers: 2 tokens
Wine (125ml): 2 tokens
Soft drinks: 1 token
Spirits: (25ml) 1 token.
Cocktails: 3 tokens
Example: 25ml of vodka served over ice with lemonade will cost 2 tokens / £5.
All tokens will be non refundable. This will be visually posted at the token counter.
A maximum amount of tokens for each guest will be 10 tokens per purchase.

Table Packages.

We will be offering VIP table packages, which will include entrance to the event plus a minimum spend allowance on food and drink. There are different packages for different genders and positioning of the table. All packages include entry for 6 people.

The table section is as follows;

Female VIP Day Bed - £350.00

Male VIP Day Bed - £500.00

Cabanna Bed - £1000.00

The above prices include drink mixers and entry to the event.

All tables will be supplied unlimited amount of FREE bottles of water throughout the day.

All tables will be served by one of our catering staff, there will be no reason for any attendee to stand or leave the table, our waitors will be assigned a table to fulfill all needs/requests throughout the day. Tables will also be limited to the amount of alcohol they are allowed on the table at any one time. This will be judged by the catering staff and security.

If at any stage the catering staff find the party they are serving are too intoxicated they are in their own right to refuse to serve them. At this point the catering staff would alert a senior member of staff of the situation. The senior member of staff (Tom, Jordan or Jack) would approach the party with a member of security team where they would decide whether the attendee is able to continue to attend the event alcohol free or ask to leave the event with no refund.

2.3 Fencing and/or barriers

Please tell us if you plan to use any fencing and or barriers at your event including the type and their location

Please ensure that you check any safety documentation of contractors that you hire.

We will be surrounding the event in non-transparent heras fencing. This will mean no one is able to access or see inside the event unless they enter the event through designated entrance points.

The 2 table areas inside the event will also be sectioned off with café barriers. This area will be manned by members of our security team.

We will also have crowd control barriers located at the entrance of the venue to allow safe queuing and within the toilet areas to provide a one way system to restrain social bubbles from mixing

2.4 Electricity, Water, Gas Supply and Generators

Please tell us if you plan to use electricity, water, gas supply or other flammable liquids at your event. If so, please tell us where these will be sourced and the processes in place to manage these.

Please tell us if you plan to use any generators at your event. If so, please tell us where these will be sourced and the processes in place to manage these, including the storage and management of fuel and other flammable liquids.

Please ensure that you check any safety documentation of contractors that you hire.

We will be powering the production side of the event from a 30KVA Generator which is being supplied from a local company called Various Events LTD. The Water Supply for the event will be from the merry Fiddlers pub. There is access to this inside the are of which the event is being held.

2.5 Temporary Structures

Please list any temporary structures that you will have at your event and where they will be located e.g. gazebos, marquees, staging

Please ensure that you check any safety documentation of contractors that you hire.

Bar structure – This will be made from plywood and will be covered by a marquee.

Stage structure – This will be erected by a qualified scaffolding company.

Further information and diagrams can be found attached and on the website: www.uppervibe.co.uk

2.6 Fire Safety

Please ensure that you have considered aspects related to fire safety at your event and provide detail here. Please ensure that you check any safety documentation of contractors that you hire.

We have instructed a company to complete a fire risk assessment for the event on the staff and will have fire wardens on site who will be aware of the FRA and the evacuation procedure. The FRA will be conducted 1-2 week prior to the event.

We have 3 fire exists in the venue located either side of the stage area + entrance. These exists will be clearly signed and clear at all times. We will also have an assembly point which will coincide with Merry Fiddlers Pub assembly point. (For the day, this will be located in the pubs garden next to the car park).

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Once we have established the best position for the stage, we will then model the area in our soundscape software and design the sound system to ensure there is good coverage throughout the crowd, while minimising the sound level outside the perimeter of the festival. To do this, we will use techniques such as running bass/sub speakers in cardioid, reversing the polarity of some of the speakers in order to ensure that the bass all travels forward in one direction instead of being omnidirectional.

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Please provide details of the arrangements you have made for the following:

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Please provide details of sanitary arrangements, including: number, ratio of male to female and disabled, location, maintenance. Please bear in mind the opening times of public facilities.

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We will have two designated toilet areas at both ends of the venue. One will supply the VIP area and the second one will supply the general ticket seating area. The general ticket area will have 3 female portaloos, 1 male portaloos as well as 4 urinals. The VIP tables will also have 3 female portaloos, 1 male portaloos and 4 urinals. We will have 2 members of staff on each toilet area making sure the toilets are clean throughout the day. We will also have a one way system in place to ensure no attendees are crowding. There will be sanitise station located at the entrance and exit of both toilet areas.

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They will be identified by wearing steward jackets or vests.

Will you be using Security Industry Authority (SIA) qualified security staff? If so, what will their role be?

All 13 staff supplied from Top Guard UK will be SIA approved. Their roles will be security and stewards as well as reporting all incidents on site and providing any relevant information to the authorities where necessary.

How will your stewards be trained?

All stewards have SIA approved training.
When will your stewards be briefed? Please provide a copy of the information that will be given to Stewards (briefing document)
Stewards will be briefed upon arrival at 1/1:30pm.
How will the event team and the stewards (including traffic stewards) communicate with each other on the day of the event?
Yes all will communicate via radio.

3. Incident Management

3.2 Incident Reporting and Investigation

Please provide details of the system you have in place for reporting and recording accidents and incidents at your event
The designated door supervisor will be responsible for reporting all incidents on in the incident log book that will be kept on site.

3.3 Communication with the Public

Please provide details of how you will communicate with members of the public on the day of the event in the case of an emergency. It is advisable to have emergency messages scripted before the event for use on the day
Emergency messages will be left with the guys in Sound & Lighting and they will be informed by management or security should any message need to be given the public over the speaker system.

3.4 Emergency Plans

IMPORTANT NOTE:
It is not the responsibility of the Event Manager/Organiser to run an emergency procedure. If an emergency is to be declared then operational command will fall to Essex Police. However, procedures need to be in place so that emergencies can be dealt with responsibly until the emergency services arrive.
It is important that you set out your procedures carefully and brief all event staff, contractors and volunteers so that they are clear and widely understood.

In this situation we would advise that the decision is clearly recorded, including who took it, what time it was taken, and why it was taken.

Please provide details of your emergency plan for the event

It is your responsibility under Health and Safety, and the practice of a Risk Assessment, to consider the 'what if's' at your event (i.e. contingency planning).

What are your contingency plans for situations, such as:

Need for evacuation, fire, power failure, collapse of a temporary structure, road traffic collision, medical emergency, fatality, adverse weather conditions, key location becomes unavailable, cancellation prior to or during?

This is not an exhaustive list and the specific nature of your event will suggest others.

An evacuation procedure is in place and will be discussed during the brief before the event with all staff and 13 security staff.

We have 2 means of powering this event. One from mains supply and one from a generator.

Should one fail emergency lighting for evacuation can be supplied by the other.

If the bar / marquee structure should collapse, we will simply dismantle and discard and operate without it.

In any medical emergency one of the trained security will assist the patient and another will alert the relevant services.

In the case of a traffic collision the security will assist ensuring safety of the public and report to the police if necessary.

There is a team of professionals dealing with all sound and lighting who will be on site at all times ensuring all equipment is safe at all times.

All security will be aware and have a role to play in directing the public to a safe exit. There will be 3 clearly marked large fire exits all of which will be opened by one of the security.

At your event, who will be responsible for determining that an incident is now a major incident or emergency and will take responsibility for decisions until the emergency services arrive and take control?

he Head of security

Who will report this to the emergency services?

he Head of security

What systems do you have in place to contact the local emergency services?

Telephones.

Who will liaise with the emergency services when they get to the site?

he Head of security

What entrance/access point should the emergency services use that is safe and can be kept clear of crowds for them to get to the incident?

There will be stewards speaking with the onsite security guiding them in.
Who will be responsible for crowd control during an incident?
TopGuard UK. (13 SIA registered security guards & stewards).
If required, how would you evacuate your event? What steps would you take?
Speech over the microphone alerting the evacuation. The event is outside so this will be an easy process. Everyone will be guided to the evacuation safety point. In this case, The pub garden.
How will you communicate the evacuation instruction to your audience?
Speech over the microphone. TopGuard UK. (13 SIA registered security guards & stewards).
Please provide details of any emergency signage that will be used at your event (i.e. emergency exit signs)
EMERGENCY EXIT

4. Traffic Management

4.1 Traffic Management

Please answer the following questions in detail regarding traffic management at your event
Is your event taking place on or off the Highway?
<input type="checkbox"/> On the Highway <input type="checkbox"/> Off the Highway
What is the best route for traffic to take in order to get to your event? How will this be communicated?
There are directions to the event via uppervib.co.uk or themerryfiddlers.com and have been sent to all purchasing tickets.
What is the best and safest route for traffic to exit your event? How will this be communicated?
There will be 3 stewards throughout the event dealing traffic / parking.
In the interest of pedestrian safety, how will pedestrians interact with vehicle movement? Please include information about how they will cross open roads safely.
There will be 3 stewards throughout the event dealing traffic / parking, who will also help manage pedestrians.
What have you done to liaise with and inform local residents and businesses about the impact to local roads?

All local residents have been sent a letter 4 weeks prior to the date of the event.	
Can people enter your event without causing an obstruction on the road?	
Yes	
How have you considered the impact that your event will have on public transport? Have you informed your local bus/rail/taxi company?	
I have informed the local taxi firms. Any other service isn't necessary	
Are you requesting any parking suspensions as part of your event? If yes, please complete the information below. If you do not include ALL of this information your request cannot be considered.	
Location (street name/car park)	The Merry Fiddlers, 4 Fiddlers Hamlet, Epping
Number of spaces	N/A
Intended use for the parking spaces	N/A
Start time of suspension	N/A
End time of suspension	N/A
If the answer to this is none, please explain why you think there will be no impact on parking, access or traffic flow. As the organiser you are responsible for ensuring there is none/minimal impact to traffic.	
There will be 3 stewards throughout the event dealing traffic / parking, who will also help manage pedestrians.	
If you are providing off-road parking, please complete the information below: Please note: any parking areas must be stewarded at all times. You may be asked to provide a parking plan.	
Location	The Merry Fiddlers, 4 Fiddlers Hamlet, Epping
Number of spaces	70
How will the area be managed?	Car parking attendant / Stewards
If the answer to this is none, please explain why you think there will be no impact on parking, access or traffic flow. As the organiser you are responsible for ensuring there is none/minimal impact to traffic.	
Upon ticket purchase the customer will be sent information on travel, parking and access to the event. parking spaces will be allocated prior to the event. Other than these spaces all customers will be aware of the parking restrictions and we will be operating a drop off point at the site that will be professionally managed to ensure traffic flow.	

4.2 Road Closures

If your road closure request is granted under the Town Police Clause Act, Dover District Council will produce the road closure order once it has been approved by KCC Highways Authority. This may involve a charge. Speak to Dover District Council for more information.

If made under the provisions of the Road Traffic Regulation Act 1984 the road closure notices will be produced by KCC Highways. This will involve a charge.

IMPORTANT NOTE:

Before a road closure can be considered the following documents **MUST** be submitted to Epping Forest District Council along with this plan and approved by KCC Highways Authority:

- A copy of valid Public Liability Insurance (£5 million minimum)
- Health and Safety Risk Assessments
- Signage Schedule (Map and indication of where signs will go)
- Plan of diversion route (if applicable)

Please note KCC Highways require 12 weeks' notice of any road closures for coordination purposes.

Please answer the following questions in detail regarding any road closures at your event
Are you applying for a road closure as part of your event?
<input type="checkbox"/> Yes <input type="checkbox"/> No
Please list ALL roads that you wish to close for your event below:
N/A
What is the duration of the closure? Please be realistic with timings.
N/A
Is it necessary to have a diversion route? If yes, please provide details of the route here. A diversion plan will need to be submitted to Dover District Council.
N/A
Who is providing your signage for the road closure?
If you are using a signage contractor, please provide their details here. Please ensure you check their public liability insurance. A copy of the signage schedule produced by the contractor must be provided to Dover District Council.
If you are providing signage yourself, please provide a signage schedule and a Health and Safety risk assessment for working on the highway.
N/A

Appendices

i. Site Map

Please provide a site map of your event site

ii. Risk Assessment

Please complete an event specific risk assessment including a fire risk assessment

iii. Public Liability Insurance

Please provide a copy of your public liability insurance certificate (for a minimum of £5 million)

iiii. Road Closure Documents (if applicable)

- A copy of valid Public Liability Insurance (£5 million minimum)
- Health and Safety Risk Assessments including reference to risks on the Highway
- Signage Schedule (Map and indication of where signs will go)
- Plan of diversion route (if applicable)

Upper Vibe Summer Solstice COVID-19 Assessment

Guidelines

- Masks must be worn at all time unless you are seated at your table, by both attendees and staff. (unless exempt)
- Social bubbles must not exceed 6.
- Regular sanitisation is required, which will be provided by Upper Vibe via stations.
- You must be seated at all times and not leave your table for any reason other than the use of the toilet facilities.
- No mixing with other social bubbles other than your own.

The above will be amended/updated accordingly to adapt to any additional guidelines. All ticket holders will receive the above information 48 hours before the event by email.

Venue Layout

- All tables will be secluded from each other by a minimum distance of 2 metres and sectioned off with fencing. This will be implemented in both seating areas.
- One way system - There will be a strict one way system. Security officers will be positioned throughout to point people in the correct direction should they need to use toilet facilities or leave the venue.
- Toilets – There will be 2 designated toilet areas. All attendees will be able to safely go to and from their assigned toilets without crossing paths with other social bubbles. Sanitizing stations will be clearly visible upon entry and exit of each toilet area. A member of our security team will be encouraging all to clean their hands. 2 members of staff will be assigned to each toilet area, their job is to make sure toilets are kept clean and sanitized.
- Backstage – The backstage area will follow the exact same guidelines throughout.

Enter/Exit

- **Entry** - There will be 2 entrances for VIP and general tickets, both will have a staggered 2 metre socially distant queuing system. Our security team will be on standby to enforce the 2 metre distance rule. Everyone will have their temperature checked and if this is greater than 37.8 degrees, they will not gain entry. All attendees will be asked to sanitize hands. A member of our team will escort everyone to their designated tables. Everyone must be wearing a mask, not only to enter the event but anywhere on the premises.
- **Exit** – With the use of our one way system, each bubble will be kindly asked to leave one by one. This ensures that no mixing occurs at the end of the event. This will come into effect from 10:45pm onwards.

Drinks/Food

- Food or drink can be ordered by table service only. Each waiter will be wearing the correct PPE at all times. When they are not taking orders or serving food, it is within their job role to make sure all surfaces are clean and sanitized. This will be a cashless event avoiding any need for attendees to exchange cash with staff.
- A member of the bar staff will be assigned the role of cleaning and sanitizing all surfaces.

As we get closer to the event date, we will revise this assessment to ensure we are in line with the current guidelines at that time.

Handan Ibrahim

From: Michael Richardson
Sent: 16 March 2021 17:34
To: Denise Bastick; Handan Ibrahim
Cc: Licensing
Subject: RE: TEN - Summer Solstice, Land adjacent to The Merry Fiddlers

Dear Denise

I refer to the above mentioned TEN (our ref WK202109933) regarding a festival to be held at the Merry Fiddlers.

I note that the application is requesting regulated entertainment on Saturday 26 June and Sunday 27 June 2021, from 13.00hrs until 22.30/22.00hrs respectfully, and for music in the field adjacent to the pub (ie in the open air).

Whilst I appreciate that the planning of the event is ongoing, I have concerns that the event will cause a public nuisance. As you are aware, the event in 2019 held on site necessitated the Environmental Enforcement Team to issue a noise abatement notice due to the unreasonable levels of music. As such, I am concerned that, without a suitable noise management plan, this event will also cause a public nuisance. Whilst I appreciate the applicant's assurances that this event will be different, there is no evidence to support this view at the time of application. I have had a conversation with Mr James, asking for recommendations for appropriate acoustic consultants, and am forwarding some details once I have his email address.

I understand that we are unable to add conditions to a TEN (apart from what is currently on the licence for the pub). The current licence has the following relevant conditions (applied at a review hearing on 12th December 2018)

- Notices will be prominently displayed at all exits and in the external area requesting customers to respect the needs of the local residents and to leave the premises and area quietly.
- When regulated entertainment, including live and recorded music, is taking place, regular boundary noise checks will be conducted and any required action will be taken. Records detailing the sound checks and any required action will be recorded. All records will be written and will be retained on the premises for a minimum of 12 months.
- Staff will monitor the customers in the external areas of the premises on a regular basis and ensure customers do not cause a public nuisance.
- A direct telephone number for the manager of the premises will be made available to residents in the vicinity, to be able to call at all times when the premises are open.
- After 23.00 hours when regulated entertainment, including live and recorded music is being provided inside the premises, all external windows and doors will be kept closed, except in the event of an emergency and to permit access and egress to and from the premises.

The only conditions that I feel could possibly be transferred over, and hence provide some control would be the following:

- When regulated entertainment, including live and recorded music, is taking place, regular boundary noise checks will be conducted and any required action will be taken. Records detailing the sound checks and any required action will be recorded. All records will be written and will be retained on the premises for a minimum of 12 months.
- Staff will monitor the customers in the external areas of the premises on a regular basis and ensure customers do not cause a public nuisance.

- A direct telephone number for the manager of the premises will be made available to residents in the vicinity, to be able to call at all times when the premises are open.

As the music will be in the open air, the only attenuation will be via distance. From previous experience, it is assumed that there will be a 98dB front of house level (10m from source), with a distance of between 80m and 190m to the nearest noise sensitive premises. (This is taking a number of assumptions regarding the position, direction and other factors, the predicted noise level at the nearest noise sensitive premises will be between 80-72 dB, which is higher than the levels suggested by the Code of Practice on Environmental Noise Control at Concerts 1995 (it should be noted that this has been withdrawn, but in the absence of any other code of practice, provides some bench mark at which to predict the levels). As one can appreciate, without any evidence to the contrary, I am of the opinion that the event will cause a public nuisance for neighbouring properties.

As such, I am not convinced that the above conditions will pro-actively control the noise from the music, and not prevent a public nuisance. As such I am unable to support the event at this time, and object at this stage. Similarly, I am concerned that the event will cause a breach of the noise abatement notice, which puts the pub (although not the applicant) at risk for further formal action being taken against it.

Obviously, should a suitable noise management plan be put in place, I would be happier to support the event, and my objection can be withdrawn.

Regards

Mike

Michael Richardson
Senior Environmental Enforcement Officer
Community Resilience Team
Technical Services
Epping Forest District Council
High Street
Epping
Essex
CM16 4BZ

(01992) 564422

mrichardson@eppingforestdc.gov.uk



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From: Denise Bastick <dbastick@eppingforestdc.gov.uk>

Sent: 11 March 2021 16:01

To: Licensing.Applications@essex.police.uk; Michael Richardson <MRichardson@eppingforestdc.gov.uk>; Brian Stalabrass <BStalabrass@eppingforestdc.gov.uk>

Cc: Handan Ibrahim <hibrahim@eppingforestdc.gov.uk>; Debbie Houghton <dhoughton@eppingforestdc.gov.uk>

Subject: TEN - Summer Solstice, Land adjacent to The Merry Fiddlers

Dear colleagues

Please find attached a TEN received today. This relates to the 2 day music event that was discussed at the SAG meeting last Friday. Please provide any comments accordingly.

Kind regards.

Denise Bastick
Licensing Compliance Officer
Commercial and Regulatory Service Directorate
dbastick@eppingforestdc.gov.uk
Tel: 01992 564334
Working hours Wednesday – Friday

Please contact Mrs Handan Ibrahim, Licensing Compliance Officer
hibrahim@eppingforestdc.gov.uk Tel: 01992 564153
Monday – Wednesday

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