

Licensing/Gambling Hearing

To: Councillors Melly, Norman and Wells

Date: Thursday, 27 February 2020

Time: 10.00 am

Venue: The Snow Room - Ground Floor, West Offices (G035)

A G E N D A

1. Chair

To elect a Member to act as Chair of the meeting.

2. Introductions

3. Declarations of Interest

At this point in the meeting, Members are asked to declare:

- any personal interests not included on the Register of Interests
- any prejudicial interests or
- any disclosable pecuniary interests

which they may have in respect of business on this agenda.

4. The Determination of an Application by Live Nation (Music) UK Ltd for a Premises Licence [Section 18(3)(a)] in respect of York Sports Club Fields, Event Site, Clifton Park, Shipton Road, York, YO30 5RE (CYC-065763) (pages 7 – 288)

Democracy Officer:
Name: Angela Bielby
Contact Details:

- Telephone – (01904) 552599
- Email - a.bielby@york.gov.uk

For more information about any of the following, please contact the Democracy Officer responsible for servicing this meeting:

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports and
- For receiving reports in other formats.

Contact details are set out above.

This information can be provided in your own language.

我們也用您們的語言提供這個信息 (Cantonese)

এই তথ্য আপনার নিজের ভাষায় দেয়া যেতে পারে। (Bengali)

Ta informacja może być dostarczona w twoim własnym języku. (Polish)

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

یہ معلومات آپ کی اپنی زبان (بولی) میں بھی میا کی جاسکتی ہیں۔ (Urdu)

 **(01904) 551550**

Distribution:

Members of Licensing Act 2003 Sub-Committee
Licensing Officer
Legal Services
Applicant
Representors
Press, Library.



LICENSING ACT 2003 SUB – COMMITTEES PROCEDURE FOR HEARINGS

Introduction

The procedure adopted at the licensing hearing is at the discretion of the Sub-Committee but will normally follow the pattern outlined below:-

The Council's hearings procedure is based on regulations made by the Secretary of State under the Licensing Act 2003. The procedure is intended as a general framework to ensure natural justice and a fair hearing. The Sub-Committee will be guided by legal principles in determining whether evidence is both relevant and fairly admitted. Committee Members have a duty to view all evidence presented before them impartially. No matter how strong local opinion may be, Committee Members can only make decisions in the context of the licensing objectives as set out in legislation as follows:

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

The hearing will be in public session and this involves the publication of all paperwork relevant to the hearing on the Council's website. This includes letters of representation either in support or objection. Name and address details of those making representations will be made public. Telephone numbers, email addresses and signatures will be omitted. The Sub-Committee may exclude the public from a hearing if it considers it in the public interest to do so. However, the decision will be made in private.

In view of the requirement to hold hearings within specified timescales (usually 20 working days from the last date for representations), the Licensing Authority is unable to enter into discussions to identify dates convenient to all parties concerned. In

exceptional circumstances, the Licensing Authority will consider applications to hold hearings at a later date.

Representations at Licensing Hearings

The Applicant may speak at the hearing. Ward Councillors, responsible Authorities and Representors are only permitted to speak if they have made written submissions during the consultation period. The Applicant and any Representors shall attend in person wherever possible. Any party to a hearing may be assisted or represented by any person, legally or otherwise.

All parties will be given a fair hearing and each party will have the same amount of time in which to address the Sub-Committee and question each other. **Each party will have 15 minutes to address the Sub-Committee and call any witnesses and 5 minutes for questions.**

For the avoidance of doubt, if there is more than one individual making representations either for or against an application, this is classed as one party and consideration should be given to nominating a spokesperson. If necessary, the 15 minutes may be divided up between a number of people.

The Sub-Committee may take into account any documentary evidence or other information in support of the application or representations either before the hearing or, with the consent of all other parties, at the hearing.

If any Representors fail to attend the hearing, the Sub-Committee will normally proceed but will consider their written objection. In considering written evidence in the absence of a Representor, appropriate weight will be attached, given that the person cannot be questioned by the Applicant and Members.

The Sub-Committee is required to disregard any information given or evidence produced by a party or witness which is not relevant to the application, representations, or notice, and the promotion of the licensing objectives. Duplication should be avoided. Comments must be confined to those points already made, although the parties may expand on their written submissions. The Sub-Committee will have read and familiarised themselves with all the written submissions and the issues prior to the hearing, and therefore do not require the points to be made at length. The Applicant and Representors cannot raise

substantial new information at a hearing which has not been seen previously by the other parties.

A Representor **may not** introduce any new ground or objection not referred to in their written submission. Additional representations which do not amount to an amplification of the original representation will not be considered by the Sub-Committee.

Any person behaving in a disruptive manner will be asked to leave the hearing.

Procedure prior to the Hearing

The Members sitting on the Sub-Committee will have a briefing prior to the hearing, usually in the meeting room where the hearing is to take place. They will only be accompanied by the Democratic Services Officer and the Council's Legal Advisor. During the briefing, attention will only be drawn to the nature of the application and the premises or person to which it relates and any procedural matters.

At any hearing of an application, the Licensing Officer, the Applicant and any Representors or representatives will report to reception and be asked to wait in reception until called into the meeting room. Please arrive 15 minutes before the advertised start time.

Procedure at the Hearing

1. Members of the Sub-Committee will appoint a chair.
2. The Chair introduces the Committee Members and Officers and welcomes the Applicant and Representors (or their representatives), and establishes the identity of all who will be taking part.
3. The Chair will ask if this procedure document has been read and understood by all parties and clarify if necessary.
4. The Chair will proceed with the order of business on the agenda.
5. When the agenda item relating to the application is reached, the Chair will invite the Licensing Officer to present the application.

6. The Licensing Officer outlines the application and gives an update on any recent changes.
7. The Chair will invite all present to ask the Licensing Officer questions to clarify any points raised in the report.
8. The Applicant (or their representative) will present their case and may call any witnesses to support their case *[maximum 15 minutes]*.
9. The Chair will invite the Representors to ask questions of the Applicant in the following order *[maximum 5 minutes each party]*
 - (i) Police
 - (ii) Other Responsible Authorities
 - (iii) Ward Councillors
 - (iv) Interested Parties
10. The Chair will invite the Committee Members to ask questions of the Applicant
11. The Chair will invite the Representors in the following order to state the nature of their interest in the matter, present their case and call any witnesses to support their case *[maximum 15 minutes each party]*
 - (i) Police
 - (ii) Other Responsible Authorities
 - (iii) Ward Councillors
 - (iv) Interested Parties
12. The Chair will invite the Applicant to ask questions of each Representor and/or their witnesses after each presentation *[maximum 5 minutes per Representor]*.
13. The Chair will invite the Committee Members to ask questions of each Representor (or their representative) and/or their witnesses after each presentation.
14. The Chair will invite the Representors (or their representative) in the following order to summarise their case *[maximum 5 minutes each party]*

- (i) Police
 - (ii) Other Responsible Authorities
 - (iii) Ward Councillors
 - (iv) Interested Parties
15. The Chair will invite the Applicant (or their representative) to summarise their case *[maximum 5 minutes]*.
16. The Chair will provide the Sub-Committee with a final opportunity to seek clarification from any of the parties on any points raised, or seek advice from the Licensing Officer on policy, or from the Legal Advisor on law and jurisdiction.
17. When all the evidence has been heard, the Chair will declare the hearing closed and ask the Licensing Officer, the Applicant and Representors (or their representatives) plus any witnesses present to leave the committee room and wait in reception while the Sub-Committee considers the evidence.

Procedure after the Hearing

18. If the Sub-Committee wish to seek further clarification on the evidence given, the Democracy Officer will invite all parties back into the committee room.
19. If possible, and for all hearings under:-
- section 35 or 39 which is in respect of an application made at the same time as an application for conversion of an existing licence under paragraph 2 of Schedule 8 (determination of application under section 34 or 37)
 - section 85 which is in respect of an application made at the same time as an application for conversion of an existing club certificate under paragraph 14 of Schedule 8 (determination of application under section 85)
 - section 105(2)(a) (counter notice following police objection to temporary event notice)
 - section 167(5)(a) (review of premises licence following closure order)
 - paragraph 4(3)(a) of Schedule 8 (determination of application for conversion of existing licence)
 - paragraph 16(3)(a) of Schedule 8 (determination of application for conversion of existing club certificate)

- paragraph 26(3)(a) of Schedule 8 (determination of application by holder of a justices' licence for grant of personal licence)

the Sub-Committee will make a decision on conclusion of the hearing. The Legal Adviser and Democratic Services Officer will remain present during the decision making process. These officers will not comment on the merits of the application, but will be present to provide advice on legal and procedural points and to record the decision.

20. If the decision has been made, all the parties will be invited back into the committee room by the Democratic Services Officer. The Chair will announce the decision including details of any conditions to be attached to the grant of the licence. This decision will then be communicated in writing, including reasons for the decision, to the Applicant and all Representors (whether in attendance or not) within 5 working days of the hearing. There can be no further questions or statements.
21. For all other hearings not listed above, if the Sub-Committee is unable to make a decision on the day of the hearing, the decision will be made within 5 working days beginning with the day or the last day on which the hearing was held. The Democracy Officer will inform the parties that they are no longer required and the decision will be communicated in writing to the Applicant and Representors within 5 working days of the decision being made.
22. The notification will include information about the rights of appeal against the determination made.



Licensing Act 2003 Sub Committee

27 February 2020

Report from the Assistant Director – Planning & Public Protection

Section 18(3) (a) Application for a premises licence for York Sports Club Fields, Shipton Road, York, YO30 5RE

Summary

1. This report seeks Members determination of an application for the grant of a premises licence, which has been made under the Licensing Act 2003.
2. Application reference number: CYC-065763
3. Name of applicant: Live Nation (Music) UK Ltd
4. Type of authorisation applied for: Grant of Premises Licence
5. Summary of application:

The proposal is to allow for the provision of the following activities over three events days per calendar year:

Proposed Activity	Timings
Plays (indoors and outdoors)	15:00 – 22:30 Monday to Sunday
Films (indoors and outdoors)	15:00 – 22:30 Monday to Sunday
Live music (indoors and outdoors)	15:00 – 22:30 Monday to Sunday
Recorded music (indoors and outdoors)	15:00 – 22:30 Monday to Sunday
Performance of dance (indoors and outdoors)	15:00 – 22:30 Monday to Sunday
Provision of anything similar to live music, recorded music or performance of dance (indoors and outdoors)	15:00 – 22:30 Monday to Sunday

Sale of alcohol (on sales only)	15:00 – 22:30 Monday to Sunday
Opening times	15:00 – 23:00 Monday to Sunday

Background

6. A copy of the application is attached at Annex 1. A copy of the site plans are attached at Annex 2. A Copy of the Draft Event Safety Management Plan (ESMP) is attached at Annex 3.
7. The premises is described in the application as York Sports Club Fields, an outdoor area and event site. The applicant has applied for the provision of entertainment and supply of alcohol and wishes to limit the licence to three event days per calendar year. They expect a maximum occupancy of 19,999 persons at any one time.

Promotion of Licensing Objectives

8. The operating schedule submitted by the applicant shows that the licensing objectives would be met as follows:

9. General

- a) The licence if granted will be limited to a maximum of 3 event days in any calendar year. The licensed area and perimeter is identified on the plan submitted with the application. Temporary structures inside the event area are shown in indicative positions on the plan.
- b) A detailed Event Safety Management Plan (ESMP) will be prepared and finalised in consultation with the statutory authorities and relevant agencies for any event. The ESMP will include the provision of Health & Safety Risk Assessments; Fire Risk Assessments; Crowd Management Plan; Alcohol Management Plan; Adverse weather Plan and Noise Management Plan known as the Event Management Plans.
- c) Detailed pre-event meetings will be held with the Council and statutory agencies through the Safety Advisory Group (SAG) to ensure that all bodies are satisfied with the planning arrangements.
- d) The Event Management Plans consist of living documents which shall be subject to reasonable amendments and alterations as agreed with the Safety Advisory Group and finalised no later than 28 days before any event.

10. The Prevention of Crime and Disorder

- a) The applicant will contract a professional and competent crowd management company who will work closely with the event managers, Council and the Police to manage the potential for crime and disorder.
- b) A detailed crowd management plan will be prepared and finalised in consultation with the Safety Advisory Group (SAG).
- c) Planning meetings will be held in advance of the event with the Council and other agencies including the Police to ensure that they are satisfied with the planning arrangements for the prevention of crime and disorder.
- d) A suitable entry policy will be formulated which will include procedures for the searching of persons and their belongings upon entry.
- e) If required, ejections or refusal of entry to the event will be carried out by licensed security staff.
- f) The applicant will require the contractor responsible for the bars to operate a strict Challenge 25 policy and all bar staff will be trained to adhere to this policy.
- g) The Event Management Plans consist of living documents which shall be subject to reasonable amendments and alterations as agreed with the Safety Advisory Group and finalised no later than 28 days before any event.

11. Public Safety

- a) Safety and emergency procedures will be detailed through the event planning phase.
- b) Specific event risk assessments will be produced to ensure that all elements of risk are considered so far as reasonably practicable and suitable and sufficient control measures implemented
- c) An agreed and appropriate level of emergency first aid and ambulance provision will be on site throughout the events. This will include mobile FA patrols, the levels of which will be determined by a medical risk assessment and HSG195.
- d) A detailed fire risk assessment will be produced and suitable levels of portable firefighting equipment will be provided on site. Prior approval will be sought for the use of special effects and relevant health and safety information will be provided prior to the event.
- e) The applicant will liaise with the Council's Environmental Health Department prior to the event to ensure that appropriate

information is made available in relation to food handling and hygiene.

- f) A multi-agency Event Control Room, managed by the applicant, will be operational throughout the events.
- g) The Event Management Plans consist of living documents which shall be subject to reasonable amendments and alterations as agreed with the Safety Advisory Group and finalised no later than 28 days before any event.

12. The Prevention of Public Nuisance

- a) The prevention of public nuisance will be managed through pre-event planning arrangements and liaison with statutory agencies. The Event Management Plan will detail the policies and methods to address the prevention of public nuisance.
- b) The applicant will contract a competent acoustic consultant who, in liaison with the Licensing Authority, will produce a Noise Management Plan specific to the event.
- c) The Event Management Plans consist of living documents which shall be subject to reasonable amendments and alterations as agreed with the Safety Advisory Group and finalised no later than 28 days before any event.

13. The Protection of Children from Harm

- a) Measures to address the protection of children will be identified in the Event Management Plan and pre-event information. The Designated Premises Supervisor will ensure that all bar staff are fully aware and compliant of age verification procedures and requirements for alcohol sales, for example, Challenge 25.
- b) Age restricted films indicating nudity or semi nudity will not be shown in the presence of children.
- c) The Event Management Plan will form part of the conditions for the premises licence and are living documents which shall be subject to reasonable amendments and alterations as agrees with the Safety Advisory Group and finalised no later than 28 days before any event.

Consultation

- 14. Consultation was carried out by the applicant in accordance with s13, and s17 (5) of the Act and Regulation 42, Parts 2 and 4 of the Licensing Act 2003 (Premises Licences and Club Premises Certificates) Regulations 2005, which concern the displaying of a notice on the premises and an advertisement in a local paper giving

details of the application and serving a copy of the application on all responsible authorities. The applicant complied with all statutory requirements. In addition the relevant ward councillors and/or parish council were notified by way of register.

15. All procedural aspects of this application have been complied with.

Summary of Representations made by Responsible Authorities

16. North Yorkshire Police have agreed conditions with the applicant to be placed on the licence if granted, and therefore make no further representation. Their agreed conditions are attached at Annex 4.
17. City of York Council Public Protection (Environmental Protection) has made a representation on the grounds that the prevention of public nuisance licensing objective would be undermined if the premises licence was to be granted in the terms applied for.
18. The Public Protection representation is attached at Annex 5.

Summary of Representations made by Other Parties

19. There have been 18 relevant representations received from other persons. 13 representations object to the application, 5 support the application. The list of representors can be seen at Annex 6.
20. The representations that object to the application are based on the grounds that all four licensing objectives will be undermined if the application is granted.
21. The representations in support of the application state that the four licensing objectives will not be undermined by the granting of the application.
22. Copies of the representations are attached at Annex 7.
23. A map showing the general area around the venue is attached at Annex 8.

Planning Issues

24. There are no outstanding planning issues.

Options

25. By virtue of s18(4) of the Act, the Committee have the following options available to them in making their decision: -

26. Option 1: Grant the licence in the terms applied for.
27. Option 2: Grant the licence with modified/additional conditions imposed by the licensing committee.
28. Option 3: Grant the licence to exclude any of the licensable activities to which the application relates and modify/add conditions accordingly.
29. Option 4: Reject the application.

Analysis

30. The following could be the result of any decision made this Sub Committee:-
31. Option 1: This decision could be appealed at Magistrates Court by any of the representors.
32. Option 2: This decision could be appealed at Magistrates Court by the applicant or any of the representors.
33. Option 3: This decision could be appealed at Magistrates Court by the applicant or any of the representors.
34. Option 4: This decision could be appealed at Magistrates Court by the applicant.

Council Plan

35. The Licensing Act 2003 has four objectives the prevention of crime and disorder, public safety, prevention of public nuisance and the protection of children from harm.
36. By taking the statutory requirements of the Licensing Act into consideration, as well as the four licensing objectives when determining licensing applications the Council are supporting the new and existing licence trade, as well as local residents and businesses. The functions support the Council's Plan of safe communities and culture for all, and a good quality of life for everyone.

Implications

- 37.

- **Financial** - N/A
 - **Human Resources (HR)** – N/A
 - **Equalities** – N/A
 - **Legal** – This decision could be appealed at Magistrates Court by the applicant or any of the representors.
 - **Crime and Disorder** - The Committee is reminded of their duty under the Crime and Disorder Act 1998 to consider the crime and disorder implications of their decisions and the authority's responsibility to co-operate in the reduction of crime and disorder in the city.
 - **Information Technology (IT)** – N/A
 - **Property** – N/A
- Other** – none

Risk Management

38. All Members of the Licensing Act 2003 Committee have received full training on the Act and the regulations governing hearings. They are aware that any decision made which is unreasonable or unlawful could be open to challenge resulting in loss of image, reputation and potential financial penalty.
39. The report details the options available to the panel in determining the application and recommends that a decision be reached. There are no risks involved with this recommendation.

Recommendations

40. Members determine the application.
Reason: To address the representations received as required by the Licensing Act 2003.

Contact Details

Author:

Chief Officer Responsible for the report:

Lesley Cooke
Licensing Manager

Tel No. 01904 551515

Mike Slater
Assistant Director for Planning and Public
Protection

**Report
Approved**



10/02/2020

Specialist Implications Officer(s)
Head of Legal & Democratic Services
Ext: 1004

Wards Affected: Rawcliffe and Clifton without



For further information please contact the author of the report

Background Papers:

- Annex 1** - Application form
- Annex 2** - Plans of premises
- Annex 3** - Draft Event Mgt Safety Plan
- Annex 4** - North Yorkshire Police Agreed Conditions
- Annex 5** - Public Protection Representation
- Annex 6** - List of Representors (Confidential)
- Annex 7** - Other Persons Representations
- Annex 8** - Map of area
- Annex 9** - Mandatory Conditions
- Annex 10** - Legislation and Policy Considerations



York
Application for a premises licence
Licensing Act 2003

For help contact
licensing@york.gov.uk
 Telephone: 01904 552422

* required information

Section 1 of 21

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

System reference

Not Currently In Use

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

Your reference

PBC/195

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

Are you an agent acting on behalf of the applicant?

☒ Yes ☐ No

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

Applicant Details

* First name

Live Nation (Music) UK Ltd

* Family name

* E-mail

Main telephone number

020 7009 3333

Include country code.

Other telephone number

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

Is the applicant:

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

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

Applicant Business

Is the applicant's business registered in the UK with Companies House?

☒ Yes ☐ No

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

Registration number

02409911

Business name

Live Nation (Music) UK Ltd

If the applicant's business is registered, use its registered name.

VAT number

GB

489798740

Put "none" if the applicant is not registered for VAT.

Legal status

Private Limited Company

Continued from previous page...

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Agent Details

* First name

* Family name

* E-mail

Main telephone number

Include country code.

Other telephone number

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

Are you:

☒ An agent that is a business or organisation, including a sole trader☐ A private individual acting as an agent

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

Agent Business

Is your business registered in the UK with Companies House?

☒ Yes☐ No

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

Registration number

Business name

If your business is registered, use its registered name.

VAT number

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

Legal status

Continued from previous page...Your position in the business Home country

The country where the headquarters of your business is located.

Agent Registered Address

Address registered with Companies House.

Building number or name Street District City or town County or administrative area Postcode Country **Section 2 of 21****PREMISES DETAILS**

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

Premises Address

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

☒ Address ☐ OS map reference ☐ Description
Postal Address Of PremisesBuilding number or name Street District City or town County or administrative area Postcode Country **Further Details**Telephone number

Non-domestic rateable value of premises (£)

Section 3 of 21**APPLICATION DETAILS**

In what capacity are you applying for the premises licence?

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

Confirm The Following

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

Section 4 of 21**NON INDIVIDUAL APPLICANTS**

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

Non Individual Applicant's Name

Name

Live Nation (Music) UK Ltd

Details

Registered number (where applicable)

02409911

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

Continued from previous page...

Private Limited Company

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

E-mail

Telephone number

Other telephone number

* Date of birth / /
dd mm yyyy

* Nationality

Documents that demonstrate entitlement to work in the UK

[Add another applicant](#)**Section 5 of 21****OPERATING SCHEDULE**

When do you want the premises licence to start? / /
dd mm yyyy

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

Provide a general description of the premises

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

York Sports Club Fields, Event Site, Clifton Park, Shipton Road, York YO30 5RE - Outdoor area and Event Site identified on the plan submitted to the licensing authority to be used for the sale of alcohol on the premises and the regulated entertainment specified in the application and for the purpose of holding music concerts or festivals limited to three event days per calendar year.

Continued from previous page...

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

19999

Section 6 of 21**PROVISION OF PLAYS**

See guidance on regulated entertainment

Will you be providing plays?

☒ Yes

☐ No
Standard Days And Timings**MONDAY**

Start 15:00

End 22:30

Start

End

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

TUESDAY

Start 15:00

End 22:30

Start

End

WEDNESDAY

Start 15:00

End 22:30

Start

End

THURSDAY

Start 15:00

End 22:30

Start

End

FRIDAY

Start 15:00

End 22:30

Start

End

SATURDAY

Start 15:00

End 22:30

Start

End

SUNDAY

Start 15:00

End 22:30

Start

End

Will the performance of a play take place indoors or outdoors or both?

☐ Indoors

☐ Outdoors

☒ Both

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

Continued from previous page...

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

Theatrical performances including plays, mime and similar arts performances with amplified and/or unamplified music to take place outside or in temporary structures such as a tent.

State any seasonal variations for performing plays

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

N/A

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

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

N/A

Section 7 of 21**PROVISION OF FILMS**

See guidance on regulated entertainment

Will you be providing films?

☒ Yes

☐ No

Standard Days And Timings**MONDAY**

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

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

Continued from previous page...

THURSDAY

Start 15:00

End 22:30

Start

End

FRIDAY

Start 15:00

End 22:30

Start

End

SATURDAY

Start 15:00

End 22:30

Start

End

SUNDAY

Start 15:00

End 22:30

Start

End

Will the exhibition of films take place indoors or outdoors or both?

☐ Indoors☐ Outdoors☒ Both

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

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

Films and videos will be shown as part of performing acts or in between performances accompanied by amplified and/or unamplified music. Films may include montage video clips and musical performance video and will be of an appropriate nature to the age of the attending audience. The film exhibitions may be played outside or in temporary structures such as a tent.

State any seasonal variations for the exhibition of film

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

N/A

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

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

N/A

Section 8 of 21**PROVISION OF INDOOR SPORTING EVENTS**

See guidance on regulated entertainment

Continued from previous page...

Will you be providing indoor sporting events?

☐ Yes☒ No**Section 9 of 21****PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

See guidance on regulated entertainment

Will you be providing boxing or wrestling entertainments?

☐ Yes☒ No**Section 10 of 21****PROVISION OF LIVE MUSIC**

See guidance on regulated entertainment

Will you be providing live music?

☒ Yes☐ No**Standard Days And Timings****MONDAY**Start End Start End **TUESDAY**Start End Start End **WEDNESDAY**Start End Start End **THURSDAY**Start End Start End **FRIDAY**Start End Start End **SATURDAY**Start End Start End

Give timings in 24 hour clock.

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

Continued from previous page...

SUNDAY

Start 15:00

End 22:30

Start

End

Will the performance of live music take place indoors or outdoors or both?

☐ Indoors
 ☐ Outdoors
 ☒ Both

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

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

A temporary stage will be provided in the Event Site for the playing of live music which will include singing and instrumental music outdoors and may be amplified or unamplified. Sound levels will be agreed in advance with the local authority environmental health department and licensing authority so as to limit the impact on the wider community. Rehearsals and sound checks will take place prior to the event the timings of which will be agreed in advance with the Environmental Health Department.

State any seasonal variations for the performance of live music

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

N/A

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

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

N/A

Section 11 of 21**PROVISION OF RECORDED MUSIC**

See guidance on regulated entertainment

Will you be providing recorded music?

☒ Yes
 ☐ No
Standard Days And Timings

MONDAY

Start 15:00

End 22:30

Start

End

TUESDAY

Start 15:00

End 22:30

Start

End

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

Continued from previous page...

WEDNESDAY

Start 15:00

End 22:30

Start

End

THURSDAY

Start 15:00

End 22:30

Start

End

FRIDAY

Start 15:00

End 22:30

Start

End

SATURDAY

Start 15:00

End 22:30

Start

End

SUNDAY

Start 15:00

End 22:30

Start

End

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

☐ Indoors☐ Outdoors☒ Both

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

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

A temporary stage will be provided in the Event Site for the playing of recorded music which will include singing and instrumental music outdoors and may be amplified or unamplified. Sound levels will be agreed in advance with the local authority environmental health department and licensing authority so as to limit the impact on the wider community. Rehearsals and sound checks will take place prior to the event, timings of which will be agreed in advance with the Environmental Health Department.

State any seasonal variations for playing recorded music

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

N/A

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

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

N/A

Continued from previous page...

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing performances of dance?

☒ Yes☐ No

Standard Days And Timings

MONDAY

Start 15:00

End 22:30

Start

End

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

TUESDAY

Start 15:00

End 22:30

Start

End

WEDNESDAY

Start 15:00

End 22:30

Start

End

THURSDAY

Start 15:00

End 22:30

Start

End

FRIDAY

Start 15:00

End 22:30

Start

End

SATURDAY

Start 15:00

End 22:30

Start

End

SUNDAY

Start 15:00

End 22:30

Start

End

Will the performance of dance take place indoors or outdoors or both?

☐ Indoors☐ Outdoors☒ Both

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

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

Dance performances to take place on the temporary stage and occasionally off-stage, outdoors or in temporary structures such as a tent.

Continued from previous page...

State any seasonal variations for the performance of dance

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

N/A

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

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

N/A

Section 13 of 21**PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE**

See guidance on regulated entertainment

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

☒ Yes☐ No**Standard Days And Timings****MONDAY**

Start 15:00

End 22:30

Start

End

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

Start 15:00

End 22:30

Start

End

WEDNESDAY

Start 15:00

End 22:30

Start

End

THURSDAY

Start 15:00

End 22:30

Start

End

Continued from previous page...

FRIDAY

Start 15:00

End 22:30

Start

End

SATURDAY

Start 15:00

End 22:30

Start

End

SUNDAY

Start 15:00

End 22:30

Start

End

Give a description of the type of entertainment that will be provided

Entertainment of a similar nature to live and recorded music and dance performance either amplified or unamplified and to take place outdoors or in a temporary structure such as a tent

Will this entertainment take place indoors or outdoors or both?

☐ Indoors☐ Outdoors☒ Both

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

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

As above

State any seasonal variations for entertainment

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

N/A

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

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

N/A

Section 14 of 21

LATE NIGHT REFRESHMENT

Continued from previous page...

Will you be providing late night refreshment?

☐ Yes☒ No**Section 15 of 21****SUPPLY OF ALCOHOL**

Will you be selling or supplying alcohol?

☒ Yes☐ No**Standard Days And Timings****MONDAY**Start End Start End

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

TUESDAYStart End Start End **WEDNESDAY**Start End Start End **THURSDAY**Start End Start End **FRIDAY**Start End Start End **SATURDAY**Start End Start End **SUNDAY**Start End Start End

Will the sale of alcohol be for consumption:

☒ On the premises☐ Off the premises☐ Both

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

State any seasonal variations

Continued from previous page...

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

N/A

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

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

N/A

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

Name

First name

Jason

Family name

Cotillard

Date of birth

/ /
dd mm yyyy

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

United Kingdom

Personal Licence number
(if known)

PA4234

Issuing licensing authority
(if known)

Blackpool

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

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

☐ Electronically, by the proposed designated premises supervisor

Continued from previous page...

- ☒ As an attachment to this application

Reference number for consent form (if known)

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

Section 16 of 21**ADULT ENTERTAINMENT**

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

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

There will be no adult services or entertainment provided that may give rise to concerns for children.

Section 17 of 21**HOURS PREMISES ARE OPEN TO THE PUBLIC****Standard Days And Timings****MONDAY**

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start 15:00

End 23:00

Start

End

State any seasonal variations

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

N/A

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

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

N/A

Section 18 of 21**LICENSING OBJECTIVES**

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

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

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

The applicant is very experienced at organising and delivering large scale events at numerous sites in the UK and has a proven track record of complying with all licensing objectives.

The licence if granted will be limited to a maximum of 3 event days in any calendar year. The licensed area and perimeter is identified on the plan submitted with the application. Temporary structures inside the event area are shown in indicative positions on the plan.

A detailed Event Safety Management Plan (ESMP) will be prepared and finalised in consultation with the statutory authorities and relevant agencies for any event. The ESMP will include the provision of Health & Safety Risk Assessments; Fire Risk Assessments; Crowd Management Plan; Alcohol Management Plan; Adverse Weather Plan and Noise Management Plan known as the Event Management Plans.

Detailed pre-event meetings will be held with the Council and statutory agencies through the Safety Advisory Group (SAG) to ensure that all bodies are satisfied with the planning arrangements.

The Event Management Plans consist of living documents which shall be subject to reasonable amendments and alterations as agreed with the Safety Advisory Group and finalised no later than 28 days before any event.

b) The prevention of crime and disorder

The applicant will contract a professional and competent crowd management company who will work closely with the event managers, Council and the Police to manage the potential for crime and disorder.

A detailed crowd management plan will be prepared and finalised in consultation with the Safety Advisory Group (SAG). Planning meetings will be held in advance of the event with the Council and other agencies including the Police to ensure that they are satisfied with the planning arrangements for the prevention of crime and disorder.

A suitable entry policy will be formulated which will include procedures for the searching of persons and their belongings upon entry.

If required, ejections or refusal of entry to the event will be carried out by licensed security staff.

Continued from previous page...

The applicant will require the contractor responsible for the bars to operate a strict Challenge 25 policy and all bar staff will be trained to adhere to this policy.

The Event Management Plans consist of living documents which shall be subject to reasonable amendments and alterations as agreed with the Safety Advisory Group and finalised no later than 28 days before any event.

c) Public safety

Safety and emergency procedures will be detailed through the event planning phase.

Specific event risk assessments will be produced to ensure that all elements of risk are considered so far as reasonably practicable and suitable and sufficient control measures implemented.

An agreed and appropriate level of emergency first aid and ambulance provision will be on site throughout the events. This will include mobile FA patrols, the levels of which will be determined by a medical risk assessment and HSG195.

A detailed fire risk assessment will be produced and suitable levels of portable fire fighting equipment will be provided on site. Prior approval will be sought for the use of special effects, and relevant health and safety information will be provided prior to the event.

The applicant will liaise with the Council's Environmental Health Department prior to the event to ensure that appropriate information is made available in relation to food handling and hygiene.

A multi-agency Event Control Room, managed by the applicant, will be operational throughout the events.

The Event Management Plans consist of living documents which shall be subject to reasonable amendments and alterations as agreed with the Safety Advisory Group and finalised no later than 28 days before any event.

d) The prevention of public nuisance

The prevention of public nuisance will be managed through pre-event planning arrangements and liaison with statutory agencies. The Event Management Plan will detail the policies and methods to address the prevention of public nuisance.

The applicant will contract a competent acoustic consultant who, in liaison with the Licensing Authority, will produce a Noise Management Plan specific to an event.

The Event Management Plans consist of living documents which shall be subject to reasonable amendments and alterations as agreed with the Safety Advisory Group and finalised no later than 28 days before any event.

e) The protection of children from harm

Measures to address the protection of children will be identified in the Event Management Plan and pre-event information.

The Designated Premises Supervisor will ensure that all bar staff are fully aware and compliant of age verification procedures and requirements for alcohol sales, for example, Challenge 25.

Age restricted films indicating nudity or semi-nudity will not be shown in the presence of children.

The Event Management Plan will form part of the conditions for the premises licence and are living documents which shall be subject to reasonable amendments and alterations as agreed with the Safety Advisory Group and finalised no later than 28 days before any event.

Section 19 of 21

NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

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

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

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

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

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

Continued from previous page...

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

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

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

Continued from previous page...

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

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

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

Section 20 of 21**NOTES ON REGULATED ENTERTAINMENT**

Continued from previous page...

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o 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.
 - o 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.
 - o 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.
 - o 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:
 - o 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.
 - o 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.
 - o 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.

Continued from previous page...

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

Section 21 of 21**PAYMENT DETAILS**

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

Premises Licence Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00*

Band E - £125001 and over £635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

4,100.00

DECLARATION

1

Continued from previous page...

[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I

- * understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing my work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (Please read guidance note 15).

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

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

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

* Full name	PBC Licensing Solicitors
-------------	--------------------------

* Capacity	Solicitors and Agents for Applicant
------------	-------------------------------------

* Date 08 / 01 / 2020
dd mm yyyy

Add another signatory

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

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

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

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ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
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ANNEX 2 plan 1



EVENT

YORK FESTIVAL 2020

EVENT DATES

TBC

VENUE ADDRESS

YORK SPORTS CLUB
CLIFTON PARK, SHIPTON RD
YORK, YO30 5RE

SHEET TITLE

SITE BOUNDRY PLAN

MASTER DRAWING REF

WL20/YSC/MGP/002.2

DRAWING DATE

23 OCT 2019

DRAWN BY

SJH

PLOT SIZE

ISO A1

SCALE

1:500

VERSION HISTORY

NO	DATE	NOTES
001	01 SEP	SEATING MANIFEST ADDED FOR 2020
001.1	10 OCT	TRACKWAY OUTLINE ADDED
002.2	21 OCT	MOJO BARREN AMENDED AND SPEC'D

DRAFT

ISSUED BY

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Annex 2 Plan 2

SANITARY FACILITIES (MINIMUM NUMBERS) 20000 Capacity

Male Toilets x 14
Male Urinals x 127
Female Toilets x 46
Accessible Toilets x 8
Mobiloo Changing Place x 1
Garden Toilet Trailers (4 + 2) x 10



EVENT
YORK FESTIVAL 2020

EVENT DATES
TBC

EVENT ADDRESS
YORK SPORTS CLUB
CLIFTON PARK, SHIPTON RD
YORK, YO30 5RE

SHEET TITLE
SITE BOUNDARY PLAN

MASTER DRAWING REF
WLS0/YSC/MGP/002.2

DRAWING DATE
23 OCT 2019

DESIGNED BY
SJM

PLOT SIZE
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SCALE
1:500

REVISION HISTORY

NO. BY DATE REVISION

1. 1. 23 OCT 2019 INITIAL DRAFT FOR PERMIT APPLICATION

2. 1. 23 OCT 2019 REVISION FOR PERMIT APPLICATION

3. 1. 23 OCT 2019 REVISION FOR PERMIT APPLICATION

4. 1. 23 OCT 2019 REVISION FOR PERMIT APPLICATION

DRAFT

DESIGNED BY
SJM

PROJECT NAME
YORK FESTIVAL 2020

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EVENT
YORK FESTIVAL 2020

EVENT DATES
TBC

VENUE ADDRESS
YORK SPORTS CLUB
CLIFTON PARK, SHIPTON RD
YORK, YO30 5RE

SHEET TITLE
TRACKWAY OUTLINE

MASTER DRAWING REF
WL20/YSC/MGP/002.2

DRAWING DATE
23 OCT 2019

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VERSION HISTORY		
NO.	DATE	NOTES
001	01 SEP	SEATING MANIFEST ADDED FOR 2020
001.1	01 OCT	TRACKWAY OUTLINE ADDED
002.2	23 OCT	MOJO BARREN AMENDED AND SPEC'D

ISSUED BY
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Liam O'Brien
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HEALTH & SAFETY MANAGEMENT SYSTEM

EVENT MANAGEMENT SAFETY PLAN

YORK FESTIVAL
19 - 21 June 2020

Document Information

Document Title	Event Management Safety Plan - York Festival 19 - 21 June 2020
Document Version	1
Document Level	Level 3 - EVENT SPECIFIC
Document Date	10 December 2019
Revision Period	ONE OFF
Status	Live

Legal Entity

Cuffe & Taylor is owned and operated by Live Nation (Music) UK under the trading name Cuffe & Taylor. The company Registration Number in England & Wales for Live Nation (Music) UK is 02409911

The directors of Live Nation (Music) UK are;

MR MELVIN JOHN BENN
MS SELINA HOLLIDAY EMENY
MR STUART ROBERT DOUGLAS
MR NIAL ALPHONSUS DUNPHY
MS LYNNE LAVELLE

Document Service & Inspection

All documents relating to Cuffe & Taylor may be served or inspected at the at the following address;

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Unit 13 Bartle Court Business Centre Rosemary Lane
Preston
PR4 OHF

VAT Registration

The VAT numbers are as follows;

Live Nation (Music) UK GB 489 7987 40

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Document Control

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ANNEX 3

EVENT MANAGEMENT SAFETY PLAN
York Festival [19 – 21 June 2020]

CUFFE AND TAYLOR

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Introduction

1. Thank you, for taking the time to read this pack. The following document aims to outline the Health & Safety management systems in place for York Festival 2020.
2. This pack has been put together by Live Nation (Music) UK t/a Cuffe & Taylor following several site visits with both Live Nation operational staff, York Festival Production Representatives & Suppliers.
3. This document draws on guidance and legislation as laid out in
 - The Health & Safety at Work etc. Act 1974
 - Construction (Design & Management) 2015
 - The Purple Guide to Health, Safety & Welfare at Music and Other Events
 - The Green Guide to Safety at Sports Grounds (SGSA)
 - The Alternative Use of Sports Grounds [Orange Guide] (SGSA)
 - The Regulatory Reform (Fire Safety) Order [RRFO] 2005
 - The Licensing Act 2003
 And other relevant HSE guidance as appropriate
4. Where deviations have been made from the above guidance it is fully explained within this document. All decisions to deviate have been made taking a practical, pragmatic and realistic approach whilst not compromising safety.
5. This is a working document and as such changes and amends can be expected to be made until the event day.

Event Overview

Below is a basic overview of York Festival. Further Schedules are available further on in this document.

Event Name	York Festival
Venue	York Sports Club, Clifton Park, Shipton Road, York, YO30 5RE
Event Date	19 – 21 June 2020
Event Time	Varies Per Day – Please See Detailed Day by Day Schedule.
Site Adoption	Sunday 14 June 2020 [Mark Out Only]
Build Dates	Monday 15 June 2020 – Thursday 18 June 2020
Break Dates	Monday 22 June 2020 – Thursday 25 June 2020
Site Handback	Thursday 25 June 2020

Phases of the Event

There are effectively five phase's to an event. The planning issues for this event have been considered for each of these phases;

The '**build up**' which involves planning the venue design, devising scale maps of the area, selection of competent workers, selection of contractors and subcontractors, construction of the stages and fencing etc.

The '**load in**' which involves planning for the safe delivery and installation of equipment and services which will be used at the event, e.g. stage equipment used by the performers, lighting and PA etc.

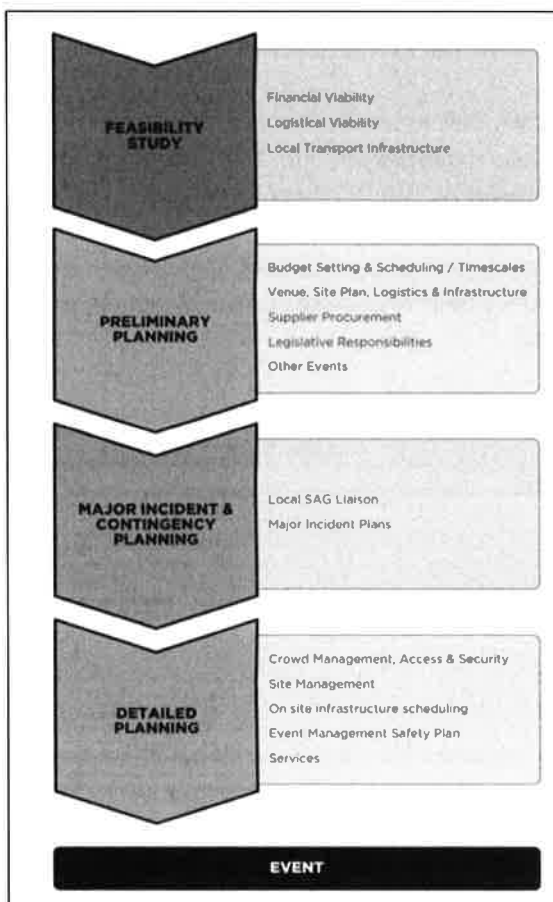
'The '**show**' which involves planning and effective crowd management strategies, transport management strategies and welfare arrangements. Planning strategies for dealing with fire, first aid, contingencies and major incidents are important.

The '**load out**' requires planning for the safe removal of equipment and services.

The '**breakdown**' which includes planning to control risks once the event is over and the infrastructure being dismantled. Collections of rubbish and wastewater disposal present these risks and these aspects need to be planned and managed.

Another important phase of any event is to hold de-brief's with all involved as soon as is practical post event.

Planning



In the planning stages of this event Cuffe & Taylor have pre-assessed various elements that have determined not only the validity of the event as a whole but also what measures are required to ensure the health, safety & welfare of everyone affected by the event and its activities.

Location

The choice of location has been determined what specific hazards are present and as such had informed the decision making and risk assessment processes

Event Activities

The type of activities carried out during the event have been assessed and have informed the risk assessment.

Audience Profile

The activities scheduled have determined the type of people who will attend and their expectation of the event. Establishing the audience profile has led to predictions regarding anticipated behaviors and indications where particular risks may arise

Crowd Numbers

The number of people expected to attend have affected the resources and facilities required, from basics such as toilets and parking through to determining what special arrangements are needed for medical services and waste management

Length & Timing of Event

Consideration has been given to how long the event will last, plus the time of day and time of year

Access

Access to and around the site has undergone careful planning to reduce the likelihood of overcrowding and any potential risk of crushing

Infrastructure

The type and scale of this event has determined what resources are needed to allow safe enjoyment for everyone.

Event Risk Assessment

Cuffe & Taylor require all contractors working on site to produce suitable and sufficient risk assessments prior to commencement of work on site.

These assessments should take into account the health, safety and welfare of all persons affected by their work, including members of the public.

Contractors risk assessments are adopted into the general risk management for the entire event and are monitored by the Principal Contractor.

The overall event risk assessment is available to view in *APP 02 - Event Risk Assessment* attached to this document.

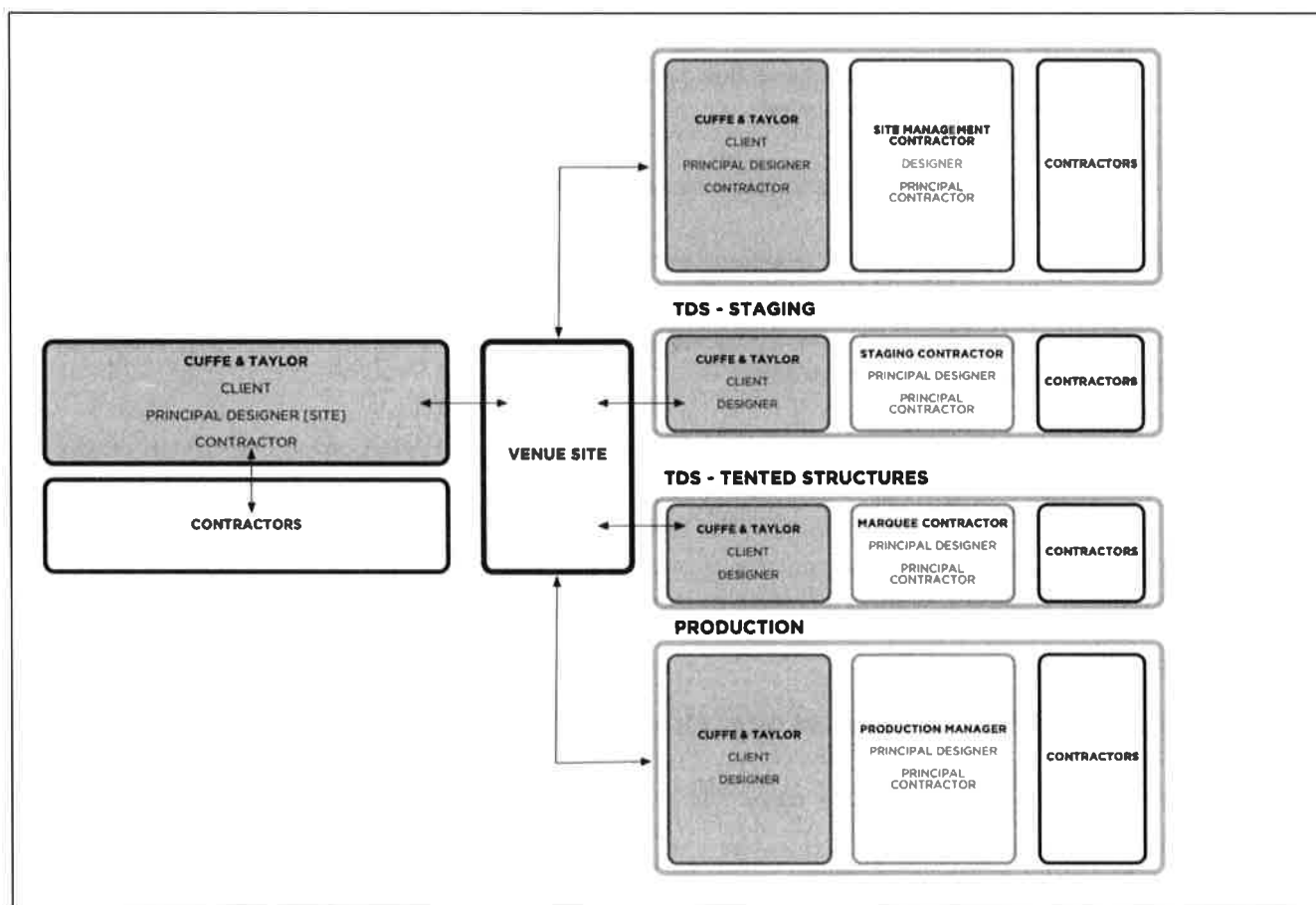
Contractors risk assessments are contained within the Contractor Risk Assessments section of this document.

Construction [Design & Management] Regulations 2015

To satisfy the Construction (Design and Management) Regulations 2015 (CDM2015) we have defined here the perceived titles and duties under this regulation.

Due to the complex nature of an event site, several areas of responsibility within the CDM structure can be defined. The diagram below shows the basic outline in line with Guidance from the Health & Safety Executive.

Several construction projects exist on an event site. These are defined as *Overall Site*, *Temporary Demountable Structures & Production*. Across all stages Cuffe & Taylor act as the Client and have an input into design as either principal designer or designer allowing for oversight.

CDM Structure

Area	Client	Principal Designer	Designer	Principal Contractor	Contractors
Site Build	Cuffe & Taylor	Cuffe & Taylor	Event Design Co.	Event Design Co.	Various
TDS - Staging	Cuffe & Taylor	Acorn Staging	Cuffe & Taylor	Acorn Staging	Various
TDS - Marquees	Cuffe & Taylor	Marquee Supplier	Cuffe & Taylor	Marquee Supplier	Various
Production	Cuffe & Taylor	Cuffe & Taylor	Cuffe & Taylor	Cuffe & Taylor	Various

CDM Roles & Responsibilities**Commercial Client**

As defined in CDM 2015, the Commercial Client [Live Nation (Music) UK Ltd t/a Cuffe & Taylor] has the following responsibilities;

- To make suitable arrangements for the management of the project, enabling those carrying it out to manage health and safety risks in a proportionate way. These arrangements include:
 - Appointing the contractors and designers to the project [including the principal designer and principal contractors on complex projects] whilst making sure that they have the skills, knowledge, experience and organisational capability.
 - Allowing sufficient time and resources for each stage of the project.
 - Making sure that the principal designer and principal contractor appointed carry out their duties in managing the project.
 - Making sure suitable welfare facilities are available for the duration of the project.
- Maintaining and reviewing the management arrangements during the full life of the project.
- Provision of the pre-construction information to every designer and contractor either bidding on or confirmed to be working on the project.
- Ensure that the principal contractor for the venue produces an adequate construction phase plan prior to the phase beginning.
- Ensure that the Principal Designer prepares a health and safety file for the project and that it is revised as necessary throughout the life of the project.

CDM Notification

York Festival is not notifiable as we do not meet any of the following criteria;

- Does not last longer than 30 days AND involve more than 20 workers at any one time,
- Does not exceed 500 worker days

Principal Designer

A principal designer is defined as a designer who is an organisation or individual (on smaller projects) appointed by the client to take control of the pre-construction phase of any project involving more than one contractor.

On complex event sites there are several principal designers as outlined above. As defined in CDM 2015 the Principal Designer has the following responsibilities;

- plan, manage, monitor and coordinate health and safety in the pre-construction phase. In doing so they must take account of relevant information (such as an existing health and safety file) that might affect design work carried out both before and after the construction phase has started;
- help and advise the client in bringing together pre-construction information, and provide the information designers and contractors need to carry out their duties work with any other designers on the project to eliminate foreseeable health and safety risks to anyone affected by the work and, where that is not possible, take steps to reduce or control those risks;
- ensure that everyone involved in the pre-construction phase communicates and cooperates, coordinating their work wherever required;
- liaise with the principal contractor, keeping them informed of any risks that need to be controlled during the construction phase.

Principal Contractor

A principal contractor is appointed by the client to control the construction phase of any project involving more than one contractor.

On complex event sites there are several principal contractors as outlined above. As defined in CDM 2015 the Principal Contractor has the following responsibilities;

- plan, manage, monitor and coordinate the entire construction phase
- take account of the health and safety risks to everyone affected by the work (including members of the public), in planning and managing the measures needed to control them
- liaise with the client and principal designer for the duration of the project to ensure that all risks are effectively managed
- prepare a written construction phase plan before the construction phase begins, implement, and then regularly review and revise it to make sure it remains fit for purpose
- have ongoing arrangements in place for managing health and safety throughout the construction phase
- consult and engage with workers about their health, safety and welfare
- ensure suitable welfare facilities are provided from the start and maintained throughout the construction phase
- check that anyone they appoint has the skills, knowledge, experience and, where relevant, the organisational capability to carry out their work safely and without risk to health
- ensure all workers have site-specific inductions, and any further information and training they need
- liaise with the principal designer to share any information relevant to the planning, management, monitoring and coordination of the pre-construction phase

Contractors

A contractor is anyone who directly employs or engages construction workers or manages construction work. Contractors include sub-contractors, any individual self-employed worker or business that carries out, manages or controls construction work. They must have the skills, knowledge, experience and, where relevant, the organisational capability to carry out the work safely and without risk to health.

Contractors and the workers under their control are most at risk of injury and ill health from construction work. Contractors therefore have an important role in planning, managing and monitoring their work to ensure any risks are controlled.

On complex event sites there are several contractors as outlined above. As defined in CDM 2015 contractors have the following responsibilities;

- make sure the client is aware of the client duties under CDM 2015 before any work starts
- plan, manage and monitor all work carried out by themselves and their workers, taking into account the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them
- check that all workers they employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them
- make sure that all workers under their control have a suitable, site-specific induction, unless this has already been provided by the principal contractor
- provide appropriate supervision, information and instructions to workers under their control
- ensure they do not start work on site unless reasonable steps have been taken to prevent unauthorised access
- ensure suitable welfare facilities are provided from the start for workers under their control, and maintain them throughout the work
- coordinate their work with the work of others in the project team
- comply with directions given by the principal designer or principal contractor
- comply with parts of the construction phase plan relevant to their work

Workers

A worker is anyone working for or under the control of a contractor on a construction site. As defined in CDM 2015 workers have the following responsibilities;

- only carry out construction work if they have the relevant skills, knowledge, training and experience - or they are provided with the training and supervision that enables them to do it safely and without risk to health
- make themselves aware of the health and safety risks involved in work on every site and the way those risks are managed
- always follow site rules and procedures
- cooperate with other duty holders, such as the contractor in control of their work and the principal contractor (who controls the overall project when there is more than one contractor)
- report any risks they find to whoever controls the work on site, whether the risks affect their own health and safety or anyone else, including other workers and members of the public

Monitoring Safety Performance

Monitoring is essential to maintain and improve health and safety performance. There are two ways of generating information on safety performance:

- Active monitoring systems give feedback on safety performance before an accident or incident happens. We will achieve active monitoring by appointing a principal contractor to carry out inspections of the contractors on site during the build-up and breakdown and by checking the contractors' safety method statements for carrying out work against their actual work on site.
- Reactive monitoring systems are triggered after an accident or incident has occurred. They include identifying and reporting injuries, ill health, other losses such as damage to property, incidents with the potential to cause injury, and weaknesses or omissions in safety standards.

Information obtained during inspections as well as a result of incidents or property damage will be recorded in the event logbook. This book will be used to keep other records and the information used to audit and review the event at a later date.

Auditing and Reviewing Safety Performance

An audit of the safety performance will be carried out on completion of the event so that any problems in the planning and organisation can be identified, or any matters that arise during the event can be analysed and corrected for future events.

Views of the police, fire brigade, health authorities, first-aid providers and local authority will be sought as well as views of the Principal Contractor & other contractors who have worked on site.

Licensing

As per the Licensing Act we have identified that due to the following licensable activities, a premises license is required for York Festival

- 2(a) - The supply by retail of Alcohol
- 2(c) - The provision of Regulated Entertainment

Event License

York Festival will be held under the following license;

LICENCE APPLICATION IS CURRENTLY IN PROGRESS WITH YORK CITY COUNCIL - YORK FESTIVAL IS SUBJECT TO LICENCE APPROVAL

The designated premises supervisor for the event is **TO BE CONFIRMED**

The DPS is a personal license holder and is named on the above license as such. The DPS has the following responsibilities;

- To be contactable at all times whilst the event site is open to the public and serving alcohol.
- To authorise the sale of all alcohol on site in conjunction with the Food & Beverage - Bars contractor
- To ensure compliance with the licensing objectives as outlined in the venue license.

ANNEX 3

Concert Evaluation

Artist Profile

Date	Artist	Profile
19 June 2020	Madness	<p>Madness are an English ska band from Camden Town, north London, who formed in 1976. One of the most prominent bands of the late 1970s and early 1980s two-tone ska revival, they continue to perform with six of the seven members of their original line-up.</p> <p>Madness have had 15 singles reach the UK top ten, which include "One Step Beyond", "Baggy Trousers" and "It Must Be Love", one UK number one single ("House of Fun") and two number ones in Ireland, "House of Fun" and "Wings of a Dove". "Our House" was their biggest US hit.</p>
20 June 2020	Westlife	<p>Westlife is an Irish pop vocal group, which formed in 1998 in Sligo, disbanded in 2012 and reunited in 2018. They were originally signed by Simon Cowell in the UK, Clive Davis in the US and managed by Louis Walsh and Sonny Takhar. The group currently consists of Shane Filan, Mark Feehily, Kian Egan, and Nicky Byrne.</p>
21 June 2020	Lionel Richie	<p>Lionel Brockman Richie Jr. (born June 20, 1949) is an American singer, songwriter, actor and record producer. His recordings with the Commodores and in his solo career made him one of the most successful balladeers of the 1980s.</p> <p>Beginning in 1968, Richie was a member of the funk and soul band the Commodores.</p>

Audience Profile

Date	Artist	Profile
19 June 2020	Madness	TBC - Awaiting Data from Ticketmaster
20 June 2020	Westlife	TBC - Awaiting Data from Ticketmaster
21 June 2020	Lionel Richie	TBC - Awaiting Data from Ticketmaster

Audience Arrangements

Date	Artist	Profile
19 June 2020	Madness	Mixed Standing & Customer Provided Furniture in GA Mixed Standing & Promoter Provided Furniture in The Garden
20 June 2020	Westlife	Mixed Standing & Customer Provided Furniture in GA Mixed Standing & Promoter Provided Furniture in The Garden
21 June 2020	Lionel Richie	Mixed Standing & Customer Provided Furniture in GA Mixed Standing & Promoter Provided Furniture in The Garden

Concert Day Timings

07:30	Production Load In
12:00	Sound Check Starts
14:30	Sound Check Ends
15:00	All Gates Open [House Music]
17:00	Main Stage Entertainment Begins [TBC]
20:30	Changeover [TBC]
21:00	Headline Artist On Stage [TBC]
22:55	Show Down & Music Ends
23:00	Bars Close
23:30	Food Concessions Close
00:00	SITE CLOSES

All above timings are subject to change upon confirmation from artist production.

Venue & Site Design

Cuffe & Taylor have carried out an assessment of the site with specialist companies in staging, lighting, sound, production & infrastructure to determine the suitability of the site along side representatives from the venue.

The outcomes of this assessment are demonstrated below;

Area	Assessed	Outcome
Topography	The suitability of the land to build and operate an event site taking into account the requirement of the public and the production	<p>The site has been assessed as suitable by the Principal Designer & Principal Contractor.</p> <p>Suitable arrangements will be made to ensure that the land handles the additional requirements. A full site plan is displayed in <i>APP 01 - Master Ground Plan</i></p>
Venue Access	<p>Access for build and break traffic.</p> <p>Access routes for the public</p> <p>Emergency Vehicle Access [Blue Routes]</p>	<p>The access has been assessed by the Principal Designer & Principal Contractor in regards Build and Break and assessed as adequate.</p> <p>The Traffic Management Contractor have assessed vehicle routes for the public and will produce <i>APP 10 - Traffic Management Plan</i></p> <p>Blue routes are shown in <i>APP 01 - Master Ground Plan</i></p>
Venue Capacity	Capacity of the venue taking into account Ingress Times, Emergency Egress Times & Available Space	<p>The Venue has been designed by the Principal Designer to accommodate 19,999 pax.</p> <p>Full capacity calculations are displayed further into this document.</p> <p>Emergency routes are outlined in <i>APP 01 - Master Ground Plan</i></p> <p>Evacuation Plans are outlined in <i>APP 04 - Major Incident Management Policy & Procedures</i></p>
Position & Proximity of Noise Sensitive Locations	Geographical Location of nearby noise sensitive properties.	<p>Intelligence has been obtained from the venue owner.</p> <p>Noise Management Contractor has been appointed and will present several noise management scenarios.</p> <p>The Noise Management Contractor will produce <i>APP 08 - Noise Management Plan</i></p>
Geographical Location	Location of site in relation to transport links, local resources and emergency medical facilities	<p>There are very few facilities that will be accessible to the public during the event in the vicinity of the site, as such all provisions will be provided on site. These are demonstrated in <i>APP 01 - Master Ground Plan</i></p> <p>The Traffic Management Contractor have assessed transport routes for the public and will produce <i>APP 10 - Traffic Management Plan</i></p> <p>The location of local medical facilities has been assessed by the Medical contractor as part of <i>APP 06 - Medical Plan</i></p>

Holding Space

Total Site Space	63,290 m2
Infrastructure	19,319 m2
GA Sightline	8,208 m2
The Garden Sightline	1,701 m2
Safe Space	16,311 m2



Control Measures for Safety Management

Cuffe & Taylor have, in line with the Green Guide, calculated the (P) and (S) Factor of the site

The (P) Factor is defined as the physical condition of the ground. In *Appendix 02 - Event Risk Assessment* a full assessment of the physical ground conditions can be found.

The (S) Factor is defined as the quality of the safety management in the assessed area.

To help in the assessment of the (P) and (S) factors, it is recommended that each should be given a numerical value. This value should be quantified as a factor between 0.0 and 1.0, as the following examples indicate:

- Where the Physical Condition of the accommodation is of a high standard, a (P) factor of 1.0 should be applied.
- Where the physical condition is extremely poor, a factor of 0.0 should be applied ... This would have the effect of imposing a zero capacity in the area assessed.
- An intimidate assessment might result in, for example, a (P) factor of 0.6 or perhaps an (S) factor of 0.8

Assessment of the (P) Factor

The assessment of the (P) factor is based on an assessment of the physical condition of the accommodation that the audience will be occupying. This takes into account the following considerations:

- Physical Condition of Standing Areas inclusive of Ground Condition, Drainage & Available Sightlines
- The condition of any temporary structures specified and installed on the site
- The Lighting conditions outside the hours of daylight.

Assessment of the (S) Factor

The assessment of the (S) factor is based on an assessment of the safety management resources available in the area assessed, this includes:

- Admission & Admission Management Systems
- Stewarding resource available in all areas that are occupied by the public
- Crowd Density & Behavior based on Audience Profile, Artist Profile & Sightlines
- Provision for vulnerable and young persons
- The provision of clear signage
- Major Incident Procedures & Contingency Planning
- Risk management and mitigation Fire

The assessment for the safety management of the arena is carried out in *Appendix 02 - Event Risk Assessment*

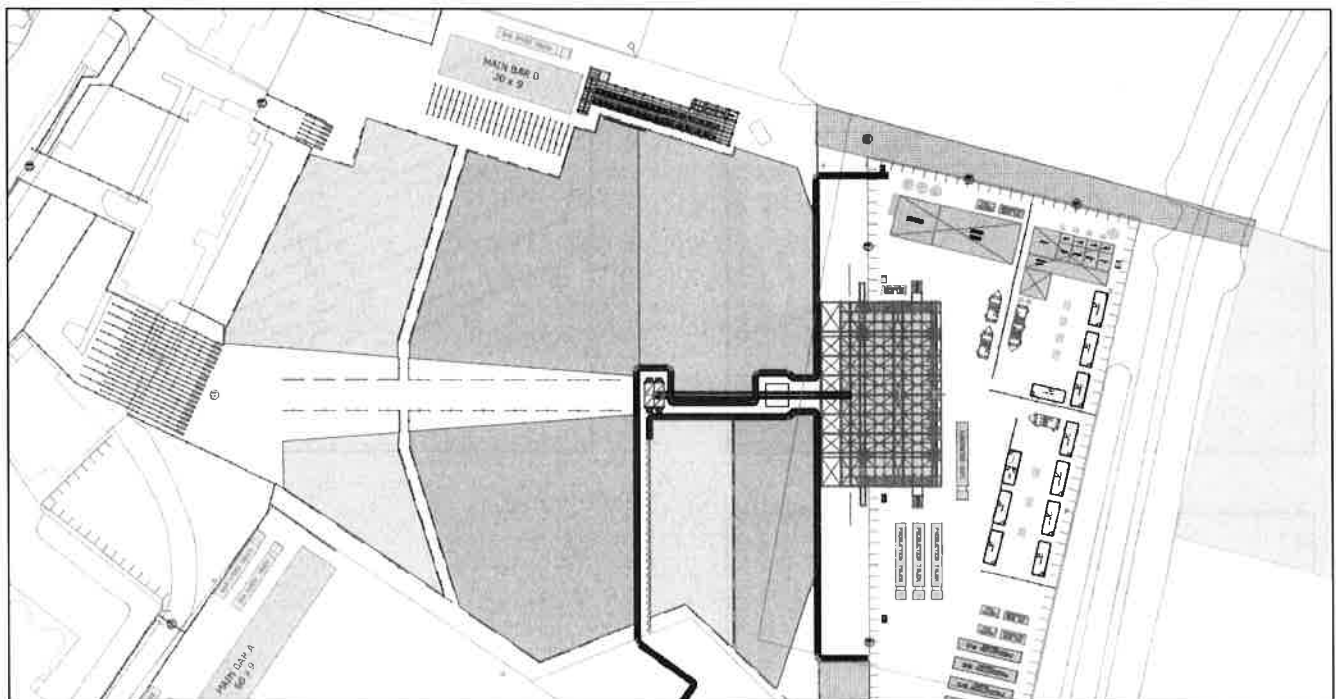
Audience Density

The capacity of each area is as follows

AREA	CAPACITY
GENERAL ADMISSION	16420
THE GARDEN	2500
ACCESSABLE PLATFORM	80
TOTAL ON SALE CAPACITY	19,000

AREA	CAPACITY
STAFF	999

TOTAL SITE CAPACITY	19,999
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zoom

	4 Pax M2 [MAG]	2 Pax M2 [BLUE]	1 Pax M2 [CYAN]	Garden 2 Pax M2	Garden 1 Pax M2	WUP
Area	1938	4107	2163	909	792	-
Density	4	2	1	2	1	-
Capacity	7752	8214	2163	1818	792	80
Total	20,819					

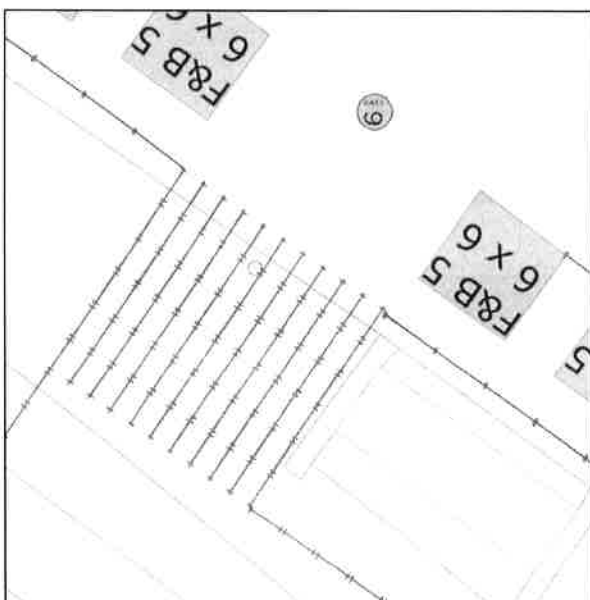
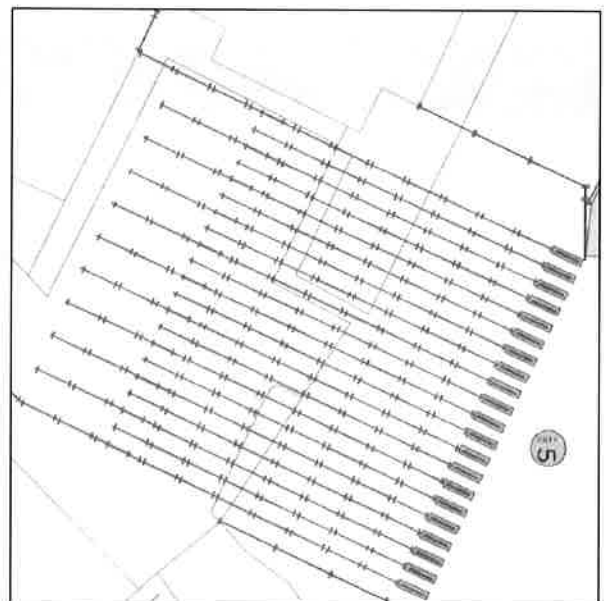
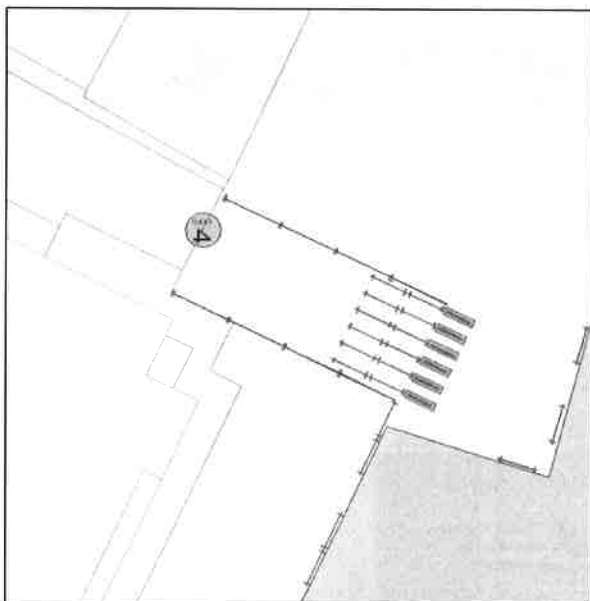
Audience Ingress Plan

The access arrangements for all events will remain the same across the week as follows;

	Gate 4	Gate 5	Gate 9
Lanes	5	20	10
Flow Rate	400 / Hour / Lane	400 / Hour / Lane	400 / Hour / Lane
Capacity / 2 Hours	4,000	16,000	8,000

The green Guide To Safety At Sports Grounds provides an audience flow rate of 660 per hour per entry point. This figure has been significantly adjusted down to take into account the search regime which forms part of the terms and conditions of entry.

We have also calculated the ingress maximum over a 2 hour time period. Where in reality we are expecting to see a staggered ingress over 3 – 4 hours – with some periods of higher flow.



Audience Egress Plan [Emergency Situations]

For access/emergency exits see the site plan in *APP 01 - MASTER GROUND PLAN*

Flow Rate

In calculating the capacity of the event we have consulted the guidance given in the Green Guide and HM Government Guidance regards Fire Safety At Outdoor Events.

The most up to date guidance's provides the following advice on rates of passage in an emergency situation;

Guide to Safety at Sports Grounds Sixth Edition 2018 / The informative annex of BS EN 13200 for flow capacity advises that, for a 1.2m:

- on a stepped surface or seated area 79 people can reasonably exit in 1 minute (equal to 66 spectators per minute width per minute)
- on a level surface 100 people can reasonably exit in 1 minute (equal to 82 spectators per metre width per minute)

Fire Safety Risk Assessment Open Air Events and Venues 2007 The capacity of an escape route is determined by the rate at which people pass along the route during each minute of the defined escape time. The following are suggested rates of passage for open-air parts of venues:

- on all routes within seated accommodation (including gangways and ramps) and stairways – 73 people/metre/minute; and
- on all routes in other parts of the event or venue (including within standing accommodation) – 109 people/metre/minute.

Given the different advice we use the lower rates in line with the BS 13200 standard, which advises that, for a 1.2m:

- on a stepped surface or seated area 79 people can reasonably exit in 1 minute (equal to 66 spectators per minute width per minute)
- on a level surface 100 people can reasonably exit in 1 minute (equal to 82 spectators per metre width per minute)

Evacuation Time

The emergency evacuation time is a calculation which, together with the rate of passage, is used to determine the capacity of the emergency exit system from the viewing accommodation to a place of safety or reasonable safety, in the event of an emergency.

These are based on BS EN 13200, which advises that;

Low Risk	8 Minutes
Medium Risk	5 Minutes
High Risk	2.5 Minutes

In determining which fire risk factor to apply we have used the guidance detailed in the same publication along with the risk assessments completed, as detailed below.

Categorisation of Low Fire Risk

A low fire risk seated or standing area at a sports ground is likely to be one where:

- the risk of a fire occurring is low, and
- in the unlikely event of a fire, the potential for the fire, heat or smoke generated by it, to spread, is negligible, and;
- there is a minimal risk to life.

Such structures might include open terraces and stands constructed of non-combustible materials with fully protected catering outlets.

For low risk seated and standing areas, the emergency evacuation time for all spectators to reach a place of safety or reasonable safety should be no more than **eight minutes**.

Categorisation of Medium Fire Risk

A normal fire risk seated or standing area is likely to be one where:

- the risk of a fire spreading is low
- should a fire occur it is likely to be confined to a room or its place of origin
- there is in place an effective fire suppression or containment system.

For normal risk seated and standing areas, the emergency evacuation time for all spectators to reach a place of safety or reasonable safety should be no more than **six minutes**.

Categorisation of Higher Fire Risk

The type of spectator accommodation most at risk from fire is the covered stand. A higher fire risk seated or standing area is likely to be one where one or more of the following characteristics apply:

- the construction consists of combustible materials
- structural features could promote the spread of fire, heat and smoke
- there are voids under seating decks, floors or terraces where waste or litter may accumulate
- there are several storeys, with exiting systems from the upper levels routed through hospitality areas
- the concourse areas have inadequate fire separation between retail and/or catering facilities and the emergency evacuation routes
- highly flammable or explosive materials are present
- people in the area are at risk from an incident occurring in an adjacent premise.

For higher risk seated and standing areas, the emergency evacuation time for all spectators to reach a place of safety or reasonable safety should be no more than **two and a half minutes**.

It is stressed that the list of characteristics summarised in above are for general guidance only. Any fire risk assessment must take into account all relevant local circumstances.

Final Egress Route Capacities**Public Areas**

Gate	Width (M)	Minutes	Persons	Gate Use	Capacity
1 [From 4]	5.5	8	82	Ingress / Emg Exit	3,608
2 [From 5]	TBC	8	66	Ingress / Emg Exit [Potentially Stepped]	
3 [From 5]	5.3	8	66	Ingress / Emg Exit [Potentially Stepped]	2798
7	3.5	8	82	Emergency Exit	2296
8	3.5	8	82	Emergency Exit	2296
9	14	8	82	Ingress / Emg Exit	9184
10	7	8	82	Emergency Exit	4592
11	6	8	82	Emergency Exit	3936
14	7	8	82	Emergency Exit	4592
TOTAL					33,302

Total Available Escape Width 51.8m

Minus Largest Exit 37.8m

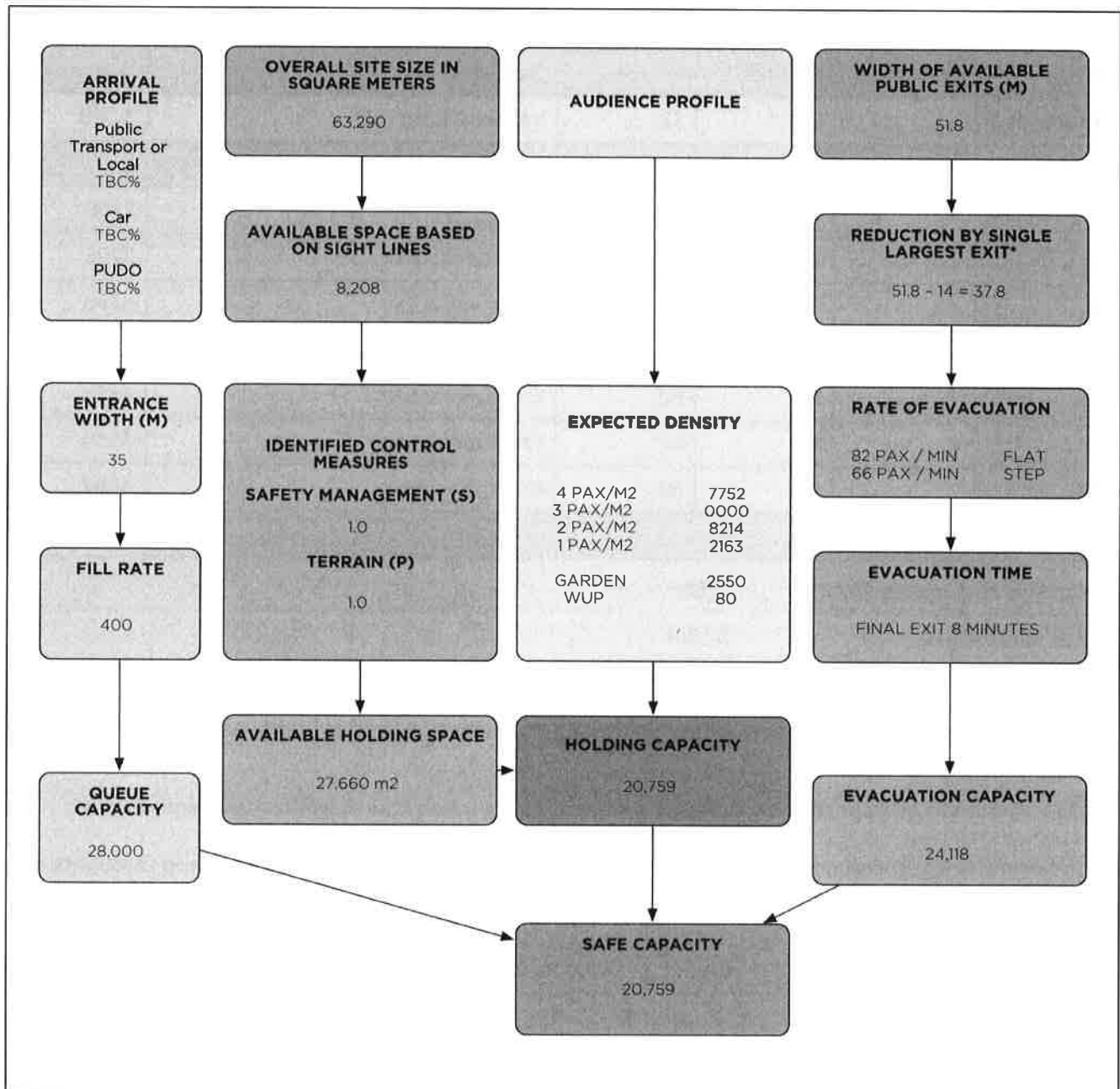
Total Available Escape Capacity 24,118 PAX

Each Gate will comprise of fencing panels which can be opened, moved or removed by hand without the need for tools.

All exit routes will be kept clear by stewards who will ensure a free flow at all times during the event.

In the event of an emergency additional lighting will be switched on at every exit gate and throughout the arena.

Site Capacity



Based on the above calculations the safe capacity for the arena on all events is 22,189 people. However due to staff numbers and taking into account the licensing capacity the following will be admitted to the site;

AREA	CAPACITY
GENERAL ADMISSION	16,420
THE GARDEN	2500
ACCESSABLE PLATFORM	80
STAFF	999

Cuffe & Taylor acknowledge their responsibility to ensure the audience, at all times, are safe and comfortable and that the infrastructure/services can accommodate the occupancy, the actual space and services available can accommodate much greater numbers than will permitted.

Crowd Management & Security

Planning

Cuffe & Taylor will be providing security and stewards for the following areas via **TBC**

- Pitch Audience Accommodation
- The Pit & Stage Areas
- BOH Areas
- Entrance Management including searching & ticket scanning
- Existing stands
- Hospitality areas
- Extended Perimeter in adjacent roads

Roles & Responsibilities

The following roles and responsibilities form the basis of the requirements issues by Cuffe & Taylor;

- To provide adequate numbers of Security / Stewarding personnel for the ingress, egress and fixed security positions during the event;
- To provide an appropriate search procedure for patrons during ingress into the event;
- To monitor the ingress of the public into the venue in a safe and orderly fashion, and where reasonably practicable, pro-actively employ crowd management methods to ensure the safe population of the event space;
- To monitor patrons and report incidents of public disorder to the Event Control Centre upon which it will be logged accordingly;
- To resolve incidents of Public Disorder;
- To monitor and deter audience members from committing acts of crime. Where it is suspected an incident of crime has occurred to report this to the Event Control Centre and assist the police in their investigations;
- To enforce accreditation systems as outlined by Cuffe & Taylor;
- To have a representative on the Event Liaison Team (ELT) and assist as instructed in the response to a Major incident by either the Event Safety Manager, Event Manager, Company Director or Emergency Services.

In addition to these specific roles **TBC** also have a responsibility to report any issues to Cuffe & Taylor that they feel are specific to the event for resolution prior to the event.

Crowd Management Risk Assessment

The detailed Crowd Management Plan and Risk assessment produced by **TBC** is available in *APP 07 – CROWD MANAGEMENT PLAN*

Audience Admission Policy

General

- a) These Terms and conditions (T&Cs) incorporate, and should be read together with, any Vendor's and/or Agent's T&Cs or regulations, which you can obtain from the point of purchase from the Official Agent
- b) Artists and billed attractions may be subject to change
- c) No trading allowed within the venue without the prior consent of Cuffe & Taylor.
- d) Goods using unauthorised event logos and unauthorised professional recording equipment must be surrendered to staff.
- e) Do not buy tickets or goods from unlawful street traders/touts. They are invalid.
- f) You give your express consent to your actual/ simulated likeness to be included for no fee within any audio or visual recording to be used in any media for any purpose at any time. This includes filming by the police or security staff which may be carried out for the security of customers and/or the prevention of crime.
- g) No unauthorised buses, coaches or trucks will be allowed on site.

Age Policy

- a) No one under 16 will be admitted to site unaccompanied. Under 16's must be accompanied by a ticket holder over the age of 18 at all times whilst on site.

Tickets

- a) Tickets & Passes are non-transferable and only valid when purchased from ticket agents authorised by Cuffe & Taylor.
- b) Tickets & Passes purchased from unauthorised sources will be rendered invalid and admission will be refused.
- c) Tickets must be valid, presented in full, with stubs and not tampered with (in the event of accidental damage, refer to point of purchase prior to the event). Tickets remain the property of Cuffe & Taylor.
- d) Cuffe & Taylor will not issue duplicate tickets for lost or stolen tickets.
- e) Tickets can not be used as part of any marketing, media, sales or promotion, without the prior written consent of Cuffe & Taylor.
- f) The ticket holder is responsible for the ticket until scanned on the gate. At no time will pass-outs be permitted.

Security

- a) Cuffe & Taylor reserves the right to evict a customer without refund and/or refuse admission. See Eviction Policy
- b) You may be bag/body searched at the entrances, on site or when leaving.
- c) Any item(s), reasonably considered for use as a weapon, which may cause danger, offence or disruption to any other person, must be surrendered to staff.

- d) Any person carrying illegal items or carrying out illegal activities will be handed over to Police and admission will be refused.
- e) Anti-social behaviour will lead to eviction (please see eviction policy)

Damage / Losses

- a) Cuffe & Taylor are unable to accept any liability for personal or property damages, losses (including surrendered items) or injuries sustained at this event – other than caused as a result of our negligence.

Prohibited Items

- b) The following is prohibited from all event dates; Gas canisters, Aerosols over 250ml, airhorns, fireworks, flares, illegal substances, drugs, 'Legal Highs' inclusive of N₂O and associated equipment such as balloons, Laser Equipment & Pens, Megaphones, sources of ignition with the exception of lighters, hi-viz jackets, spray cans, professional camera equipment, cans of any kind, umbrellas, open drinks.
- c) The following is prohibited from all event dates, with the exception of advertised picnic events; glass, large drinks over 500ml and soft drinks, food and drink purchased outside of the arena.
- d) Anyone who does not surrender any of the above prohibited items on entry will be refused access to the event.

Fire & Safety

- a) Fires are not permitted anywhere on site.
- b) Smoking is not permitted in the enclosed public spaces including bars, concessions & hospitality areas. This includes E-Cigarettes.
- c) Excessive exposure to loud music may cause damage to your hearing.
- d) Pyrotechnics, Lasers, Smoke Machines, Strobe Lighting & Special Effects may take place during performances.
- e) The use of Drones or similar equipment for any reason is not permitted on or near the event site

Housekeeping

- a) Please use the bins and recycling points provided on site.
- b) Please remember our neighbours and leave the site quietly.
- c) No animals, with the exception of Guide or Hearing Dogs are permitted on site at any time.

Eviction Policy

The licence is granted under strict conditions of attendance and public safety, prevention of disorder and prevention of public nuisance. Any person who disrupts the event under any of the below sections will leave themselves liable for eviction from site. If you are evicted, we will take a photograph of you as part of the eviction process (with your consent).

The decision as to the eviction will be at the discretion of the Security Manager following advice from security staff and line managed by the Security Co-ordinator.

Persons will be liable for eviction under the following circumstances:

- Entering or being onsite without a ticket or relevant pass
- Unacceptable, disruptive or anti-social behavior as outlined below
- Having been arrested or cautioned in connection with a criminal offence, pending or post hand-over to the Police

Unacceptable Behavior that can Lead to Eviction

Includes but it limited to;

- a) Illegal activity;
- b) Breaching the terms and conditions of entry;
- c) Failing to submit to a search upon entry to the site;
- d) Offensive behavior;
- e) Throwing hard objects in the direction of people;
- f) Encouraging others to behave badly by incitement;
- g) Preventing our security or emergency services reacting to a situation;
- h) Building or fueling fires;
- i) Committing a criminal offence but not arrested by the police;
- j) In possession of unlawful drugs, including legal highs
- k) Unofficially selling alcohol, tobacco, counterfeit or any unauthorised goods
- l) Ticket touting;

Eviction Procedure

Once eviction has been determined upon the following will happen;

- a) You will be evicted from site and not allowed re-admission for any further events. Anyone who is evicted is liable to a lifetime ban from Cuffe & Taylor events.

Contingency & Emergency Planning

A major emergency situation will require a multi-agency approach in which the Event Safety Manager, The Event Manager, The Police, Ambulance Service, Fire Service, Event Medical Provider and Event Security Provider all play a part. A clear demarcation of duties and responsibilities will be agreed and understood at the planning stage. Agreed emergency procedures will be issued in writing to all relevant parties.

Major Incident Planning

Various Major Incident Plans are provided in *APP 04 - Major Incident Policy & Procedures* with arrangements for;

- Identification of key decision-making personnel
- Details of the script of coded messages for management and stewards
- Details of the script of public announcements to the audience
- An outline of roles of those involved
- Major Incident Master Plan

Adverse Weather Plans are available in *APP 09 – Adverse Weather Plans*

Definition Of An Emergency

An emergency is defined as:

"An event or situation (occurring anywhere) which threatens serious damage to human welfare in a place in the UK, the environment of a place in the UK or war or terrorism which threatens serious damage to the security of the UK."

Alert & Activation

The alert to Event Control & the Event Liaison Team (ELT) can be made by any radio carrying member of staff utilising pre agreed Code Words.

Activation of the Major Incident Plan can only be called by a Management Pass Holder. These include the Event Manager, Event Safety Manager & Company Directors.

Event Liaison Team

Event Control will be situated by in the BOH compound, as indicated on the site plan, and will be used by the Emergency Liaison Team (ELT).

The ELT is made up of key people needed to ensure the safety of the event;

- Event Manager
- Event Safety Manager
- ShowSEC Manager
- Ice Blue Medical Manager
- Site Manager (as required by Event Safety Manager)
- Company Directors (as required by Event Safety Manager)

In the control room there will be a manned hotline on concert day – the number of which will be communicated locally prior to the concert.

In addition, representatives from the following agencies may be invited into ELT meetings should they wish to attend;

- Officers from City of York Council
- North Yorkshire Police Bronze Commander
- North Yorkshire Police Event Liaison Officer
- North Yorkshire Fire & Rescue Service Manager
- Yorkshire Ambulance Service Bronze Commander
- Yorkshire Ambulance Service Event Liaison Officer

In the event of an emergency Event Control will serve as the primary on site control room under the control of the Event Liaison Team. The Event Safety Manager will assume control until it is deemed that the site is to be handed over to the most senior emergency services personnel on site.

An effective communications system will be implemented as well as detailed communications logging. The control room will have a site plan indicating all services and venue facilities.

Major Incident Command Structure

Cuffe & Taylor will implement the Gold / Silver / Bronze Command Structure

GOLD Event Safety Manager

The Event Safety Manager will assume the role of Gold Commander for the Promoter during a Major Incident.

The Event Safety Manager will be on site in the Control Room during a major incident.

The purpose of Gold Command is the following;

- To be in overall control of the available company resources during a major incident;
- To take an overall view of the incident and in conjunction with Silver Command and the Event Liaison Team formulate an overall response to the incident;
- To liaise with the ELT and local emergency services personnel who are responding to the incident;
- To hand over primacy for the event site to the local emergency services as required during the course major incident;
- To accept the site back from the emergency services as required during the course of a major incident.

SILVER EVENT MANAGER

The Event Manager will assume the role of Silver Commander for the Promoter during a Major Incident.

The purpose of Silver Command is the following;

- To implement the deployment the available company resources during a major incident through the Bronze Commander;
- To form part of the ELT in formulating a response to any major incident.

- To liaise with the ELT and local emergency services personnel who are responding to the incident

BRONZE EVENT CONTROL MANAGER

The Event Control Manager will assume the role of Bronze Commander for the Promoter during a Major Incident. The event control manager will be in the event control room at all times during a major incident.

The purpose of Bronze Command is the following;

- To coordinate resources as directed by the Silver Commander;
- To inform the ELT of the state of play on site offering running information updates;
- To make the initial contact with the emergency services as directed by the Gold / Silver Commander.

The bronze commander will also retain control of the control room at all times and will be the conduit for all agencies to communicate with each other.

Major Incident Response & JESIP Principals



Although not predominantly designed for live events, Cuffe & Taylor will be utilising several of the principals as outlined in the *Joint Emergency Services Interoperability Principles [JESIP]*. These will be amended as required to suit a live event environment.

The five JESIP Principals are below

Principal	Description	At York Festival
Co-Locate	Co-Locate with commanders as soon as practically possible at a single, safe and easily identified location near to the scene	Event Control Room is operational at all times York Festival is open to the public. Control is in a low risk area of the site.
Communicate	Communicate clearly using plain English.	Control Room operates as an English only operation.
Co-ordinate	Co-Ordinate by agreeing the lead service, identify priorities, resources and capabilities for an effective response, including the timings of further meetings	ELT & Command structure in place at all times. Primacy hand over available to blue light services if required.
Jointly Understand Risk	Jointly understand risk by sharing information about the likelihood and potential impact of threats and hazards and to agree potential control measures	Control Room included all relevant members of both the event team and blue light services during a major incident.
Shared Situational Awareness	Established by using METHANE and the Joint Decision Log	Both enacted at York Festival

M/ETHANE

Initial identification of an incident is paramount and all staff on site will be issued with ETHANE guidance within the site briefing. This will allow the control room to manage response to all incidents on site in the most appropriate manner.

E	Exact Location	Where is the Incident.	Be as precise as possible. Use geographical landmarks. Ask that the control room has understood the location.
T	Type of Incident	What kind of Incident is it.	For example Security, Medical, Production, Fire
H	Hazards	What are the hazards at the site if the incident [if any]	Consider the likelihood of a hazard in the area and the severity of the impact. ie, Kitchen fire & gas bottles
A	Access	What is the best route for access and egress	Are the existing RV Points appropriate. What is the best route travelling internally across the site.
N	Number of Affected Persons	How many people are affected by the incident.	One or multiple persons involved in the incident.
E	Emergency Response	What response is needed	ie Security, Medical, Management.

As with all incidents across the site only Red Pass Holders may declare a **Major Incident** as soon as all available information is available to the control room.

Joint Decision Logging

In the event of a Major Incident being declared, or if it appears likely that a major incident will be declared, the Event Gold will ask the control room to switch to a Joint Decision Log. This will be noted in the main event log.

The best practice for filling out a joint decision log are laid out below. It will be the responsibility of the Event Logger to fill this out.

Where commanders work together and make joint decision, they are responsible for recording those decisions in a joint decision log. This should include the time and date the entries were made.

Below are some best practice guidelines when making entries in a decision log:

- The log should be CIA – Clear, Intelligible, Accurate
- The log should be kept electronically or written in ink
- Enter information at the first reasonable opportunity. If there is a delay of more than a few minutes, a short explanation of the reason should be included
- Record all of the decisions and actions taken and the reasons for making them. This may be important at a later date
- Record all questions and answers and any non-verbal communications. Note facts and not your interpretation of them

- *Don't erase mistakes. Rule through them with a single line and initial them. Don't overwrite or write above them*
- *Don't leave blank space. Unused space at the end of lines should be ruled out with a single line. Unused space at the end of a page should be ruled through with a diagonal line, initialled and the date and time added.*

The York Festival JDL Template can be found in APP 04 – Major Incident Policy & Procedure.

Emergency RV Points

RV-01 TBC

RV-02 TBC

RV-03 TBC

FRV-01 TBC

FRV-02 TBC

Media & Public Relations

In the unlikely event of a major incident, there is likely to be a high demand for information from the media. With the development of 24 hour rolling news, the advent of multiple channels and the increase in the number of news websites, the speed at which the media will arrive on mass, should not be underestimated. Effective media management is critical to ensure the public are kept informed of the relevant issues. The media can often support the emergency services and other agencies responding to the incident by disseminating advice and information to assist the public.

Peter Taylor, or the nominated representatives from the promoter will liaise closely with the controlling service and other agencies, organising press conferences, statements and interviews where required.

No communication will be made from site without the express consent of the Command Structure.

Medical Provision

First Aid cover will be provided by Kodiak Medical and a full Event Medical Plan will be drawn up by them and included in *Appendix 06 – Event Medical Plan*.

A record of all people requiring first aid treatment will be kept by Kodiak Medical on site and figures will be made available following the event for analysis.

One qualified person from Kodiak Medical will be nominated to take overall control and coordination of medical provision.

Having regard to the nature of the Show and locality of hospitals, full consultation with the ambulance service will be undertaken.

Local NHS Facilities

The nearest Accident & Emergency Departments are located at

York Hospital
Wigginton Rd, York YO31 8HE

Leeds General Infirmary
Great George St, Leeds LS1 3EX

Onsite Facilities

Medical Facilities will be provided on site for all staff and audience members during the show period.

During build and break periods Kodiak Medical will provide an Emergency Medical Technician or above.

We aim to reduce our impact on the local ambulance service by providing a number of appropriately staffed private conveyance ambulances on site – supplied by a CQC registered provider. Only if these resources are in use will we utilise the 999 service to request a trust ambulance.

Prior to the show commencing, all on site medical staff and the head of security will be briefed and made aware of any contingency plans, including evacuation points, designated ambulance loading points (Emergency Vehicle Rendezvous Point) and forward ambulance aid points. RV's will be reviewed by the Event Safety Manager and designated depending on the location and type of emergency.

The first aid point will be provided with contingency plans and site contact numbers, together with site plans.

All medical teams will be onsite one hour prior to gates. All medical teams will remain on-site until the site is clear of patrons.

All medical staff will wear identified uniforms.

Event Assessment

Under the guidance within the Purple Guide all medical provisions are now based on a risk assessment produced by a suitably qualified and competent person.

Kodiak Medical have completed the Yorkshire Ambulance Service Event Medical Assurance Form which is available in *APP06.1 - YAS Event Medical Assurance Form*

The full medical plan is available to view in *APP 06 - Event Medical Plan*

Both the medical plan and Event Medical Assurance form have been submitted to Yorkshire Ambulance Service separately to this document for review.

Audience Facilities

Sanitary Facilities

The location of all on site sanitary facilities is outlined in *APP 01 – MASTER SITE PLAN*

Toilet facilities will be provided by TBC. The design of said toilet units will be in line with BS 6465-1:2006

The number of sanitary facilities provided is determined in line with Purple Guide recommendations and is based on the evening with the most female attendees;

Percentage Split	WCs	Urinals
Male - 35%	1 Per 500	1 Per 150
Total Male Provision 6,825	14	46
Female - 65%	1 Per 100	
Total Female Provision 12,675	127	
TOTAL	141	46

Facilities for Audience Members with Additional Needs

As per the Equality Act Cuffe & Taylor are committed to providing sanitary facilities with equal access for all.

It is however to be noted that the Equality Act does not provide a minimum standard for Sanitary Facilities.

To ensure adequate provision of accessible facilities Cuffe & Taylor will provide accessible toilet facilities in all toilet compounds equal to 3% of the total occupancy of the site.

We will also have accessible sanitary facilities in the vicinity of the Accessible viewing platform for the exclusive use of ambulant disabled patrons and Accessible Viewing Platform Users.

Cuffe & Taylor are also partnering with Mobiloo to introduce a mobile changing place to York Festival.



Food, Refreshment & Drinking Water

All additional concessions are displayed on *APP 01 – MASTER GROUND PLAN*

Food Concessions

Concessions will be provided by TBC. There will be on average across the site 1 concession per 1000 visitors serving a range of hot and cold food including vegetarian and vegan options.

The Cuffe & Taylor Mobile Catering Policy must be signed by all concessionaires prior to access to the site. This takes into account the guidance in the following documents;

- Food Safety Act;
- CIEH national Guidance for Outdoor & Mobile Catering;
- Chief Fire Officers Association - Fire Risk Assessment - Food Concessions;

On site inspections will be carried out by Eat Me Drink Me to ensure compliance with all relevant legislation.

Refreshments

TBC, will be providing all public refreshments on the site via 3 locations.

- Main Bar A – General Admission
- Main Bar B – General Admission
- The Garden Bar

All three locations will stock a range of alcoholic and non-alcoholic beverages including Draft Beer, Draft Cider, Wine, Spirits, Mixers & Soft Drinks. Bottled Water will also be available for purchase.

Free Drinking Water

Free to use potable water stations will be located at the following locations as outlined on *APP 01 – Master Ground Plan*;

- TBC

Information & Welfare

Information relating to on-site facilities i.e. exits and entrances, toilets including toilets for wheelchair users, car parks, first aid points, lost persons meeting point, wheelchair users viewing area will all be signed. Also we will provide ear plugs, at the front of stage for staff and concert attendees.

Lost Property

Arrangements will be made for the: recording, collection, storage and retrieval of lost property during the event. This will be from Event Control. However, all unclaimed lost property will be discarded upon exiting the site on close down.

Safeguarding Vulnerable Persons

Cuffe and Taylor have a moral and legal obligation to ensure that, when given responsibility for children all staff, chaperones, parents/legal guardians and volunteers accept their responsibilities to safeguard children and vulnerable adults from harm and abuse. This means to ensure that everyone follow procedures to protect children and vulnerable adults and report any concerns about their welfare to appropriate authorities.

There are four elements to our policy;

- Definitions of Abuse and Neglect.
- Prevention through awareness of each individual persons needs.
- Procedures for identifying and reporting cases or suspected cases, of abuse.
- Dealing with Found / Lost Children & Vulnerable Adults on an event site.

The aim of the policy is to promote good practice, providing vulnerable persons with appropriate safety/protection whilst in the care of Cuffe and Taylor and to allow staff and volunteers to make informed and confident responses to specific protection issues.

As part of our commitment to Safeguarding we have worked with Excel Social Care & Therapeutic Services & Ice Blue Medial in the development of this policy.

There is a meeting point identified on *APP 01 – Master Ground Plan*

Definitions

The term "lost child" is often used to describe a child found without a parent / guardian or a child reported as missing by the parent or guardian. For the purpose of this policy and where possible within our site conversations we will use the following terms:

- Found Child – This is often what is meant when someone says they have a "lost child". This is a situation where a child is found without their parent or guardian and needs to be safely looked after until the parent/guardian can be located.
- Missing Child – This is where a parent/guardian cannot find their child and have asked for help. This is a very serious situation as the child may be in a position of danger and their safety compromised.

Both of the above can be adapted for vulnerable adults.

Safeguarding Policy

All safeguarding information that is enacted on Cuffe & Taylor event sites can be found in *ANN 04 – Live Event Safeguarding Policy*

Communications

Communications in regards to live events come in many forms be they internal or with members of the public. Cuffe & Taylor have identified the following communications which will be individually addressed

- Internal Site Communications
- Communication with Safety Advisory Groups
- Communication with Emergency Services
- Communication with Suppliers & artists prior to the event
- On site communications with the public
- Off site communication with the public [ie online / radio / TV]

Internal Site Communications

The primary method for internal site communications is via 2-way radio network. [RADIO SUPPLIER] have supplied radios in good working order for York Festival. Numbers of required radios have been assessed and provided by the Event Manager in liaison with the Security Manager.

During live site operations, communications will be via the following matrix. In many instances different teams may not talk directly with one and other [back to back] but rather will communicate via the event controller. This allows the Event Controller & Event Safety Manager to have a full understanding of what is happening at any one time on site.

	PROMOTER	SECURITY	MEDICAL	SITE MGMT	EMG SERVICES	PARKING	SITE SALES
PROMOTER	Back To Back	Control	Control	Control / Back to Back	Control [999]	Control	Control
SECURITY	Control	Back To Back	Control	Control	Control [999]	Control	Control
MEDICAL	Control	Control	Back To Back	Control	Control [999]	Control	Control
SITE MGMT	Control	Control	Control	Back To Back	Control [999]	Control	Control
EMG SERVICES	Control [999]	Control [999]	Control [999]	Control [999]	EMG SERVICES NETWORK	Control [999]	Control [999]
PARKING	Control	Control	Control	Control	Control [999]	Back To Back	Control
SITE SALES	Control / Back to Back	Control	Control	Control	Control [999]	Control	Back To Back

During an emergency situation RADIO SILENCE will be declared across all radio channels and must be maintained by all staff. The following Radio Channels will be employed during the event by all staff.

Internal communications will also be carried out using mobile phones - however it is worth noting that in the aftermath of an event the mobile network may be unreliable and as such the radio network should be relied upon.

Communication with Safety Advisory Groups

For York Festival Cuffe & Taylor have been in consultation with the Safety Advisory Group in the planning stages of the event. The following will be communicated to the Safety Advisory Group prior to the event;

Event Management Safety Plan and all associated documents
Site Management, Build & Break Risk Assessments & Method Statements
Structural information for all Temporary Demountable Structures
Communication Protocols for during the event

All documentation will be issued via the dedicated Cuffe & Taylor Documents Portal [www.ct-documents.com] to authorised persons only.

Safety Advisory groups will also be issued with the Event Control Contact Number 01772 585 935

Cuffe & Taylor will also attend Safety Advisory Group Meetings as required.

Before the site opens to the public the Safety Advisory Group will be invited to undertake a site walk around and will be issued with copies of all relevant certifications and sign offs for the site. During the event members of the Safety Advisory Group will be welcome on site to carry out inspections as required.

Communications with the Emergency Services

In the event of an incident on site it is likely that the emergency services will receive a number of calls from the public.

Staff on site should direct all requirements for emergency services presence through the event control room. When asking for emergency services they should provide the following information;

- Service Required [Police / Fire / Ambulance / Coast Guard]
- Nature of the Incident
- Location of the Incident

The event control room will then contact the emergency services giving the following information;

- Service Required [Police / Fire / Ambulance / Coast Guard]
- Nature of the Incident
- RV point / external gate for attendance.

Where possible the control room will maintain contact with the reporting staff member and the emergency services relaying messages.

A member of the event control staff will be dispatched to the RV Point / External gate to meet the emergency services. A radio broadcast will also be made to relevant security personnel to inform them of the incoming services.

Communications with Residents

York Festival will communicate the timings of the event to all immediate neighbors approx. 3 months prior to the event. Residents also have the opportunity to tour the site prior to public opening.

Temporary Demountable Structures

All structures at this event will be built in accordance with Guidance for the Management & Use of Stages and related temporary event structures 2015.

The legal obligations of companies are set out in the Health and Safety at Work etc. Act 1974 and its associated regulations and the above named guidance seek neither to replace nor to encompass the full range of obligations for the sector. Special attention should be directed, but not limited, to CDM-, the Work at Height Regulations-, Lifting Operations and Lifting Equipment Regulations-, and the Management of Health and Safety at Work Regulations-. Relevant codes and standards should be adhered to.

Advice should be sought from a range of other sources; these include the HSE www.hse.gov.uk; the Purple Guide- and IStructE guidance-

General Principals

All temporary structures and equipment installations will be designed and built/installed by proprietary contractors.

Full details of temporary structures will be submitted to the Local Council Safety Advisory Group for review, if required.

Full technical drawings, supporting calculations and any relevant test results will be made available before construction commences. All design loads will be in accordance with the appropriate British Standards having regard to their location and use.

All contractors will submit safety method statements and risk assessments to the Principle Designer (PD) in respect of their onsite activity; these will include details of employee/sub-contractor competencies and training in respect of their ability to construct, use, de-construct and operate the equipment used.

All activities at the event site relating to the erection and construction of the structures will be monitored by the Principal Designer for that structure and Principle Contractor for that structure who will ensure that contractors and personnel follow safe working practices and erect the temporary structures as detailed in the specification.

The Principal Designer for the structure will ensure that all structures are checked by a competent person and certified as being safe before they are used. Structures erected and certificated for the event will provide completion certificates as shown in *Contractor Specific Risk Assessments*

All stages and marquees will be installed with suitable and sufficient means of access and egress, which will be shown on the individual design plans.

Transport Management

An assessment of the likely impact of road traffic before, during and after the event will be carried out in consultation with the Police and local authorities.

At all times emergency access will be maintained.

Temporary Road or Public Right of Way Closures

- TBC in consultation with Traffic Management Contractor, City of York Council & SAG Group

Car Parking

Car Parking will be as displayed in *APP 10 – Traffic Management – Signage Schedule*

- TBC in consultation with Traffic Management Contractor, City of York Council & SAG Group

Signposting

Traffic Management signage will be as displayed in *APP 10 – Traffic Management – Signage Schedule*

Pedestrian Access

Pedestrians will via GATE A, B & C

Site Access for Contractor & Supplier Vehicles

Event Control when live and the site office when in build and break will authorise vehicle access on to the site.

Vehicles must observe the site safety limit of 5mph.

Trained banksmen will be used when there is need for vehicles to reverse.

All vehicles are to be clear of site 1 hour prior to gates opening where reasonably practicable. A vehicle movement curfew will be in place across all public areas of the site whilst open to the public and will only be lifted by the control room post site clearance.

Fire Safety

In order to comply with the RRFO, the principal designer has completed a Fire Risk Assessments for all elements of the event. This can be viewed in *APP 03 - FIRE RISK ASSESSMENT*

The Risk Assessment identifies the fire hazards and persons at risk, and must endeavor to remove or reduce these risks.

APP 02 - EVENT RISK ASSESSMENT incorporates the Fire Risk Assessments in the individual sections.

In addition each contractor supplying equipment/structures or working at the event will complete their own risk assessments which will be reviewed and included in *CONTRACTOR SPECIFIC RISK ASSESSMENTS*

All risk assessments are treated as live documents throughout the event.

Fire Risk Assessment Workflow**1****IDENTIFY FIRE HAZARDS**

SOURCES OF IGNITION
SOURCES OF FUEL
SOURCES OF OXYGEN

2**IDENTIFY PEOPLE AT RISK**

PEOPLE IN THE PREMISES [AUDIENCE / ARTISTS / STAFF]
PEOPLE ESPECIALLY AT RISK

3**EVALUATE, REMOVE, REDUCE & PROTECT FROM RISK**

EVALUATE THE RISK OF FIRE OCCURRING
EVALUATE THE RISK TO PEOPLE FROM FIRE
REMOVE OR REDUCE FIRE HAZARDS
REMOVE OR REDUCE RISKS TO PERSONS;
- DETECTION & WARNING
- FIRE FIGHTING APPLIANCES
- ESCAPE ROUTES
- LIGHTING
- SIGNS & NOTICES
- MAINTENANCE

4**RECORD, PLAN, INFORM, INSTRUCT & TRAIN**

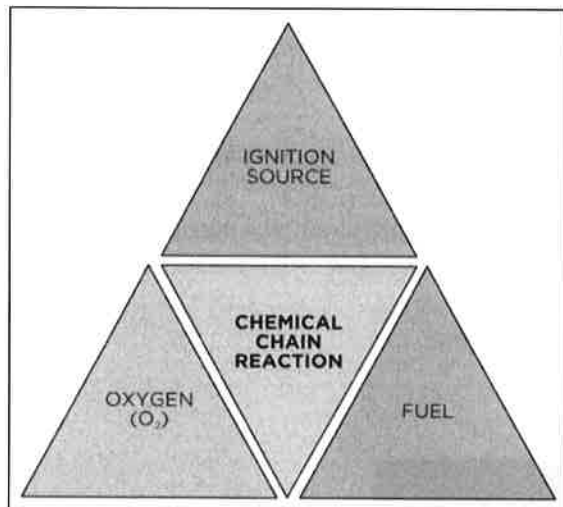
RECORD SIGNIFICANT FINDINGS AND ACTION TAKEN
PREPARE AN EMERGENCY PLAN
INFORM & INSTRUCT RELEVANT PEOPLE; CO-OPERATE & CO-ORDINATE
PROVIDE TRAINING

5**REVIEW**

COMPLETE POST EVENT REVIEW
INCORPORATE REVIEW INTO FURTHER EVENT DOCUMENTATION

Identification of Fire Hazards

APP 03 - FIRE RISK ASSESSMENT identifies the fire hazards on site in line with the diagram below. Outline examples are shown below.



Sources of Ignition

Include but are not limited to; Production Equipment, Cooking Appliances, Cigarettes, Hot Work Processes, Generators, Deliberate Acts.

Sources of Fuel

Include but are not limited to; Vehicles, Flammable Gasses used in Kitchen Areas, Structural components such as Marquee Sheeting, Furniture, Waste.

Sources of Oxygen

Include but are not limited to; Atmospheric Oxygen, Oxygen in medical areas, oxidising materials.

Identification of those at risk at any given time on an event site is displayed in APP 03 - FIRE RISK ASSESSMENT. During build and break periods staff and contractors are at risk. There is a large occupancy swell during the public admittance times.

Special attention is paid to those with additional needs.

Fire Fighting Equipment



Escape Routes , Capacity & Audience Profile

As part of the design of the site the Principal Designer has established the capacity of the site taking into account the Escape Routes & Audience Profile. Capacity Calculations are demonstrated in the Audience Capacity section of this document. Escape Routes are shown in APP 01 - MASTER GROUNDPLAN

Exit Signage

All escape routes on site are sign posted with directional signage. Signage is designed in compliance with Signage & Signals Regulations and BS 5499-10:2014

Signage within the public arena will be elevated as to be seen from distance. An example of exit signage is displayed below;



Electrical

Production electrical supply on site will be installed by Fourth Generation.

All systems will be managed in accordance with Electricity at Work Regulations and temporary supplies will be designed and installed in accordance with BS 7909:2011.

All distribution equipment installed on site will conform to BS EN 61439-2:2011

Risk assessments and Method Statements from **TBC** can be viewed in *Contractor Specific Risk Assessments*.

The venue will be providing a fully qualified commercial electrician on site during concert day.

Electrical Systems Planning

In the build up phase of the event the Principal Designer has worked with **TBC** to establish the power requirements of the event. This includes but is not limited to;

- Site Plan & Power Locations. Demonstrated in *APP 01 - MASTER GROUNDPLAN*
- Requirements of Production, Catering, Site Services etc. in relation to power
- Location of generators to best serve event requirements whilst reducing nuisance (noise) and risk (fire).
- Adequate earth bonding opportunities.
- Electrical backup
- The environment which equipment is to be used - ie outdoors.

Electrical Installation

TBC will be responsible for safe connection and disconnection of the supply and will provide sufficient competent personnel to monitor the supply during the event and repair faults should any arise.

All electrical equipment will be installed, so far as is reasonably practicable, so that it cannot be interfered with by the public or unauthorized employees. All equipment exposed to weather will be suitably protected. All electrical installations will be fitted with Earth Leakage Circuit Breakers and Earth Spikes, where necessary.

All work on site will be carried out under the control and supervision of a competent electrician who will remain on site whilst the public are present. Upon completion of the installation this person will test the system and provide electrical sign off certificates including a schedule of test results prior to the public being given access to areas of the site. The two-page form prescribed in BS 7909 should be utilised.

Copies of these certificates will be obtained by the Principal Designer, retained and made available to the local authority on request.

Cables will be routed or covered so that they will not cause a tripping hazard or be crushed by vehicular traffic. Cables carrying hazardous voltages, e.g. those that could cause electrical shock if damaged, will be protected against contact with sharp edges or crushing by heavy loads. All temporary overhead cables will be securely fixed in position out of the reach of the public.

Generators

The Principal Contractor will co-ordinate the siting and safety of the generators. All portable generators for electrical power supplies in the venue will be appropriately located and guarded from unauthorised persons. All generators will be with Earth Leakage Circuit Breakers and Earth Spikes, where necessary.

Petrol generators will not be permitted on site or on any elements of the show.

The Event Safety Manager will inspect the condition of the generators and ensure that fire-fighting equipment is in place prior to use.

Portable Electrical Equipment

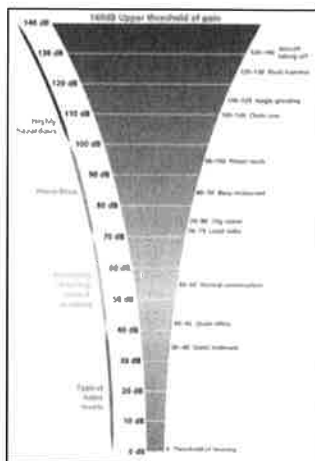
Portable electrical equipment is defined as equipment which is not part of a fixed installation but is, or intended to be, connected to a fixed installation or a generator by means of a flexible cable and either a plug and socket or a spur box, or similar means. The particular legal requirements relating to the use and maintenance of electrical equipment are contained in the Electricity at Work Regulations.

All portable electrical equipment brought onto a site should be in a safe and serviceable condition and evidence should be available via certification and labelling that the electrical equipment is maintained correctly, within a valid time period, and that the equipment has been subjected to routine inspection and testing.

All equipment should be inspected and maintained according to the requirements of the Electricity at Work Regulations.

Noise Management

When planning for York Festival Cuffe & Taylor have taken the following into account regarding noise;



- the nature of the event and music
- the site/venue layout
- where there may be a risk from noise and who will be affected
- separating performers and staff from the sound
- expected sound levels and expected durations
- selection of loudspeaker types and other equipment
- suitable control measures available for noise hazards
- the need to allow for sufficient rehearsal time to identify and control any unforeseen risks

Workers

The duties in the Noise Regulations are in addition to the general duties set out in the Health and Safety at Work etc. Act 1974.

These general duties extend to the safeguarding of the health and safety, including the risk of hearing damage, of people who are not your employees, such as contractors and members of the public.

Employees also have duties under the HSW Act to take care of their own health and safety and that of others whom their work may affect and to co-operate with employers so that they may comply with health and safety legislation.

If noise exposure is likely to reach the second action level of 90 dB (A) or the peak action level of 140 dB, Cuffe & Taylor will:

- Ensure that a noise assessment is made by a competent person;
- Provide workers with information and training;
- Reduce exposure as far as is reasonably practicable by reducing sound levels or the time exposed to the noise or both (without ear protection);
- Provide ear protection to all workers and ensure that they are used correctly. The Regulations also require workers to comply with the employer's instructions in respect of noise exposure, including wearing ear protection or taking breaks where necessary;
- Mark ear protection zones and make sure that everyone who goes into them uses ear protection. This can include entrances to the stage area, sound mixing and lighting towers, and loudspeaker towers.

Audience

There is no specific legislation setting noise limits for the audience exposure to noise. However, the general requirements of the HSW act and civil law duties relating to the negligence reveal that audiences need to be protected against and informed of the risk of damage to their hearing.

The event equivalent continuous sound level (Event LeAQ) in any part of the audience area should not exceed 107 dB (A), and the peak sound pressure level should not exceed 140 dB

The above sound-level exposure values are for the whole audience area. For practical purposes, it is usual for audience sound-level exposure to be monitored close to the front-of-house sound mixing position. For the largest outdoor and indoor venues, this can be up to 75m from the front of stage barrier position where the audience sound level exposure can be significantly higher than at the front of house sound mixing position, although this definition cannot practically be applied to the centre court layout which does not include such positions and areas.

Where practicable, the audience will not be allowed within 3m of any loud speaker. This will be achieved by the use of approved safety barriers and dedicated stewards, location of speakers and the wearing of appropriate ear protection.

Noise Assessments

To enable effective management of sound and vibration levels, both in terms of ear protection and external nuisance to the nearby community, a pre-event assessment of likely sound levels, coupled with monitoring and control of sound levels during the event will be carried out.

Waste Management

Waste bins will be provided for all catering waste in the secure areas to the rear of catering units.

The Event Safety Team will monitor the areas to ensure inappropriate levels of waste and combustible items do not build up during the event period. The client will provide a number of litter pickers throughout the duration of the show. However it should be noted that crowd behaviour and density will limit their effectiveness and use during the event.

All areas in the immediate vicinity of the site will be cleared of litter. All clean-up staff will be provided with appropriate PPE.

Waste will be cleared from bins and removed after the audience has moved off the site. Suitable waste disposal will be carried out.

The production company will arrange and contract the cleaning services.

The production company are fully aware and conscious of their responsibilities for recycling and environmental awareness. With that in mind, wherever possible, all waste will be segregated and recycled.

The contractor responsible for removing the waste is **TBC** who will be providing the bins and arranging for their emptying prior to 9am each morning following the concerts.

Special Effects & Fireworks

There are currently no plans for fireworks or special effects at this show.

Should this change this will be in full consultation with the local Safety Advisory Group and this section of the document will be updated.

Conditions agreed with North Yorkshire Police (For information only)

1. A draft of the Event Management Plan (EMP) will be produced three months prior to the event each year and will be submitted to the Licensing Authority and all the members of the Safety Advisory Group (SAG). Following consultation with the SAG, the Licensing Authority shall notify the premises licence holder in writing that the draft EMP is acceptable or unacceptable within one calendar month of the event taking place. The event shall not take place until the draft Event Management Plan has been agreed by the Licensing Authority in consultation with the SAG. Once agreed no change shall be made to the draft EMP without the agreement of the Licensing Authority or Police.

2. With the exception of private areas exclusively for artists and bona fide guests, all drinks shall be served in non-glass vessels only. For glass bottled drinks, the drink is to be decanted into non-glass vessels.

3. The licence holder will operate a Challenge 25 Age Verification Policy. Notices must be displayed in prominent positions indicating that the Challenge 25 policy is in force.

4. Documented staff training will be given regarding staff's obligation under the Licensing Act in respect of the:-

- Retail sale of alcohol
- Age verification policy
- Conditions attached to the Premises Licence
- Permitted Licensable activities
- The Licensing objectives and
- The Opening Times of the venue.

Such records shall be kept for a minimum of one year and will be made available immediately upon request from any Responsible Authority.

5. A Refusals Register and Incident Report Register will be kept. Such documents will record incidents of staff refusals of alcohol sales to under-age or drunk people as well as incidents of any anti-social behaviour and ejections from the premises.

Such records shall be kept for at least one year. [For the avoidance of doubt, the one year period relates to each respective entry in the log book and runs from the date of that particular entry]: They will be made available immediately upon a reasonable request from any responsible authority.

6. No retail sale of alcohol shall take place from a bar or beer tent unless there is a Personal Licence holder present to authorise sales. The Personal Licence holder shall be based on the bar and will be available within 5 minutes of request by authorities when alcohol sales take place.

7. It is the responsibility of the Designated Premises Supervisor to conduct a risk assessment to decide the number of SIA registered security staff needed for the event. This shall include a minimum of 2 x SIA door supervisors on each bar and be included in the Event management plan which is to be submitted to the Licensing authority and Safety advisory group (SAG) before the event.

When SIA Door Supervisors are on duty, they shall wear high visibility arm bands and sign in and out of the premises in a register providing their full name and SIA number.

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Bielby, Angela (Democratic Services)

From: Golightly, Michael
Sent: 06 February 2020 09:09
To: EAP Licensing Unit
Subject: Premises license application for the York Festival, York Sport Club, Shipton Road, York, YO30 5RE

Dear Helen

In response to the premises license application for the York Festival at the York Sports Club on Shipton Road, York, YO30 5RE public protection wish to make representation in respect of public nuisance.

The premises

York Sports club is a premises located on Shipton Road in York and includes a clubhouse, sports facilities, and external sports fields. The clubhouse contains four functions rooms and a number of internal bars. In addition the premises has an external licensed seating area to the rear of the clubhouse. York Sport Club is surrounded by a large number of residential premises, with the nearest properties being located along Shipton Road, Galtres Grove and properties adjacent to the cricket ground. In addition there are a number of other noise sensitive receivers nearby located in the Clifton Park commercial estate, including a hotel.

Previous Site History:

Since 2017 Public protection have received 10 complaints from local residents about noise arising from events taking place at York Sport Club, with complaints being received from 9 different properties. These complaints have generally concerned noise from live music events where music has taken place in external areas to the Sports Club.

Prior to 2017 Public Protection received complaints from 6 properties regarding noise from York Sports Club, with officers from Public Protection witnessing noise from music inside a complainants property on one occasion which, had it continued, would have been classified as a statutory noise nuisance. On all the other occasions officers from Public Protection were not able to witness the alleged noise nuisances due to officers not being on duty at the time.

The planned event

The planned event is a three day music festival event which will include a number of high profile acts and bands which would be likely, given the close proximity of residential properties to the venue, to result in noise complaints and public nuisance. National guidance on noise levels associated with music events is

provided in The Noise Council Code of Practice on Environmental Noise Control at Concerts, with levels within the guidance being locally implemented by City of York Council in our guidance “Code of Practice and Guidance Notes on Noise Control for Concerts and Outdoor Events”.

Given the type of venue, a sports club and sports fields, it is considered that the venue would be classified as an urban and rural venue, rather than an urban stadium or arena, since the premises is located in a suburban area and there is no arena or stadium with its associated infrastructure of stands etc.

According to the Noise Council Code of Practice on Environmental Noise Control at Concerts guidance the proposed event and licence application would involve 1 to 3 days in a calendar year for an urban or rural venue, as a result it is considered that the appropriate guideline music noise level (MNL) for the site would be as follows:

The Music Noise Level (MNL), expressed as an LAeq, should not exceed 65dB(A) over a 15 minute period.

Public Protection have proposed to the applicant that the following condition be attached to any premises licence issued in order to prevent public nuisance.

Condition 1.

Prior to an event taking place a documented noise management plan shall be submitted to, and approved in writing by City of York Council. Once approved, it shall be implemented immediately. No event shall take place until the approval of the plan. The agreed Noise Management Plan must contain a requirement that the Music Noise Level expressed as an LAeq shall not exceed 65dB(A) over a 15 minute period as measured at the nearest noise sensitive premises.

Public Protection has tried to mediate with the applicant to agree this condition, however, we have been unable to do so.

Given the above Public Protection do have concerns about the licence application due to the potential for noise causing a public nuisance to residents in the surrounding area, unless it is effectively managed by those running any event.

Public Protection is therefore making representations on the grounds of public nuisance and would advise that the premises license is not granted unless the following condition is attached to the license in respect of controlling noise from live music events outside at the premises:

Condition 1.

Prior to an event taking place a documented noise management plan shall be submitted to, and approved in writing by City of York Council. Once approved, it shall be implemented immediately. No event shall take place until the approval of the plan. The agreed Noise Management Plan must contain a requirement that the Music Noise Level expressed as an LAeq shall not exceed 65dB(A) over a 15 minute period as measured at the nearest noise sensitive premises.

Should you have any further queries please contact me on 01904 551580.

Regards

Michael Golightly
Environmental Health Officer

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By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Appendix 7

Other Persons Representations

January 12 2020



Dear Colleagues

York Festival

I am writing on behalf of residents of the Galtres Grove conservation area, 43 properties situated directly opposite the Sports Club, and others, to express our concerns and disappointment both at the proposal itself and the way in which the process has been handled to date. None of us, as far as we can tell, were consulted in advance by the Council or by the Sports Club with regard to this event and only heard about through this letter delivered to our doors and an advert in the local press and adverts on local buses all of which suggest it is a more or less done deal. In relation to this, we would like to point out that some of the advertising omits to say that the proposed festival is subject to a licence being agreed; those that do indicate this do so in faint grey lettering (probably 4pt format) at the bottom of large posters which makes this caveat almost unreadable other than with a magnifying glass, and certainly not from the back of a moving bus. This is deceitful and manipulative as it generates the impression that the festival has been agreed and doubtless the volume of ticket sales will be used as implicit pressure on the Committee to agree the licence when they hear from the organisers.

A second technical point before we outline our substantive objections: the blue notices were only posted yesterday (February 11th) at 11am at the Club: this means that the consultation period of 28 days should extend at least until February 8th and not, as the notice suggests, February 6th.

The York Sports Club is a relatively small venue for the volume of traffic expected (we are told it will be in the region of 12,000 to 20,000 visitors per day, equating to around 8-15,000 vehicles). We have been informed that visitors will not be parking anywhere on the Club site and therefore parking will have to take place elsewhere. Following the debacle of the OktoberFest in 2018, when traffic management for what was a much smaller event deteriorated into near chaos during the late evening and early morning, we had an exchange of correspondence with the Secretary of the Sports Club which we took to be an acceptance of the need to consult us and pay attention to local residents' views. We have been informed that the organisers not only agreed to deliver leaflets to each household in the immediate area – which they apparently have done, although again these leaflets make absolutely no mention of the need for a licence to be agreed and indeed suggest again that the festival is a done deal – but that they had gone doorknocking in the area to consult local residents. This is not true: none of the residents in our street have been approached by the organisers.

Following the 2019 OktoberFest, the council agreed to extending the double yellow lines to the south of the entrance to the club as a small measure to mitigate parking and traffic management problems, although this has yet to be done. Our earlier concerns about traffic management and on street parking arose from the fact that the streets in our conservation area date back to 1926 and all three streets in the immediate area, Galtres Grove, Flavian Grove and Malton Way are cul-de-sacs, in the case of the two shorter streets almost too narrow for two ordinary cars to pass each other (and I don't mean Chelsea Tractors). We are also concerned of course to protect and enhance the architecturally historic environment, the conservation area, in which we live.

To be clear, this is not simply a NIMBY type of protest. In our view, the site specified for this event is quite unsuitable for this size and type of event being, in scale, way beyond the disruptive events

which have been held in the past two or three years. Had we been consulted before the promoter was permitted to put tickets for this event on sale, we would have immediately raised a number of issues and questions including the following:

- how will the club and council engage and consult with the community to understand the significant impact of recent previous events?
- what alternate sites were considered for the proposed event? How is it determined that this location was even remotely appropriate?
- has the Council undertaken proper assessments of these impacts – on transport (across the wider city area given the knock-on effects of traffic disruption on the A19), Planning, emergency services, ecology & environment?

In general, as we argue, it is our view that the site is not appropriate for the event with a number of significant concerns about the impact on the local area and the wider city, so we must ask what undertakings were given by the Council to the promoter that gave them confidence to publicise the event and put it on sale without a license in place? We have submitted a Freedom of Information request but the response to this gives no indication that these issues have been raised or resolved.

Although the event is scheduled to take place over three days, we are aware that there will be a significantly longer impact, with a great number of additional vehicles entering and exiting the site to build up and dismantle the infrastructure over a period of weeks. Our thoughts turn immediately to sensitive local facilities such as Limetrees NHS child and family clinic, immediately adjacent the site, whose work is likely to be impacted by construction traffic and noise prior to the event and after. The traffic congestion will make passage of emergency vehicles (of which many use the A19 on a daily basis to reach parts of north York and many North Yorkshire venues) even more difficult than usual.

Traffic management is a key area where we have already had to protest the inadequacy of previous arrangements. The Council's agreement to extend double yellow lines next to the entrance to the club will be totally inadequate as a measure for this kind of event. The entrance to the site is on the A19, a major road with bus routes and, at times, very heavy traffic, being a main route from the north into the city: it is however quite inadequate already to deal with existing traffic, witness traffic backing up and stationary from Clifton Green and polluting the local air environment, sometimes almost as far as the ring road a mile away between 8 and 9 in the morning and 4 and 6 in the evening. I personally doubt that the organisers are even aware of this facet of local traffic flows.

During previous events such as Oktoberfest, traffic management has been inadequate. Even for much smaller events, such as the screening of a football or rugby match at the club, traffic has spilled into our streets, sometimes blocking local access, seriously damaging the grass verges (which we are trying to maintain, including with planting, to protect the quality of the local environment), and creating noise and nuisance at different times of the day, including late at night with drunks creating traffic hazards and taxis queueing for customers. Parking on site has been completely inadequate for these small events and therefore it seems quite impossible that it would be able to cope with this kind of 'major new event'. The club has said that there will be on-site parking, which may be a response to past difficulties, but it seems unlikely that this can be strictly observed. Just before Christmas, a 'small' conference event (regarding day care) was held on site and parking from that not only filled the club's parking facilities but resulted in a line of cars along the A19 which, along with broadband works intermittently sited opposite the club, created something of a hazard for traffic and pedestrians. There is basically only one way in and out of the proposed venue and the additional traffic pressure – either dropping off visitors or searching for parking spaces - will be unsustainable throughout the occupancy and not just on event days.

We have also already had to complain to the Council and the Club regarding noise from previous much smaller events such as the Oktoberfest and major sporting events. With the agreement of the Club, some adjustments were made recently to the timing of these events to reduce noise levels. If, however, this is to be a major event, as claimed, this appears from the plans we have seen to involve a distribution of facilities including the main stage on the edge of the main cricket ground and in this case considerably nearer to residential areas such as ours and Ouselea properties (whose residents we understand are also protesting this proposal), than has previously been the case. Noise from an event of this kind, which is presumably likely to continue late into the evening, will thus be a serious issue. Not only will the noise from stage be audible but the additional traffic noise, and likely disturbance from arriving and departing patrons must also be considered.

Other concerns include the following:

- Insufficient public transport serving the site and no ability to significantly bolster services if cars are to be banned from the site
- Impact on the park and ride services from traffic disruption, affecting the whole of this side of the city
- Parking stress: as noted there is inadequate parking on site and little reasonable parking available nearby
- Public footpaths: the site is used by very many residents to the east of the A19 to walk dogs onto the raised footpath (flood prevention site): is this facility to be blocked for the duration of the event and during construction and dismantling? The unheralded use of fireworks has also distressed dog owners.
- Sensitive ecology: the adjacent lngs is a scientifically protected site and there are likely to be cows grazing on it at this time. How will they be protected from the impacts of noise and thousands of casual visitors?
- There is a significant flood risk attached to this site at all times of the year: has this been factored into planning?

We look forward to a speedy and positive response to our concerns and the opportunity to underline them in person at the relevant committee meeting.

To sum this up, we are certainly not opposed to music festivals of this kind, but this site is patently and completely inappropriate for such an event and we believe that any ameliorative action cannot obscure this fact. We sincerely hope that the local authority has not made any undertakings to the promoter to the contrary, and will robustly challenge their proposal on the grounds of public safety, public nuisance and the other licensing objectives. We look forward to hearing how the organisers will address these other concerns of prevention of crime and disorder, and protection of local children, given that the UK definition of a child is anyone under the age of 18 and an event such as this offers a good opportunity for forms of exploitation such as county lines to be pursued.

Yours sincerely

To Licensing Office and subcommittee.



Dear Colleagues

This is a supplementary codicil to my formal letter to you dated 12 January, in the light of the public meeting which took place on 27 January at York Sports Club and should be read in conjunction with it. That meeting answered none of the questions put by myself and other residents and indeed was a perfect example of obfuscation and confusion on the part of the presenter from Cuffe and Taylor, who clearly had done no homework before the meeting in relation to some absolutely key issues of public safety and public nuisance; I have also now had the chance to examine the licensing application and felt better briefed than was that unfortunate man.

Before I move to some substantive issues, can I reiterate first that the blue notices only were posted on the morning of 11 January and therefore that the consultation period should be extended to 8th February and not the 6th. Secondly, that much of the publicity has failed to indicate that the festival was subject to licence and those posters where it does indicate this, do so in lettering of around 4pt in very pale grey lettering and were thus unreadable. The representative from C and T declined to answer this point: is it in fact illegal to be trading on false terms such as this? This is actually quite manipulative because they will no doubt appear before the committee and argue that as they have sold x thousand tickets, the committee could not possibly disappoint all these punters (and experience their disappointment in political terms.).

I don't want to repeat myself ad nauseam but it seems to me that there are at least three key points on public safety and public nuisance which need to be addressed.

1. Entrance and egress. We are told there will be up to 20,000 people attending, none of them coming by car to the site. Although arrival will be spaced over several hours, departure will take place at 2230 and the company say that the site will be cleared in 30 minutes. This means 20,000 people walking along 2 person-wide pavements without spilling onto the road. This is simply not possible and presents very serious dangers given that the A19 will not be closed. Where will the taxi pickup point be; and what is happening to public transport? I understand the 2A shuts service before 11 pm. Although the site will not be open to cars, the access road round the site to the tennis courts and beyond will be used by large vehicles throughout the event: this is where countless residents walk dogs etc and there are severe hazards in not segregating traffic and pedestrians.
2. Noise: the stage is planned to face directly across the cricket pitch to houses on the far side of the A189. Sounds at a level of 65-75 decibels which is probably what is planned will be deafening in that area and beyond. Why have the promoters chosen to face houses rather than empty spaces behind and to the northwest?
3. Parking: it is astonishing that no plan was advanced for this. If there are to be no cars admitted, where will they go? The promoters claim there will be no more than 700 cars which is a nonsense. If public transport is not readily available at frequent intervals throughout the whole period, there are likely to be at least several thousand cars. They will have the following options: 1. Park on the A19 creating a huge hazard to traffic much of which ignores the current speed limits, especially as the 30mph signs are obscured in the summer by trees; 2. The access road to Cricket Alliance and to the Clifton Park clinic both of which are already full most days with NFUMutual and other staff; 3. At the Rawcliffe park and ride which is probably much too small and too far away to accommodate this volume of

traffic; 4. On local streets, destroying their character by parking on verges, filling narrow streets and preventing access for residents.

I am very relaxed about music festivals and have attended many up to and including last year: and I am an active user of the club's facilities but the fact is, this is a completely inappropriate site for such a large event. I suggest they go away and find a compliant farmer with a couple of fields to spare: there are many within York's boundaries which would address all these issues at a stroke. If Glastonbury can do it, why not York?

Finally, if the promoters are testing the market, why are they not applying for a year's market and then review the success or otherwise of the event; if successful they can apply for further years. As it stands they are trying to slip a three year licence in without any testing of the adequacy of their so-called plan. The references they make to Lytham, incidentally, are completely inappropriate: there is really no comparison to make.

Yours sincerely



(2)

York

29th January 2020

Licensing Section
City of York Council
Hazel Court
York
YO10 3DS

Dear Members of The Licensing Committee,

PROPOSED YORK FESTIVAL AT YORK SPORTS CLUB, JUNE 2020

I have a number of serious concerns about the above. Clifton Park is the wrong site for such an enormous event and one wonders why the race course which is able to host such events or some another venue is not being used. I attended the meeting at the Sports Club on 27th January in the hope of reassurance but came away even more concerned. Cuffe and Taylor seemed to have done little if any research into this being an appropriate venue. Their representative was unable to answer any question about public safety, public nuisance etc and was very "woolly" about any of their plans. He kept saying/answering with the words "We must get it right." I repeat he seemed to have no understanding of the insurmountable difficulties, problems and dangers of this particular site and was desperate to find a venue. The word "Inaugural" added to the increasing anxiety and concerns.

1. PUBLIC SAFETY

a) People Attending The Event.

1. The pavements on either side of the A19 from the York end to the ring road are narrow and in places uneven. Those in the area of the Club are particularly narrow. The verges add a little extra width in places but the verges are special and need to be protected as do the hedges, bushes and trees along the A19-an attractive road as people come into York.

2. Barriers of any sort between the pavement and the road would be very dangerous,- crush, panic, overspill into the road etc. Presumably the A19, a major arterial road, could not be closed for the event!!

3. There are only two entrances into the ground. One for cars to enter the premises, the other for the exit of cars. The way from the car park into the main part of the grounds is through a gateway between the Club House and the Squash Courts. The entrance on the other side between the Club House and the boundary fence is even narrower and leads directly onto the cricket pitch. How can the safety of thousands and thousands of people trying to enter the grounds be guaranteed? Once they get through the gates, the cricket pitch, the proposed site of the staging etc is immediately on the left. Dangers again,- crushes and queues to the road. Inspection of that whole area would reveal that it would be impossible to ensure the safety of the public.

b) Residents.

Such an enormous number of people so close to the properties of a significant number of residents would obviously be a potential threat to the safety of the residents themselves and their property.

2. PREVENTION OF CRIME AND DISORDER

1. The points above highlight dangers of potential crime and disorder.

2. The availability of alcohol and doubtless other substances is a threat to all. It will be a "packed" area, there are numerous places in the wider grounds for criminal/disorderly activity and the grounds can be entered from many other places eg the river paths, the Meadows, Clifton Park, Clifton Alliance.

3. PUBLIC NUISANCE

1. All of the above.

2. Proposed site of staging on the first Cricket Pitch is directly facing the A19 and therefore the sounds will reverberate directly over a wide residential area.

3. Parking and Buses.

Unless there is no parking in the whole area (except for residents) there will be dangers and a public nuisance. There was talk of parking for 700 cars. Where and How?

Of Note. At the Beer Festivals held at the Club all cars were forbidden. Attendees had to walk or be dropped off by taxis etc. This on the grounds of safety. Even that caused problems at the "pick up time" when everybody was leaving together. However, the numbers attending those events were minute compared with the numbers being anticipated at the York Festival.

Buses could be an answer but where would they load and unload without doing damage to the environment and potentially residents' property?

I write as a member and supporter of the Club in all their sporting events and activities and have and do support them financially. This is a step too far. Obviously living opposite the Club we are particularly aware of problems etc but hundreds of residents and attendees are potentially endangered /inconvenienced or their lives disrupted in a completely unacceptable way.

I repeat, it is the wrong site for such a MASSIVE event. It would necessitate a huge security exercise involving police, private security and others.

Yours sincerely,



(3)

14/02/2020 14:02:00

2 FEB 2020

From: >
Sent: 02 February 2020 19:25
To: licensing@york.gov.uk
Subject: The proposed York festival at york sports club

Categories:

This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

I live at which is about 400 yards away from the Sports club . I am objecting to the proposed festival on the grounds of 1) Public safety: especially parking of cars in dangerous/unsuitable places: a massive increase in the number of buses and other traffic on Shipton road : 20,000 people in an area that in my opinion is not big enough to hold them plus the staging ,the food stands and bars and toilets .The emergency services might have problems getting through at the beginning and end of the festival . 2) Public nuisance : Litter, noise, disorderly and antisocial behaviour similar to that witnessed in York each weekend but with far more people concentrated in a smaller area and adjacent to a generally quiet residential area.

I attended the meeting at the sports club on Monday 27th and I was pleased that people's opinions were being listened to. However I know that this festival has been advertised since before Christmas and many hundreds of tickets sold .No doubt the artists will have been booked for a long time too. I feel that we were presented with a fait accompli and this only served to increase my antagonism towards this what I would consider to be ill-considered scheme..

TABLE 1. Summary of the results of the 1998-1999 survey of the distribution of the 10 most common species of the genus <i>Salmonella</i> in the United States.	
Species	Number of isolates
<i>Salmonella enterica</i> serovar <i>enterica</i>	1,000
<i>Salmonella enterica</i> serovar <i>disenteriae</i>	1,000
<i>Salmonella enterica</i> serovar <i>typhimurium</i>	1,000
<i>Salmonella enterica</i> serovar <i>typhimurium</i> (phage type 14)	1,000
<i>Salmonella enterica</i> serovar <i>typhimurium</i> (phage type 14) (resistant to ampicillin, tetracycline, and streptomycin)	1,000
<i>Salmonella enterica</i> serovar <i>typhimurium</i> (phage type 14) (resistant to ampicillin, tetracycline, and streptomycin) (resistant to chloramphenicol)	1,000
<i>Salmonella enterica</i> serovar <i>typhimurium</i> (phage type 14) (resistant to ampicillin, tetracycline, and streptomycin) (resistant to chloramphenicol) (resistant to trimethoprim-sulfamethoxazole)	1,000
<i>Salmonella enterica</i> serovar <i>typhimurium</i> (phage type 14) (resistant to ampicillin, tetracycline, and streptomycin) (resistant to chloramphenicol) (resistant to trimethoprim-sulfamethoxazole) (resistant to nalidixic acid)	1,000
<i>Salmonella enterica</i> serovar <i>typhimurium</i> (phage type 14) (resistant to ampicillin, tetracycline, and streptomycin) (resistant to chloramphenicol) (resistant to trimethoprim-sulfamethoxazole) (resistant to nalidixic acid) (resistant to ciprofloxacin)	1,000
<i>Salmonella enterica</i> serovar <i>typhimurium</i> (phage type 14) (resistant to ampicillin, tetracycline, and streptomycin) (resistant to chloramphenicol) (resistant to trimethoprim-sulfamethoxazole) (resistant to nalidixic acid) (resistant to ciprofloxacin) (resistant to gentamicin)	1,000

The proposed York festival at york sports club

2/2/2020 19:25

To licensing@york.gov.uk

I live at [redacted] which is about 400 yards away from the Sports club . I am objecting to the proposed festival on the grounds of

- 1) Public safety: especially parking of cars in dangerous/unsuitable places: a massive increase in the number of buses and other traffic on Shipton road : 20,000 people in an area that in my opinion is not big enough to hold them plus the staging ,the food stands and bars and toilets .The emergency services might have problems getting through at the beginning and end of the festival .
- 2) Public nuisance : Litter, noise, disorderly and antisocial behaviour similar to that witnessed in York each weekend but with far more people concentrated in a smaller area and adjacent to a generally quiet residential area.

I attended the meeting at the sports club on Monday 27th and I was pleased that people's opinions were being listened to. However I know that this festival has been advertised since before Christmas and many hundreds of tickets sold .No doubt the artists will have been booked for a long time too. I feel that we were presented with a fait accompli and this only served to increase my antagonism towards this what I would consider to be ill-considered scheme..

(34)

The first part of the text discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for ensuring the integrity of financial data and for facilitating audits. The text also mentions the need for regular reconciliation of accounts to identify any discrepancies early on.

The second part of the text focuses on the role of internal controls in preventing fraud and errors. It highlights the importance of segregation of duties, which ensures that no single individual has control over all aspects of a transaction. The text also discusses the need for a strong internal control environment, supported by a clear policy framework and a culture of transparency.

The third part of the text addresses the challenges of managing financial risk. It notes that financial risk can arise from various sources, including market fluctuations, credit defaults, and operational inefficiencies. The text suggests that organizations should implement robust risk management strategies, such as diversification and hedging, to mitigate these risks and protect their financial stability.

YORK

City of York Licensing
Hazel Court EcoDepot
James Street
York
YO10 3DS

3 February 2020

Dear Sirs,

In re proposed 'York Festival', June 2020

I am writing to object to the grant of a licence for a 'York Festival', to be held at the York Sports Club. I understand that representations concerning the proposed event should be made with reference to one of the following four licensing objectives:

1. Prevention of crime and disorder
2. Public safety
3. Prevention of public nuisance
4. Protection of children from harm

This I do below, on the second and third pages, under all those objective headings.

INTRODUCTION - THE PUBLIC MEETING

I attended the public meeting – at the Sports Club – on 27th January and the information provided did little, if anything, to reassure the majority of those attending. As one would expect, in the venue that stands to profit financially from the event, there were a few in favour of it at any cost to the community. From the Clifton (Without) Parish Council's January newsletter, the chair and ward councillors' demeanour and the promoter's confidence in an ability to deal with all problems, I fear that the event is a 'done deal'. The advertisements, press notices and ticket sales reinforce this.

GENERAL CONCERNS

My main concerns as a householder living close to the club result chiefly from the scale of the proposed event. It was made clear by the representative of promoters, Cuffe and Taylor, who attended that the venue was chosen because the Community Stadium was too small at 8,000 capacity (the Head of Licensing pointed out that the stadium does not hold an appropriate licence, in any case). Cuffe and Taylor's representative was somewhat vague as to the reason for not choosing the York Racecourse, which already has the experience and infrastructure for hosting such events, so it is tempting to assume that the Racecourse asked too high a fee, did not see why they should not organise it themselves, or knew they had already caused too much unpopularity by a similar event. If the last is true of the Racecourse, there is no way that this venue would not be worse.

We saw a slide summarising the residents' queries, but little was done to reassure us on these points. Much was made of the experience of Cuffe and Taylor in 'Boutique Concert and Festival Experiences' The scale of the proposed event does not strike many as 'boutique'

Definition of boutique from the Cambridge Business English Dictionary © Cambridge University Press
used to describe a small fashionable business that sells a particular product or service:

boutique hotel.

a boutique grocery/market/winery

EXCESSIVE SIZE

The sheer size of the proposed event means, I suggest, that it falls within the scope of the **Safety of Sports Grounds Act 1975, CHAPTER 52, subsection (1A)**

This act gives discretion to The Secretary of State to require a 'safety certificate' for a sports ground which in his opinion has accommodation for more than 10,000 spectators.

I therefore request assurance that, if this event is to be licensed, and such a safety certificate has not been required, appropriate and equivalent measures are, or will have been, put in place to ensure public safety.

If attendance of 20,000 - or even half that number is likely - this would surely be a change of use for the premises/site which would require planning approval, if it happened too often in a year. I assume that any licence granted could be only temporary and, in any case, for only one year - at least in the first instance. I assume, in this eventuality, that it would never be licensed again.

OBJECTIONS TO GRANT OF LICENCE for a 'York Festival' at York Sports Club

1. Prevention of crime and disorder

This would need to be the subject of a major police exercise. It may be that the police have already been consulted, but, if so, the public would need to know at what level. Appropriate arrangements, with a police, rather than just a private security, presence, would need to be planned. Even if the promoters were to pay the police, their necessary involvement would still stretch them at a time of the week when they are already overtaxed.

2. Public safety

It might well be thought desirable for public safety to close roads to cope with this number of cars, buses, cyclists and pedestrians. How would residents and emergency services maintain access and egress? Road closure is the case at Cuffe and Taylor's Lytham Festival, which may be analogous for size, but not for location. There, the event is held on The Green, by the sea, and this is essentially served by one long road and so can be isolated much less inconveniently. Again, the police rather than a private firm would need to manage this on a public highway - the A19. There could also be a wider traffic gridlock affecting emergency services. It would be dangerous to close the A19 and, if the intended number were to attend, in such circumstances not to close it would equally be foolish and dangerous. The inevitable conclusion is not to allow such a licence ever for this venue. It is claimed by the promoters that many people would arrive by public transport. This would result in further problems at the railway station and generally along Shipton Road (A19), where buses would need to disembark and later embark passengers.

3. Prevention of public nuisance

Previous outdoor amplified events at the Sports Club have caused public nuisance. Vanguardia is to be involved, we hear. This is a respected firm in this area of expertise, but I contend that the promoters would not want to bring the volume of sound down to a level which, while not dangerous, would not disturb residents over a significant area. Cuffe and Taylor may have experience at Scarborough, but that has a permanent open-air arena, in a hollow, with the performers and sound system facing away from residential properties, towards the sea. I feel sure that Vanguardia could enable an independent monitor - if not everyone with web-access - to observe the sound level in real time. If the authority were to ignore objections and license this event, even if only for one year, proper, independent, sound level monitoring would need to be in place.


The traffic considerations mentioned in (2.) above would be bound to produce substantial nuisance as well as potential danger, for visitors and residents. Previous events at the Sports Club, even though of a far smaller scale, have resulted in a considerable volume of parking in residential streets, with blocking of access and egress, not to mention serious damage to grass verges. It is amazing that the club is not already required to provide adequate parking facilities on-site for much smaller scale events. The racecourse would be able to deal with this aspect, so why is it not the subject of this application?

The Sports Club manager tried to reassure us at the public meeting, by saying that only one such event would ever be held per year. Unfortunately, I do not see this as legally binding, but do, however, see it as an admission that this event would be highly undesirable for their neighbours. If such an event were not likely to cause serious problems, would this not be a one-year licence application? As it is, I assume the reasoning is that after three years too many people would object and it would never happen again – though the promoters and club would have made enough profit – while they would not wish to stop at a single year's level of income. That is, of course, if three years' income did not make all those who would profit financially claim it as too valuable to stop.

4. Protection of children from harm

This event is due to take place in the period following shortly after the end of school public examinations. It would be likely to attract well-off children who might well find young adults to accompany them to fulfil the apparently sensible attendance limitations. If this happened, there would not be adequate protection for those underage. There would be likely to be some underage drinking and the possible use of illegal substances. I hope the licensing authority does not regard this as inevitable with this type of event – and if it does, will not grant a licence for this reason, if for no other.

Yours faithfully,



5

30/1/2020

Dear Sir,

Premises License Application

York Sports Club, York Festival. June 2020.

I am writing to object to the Premises Licenses Application on the grounds of Public Safety, Prevention of Crime and Disorder, and Prevention of Public Nuisance.

It has come to my notice that Cuff and Taylor have put in an application to hold a three-day music festival on the site of the York Sports Club.

I attended a meeting organised by the three local councillors on Monday 27th January. A staff member of Cuff and Taylor made a presentation and later took questions. I thought that the presentation was unconvincing and failed to answer some of the questions put by residents. In addition, the promotion of their idea was backed up by their slides on the festival they have been running in Lytham St Anne's. I understand that this festival is not comparable in the sense that they make use of areas within the several miles of land next to the sea front and this acts both as a concert venue and a car park. There are multiple exits to the site they use in Lytham. In addition, this has grown over the years to become an event which is very inclusive in that there are other events taking place across the city as part of the Festival. In York, the 'Fringe' event has been cancelled, the Rose Theatre has gone bankrupt and there is no similar festival to that in Lytham involving different sections of the community.

I am currently under treatment, part of which may be the need to rest. That will be difficult in the circumstance of the Festival and I am probably not the only person in this situation.

My objections to the proposed festival are:

Firstly that the proposed site is unsafe for the numbers which are expected to attend, namely in the region of 20,000. This is more than half of the attendance

at a Leeds United football game – an enormous number of people. There are only two small gates to the Sports Club, leading directly on to a 40mph road. The pavement on the road is less than two metres wide and without a disruptive full closure of the road, it is impossible to see how it would take less than several hours for the departing crowds to leave the Sports Club car park (see picture below). With no other access to the site, this disruption will endure throughout the day, and I also question how ambulances could access the event.

All of these factors of course risk compromising public safety, generating nuisance (such as noise and waste) and leading to disorder in the crowds, which should be enough of a concern for you to reject the license.

Secondly, it is difficult to see how the applicant can manage noise from the event. I have several concerns, including the large number of additional trucks and cars that will need to access the Club, the noisy work that will be required to put up fences and a stage and the loud noise from high-spirited audiences coming and going over the whole weekend. In particular however, I would ask how it can be allowed for a stage to be positioned only 200m from our house, and pointing directly at my bedroom window (see image below).

I presume that you are aware of the law on concert noise (like at this link: http://www.manchester.gov.uk/download/downloads/id/26384/noise_control_for_open_air_concerts_and_events.pdf) In that document there are clear limits for the noise and I would expect that the lowest would apply – York Sports Club is certainly not a stadium or an arena. The festival has done nothing to tell us what the limits would be, or really how loud and disruptive this would be in any case. The nearest house to the site is Lime Trees, the NHS Child and Adolescent Mental Health Clinic. There will be several days at each end of the festival of vehicles and work involved in putting up and taking down the structures for the event. What is the plan to protect this service during the period of this work.

For all of these reasons I am asking you not to grant a License on this occasion.

Thirdly, the site opens on to the busy A19 road. There is no parking at the club and the Park and Ride does not take the number of cars which might be expected especially as the London-York line may be disrupted on the same weekend. There are going to be hundreds and hundreds of cars descending on what is a residential area. No comparison with Lytham is relevant because there is adequate space there along the sea front. The A19 is used frequently by emergency vehicles. It is not uncommon also to see cars who are wanting to

access the Sports Club, if they are delayed in a queue, to drive around the central bollards and go along the wrong side of the road to drive into the Sports Club and the road is not safe enough for the many people who may move off the narrow pavements because of the lack of space. All of these issues make me very concerned about public safety – for the residents, people at the festival, and the wider city.

Fourthly, I was unimpressed by the lack of answers which Cuff and Taylor had to questions put to them. They still seem to be exploring the site and to be “doing more work” on addressing the questions put to them. They did not give me the impression of a company who had developed a plan which could meet the concerns expressed to them about safety for an event on this scale.

I am not opposed to the development of a York Festival. I think this would be best approached by developing a structure to engage a wider population in participating in the discussion and hopefully working towards identifying a suitable site so that there was a ‘buy in’ from a wide group of York residents. I do not think that the company gave enough reassurance that they had addressed the multiple problems which could arise from the use of this site. I also felt that the consultation meeting was very late in the day, so that it did not feel like a participatory event but an event which was paying lip service to the concerns of local residents. I can also add that the three local Councillors involved in the meeting might have initiated discussions such as this meeting at a much earlier stage. There are no doubt many people in the area who are keen for the Festival to take place but, having taken advice from an experienced person, this site is not suitable for such a large event. Having also spoken to someone who is familiar with the Lytham Festival, I felt that the promotion of this event on Monday, which suggested I compare the two, was essentially comparing two very different venues. The Lytham site is spread along the length of the sea front in an open area. By comparison, the York site is small, cramped and opens out onto a busy road.

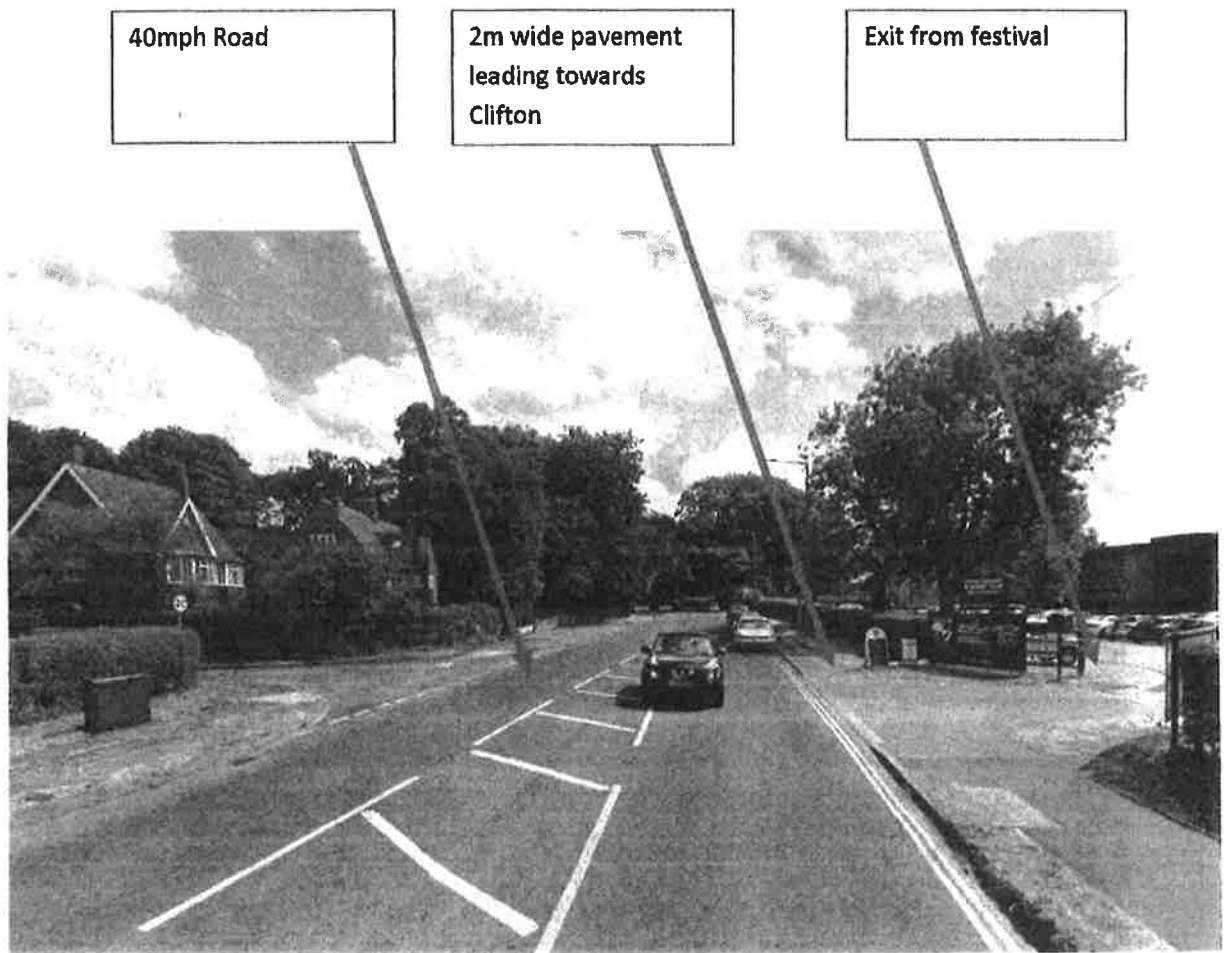
I suggest that the Council take a step back and hold, over a long period, a discussion with residents to develop plans for a York Festival, which have been thought through clearly, thoroughly risk assessed and have the support of residents to develop a sustainable Festival site. The presenter failed to give a response to my questions about the length of time it would take for those attending to leave the site and about the legality of the distance between the

stage and nearby houses. He simply side stepped the questions and did nothing to strengthen my confidence in their ability to address issues of legality.

I would like to point out lastly that pedestrian access to the Sports Club is also possible from the Ings. I assume that this would be secured during the whole use of the club by Cuff and Taylor. Otherwise, if pedestrians were to walk to the site across Rawcliffe Meadows from the Park and Ride end, several thousand people would be walking across an important SSSI.

Yours sincerely

Narrow pavement outside York Sports Club



By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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(6)

From: C
Sent: 05 February 2020 10:40
To: licensing@york.gov.uk
Cc:
Subject: PBC/195 York Festival Licence Application at York Sports Club Fields, Shipton Road, York, YO30 5RE

This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear Licensing team,

Rawcliffe Parish Council recently held a Parish Council meeting and reached a decision to send the following comments and observations to the City of York Council regarding the York Festival Licence Application.

PBC/195 York Festival Licence Application at York Sports Club Fields, Shipton Road, York, YO30 5RE

Rawcliffe Parish Council is in general support of these types of events to be in the area and for the events to be successful. However, with regards to the York Festival Licence Application, where there are no detailed plans currently available for inspection, Rawcliffe Parish Council has a number of concerns regarding the licence application that it would like City of York Council to address.

As detailed plans are not available for inspection, Rawcliffe Parish Council would like this licence to be granted for one year, not three years as stated in the application, which will allow the processes that cannot be currently tested, regarding safety, public nuisance, traffic and transport, and which will be developed for this event, to be fully tested and evaluated during and after the festival.

In terms of public nuisance, the Parish Council has concerns that the additional number of cars, buses etc will have a great impact on local roads, both from the additional local vehicular movements and event related parking in local residential streets. The effective policing of an appropriate traffic management plan is vital, including taking measures to ensure event visitor parking does not over spill into local residential areas, providing regular shuttle buses and ensuring that local amenity is not lost to residents. Following the event, the Parish Council would like to see street patrols clean up litter and any associated debris in local areas and residential streets.

In terms of public safety, the sheer number of people entering and leaving the site at a similar time and the impact this would have on local residents is a concern for the Parish Council.

Pease do not hesitate to contact me if you require any further information.

Regards

Mrs
Clerk to Rawcliffe Parish Council
Tel: (01904) 211111
Mob: 07800 123456
Email: clerk@rawcliffeparishcouncil.gov.uk
www.rawcliffeparishcouncil.gov.uk

7

REPRESENTATION WITHDRAWN

(8)

From:
Sent: 27 January 2020 21:14
To: licensing@york.gov.uk
Subject: York Festival - Complete absence of traffic and parking management measures

This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear Sir/Madam,

I have just attended the local residents meeting at the York Sport Club on Shipton road tonight regarding the proposed York Festival.

I was shocked by the complete of any detail on traffic management and parking, and yet, the proposal is due to go to the York Licensing Committee in early February.

I wrote to York City Council and the York Festival on the 24th November, expressing concern that parking and traffic needed to be addressed for this event to go ahead.

I attended the Rod Stewart event on the Knavesmire last year and there were several thousand vehicles parked on the race course grounds. York Sports Club has no such facility and we were advised tonight that there would only be limited space for disabled badge holders.

Where are the other thousands of cars going to go? Living on Malton Way, we have seen the effects of even minor events held at the Sport Club. Cars get parked on the verges, nose to tail along the street, making it impossible for residents to park outside their house and making it dangerous due to cars being parked in any available space, including grass verges designed for pedestrians. It also makes it incredibly difficult to get up and down the road, do to no passing places and limited vision coming out of parking spaces due to the volume of cars.

Without any planned traffic management and parking arrangements, I struggled tonight to understand how this application could be considered by the council in early February. As it stands, there were no reassurances of public safety, as no traffic management measures were described and no reassurances of public menace, with cars being left anywhere concert attendees find to park, including across driveway and grass verges. There was also no reassurance that resident parking would be protected, meaning that local residents could find themselves having to park miles away from their home due to concert attendees taking over all on street parking anywhere near the venue.

I would request that you ensure that these measures are thoroughly taken care of before any licence is granted. If specific measures cannot be detailed by Cuffe & Taylor, then a licence should not be granted.

Yours sincerely,

From: [REDACTED]
To: licensing@york.gov.uk
Date: 1/24/2020 4:08:06 AM
Subject: York Festival

This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hello

I would like to put in an objection to the York Festival at York sports and Social Club on Shipton Road in June.

There would be a public safety issue with the amount of cars that will inevitably be parked along Shipton Road.

There would be a public nuisance with the noise (the last time Madness appeared at The Knavesmire they could be heard in Rawcliffe so the noise levels for those living in and around the the Sports Ground will be terrible (unless you're a fan of whatever band is performing)).

Also, I'm pretty sure the bands must have already been booked seeing as it's only a few months away so I guess any objections are irrelevant.

Please let me know if any of my concerns are unfounded and I will withdraw my objection

York

1/27/2020

6th February 2020

City of York Council
Licensing Section
Hazel Court Eco Depot
James Street
York
YO10 3DS

Dear Sir/Madam,

**Representation to City of York Council Licensing Section re Application for Premises Licence
by Live Nation (Music) UK Ltd in respect of York Sports Club Site, Clifton Park, York**

Yesterday I sent to you by e mail our representation in regard to the above. As indicated in that e mail, I now enclose the original document duly signed by my wife and myself.

Please contact either of us by post or e mail if you have any queries.

Yours faithfully,

Representation to City of York Council Licensing Section re the following application:

Applicant: Live Nation (Music) UK Ltd

Re Premises: York Sports Club Fields, Event Site, Clifton Park, Shipton Road, York, YO30 5RE

Application for grant of a premises licence

Representation by

We wish to make representations to City of York Council in regard to the above licence application and do so as local residents. We live within 200 metres of the Sports Club buildings and have had experience over the five years we have lived here of the problems caused by the relatively small events previously held at the Sports Club.

Using the Licensing Objectives as headings, we wish to comment as follows:

Prevention of Crime and Disorder

Apart from the crime which is likely to arise from any gathering of 20,000 people in a small area, we believe that disorder and crime are likely to arise from holding an event like the proposed York Festival on the Sports Club site. The site has only one vehicular entrance and one exit, both on to Shipton Road. At the public meeting held on 27th January, the organisers of the Festival were either unable or unwilling to give any information about proposed car parking arrangements. They stated that they were working on a traffic management plan and were shortly to have meetings with Arriva and First Bus.

We cannot comment on a plan of which no details are available. However, it does seem to us that there is very limited scope for traffic management doing much to ease the access and parking problems which can be anticipated, given that the one entrance and exit to the site are on to the A19 Shipton Road, one of the principal roads in to York and one which carries regular bus services (both country and Park and Ride) and many emergency vehicles (especially ambulances) as well as regular traffic which can be heavy at times.

If the reference to the two bus companies indicates an intention to provide some augmented park and ride facility to the site, this would obviously be sensible. However, the Rawcliffe Bar Park and Ride car park has a capacity of 1000 cars. The organisers mentioned an estimate of 650 to 700 cars coming to the Festival but, even at four people per car, that represents only about 7% of the anticipated numbers attending. Such a percentage seems unrealistically low and we suggest it needs further investigation to see whether the Park and Ride car park could accommodate regular users and Festival goers.

In the absence of any proper information, we have had to make what we hope are sensible guesses. What does seem to us to be clear is that getting 20,000 people by any means in to this site with its single access and single main road is going to cause chaos both in keeping traffic moving and in parking. The result is likely to be frustration for both Festival goers and other road users and illegal or anti social parking causing annoyance and serious inconvenience to local residents. Disorder would not be a surprising outcome.

Public Safety

We are not qualified to comment on this aspect beyond the safety implications of the congested entrance/exit and the traffic and parking chaos which we think can be anticipated.

Prevention of Public Nuisance

We have explained above our concerns about parking and potential traffic chaos. We have seen

during very much smaller events held at the Sports Club over the past five years that many visitors park with no consideration for local residents in nearby residential streets and with no respect for grass verges. A significant proportion of houses in this area have only roadside parking and more have only off road parking for one car. At times, entrances have been blocked and access along roads made difficult or even impossible for larger vehicles, including emergency vehicles. Parking on grass verges not only defaces an amenity enjoyed by residents and those who walk along these roads but also causes damage during and after wet periods.

The other aspect where we anticipate public nuisance is in respect of noise from the amplified music. The music events held previously at the Sports Club have been on a much smaller scale but have been sufficient for the noise to be disturbing over a wide area. The potential for the proposed concerts to be far worse was demonstrated by the Rod Stewart concert held on the Knavesmire last year and organised by the same company as are now promoting the York Festival. We initially thought that the noise that evening was from another event at the Sports Club and only found out subsequently that it was from the Knavesmire concert, over two miles away.

We understand that the current plans provide for the stage to be facing towards Shipton Road rather than the opposite direction, facing toward the fields and ings. Presumably this means that the amplifiers will also be facing Shipton Road and the nearest residential area, thus exacerbating the potential noise nuisance.

Conclusion

From the information given at the public meeting on 27th January, it appears that very little has so far been done by the organisers in regard to parking, traffic management or noise mitigation. We do not see that the Licensing Committee can make an informed decision on this application until such information is available and therefore respectfully suggest that any decision should be deferred until full information has been provided.

In any case, we would ask that the Committee include in any licence which may be granted (whether now or when information has been provided as mentioned in the previous paragraph) clear and enforceable conditions regarding parking (excluding it from unsuitable residential streets and on grass verges) and noise (specifying maximum permitted decibel level and the direction in which amplification may be directed).

It appears from the information in the public notice that the licence applied for would apply without limit to certain days and without time limit. We would suggest that if a licence is to be granted at all, then it should be limited to three days and to this year only. A longer licence is no doubt convenient for the promoters, but we think if this Festival is to take place then the opportunity should be available to object to any repeat if our worst fears are confirmed.

Finally, we do not wish to stop anyone hearing the sort of music which they enjoy. We simply ask that their enjoyment should not be at the expense of those members of the community who do not enjoy the same sort of music. This may well involve moving to a more suitable site or at the least acceptance of the sort of conditions we have briefly outlined.

1
5 February 2020

Kettlestring, Jemma

From: Cllr. S. Waudby
Sent: 05 February 2020 16:12
To: licensing@york.gov.uk
Cc: Cllr. D. Smalley; Cllr. D. Wann
Subject: York festival

Dear Committee Members,

We had a Ward Committee meeting on Monday 27th January, invited was Cuffe & Taylor (the organisers) and Lesley Cooke (Head of Licencing) and was well attended by residents (around 100) coming to voice their opinions. About a third of the residents at the meeting were in favour of the festival and two thirds were against the festival.

Since the festival was announced and since the licensing application was submitted, we have been asking for the views of residents in the local area. This has been through conversations on the doorstep, emails and in writing. We would like to pass on concerns and comments raised by residents regarding the licencing application for York Festival.

Residents have raised the following concerns:

1) The application is for the event to run for three years, we believe it would be appropriate that a license was granted only for one year. Residents would like to see how the event would go for their first year as if the event goes well or not they could apply for further years accordingly.

2) Traffic - Concerns have been raised regarding traffic. Organisers are hoping to use the park & ride and are asking local schools for the use of their carparks. It is worth noting that Shipton Road is already a busy main road in and out of Rawcliffe and Clifton Without, which will be used to full capacity and it will make it very difficult if not near impossible for local residents and local traffic to be able to go on with business as usual.

It is certainly an issue of safety especially if parking is permitted on Shipton Road and the surrounding residential area. Additionally, when the festival draws to a close there will be twenty thousand festival goers leaving at the same time. The safety of those leaving would be of paramount importance, and there are no clear plans regarding exit.

3) Parking - Residents are concerned that the roads around the area will be overwhelmed with cars, and associated concerns regarding resident/visitor road safety. There are concerns that drives could be blocked, verges could be damaged and walking routes not sufficiently wide enough to accommodate visitors.

4) Noise - It was asked if the stage could be faced towards the fields and not towards the houses (which people feel it would reduce the noise level) but the organisers said it would interfere with the flow of the event.

From: almon
Sent: 21 January 2020 22:22
To: licensing@york.gov.uk; residents@york-festival.com
Subject: York festival 2020

This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

To whom it may concern

On attending tonight's residents meeting at Clifton sports club I write to support this event's application to gain a license. I was totally reassured by Cuff & Taylor spokesperson on all aspects of safety at the venue. As a local resident (I have no fears of any harm to children, or risk of public nuisance or any risk of crime and disorder.

This event would be a great draw for the local area its FANTASTIC to get such good music acts so close to home. Not having to go to leeds or Manchester, lets get York on the map and cater for all residents young and old I'm 50 so middle aged, myself and five friends all snapped up full 3 day tickets on the opening day of ticket sales.

I understand the feelings of some of the other residents regarding noise. But feel with the music been over by 10.30 crowds will. of dispersed by just after 11pm so cannot agree that it would have a negative impact on our area over the three day period.

As long as the traffic is managed correctly I fully welcome this event to my neighbourhood. Wish you could guarantee 3 days of sunshine for perfection.

A plea from my dog for no loud firework grand finale.

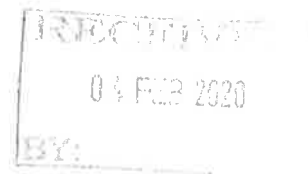
Good luck with the application

Regards

York

Sent from my Samsung Galaxy smartphone.

To whom it may concern



On attending tonight's residents meeting at Clifton sports club I write to support this event's application to gain a license. I was totally reassured by Cuff & Taylor spokesperson on all aspects of safety at the venue. As a local resident (I have no fears of any harm to children, or risk of public nuisance or any risk of crime and disorder.

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As long as the traffic is managed correctly I fully welcome this event to my neighbourhood. Wish you could guarantee 3 days of sunshine for perfection.

A plea from my dog for no loud firework grand finale.

Good luck with the application

Regards



31st January 2020

RE: Licence Application by Live Nation for York Sports Club for York Festival Event

FAO: City of York Licencing Committee

Living in close vicinity to the proposed venue I am writing to you in support of this application. I believe working with the experienced event organisers, Live Nation, Cuff & Taylor and York Sports Club (YSC) this will be a very successfully run event for the citizens' of York and visitors coming to our beautiful city that survives on tourism.

Your 4 licencing objectives –

- Prevention of crime and disorder
- Public safety
- Prevention of public nuisance
- Protection of children from harm will all be fulfilled.

I attended the recent consultation meeting at York Sports Club and was disappointed at the negativity of a few of the residents. Until the event had closed I was not aware that the Licencing Committee actually wanted to hear positive support and writing was not purely a platform for those wanting to block an event with objections.

So I would guess with most licence submissions you don't get many writing to you about an events positive impact, you hear from the ones with objections that do not want this in their vicinity. Nowadays those that are most vocal or complain the loudest often block the enjoyment and livelihoods of the vast majority who never voice an opinion or endorse their positive views. However those that say nothing often vent their anger loudest when something they support is cancelled.

The fact 1100 households were leafletted in Clifton and Rawcliffe to notify of the meeting, we only had around 150 attendees with a dozen voicing concerns or in my case support. So an enormous amount of locals are not unduly concerned.

17,000 tickets sold thus far, I am sure many from York residents.

At the consultation we were told the Racecourse nor the Community Stadium at Monks Cross are not suitable or could be used. Residents were reassured granting of a licence would not open the floodgates to more outside events at YSC. So for those in Clifton and Rawcliffe let's embrace this initiative and accept a few days of minor inconvenience, YSC is the right venue.

After listening to the objections I bravely stood up at the consultation. I still believe that this York festival is a major coup for the City of York and I am delighted YSC is the venue. This is great PR for York bringing international artists here. Already we have seen national newspapers run the story, television and social media advertising, all freely promoting our city. Positive PR is priceless for this city's future that relies on tourism.

Imagine the fallout and bad publicity if the licence is rejected. "Clifton & Rawcliffe to push to allow York Festival to be staged." A PR disaster for York.

I voiced my positivity and was surprisingly greeted with a round of applause. This confirmed I was not in the minority and that many of us there backed the whole initiative. However I doubt many in favour will take the time to write or realise the need to inform you.

I fully understand the objections voiced but if we all had this attitude nothing would ever evolve. Life should be about experiences, enjoyment and having to make occasional concessions for a few days disruption. As I said at the time use the opportunity to visit friends, relatives or do things outside of York if it's not for you, do something that you enjoy, you've 362 days a year to be at home. Traffic will still move it's not like the York Marathon or a World Cycling event, life can go on.

Many of us don't have the luxury of a clear street free of parked cars. Many residents in York live with that every day. Regardless the promoter, York City Council and the bus companies are working on solutions to ensure traffic is not an issue. I see it as a great opportunity for the council to make full use of the Park & Rides (earn some more income) with dedicated shuttle buses. There may be the opportunity to use fields at Rawcliffe Country Park as overspill. We have certainly had fireworks and funfairs there.

The promotor can make it clear to ticket holders where to park. A gridlocked ring road is not what any promoter wants.

Consider York's economic boost – visitors staying in guest houses or hotels, exploring the city prior to the event, taxis, restaurants and the likelihood of visitors returning. International artists tweeting to their adoring fans about York.

We heard that local charities will benefit a great initiative to give something back. There will be opportunities for local caterers and 300 jobs.

Let's consider why this Festival is critical to YSC. Local residents now have a modern building (not exclusive to those partaking in sport) and immaculately kept sports fields. Maintaining this all comes with big costs. Look at the good this venue does for children and adults of York with Rugby, cricket, squash and tennis. It's an affordable venue for functions like wedding receptions for the local community. Providing this all costs more money every year. So allow them to make some additional income to cover the overheads and the cost of repair to the grounds after hosting a major event. Failure to support this may see that one day it might fold and the only alternative is houses. That would be the day when York Planning and councillors would hear real concerns about 600 plus new build houses.

The York Festival is to be a 3 day event not for the rest of the objectors' life.

Finally the organisers Cuff & Taylor highlighted their years of experience and pedigree in event management. They have far too much already invested and to lose if this is not a resounding success. If an event on 5 consecutive nights in Lytham can work for numerous years I'm sure they can make it work in York. So in conclusion I am sure the applicants meet your 4 licencing objectives and I hope you grant the licence because it's more about the bigger picture and the long term benefits it will bring to York.

Yours sincerely



5th February 2020

RE: Licence Application by Live Nation for York Sports Club for York Festival Event

FAO: City of York Licencing Committee

This is in reply to your letter that I received 4/02/2020 requesting you required more information on why I would like you to grant a licence.

Apologises for failing to make it clear that I felt there were no concerns on your 4 licencing objectives, but I would appreciate my letter of the 31st January is considered as that covers the full picture which may not be relevant to a licence being granted but is very relative to a successful event in York.

York needs positive PR and tourism, I hope being the first UK city to confirm a positive Coronavirus outbreak does not wreck our tourism industry and is all we are remembered for.

Living in close vicinity to the proposed venue I am writing again to you in support of this application. I believe working with the experienced event organisers, Live Nation, Cuff & Taylor and York Sports Club (YSC) this will be a very successfully run event for the citizens' of York and visitors coming to our beautiful city that survives on tourism. This is why I see no concerns on your objectives. A professional, established company with its track record cannot afford to get anything wrong.

Your 4 licencing objectives –

Prevention of crime and disorder – I cannot see why this should be an issue

Public safety – the organisers will have safety as paramount and will have the necessary stewards

Prevention of public nuisance – it was stated parking solutions and measures were in place and that noise would be measured. However a festival needs some noise and very few properties face the venue. The whole of York heard Rod Stewart from the Knavesmire and the majority accepted the slight inconvenience.

Protection of children from harm – with ticket pricing it is not aimed at a children's event and parents have to take some responsibility. Family events work successfully at York races where that attracts far more drunks. So again I see no issue.

Finally the organisers Cuff & Taylor highlighted their years of experience and pedigree in event management. They have far too much already invested and to lose if this is not a resounding success. If an event on 5 consecutive nights in Lytham can work for numerous years I'm sure they can make it work in York. So in conclusion I am sure the applicants meet your 4 licencing objectives and I hope you grant the licence because it's more about the bigger picture and the long term benefits it will bring to York.

Yours sincerely

From:

rail.com>

Sent:

31 January 2020 22:13

To:

licensing@york.gov.uk

Subject:

York Festival 2020

This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

To whom it may concern,

I am writing in support of the application submitted by Cuffe and Taylor to be granted the necessary licences to permit the York Festival 2020 to go ahead. I live in the YO30 postcode less than 0.5 miles away from York Sports Club. I personally think this is a great opportunity for the city to host such an event.

As a local resident I appreciate there is going to be a certain level of noise for a few hours each day of the festival but this will be over by 10:30pm which I feel is an acceptable time and it shouldn't take very long for everyone to exit the event if managed effectively. I also appreciate there will be increased traffic in the local area which raises safety concerns and there is likely to be an increased risk of public nuisance particularly on exiting the event but I feel this can also be effectively managed. All these risks can also be applied to race days in York.

Cuffe and Taylor have experience in hosting single night and multiple day events across the country and many of these venues now host events annually. I feel reassured that they have the knowledge and experience to host a successful and well managed event in York.

Clifton Sports Club have agreed that this is the only music event that will be held on their premises so I feel reassured as a local resident that this will not be the start of other such events in this local area.

I think the revenue and the positive exposure it will generate by bringing people in to the city of York for a well-managed event can only be a good thing.

I am hopeful the requisite licences will be granted.

Kind regards,



3rd February 2020

To whom it may concern,

I am writing in support of the application submitted by Cuffe and Taylor to be granted the necessary licences to permit the York Festival 2020 to go ahead. I live in the YO30 postcode less than 0.5 miles away from York Sports Club. I personally think this is a great opportunity for the city to host such an event.

As a local resident I appreciate there is going to be a certain level of noise for a few hours each day of the festival but this will be over by 10:30pm which I feel is an acceptable time and it shouldn't take very long for everyone to exit the event if managed effectively. I also appreciate there will be increased traffic in the local area which raises safety concerns and there is likely to be an increased risk of public nuisance particularly on exiting the event but I feel this can also be effectively managed as it is for other large events hosted in York.

Cuffe and Taylor have experience in hosting single night and multiple day events across the country and many of these venues now host events annually. I feel reassured that they have the knowledge and experience to host a successful and well managed event in York.

Clifton Sports Club have agreed that this is the only music event that will be held on their premises so I feel reassured as a local resident that this will not be the start of other such events in this local area.

I think the revenue and the positive exposure it will generate by bringing people in to the city of York for a well-managed event can only be a good thing.

I am hopeful the requisite licences will be granted to enable this event to proceed.

Kind regards,

A handwritten signature in dark ink, appearing to be 'J' followed by a flourish.

(15)



From:
Sent: 05 February 2020 13:45
To: licensing@york.gov.uk
Cc: [REDACTED]
Subject: York Music Festival - June 2020 - Clifton Park

This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear Officer

I am writing this note In Support of the proposed Music Event to be held at the above venue over the weekend 19-21st June. I am one of the nearest residents to the site, as I and my family Live at No [REDACTED] 3. It is with enthusiasm that me and my family support the event and look forward with friends to attending all 3 nights of the event in our home city of York.

The obvious success of the recent Rod Stewart concert at the race course has created a significant demand and having three international bands/stars sets York apart from other local concerts and lets us compete with the likes of Leeds Arena.

The sharing of the venue is also a positive move in that the racecourse (knavesmire) in the past has been the sole beneficiary of such event and moving to York Sports club will ensure the ongoing success of the club its wider members and community. It also will help to ensure the club continues in its drive to support sport across all sections of the community from Junior cricket, Rugby, Squash & Tennis and through to social gatherings and charity support such as the Christmas day Salvation Army Lunch for the Homeless and lonely.

This event I am sure will bring significant benefit to the city and the wider York community and helps to establish York as a forward thinking city of the future not just the past!

Whilst there are issues yet to be resolved I would hope that that all Stakeholders get behind this application, and support each other in ensuring the event is a success story. The areas of concerns such as transport & highways need managing and a proactive and positive approach must be taken from all members of the authority not just the organisers and management at York Sports club.

So in short "**Bring It On**" and lets have a positive forward thinking mandate from the city and its Licensing team.

Regards

From:
Sent: 05 February 2020 14:39
To: Kettlestring, Jemma
Subject: RE: York Music Festival - June 2020 - Clifton Park



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Dear Officer

I am writing this note In Support of the proposed Music Event to be held at the above venue over the weekend 19-21st June.

☐ The prevention of crime and disorder; During this event the increase in security and public awareness will significantly reduce the possibility of crime and disorder and will enable more engaged public awareness around the local community.

☐ The prevention of public nuisance; I am one of the nearest residents to the site, as I and my family Live at No [REDACTED]. It is with enthusiasm that me and my family support the event and look forward with friends to attending all 3 nights of the event in our home city of York.

☐ The protection of children from harm. The obvious success of the recent Rod Stewart concert at the race course has created a significant demand and having three international bands/stars sets York apart from other local concerts and lets us compete with the likes of Leeds Arena. The sharing of the venue is also a positive move in that the racecourse (knavesmire) in the past has been the sole beneficiary of such event and moving to York Sports club will ensure the ongoing success of the club its wider members and community. It also will help to ensure the club continues in its drive to support sport across all sections of the community from Junior(Children) cricket, Rugby, Squash & Tennis and through to social gatherings and charity support such as the Christmas day Salvation Army Lunch for the Homeless and lonely.

☐ Public safety; Whilst there are issues yet to be resolved I would hope that that all Stakeholders get behind this application, and support each other in ensuring the event is a success story. The areas of concerns such as transport & highways need managing and a proactive and positive approach must be taken from all members of the authority not just the organisers and management at York Sports club.

This event I am sure will bring significant benefit to the city and the wider York community and helps to establish York as a forward thinking city of the future not just the past!

So in short "Bring It On" and lets have a positive forward thinking mandate from the city and its Licensing team.
 Regards

Licencing Consultation – York Festival

Live Nation (Music) UK Ltd

Clifton (Without) Parish Council Response:-

Whilst Clifton (Without) Parish Council does not object there are serious concerns that require proper consideration by the licensing panel.

These concerns principally focus on the following areas pertinent to the application: -

Public Safety – The principle concern is regarding access to and egress from the site. An estimated 20,000 visitors are expected each day. Shipton Road is a main artery into and out of York and, coupled with the lack of any nearby parking and narrow pavements pedestrian flow will be challenging and may overspill onto the road. We also note the potential for impaired thought through alcohol and increase risks to pedestrian safety this may pose.

The Prevention of Public Nuisance - It is inevitable that the event will create a great deal of noise and traffic disruption to local residents. The sound system is directed towards the residential properties on Shipton Road which seems insensitive and will lead to noise nuisance. There are also many concerns about parking, how will residents be assured that they can still park their vehicles and their driveways won't be blocked. Also the sheer scale of people of people leaving the site at the end of each day, some inevitably inebriated, to the city centre or to collect their cars will lead to a high level of noise for local residents as well as potential damage to verges from uncontrolled or pavement parking.

At the public meeting on the 27th January no traffic management or public safety strategy was conveyed, despite these specific issues being raised at the initial parish council meetings in early December. If the organisers had taken cognisance of these known concerns prior to the public meeting then perhaps this response would be more supportive.

In light of the lack of tangible detail to ameliorate the significant concerns noted above the Parish Council strongly request that, should a licence be granted it is only granted for one year. This event is the first of its kind for the area, a step into the unknown and should be treated with caution. A one year licence would incentivise the organisers and offer the opportunity for local residents to provide detailed and 'lived through' feedback to the organisers for potential future events.

Clifton (Without) Parish Council
Clerk –

Licencing Consultation – York Festival

Live Nation (Music) UK Ltd

Clifton (Without) Parish Council Response:-

Whilst Clifton (Without) Parish Council does not wholly object to the York Festival event there are members of the parish that do. There are serious concerns that require proper consideration by the licensing panel.

These concerns principally focus on the following areas pertinent to the application: -

Public Safety – The principle concern is regarding access to and egress from the site. An estimated 20,000 visitors are expected each day. Shipton Road is a main artery into and out of York and, coupled with the lack of any nearby parking and narrow pavements pedestrian flow will be challenging and may overspill onto the road. We also note the potential for impaired thought through alcohol and increase risks to pedestrian safety this may pose.

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17

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5 February 2020

Jemma Kettlestring,
Senior Licensing Assistant,
Hazel Courts Eco Depot,
James Street,
York.

Live Nation licensing application at York Sports Club

Dear Jemma

I live opposite York Sports Club in
support their licensing application.

. I am writing to inform you that I

The Club have successfully run previous concerts and a county cricket match without any obvious crime and disorder affecting local residents that I know of, so I am willing to support the application this year to prove they can make this event successful without unreasonable levels of negative impact on local residents.

The York Festival plans do not seem to be a cause for concern for public safety. There is plenty of open space with easy access. Good traffic control and provision of adequate parking should minimise risks of any traffic accidents.

I think prevention of public nuisance has been considered and adequate provisions put in place likewise with the protection of children from harm.

Yours sincerely,

From:
Sent: 06 February 2020 16:57
To: licensing@york.gov.uk
Subject: Applicant Live Nation (Music) UK LTD - York Sports Club Fields - representation from local residents

Categories:

This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear Sirs/Madams,

My wife, our children and I are close residents on Shipton Road.

I refer to the above application and would like to submit the following comments for consideration by the Licensing Committee.

First, I attended the public meeting at the Sports Club Monday 27th January and was genuinely surprised that the Live Nation rep Jason was not able to answer any specific questions raised by attendees regarding key matters such as noise, traffic management and public transport; clearly Live Nation have been planning this event for some time and must have answers, even if they are preliminary findings by their consultants, but they chose not to disclose these to the meeting. As a result the consultation was extremely superficial and mostly served the interests of the organisers. I only hope that York Council and the Police, Fire and Health services will be demanding clear answers and reassurances to these questions. In truth there ought to be a further public consultation once these answers are available to inform debate.

With regards to the 4 points for licensing application assessments:

Public Safety and Crime & Disorder

I have read the York Council Statement of Licensing Policy 2019-2024; clause 5.4 refers to a 24% increase in violent crime related to alcohol within the last year in the City Centre. The proposed venue for this event is well outside the City Centre (city Walls) and 20,000 attendees leaving the event at the same time are very likely to cause disorder and disturbance (clause 8.8).

Furthermore, the timing of the event clashes with school children walking home from numerous schools in the immediate area on Friday and Saturday afternoons.

Public Nuisance

Per the York Council Code of Practice and Guidance Notes on Noise Control for Concerts and Outdoor Events, it will be a real challenge for the noise levels to be kept within guidelines.

Furthermore Clause 7.12 of the York Council Statement of Licensing Policy 2019-2024 requires disturbance to be minimised between the hours of 2300 and 0700; this event is planned to finish at 2230hrs, it is highly unlikely that 20,000 patrons will be able to leave by 2300hrs, and disburse back into the City Centre by 2300hrs - its a good 20minute walk to the Centre down Bootham.

An outside event for up to 20,000 people in a suburban residential area with poor transport links is a risk. Nonetheless, assuming that all the concerns relating to traffic, transport, public disturbance and noise are

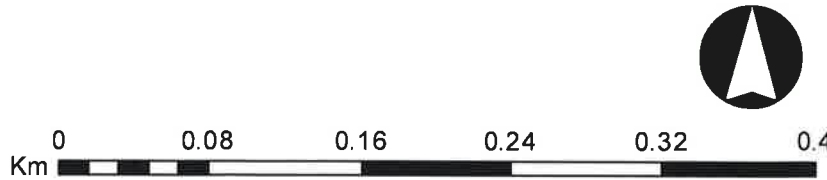
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York Festival Area Map ANNEX 8



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Date: 05 Feb 2020
Author: City of York Council
Scale: 1:4,000





York Festival Area Map

Scale: 1:10,000
Author: City of York Council
Date: 05 Feb 2020



MANDATORY & PROHIBITED CONDITIONS – PREMISES LICENCE LICENSING ACT 2003

MANDATORY CONDITIONS WHERE LICENCE AUTHORISES SUPPLY OF ALCOHOL

1. In accordance with section 19 of the Licensing Act 2003, where a premises licence authorises the supply of alcohol, the licence must include the following conditions.

2. The first condition is that no supply of alcohol may be made under the premises licence -

- (a) at a time where there is no designated premises supervisor in respect of the premises licence, or
- (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.

3. The second condition is that every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

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

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

- (a) games or other activities which require or encourage, or are designed to require or encourage individuals to –
 - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
- (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
- (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;

- (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
- (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

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

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

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

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

- (a) a holographic mark, or
- (b) an ultraviolet feature.

7. The responsible person must ensure that –

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

- (i) beer or cider: ½ pint;
- (ii) gin, rum, vodka or whisky: 25ml or 35ml; and
- (iii) still wine in a glass: 125ml;

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

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

MANDATORY CONDITION: ALCOHOL PRICING

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

2. For the purposes of the condition set out in paragraph 1 –

ANNEX 9

(a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979(6);

(b) “permitted price” is the price found by applying the formula –

$$P = D + (D \times V)$$

where –

(i) P is the permitted price,

(ii) D is the rate of duty chargeable in relation to the alcohol as if the duty were

charged on the date of the sale or supply of the alcohol, and

(iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

(c) “relevant person” means, in relation to premises in respect of which there is in force a premises licence –

(i) the holder of the premises licence,

(ii) the designated premises supervisor (if any) in respect of such a licence,

or
(iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;

(d) “relevant person” means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

(e) “value added tax” means value added tax charged in accordance with the Value Added Tax Act 1994(7).

3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

4. (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day (“the first day”) would be different from the permitted price on the next day (“the second day”) as a result of a change to the rate of duty or value added tax.

(2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

MANDATORY CONDITION: DOOR SUPERVISION

1. In accordance with section 21 of the Licensing Act 2003 (as amended by section 25 Violent Crime Reduction Act 2006), where a premises licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, the licence must include a condition that each such individual must -
 - (a) be authorised to carry out that activity by a licence granted under the Private Security Industry Act 2001; or
 - (b) be entitled to carry out that activity by virtue of section 4 of that Act.
2. But nothing in subsection (1) requires such a condition to be imposed -
 - (a) in respect of premises within paragraph 8(3)(a) of Schedule 2 to the Private Security Industry Act 2001 (c.12) (premises with premises licences authorising plays or films), or
 - (b) in respect of premises in relation to -
 - (i) any occasion mentioned in paragraph 8(3)(b) or (c) of that Schedule (premises being used exclusively by club with club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence, or
 - (ii) any occasion within paragraph 8(3)(d) of that Schedule (occasions prescribed by regulations under that Act).
3. For the purposes of this section -
 - (a) "security activity" means an activity to which paragraph 2(1)(a) of that Schedule applies, and which is licensable conduct for the purposes of that Act (see section 3(2) of that Act), and
 - (b) paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of that Schedule.

MANDATORY CONDITION: EXHIBITION OF FILMS

1. In accordance with section 20 of the Licensing Act 2003, where a premises licence authorises the exhibition of films, the licence must include a condition requiring the admission of children to the exhibition of any film to be restricted in accordance with this section.
2. Where the film classification body is specified in the licence, unless subsection (3)(b) applies, admission of children must be restricted in accordance with any recommendation made by that body.
3. Where -
 - (a) the film classification body is not specified in the licence, or
 - (b) the relevant licensing authority has notified the holder of the licence that this subsection applies to the film in question, admission of children must be

restricted in accordance with any recommendation made by that licensing authority.

4. In this section - 'children' means persons aged under 18; and 'film classification body' means the person or persons designated as the authority under section 4 of the Video Recordings Act 1984 (c.39) (authority to determine suitability of video works for classification).

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Legislation and Policy Considerations

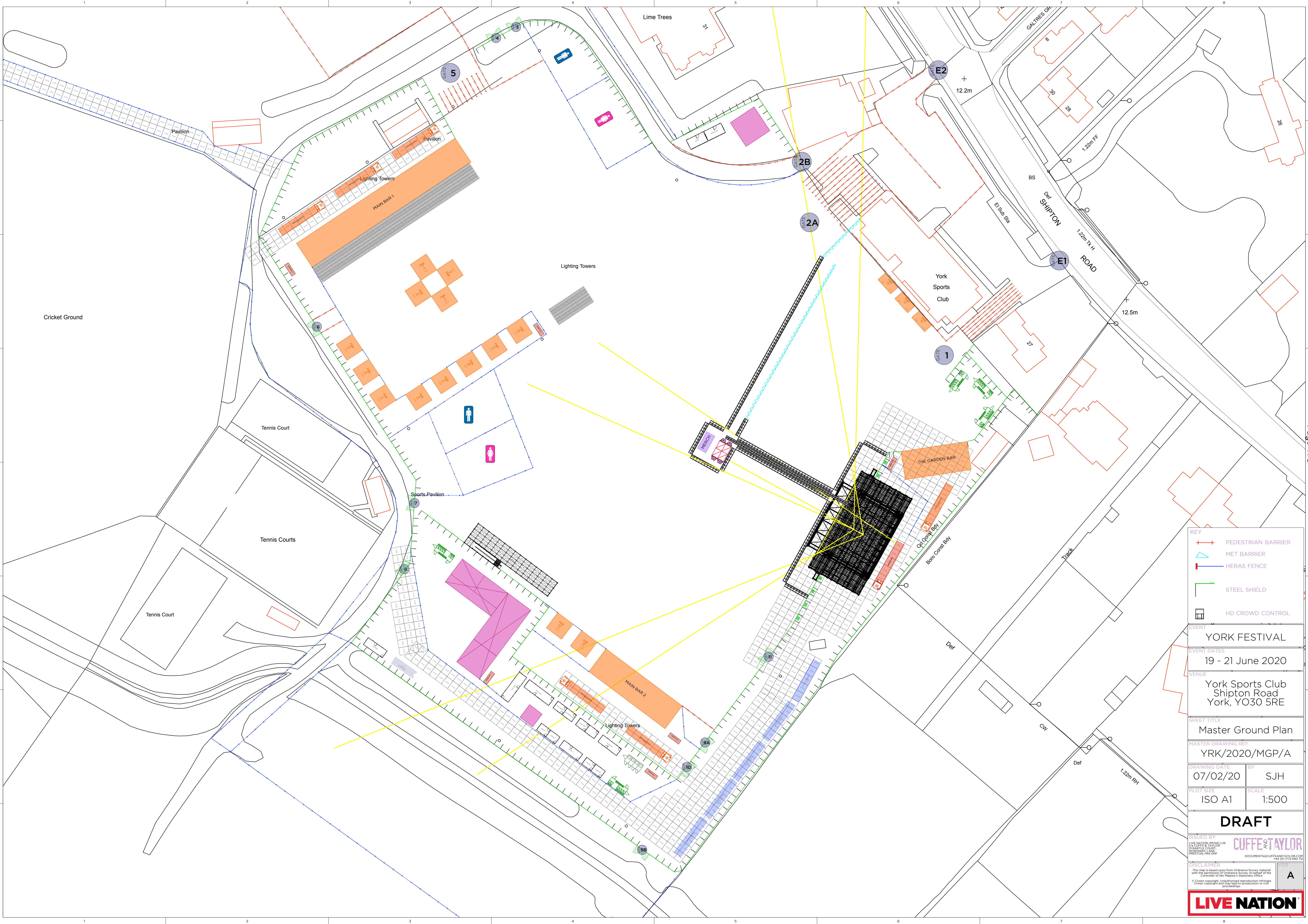
1. The following provisions of The Licensing Act 2003 apply to this application: S4 general duties of licensing authorities; s17 application for premises licence; s18 determination of application for premises licence; s23 grant or rejection of application; ss19, 20 and 21 mandatory conditions; The Licensing Act (Mandatory Licensing Conditions) Order 2010; and The Licensing Act 2003 (Mandatory Conditions) Order 2014.
2. The following provisions of The Licensing Act 2003 (Premises Licences and Club Premises Certificates) Regulations 2005 apply to this application: Regulation 42, Part 2 (Premises licences) and Part 4 (General) relating to applications, notices and representations and advertisement of applications
3. The following provisions of the Secretary of State's guidance apply to this application: Section 2 The Licensing Objectives; Section 9 Determining applications; Section 10 Conditions attached to premises licences and club certificates; and Section 14 Statements of licensing policy.
4. The following paragraphs of the licensing authority's statement of licensing policy apply to this application: 5.0 Applications for Premises Licences, Club Premises Certificates and Variations; 6.0 Guidelines for Applicants; 7.0 Saturation and Cumulative Impact and 8.0 Licensing Hours.
5. The Committee is reminded of their duty under the Crime and Disorder Act 1998 to consider the crime and disorder implications of their decisions and the authority's responsibility to co-operate in the reduction of crime and disorder in the city.
6. The Committee is reminded that the Human Rights Act 1998 guarantees the right to a fair hearing for all parties in the determination of their civil rights. The Act also provides for the protection of property, which may include licences in existence, and the protection of private and family life.

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ADDITIONAL INFORMATION FROM AGENT FOR THE APPLICANT

1. Updated Master Ground Plan (revised Site Layout Plan)
2. Event Management Safety Plan
3. Social Responsibility Plan
4. Noise Management Plan
5. Cuffe & Taylor Credentials document

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KEY

PEDESTRIAN BARRIER

MET BARRIER

HERAS FENCE

STEEL SHIELD

HD CROWD CONTROL

EVENT

YORK FESTIVAL

EVENT DATES

19 - 21 June 2020

VENUE

York Sports Club
Shipton Road
York, YO30 5RE

SHEET TITLE

Master Ground Plan

MASTER DRAWING REF

YRK/2020/MGP/A

DRAWING DATE

07/02/20

BY

SJH

PLOT SIZE

ISO A1

SCALE

1:500

DRAFT

ISSUED BY

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LIVE NATION

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HEALTH & SAFETY MANAGEMENT SYSTEM

EVENT MANAGEMENT SAFETY PLAN

YORK FESTIVAL
19 - 21 June 2020

Document Information

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Legal Entity

Cuffe & Taylor is owned and operated by Live Nation (Music) UK under the trading name Cuffe & Taylor. The company Registration Number in England & Wales for Live Nation (Music) UK is 02409911

The directors of Live Nation (Music) UK are;

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VAT Registration

The VAT numbers are as follows;

Live Nation (Music) UK GB 489 7987 40

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Introduction

1. Thank you, for taking the time to read this pack. The following document aims to outline the Health & Safety management systems in place for York Festival 2020.
2. This pack has been put together by Live Nation (Music) UK t/a Cuffe & Taylor following several site visits with both Live Nation operational staff, York Festival Production Representatives & Suppliers.
3. This document draws on guidance and legislation as laid out in
 - The Health & Safety at Work etc. Act 1974
 - Construction (Design & Management) 2015
 - The Purple Guide to Health, Safety & Welfare at Music and Other Events
 - The Green Guide to Safety at Sports Grounds (SGSA)
 - The Alternative Use of Sports Grounds [Orange Guide] (SGSA)
 - The Regulatory Reform (Fire Safety) Order [RRFO] 2005
 - The Licensing Act 2003
 And other relevant HSE guidance as appropriate
4. Where deviations have been made from the above guidance it is fully explained within this document. All decisions to deviate have been made taking a practical, pragmatic and realistic approach whilst not compromising safety.
5. This is a working document and as such changes and amends can be expected to be made until the event day.

Event Overview

Below is a basic overview of York Festival. Further Schedules are available further on in this document.

Event Name	York Festival
Venue	York Sports Club, Clifton Park, Shipton Road, York, YO30 5RE
Event Date	19 – 21 June 2020
Event Time	Varies Per Day – Please See Detailed Day by Day Schedule.
Site Adoption	Sunday 14 June 2020 [Mark Out Only]
Build Dates	Monday 15 June 2020 – Thursday 18 June 2020
Break Dates	Monday 22 June 2020 – Thursday 25 June 2020
Site Handback	Thursday 25 June 2020

Phases of the Event

There are effectively five phase's to an event. The planning issues for this event have been considered for each of these phases;

The '**build up**' which involves planning the venue design, devising scale maps of the area, selection of competent workers, selection of contractors and subcontractors, construction of the stages and fencing etc.

The '**load in**' which involves planning for the safe delivery and installation of equipment and services which will be used at the event, e.g. stage equipment used by the performers, lighting and PA etc.

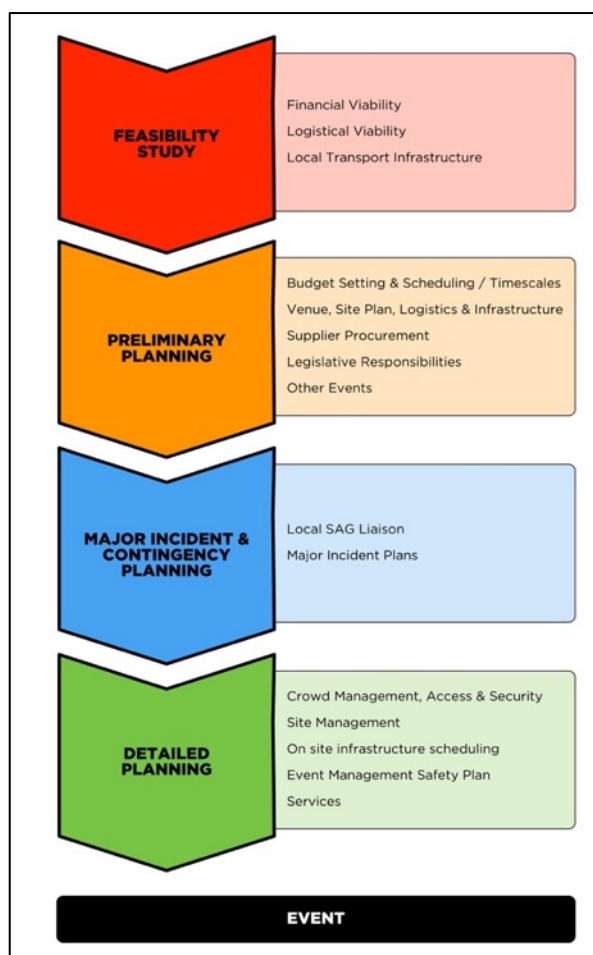
'The '**show**' which involves planning and effective crowd management strategies, transport management strategies and welfare arrangements. Planning strategies for dealing with fire, first aid, contingencies and major incidents are important.

The '**load out**' requires planning for the safe removal of equipment and services.

The '**breakdown**' which includes planning to control risks once the event is over and the infrastructure being dismantled. Collections of rubbish and wastewater disposal present these risks and these aspects need to be planned and managed.

Another important phase of any event is to hold de-brief's with all involved as soon as is practical post event.

Planning



In the planning stages of this event Cuffe & Taylor have pre-assessed various elements that have determined not only the validity of the event as a whole but also what measures are required to ensure the health, safety & welfare of everyone affected by the event and its activities.

Location

The choice of location has been determined what specific hazards are present and as such had informed the decision making and risk assessment processes

Event Activities

The type of activities carried out during the event have been assessed and have informed the risk assessment.

Audience Profile

The activities scheduled have determined the type of people who will attend and their expectation of the event. Establishing the audience profile has led to predictions regarding anticipated behaviors and indications where particular risks may arise

Crowd Numbers

The number of people expected to attend have affected the resources and facilities required, from basics such as toilets and parking through to determining what special arrangements are needed for medical services and waste management

Length & Timing of Event

Consideration has been given to how long the event will last, plus the time of day and time of year

Access

Access to and around the site has undergone careful planning to reduce the likelihood of overcrowding and any potential risk of crushing

Infrastructure

The type and scale of this event has determined what resources are needed to allow safe enjoyment for everyone.

Event Risk Assessment



Cuffe & Taylor require all contractors working on site to produce suitable and sufficient risk assessments prior to commencement of work on site.

These assessments should take into account the health, safety and welfare of all persons affected by their work, including members of the public.

Contractors risk assessments are adopted into the general risk management for the entire event and are monitored by the Principal Contractor.

The overall event risk assessment is available to view in [APP 02 - Event Risk Assessment](#) attached to this document.

Contractors risk assessments are contained within the Contractor Risk Assessments section of this document.

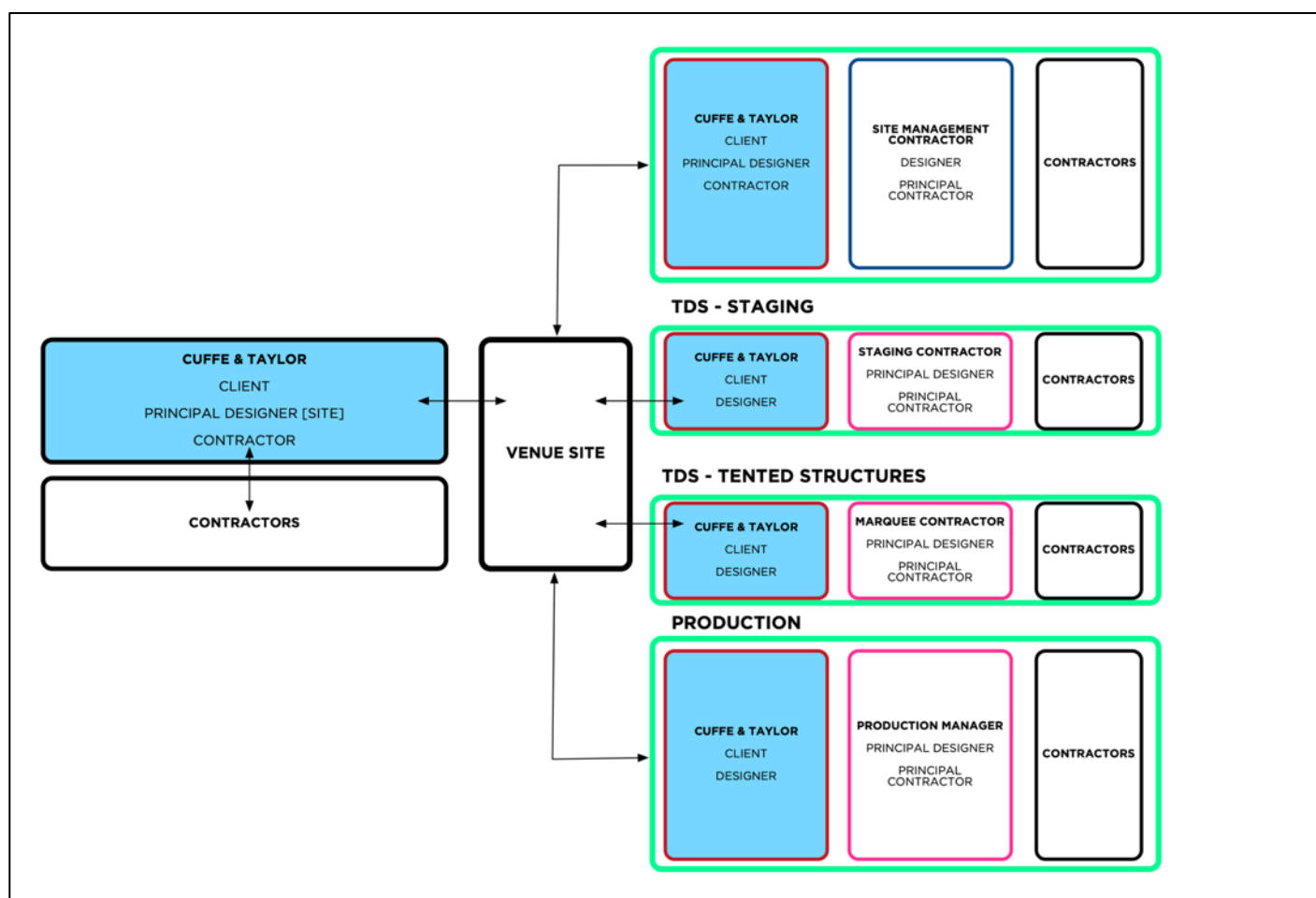
Construction [Design & Management] Regulations 2015

To satisfy the Construction (Design and Management) Regulations 2015 (CDM2015) we have defined here the perceived titles and duties under this regulation.

Due to the complex nature of an event site, several areas of responsibility within the CDM structure can be defined. The diagram below shows the basic outline in line with Guidance from the Health & Safety Executive.

Several construction projects exist on an event site. These are defined as *Overall Site*, *Temporary Demountable Structures & Production*. Across all stages Cuffe & Taylor act as the Client and have an input into design as either principal designer or designer allowing for oversight.

CDM Structure



Area	Client	Principal Designer	Designer	Principal Contractor	Contractors
Site Build	Cuffe & Taylor	Cuffe & Taylor	Event Design Co.	Event Design Co.	Various
TDS - Staging	Cuffe & Taylor	Acorn Staging	Cuffe & Taylor	Acorn Staging	Various
TDS - Marquees	Cuffe & Taylor	Marquee Supplier	Cuffe & Taylor	Marquee Supplier	Various
Production	Cuffe & Taylor	Production Box	Cuffe & Taylor	Production Box	Various

CDM Roles & Responsibilities

Commercial Client

As defined in CDM 2015, the Commercial Client [Live Nation (Music) UK Ltd t/a Cuffe & Taylor] has the following responsibilities;

- To make suitable arrangements for the management of the project, enabling those carrying it out to manage health and safety risks in a proportionate way. These arrangements include:
 - Appointing the contractors and designers to the project [including the principal designer and principal contractors on complex projects] whilst making sure that they have the skills, knowledge, experience and organisational capability.
 - Allowing sufficient time and resources for each stage of the project.
 - Making sure that the principal designer and principal contractor appointed carry out their duties in managing the project.
 - Making sure suitable welfare facilities are available for the duration of the project.
- Maintaining and reviewing the management arrangements during the full life of the project.
- Provision of the pre-construction information to every designer and contractor either bidding on or confirmed to be working on the project.
- Ensure that the principal contractor for the venue produces an adequate construction phase plan prior to the phase beginning.
- Ensure that the Principal Designer prepares a health and safety file for the project and that it is revised as necessary throughout the life of the project.

CDM Notification

York Festival is not notifiable as we do not meet any of the following criteria;

- Does not last longer than 30 days AND involve more than 20 workers at any one time,
- Does not exceed 500 worker days

Principal Designer

A principal designer is defined as a designer who is an organisation or individual (on smaller projects) appointed by the client to take control of the pre-construction phase of any project involving more than one contractor.

On complex event sites there are several principal designers as outlined above. As defined in CDM 2015 the Principal Designer has the following responsibilities;

- plan, manage, monitor and coordinate health and safety in the pre-construction phase. In doing so they must take account of relevant information (such as an existing health and safety file) that might affect design work carried out both before and after the construction phase has started;
- help and advise the client in bringing together pre-construction information, and provide the information designers and contractors need to carry out their duties work with any other designers on the project to eliminate foreseeable health and safety risks to anyone affected by the work and, where that is not possible, take steps to reduce or control those risks;
- ensure that everyone involved in the pre-construction phase communicates and cooperates, coordinating their work wherever required;
- liaise with the principal contractor, keeping them informed of any risks that need to be controlled during the construction phase.

Principal Contractor

A principal contractor is appointed by the client to control the construction phase of any project involving more than one contractor.

On complex event sites there are several principal contractors as outlined above. As defined in CDM 2015 the Principal Contractor has the following responsibilities;

- plan, manage, monitor and coordinate the entire construction phase
- take account of the health and safety risks to everyone affected by the work (including members of the public), in planning and managing the measures needed to control them
- liaise with the client and principal designer for the duration of the project to ensure that all risks are effectively managed
- prepare a written construction phase plan before the construction phase begins, implement, and then regularly review and revise it to make sure it remains fit for purpose
- have ongoing arrangements in place for managing health and safety throughout the construction phase
- consult and engage with workers about their health, safety and welfare
- ensure suitable welfare facilities are provided from the start and maintained throughout the construction phase
- check that anyone they appoint has the skills, knowledge, experience and, where relevant, the organisational capability to carry out their work safely and without risk to health
- ensure all workers have site-specific inductions, and any further information and training they need
- liaise with the principal designer to share any information relevant to the planning, management, monitoring and coordination of the pre-construction phase

Contractors

A contractor is anyone who directly employs or engages construction workers or manages construction work. Contractors include sub-contractors, any individual self-employed worker or business that carries out, manages or controls construction work. They must have the skills, knowledge, experience and, where relevant, the organisational capability to carry out the work safely and without risk to health.

Contractors and the workers under their control are most at risk of injury and ill health from construction work. Contractors therefore have an important role in planning, managing and monitoring their work to ensure any risks are controlled.

On complex event sites there are several contractors as outlined above. As defined in CDM 2015 contractors have the following responsibilities;

- make sure the client is aware of the client duties under CDM 2015 before any work starts
- plan, manage and monitor all work carried out by themselves and their workers, taking into account the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them
- check that all workers they employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them
- make sure that all workers under their control have a suitable, site-specific induction, unless this has already been provided by the principal contractor
- provide appropriate supervision, information and instructions to workers under their control
- ensure they do not start work on site unless reasonable steps have been taken to prevent unauthorised access
- ensure suitable welfare facilities are provided from the start for workers under their control, and maintain them throughout the work
- coordinate their work with the work of others in the project team
- comply with directions given by the principal designer or principal contractor
- comply with parts of the construction phase plan relevant to their work

Workers

A worker is anyone working for or under the control of a contractor on a construction site. As defined in CDM 2015 workers have the following responsibilities;

- only carry out construction work if they have the relevant skills, knowledge, training and experience - or they are provided with the training and supervision that enables them to do it safely and without risk to health
- make themselves aware of the health and safety risks involved in work on every site and the way those risks are managed
- always follow site rules and procedures
- cooperate with other duty holders, such as the contractor in control of their work and the principal contractor (who controls the overall project when there is more than one contractor)
- report any risks they find to whoever controls the work on site, whether the risks affect their own health and safety or anyone else, including other workers and members of the public

Monitoring Safety Performance

Monitoring is essential to maintain and improve health and safety performance. There are two ways of generating information on safety performance:

- Active monitoring systems give feedback on safety performance before an accident or incident happens. We will achieve active monitoring by appointing a principal contractor to carry out inspections of the contractors on site during the build-up and breakdown and by checking the contractors' safety method statements for carrying out work against their actual work on site.
- Reactive monitoring systems are triggered after an accident or incident has occurred. They include identifying and reporting injuries, ill health, other losses such as damage to property, incidents with the potential to cause injury, and weaknesses or omissions in safety standards.

Information obtained during inspections as well as a result of incidents or property damage will be recorded in the event logbook. This book will be used to keep other records and the information used to audit and review the event at a later date.

Auditing and Reviewing Safety Performance

An audit of the safety performance will be carried out on completion of the event so that any problems in the planning and organisation can be identified, or any matters that arise during the event can be analysed and corrected for future events.

Views of the police, fire brigade, health authorities, first-aid providers and local authority will be sought as well as views of the Principal Contractor & other contractors who have worked on site.

Licensing

As per the Licensing Act we have identified that due to the following licensable activities, a premises license is required for York Festival

- 2(a) - The supply by retail of Alcohol
- 2(c) - The provision of Regulated Entertainment

Event License

York Festival will be held under the following license;

LICENCE APPLICATION IS CURRENTLY IN PROGRESS WITH YORK CITY COUNCIL - YORK FESTIVAL IS SUBJECT TO LICENCE APPROVAL

The designated premises supervisor for the event is **Jason Cotillard**

The DPS is a personal license holder and is named on the above license as such. The DPS has the following responsibilities;

- To be contactable at all times whilst the event site is open to the public and serving alcohol.
- To authorise the sale of all alcohol on site in conjunction with the Food & Beverage - Bars contractor
- To ensure compliance with the licensing objectives as outlined in the venue license.

Concert Evaluation**Artist Profile**

Date	Artist	Profile
19 June 2020	Madness	<p>Madness are an English ska band from Camden Town, north London, who formed in 1976. One of the most prominent bands of the late 1970s and early 1980s two-tone ska revival, they continue to perform with six of the seven members of their original line-up.</p> <p>Madness have had 15 singles reach the UK top ten, which include "One Step Beyond", "Baggy Trousers" and "It Must Be Love", one UK number one single ("House of Fun") and two number ones in Ireland, "House of Fun" and "Wings of a Dove". "Our House" was their biggest US hit.</p>
20 June 2020	Westlife	<p>Westlife is an Irish pop vocal group, which formed in 1998 in Sligo, disbanded in 2012 and reunited in 2018. They were originally signed by Simon Cowell in the UK, Clive Davis in the US and managed by Louis Walsh and Sonny Takhar. The group currently consists of Shane Filan, Mark Feehily, Kian Egan, and Nicky Byrne.</p>
21 June 2020	Lionel Richie	<p>Lionel Brockman Richie Jr. (born June 20, 1949) is an American singer, songwriter, actor and record producer. His recordings with the Commodores and in his solo career made him one of the most successful balladeers of the 1980s.</p> <p>Beginning in 1968, Richie was a member of the funk and soul band the Commodores.</p>

Audience Profile

Date	Artist	Profile
19 June 2020	Madness	TBC - Awaiting Data from Ticketmaster
20 June 2020	Westlife	TBC - Awaiting Data from Ticketmaster
21 June 2020	Lionel Richie	TBC - Awaiting Data from Ticketmaster

Audience Arrangements

Date	Artist	Profile
19 June 2020	Madness	Mixed Standing & Customer Provided Furniture in GA Mixed Standing & Promoter Provided Furniture in The Garden
20 June 2020	Westlife	Mixed Standing & Customer Provided Furniture in GA Mixed Standing & Promoter Provided Furniture in The Garden
21 June 2020	Lionel Richie	Mixed Standing & Customer Provided Furniture in GA Mixed Standing & Promoter Provided Furniture in The Garden

Concert Day Timings

07:30	Production Load In
12:00	Sound Check Starts
14:30	Sound Check Ends
15:00	All Gates Open [House Music]
17:00	Main Stage Entertainment Begins [TBC]
20:30	Changeover [TBC]
21:00	Headline Artist On Stage [TBC]
22:30	Show Down & Music Ends
22:30	Bars Close
23:00	Food Concessions Close
23:00	SITE CLOSES

All above timings are subject to change upon confirmation from artist production.

Venue & Site Design

Cuffe & Taylor have carried out an assessment of the site with specialist companies in staging, lighting, sound, production & infrastructure to determine the suitability of the site along side representatives from the venue.

The outcomes of this assessment are demonstrated below;

Area	Assessed	Outcome
Topography	The suitability of the land to build and operate an event site taking into account the requirement of the public and the production	<p>The site has been assessed as suitable by the Principal Designer & Principal Contractor.</p> <p>Suitable arrangements will be made to ensure that the land handles the additional requirements. A full site plan is displayed in <i>APP 01 - Master Ground Plan</i></p>
Venue Access	<p>Access for build and break traffic.</p> <p>Access routes for the public</p> <p>Emergency Vehicle Access [Blue Routes]</p>	<p>The access has been assessed by the Principal Designer & Principal Contractor in regards Build and Break and assessed as adequate.</p> <p>The Traffic Management Contractor have assessed vehicle routes for the public and will produce <i>APP 10 - Traffic Management Plan</i></p> <p>Blue routes are shown in <i>APP 01 - Master Ground Plan</i></p>
Venue Capacity	Capacity of the venue taking into account Ingress Times, Emergency Egress Times & Available Space	<p>The Venue has been designed by the Principal Designer to accommodate 19,999 pax.</p> <p>Full capacity calculations are displayed further into this document.</p> <p>Emergency routes are outlined in <i>APP 01 - Master Ground Plan</i></p> <p>Evacuation Plans are outlined in <i>APP 04 - Major Incident Management Policy & Procedures</i></p>
Position & Proximity of Noise Sensitive Locations	Geographical Location of nearby noise sensitive properties.	<p>Intelligence has been obtained from the venue owner.</p> <p>Noise Management Contractor has been appointed and will present several noise management scenarios.</p> <p>The Noise Management Contractor will produce <i>APP 08 - Noise Management Plan</i></p>
Geographical Location	Location of site in relation to transport links, local resources and emergency medical facilities	<p>There are very few facilities that will be accessible to the public during the event in the vicinity of the site, as such all provisions will be provided on site. These are demonstrated in <i>APP 01 - Master Ground Plan</i></p> <p>The Traffic Management Contractor have assessed transport routes for the public and will produce <i>APP 10 - Traffic Management Plan</i></p> <p>The location of local medical facilities has been assessed by the Medical contractor as part of <i>APP 06 - Medical Plan</i></p>

Holding Space

Total Site Space	37,016 m2
Infrastructure	15,471 m2
GA Sightline	7,981 m2
The Garden Sightline	1,561 m2
Safe Space	6,355 m2



Control Measures for Safety Management

Cuffe & Taylor have, in line with the Green Guide, calculated the (P) and (S) Factor of the site

The (P) Factor is defined as the physical condition of the ground. In *Appendix 02 - Event Risk Assessment* a full assessment of the physical ground conditions can be found.

The (S) Factor is defined as the quality of the safety management in the assessed area.

To help in the assessment of the (P) and (S) factors, it is recommended that each should be given a numerical value. This value should be quantified as a factor between 0.0 and 1.0, as the following examples indicate:

- Where the Physical Condition of the accommodation is of a high standard, a (P) factor of 1.0 should be applied.
- Where the physical condition is extremely poor, a factor of 0.0 should be applied ... This would have the effect of imposing a zero capacity in the area assessed.
- An intimidate assessment might result in, for example. a (P) factor of 0.6 or perhaps an (S) factor of 0.8

Assessment of the (P) Factor

The assessment of the (P) factor is based on an assessment of the physical condition of the accommodation that the audience will be occupying. This takes into account the following considerations:

- Physical Condition of Standing Areas inclusive of Ground Condition, Drainage & Available Sightlines
- The condition of any temporary structures specified and installed on the site
- The Lighting conditions outside the hours of daylight.

Assessment of the (S) Factor

The assessment of the (S) factor is based on an assessment of the safety management resources available in the area assessed, this includes:

- Admission & Admission Management Systems
- Stewarding resource available in all areas that are occupied by the public
- Crowd Density & Behavior based on Audience Profile, Artist Profile & Sightlines
- Provision for vulnerable and young persons
- The provision of clear signage
- Major Incident Procedures & Contingency Planning
- Risk management and mitigation Fire

The assessment for the safety management of the arena is carried out in *Appendix 02 - Event Risk Assessment*

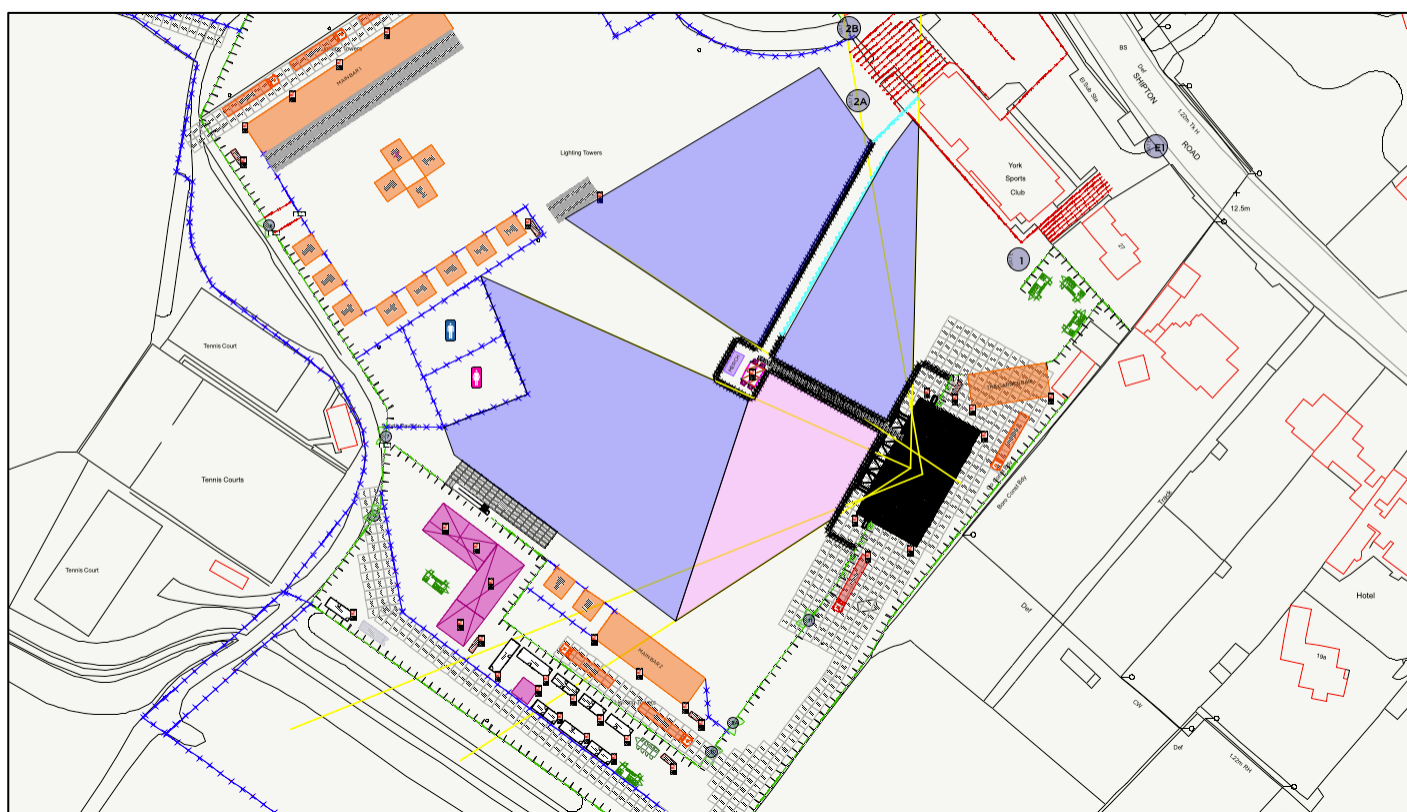
Audience Density

The capacity of each area is as follows

AREA	CAPACITY
GENERAL ADMISSION	16420
THE GARDEN	2500
ACCESSABLE PLATFORM	80
TOTAL ON SALE CAPACITY	19,000

AREA	CAPACITY
STAFF	999

TOTAL SITE CAPACITY	19,999
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	3 Pax M2 [MAG]	2 Pax M2 [BLUE]	1 Pax M2 [CYAN]	Garden 2 Pax M2	Garden 1 Pax M2	WUP
Area	1528	6449	0	1561	0	-
Density	4	2	1	2	1	-
Capacity	4585	12898	0	3122	0	80
Total	20,695					

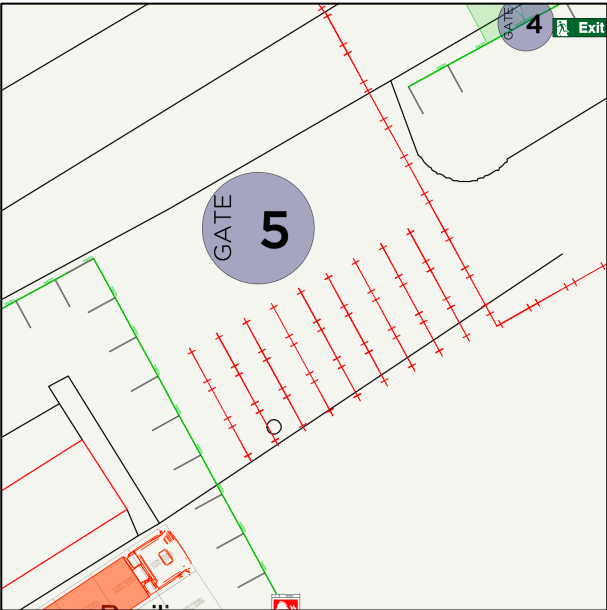
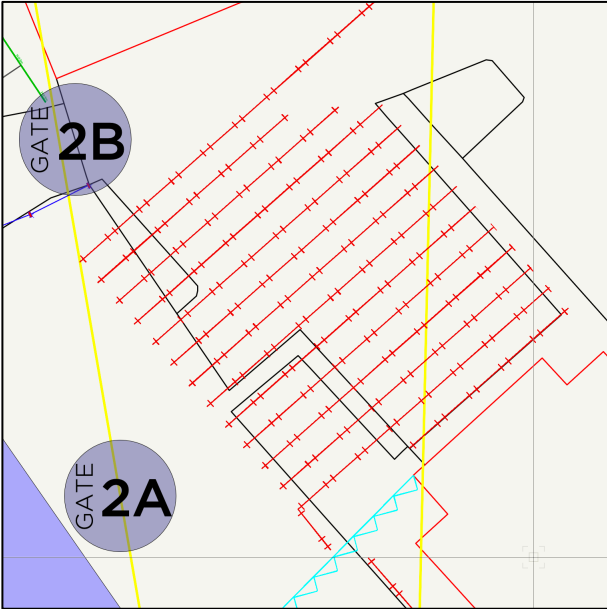
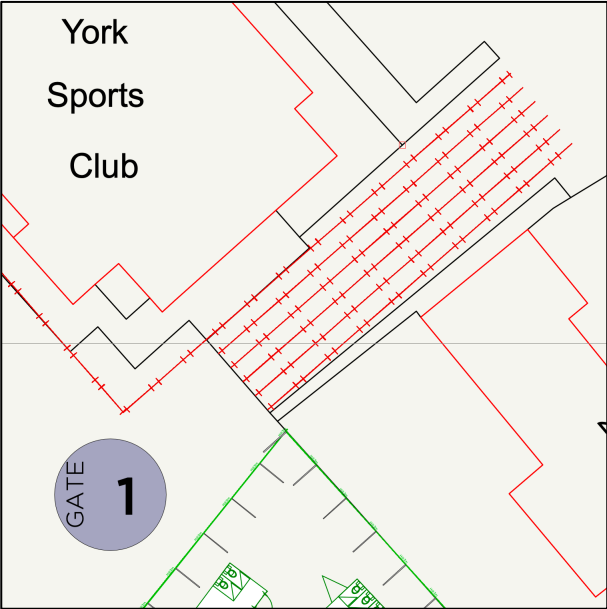
Audience Ingress Plan

The access arrangements for all events will remain the same across the week as follows;

	Gate 1	Gate 2A	Gate 5
Lanes	5	12	9
Flow Rate	400 / Hour / Lane	400 / Hour / Lane	400 / Hour / Lane
Capacity / 2 Hours	4,000	9,600	7,200

The green Guide To Safety At Sports Grounds provides an audience flow rate of 660 per hour per entry point. This figure has been significantly adjusted down to take into account the search regime which forms part of the terms and conditions of entry.

We have also calculated the ingress maximum over a 2 hour time period. Where in reality we are expecting to see a staggered ingress over 3 – 4 hours – with some periods of higher flow.



Audience Egress Plan [Emergency Situations]

For access/emergency exits see the site plan in *APP 01 - MASTER GROUND PLAN*

Flow Rate

In calculating the capacity of the event we have consulted the guidance given in the Green Guide and HM Government Guidance regards Fire Safety At Outdoor Events.

The most up to date guidance's provides the following advice on rates of passage in an emergency situation;

Guide to Safety at Sports Grounds Sixth Edition 2018 / The informative annex of BS EN 13200 for flow capacity advises that, for a 1.2m:

- on a stepped surface or seated area 79 people can reasonably exit in 1 minute (equal to 66 spectators per minute width per minute)
- on a level surface 100 people can reasonably exit in 1 minute (equal to 82 spectators per metre width per minute)

Fire Safety Risk Assessment Open Air Events and Venues 2007 The capacity of an escape route is determined by the rate at which people pass along the route during each minute of the defined escape time. The following are suggested rates of passage for open-air parts of venues:

- on all routes within seated accommodation (including gangways and ramps) and stairways – 73 people/metre/minute; and
- on all routes in other parts of the event or venue (including within standing accommodation) – 109 people/metre/minute.

Given the different advice we use the lower rates in line with the BS 13200 standard, which advises that, for a 1.2m:

- on a stepped surface or seated area 79 people can reasonably exit in 1 minute (equal to 66 spectators per minute width per minute)
- on a level surface 100 people can reasonably exit in 1 minute (equal to 82 spectators per metre width per minute)

Evacuation Time

The emergency evacuation time is a calculation which, together with the rate of passage, is used to determine the capacity of the emergency exit system from the viewing accommodation to a place of safety or reasonable safety, in the event of an emergency.

These are based on BS EN 13200, which advises that;

Low Risk	8 Minutes
Medium Risk	5 Minutes
High Risk	2.5 Minutes

In determining which fire risk factor to apply we have used the guidance detailed in the same publication along with the risk assessments completed, as detailed below.

Categorisation of Low Fire Risk

A low fire risk seated or standing area at a sports ground is likely to be one where:

- the risk of a fire occurring is low, and
- in the unlikely event of a fire, the potential for the fire, heat or smoke generated by it, to spread, is negligible, and;
- there is a minimal risk to life.

Such structures might include open terraces and stands constructed of non-combustible materials with fully protected catering outlets.

For low risk seated and standing areas, the emergency evacuation time for all spectators to reach a place of safety or reasonable safety should be no more than **eight minutes**.

Categorisation of Medium Fire Risk

A normal fire risk seated or standing area is likely to be one where:

- the risk of a fire spreading is low
- should a fire occur it is likely to be confined to a room or its place of origin
- there is in place an effective fire suppression or containment system.

For normal risk seated and standing areas, the emergency evacuation time for all spectators to reach a place of safety or reasonable safety should be no more than **six minutes**.

Categorisation of Higher Fire Risk

The type of spectator accommodation most at risk from fire is the covered stand. A higher fire risk seated or standing area is likely to be one where one or more of the following characteristics apply:

- the construction consists of combustible materials
- structural features could promote the spread of fire, heat and smoke
- there are voids under seating decks, floors or terraces where waste or litter may accumulate
- there are several storeys, with exiting systems from the upper levels routed through hospitality areas
- the concourse areas have inadequate fire separation between retail and/or catering facilities and the emergency evacuation routes
- highly flammable or explosive materials are present
- people in the area are at risk from an incident occurring in an adjacent premise.

For higher risk seated and standing areas, the emergency evacuation time for all spectators to reach a place of safety or reasonable safety should be no more than **two and a half minutes**.

It is stressed that the list of characteristics summarised in above are for general guidance only. Any fire risk assessment must take into account all relevant local circumstances.

Final Egress Route Capacities**Public Areas**

Gate	Width (M)	Minutes	Persons	Gate Use	Capacity
E1 [From 1]	5.5	8	82	Ingress / Emg Exit	3,608
E2 [From 2]	4.5	8	82	Ingress / Emg Exit	2,952
3	4.8	8	82	Emg Exit to Safe Space	3,148
4	4.8	8	82	Emg Exit to Safe Space	3,148
5	4.8	8	82	Ingress / Emg Exit to Safe Space	3,148
6	4.8	8	82	Emg Exit to Safe Space	3,148
7	4.8	8	82	Emg Exit to Safe Space	3,148
9B [From 9A]	4.8	8	82	Emg Exit to Safe Space	3,148
TOTAL					25,488

Total Available Escape Width 38.8m

Minus Largest Exit 33.3m

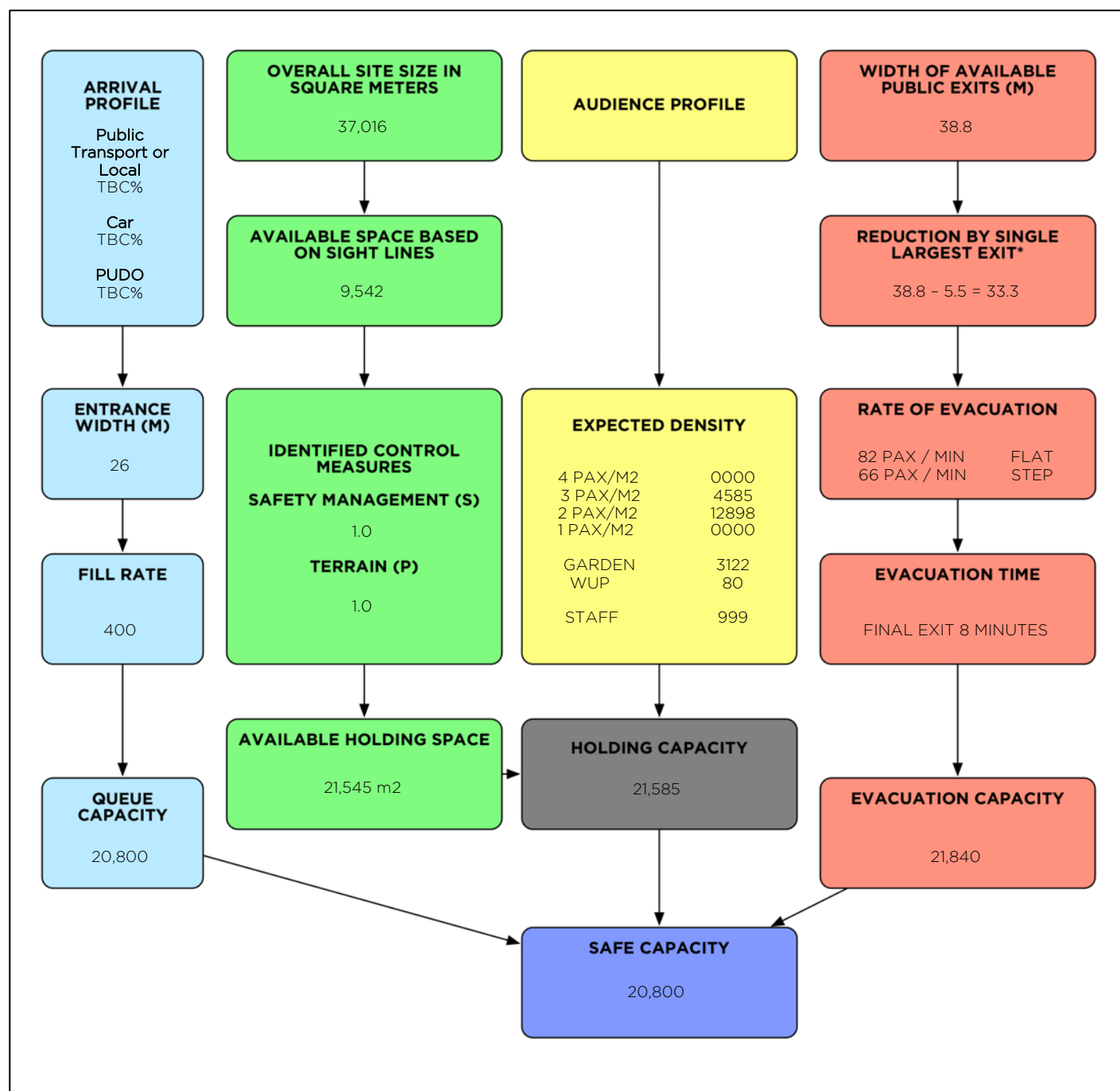
Total Available Escape Capacity 21,840 PAX

Each Gate will comprise of fencing panels which can be opened, moved or removed by hand without the need for tools.

All exit routes will be kept clear by stewards who will ensure a free flow at all times during the event.

In the event of an emergency additional lighting will be switched on at every exit gate and throughout the arena.

Site Capacity



Based on the above calculations the safe capacity for the arena on all events is 20,800 people. However due to staff numbers and taking into account the licensing capacity the following will be admitted to the site;

AREA	CAPACITY
GENERAL ADMISSION	16,420
THE GARDEN	2500
ACCESSABLE PLATFORM	80
STAFF	999

Cuffe & Taylor acknowledge their responsibility to ensure the audience, at all times, are safe and comfortable and that the infrastructure/services can accommodate the occupancy, the actual space and services available can accommodate much greater numbers than will be permitted.

Crowd Management & Security

Planning

Cuffe & Taylor will be providing security and stewards for the following areas via [SECURITY PROVIDER]

- Audience Areas
- The Pit & Stage Areas
- BOH Areas
- Entrance Management including searching & ticket scanning
- Extended Perimeter in adjacent roads

Roles & Responsibilities

The following roles and responsibilities form the basis of the requirements issued by Cuffe & Taylor;

- To provide adequate numbers of Security / Stewarding personnel for the ingress, egress and fixed security positions during the event;
- To provide an appropriate search procedure for patrons during ingress into the event;
- To monitor the ingress of the public into the venue in a safe and orderly fashion, and where reasonably practicable, pro-actively employ crowd management methods to ensure the safe population of the event space;
- To monitor patrons and report incidents of public disorder to the Event Control Centre upon which it will be logged accordingly;
- To resolve incidents of Public Disorder;
- To monitor and deter audience members from committing acts of crime. Where it is suspected an incident of crime has occurred to report this to the Event Control Centre and assist the police in their investigations;
- To enforce accreditation systems as outlined by Cuffe & Taylor;
- To have a representative on the Event Liaison Team (ELT) and assist as instructed in the response to a Major incident by either the Event Safety Manager, Event Manager, Company Director or Emergency Services.

In addition to these specific roles TBC also have a responsibility to report any issues to Cuffe & Taylor that they feel are specific to the event for resolution prior to the event.

Crowd Management Risk Assessment

The detailed Crowd Management Plan and Risk assessment produced by TBC is available in APP 07 – CROWD MANAGEMENT PLAN

Audience Admission Policy**General**

- a) These Terms and conditions (T&Cs) incorporate, and should be read together with, any Vendor's and/or Agent's T&Cs or regulations, which you can obtain from the point of purchase from the Official Agent
- b) Artists and billed attractions may be subject to change
- c) No trading allowed within the venue without the prior consent of Cuffe & Taylor.
- d) Goods using unauthorised event logos and unauthorised professional recording equipment must be surrendered to staff.
- e) Do not buy tickets or goods from unlawful street traders/touts. They are invalid.
- f) You give your express consent to your actual/ simulated likeness to be included for no fee within any audio or visual recording to be used in any media for any purpose at any time. This includes filming by the police or security staff which may be carried out for the security of customers and/or the prevention of crime.
- g) No unauthorised buses, coaches or trucks will be allowed on site.

Age Policy

- a) No one aged 16 and under will be admitted to site unaccompanied. Those who are 16 and under must be accompanied by a ticket holder over the age of 18 at all times whilst on site.

Tickets

- a) Tickets & Passes are non-transferable and only valid when purchased from ticket agents authorised by Cuffe & Taylor.
- b) Tickets & Passes purchased from unauthorised sources will be rendered invalid and admission will be refused.
- c) Tickets must be valid, presented in full, with stubs and not tampered with (in the event of accidental damage, refer to point of purchase prior to the event). Tickets remain the property of Cuffe & Taylor.
- d) Cuffe & Taylor will not issue duplicate tickets for lost or stolen tickets.
- e) Tickets can not be used as part of any marketing, media, sales or promotion, without the prior written consent of Cuffe & Taylor.
- f) The ticket holder is responsible for the ticket until scanned on the gate. At no time will pass-outs be permitted.

Security

- a) Cuffe & Taylor reserves the right to evict a customer without refund and/or refuse admission. See Eviction Policy
- b) You may be bag/body searched at the entrances, on site or when leaving.
- c) Any item(s), reasonably considered for use as a weapon, which may cause danger, offence or disruption to any other person, must be surrendered to staff.

- d) Any person carrying illegal items or carrying out illegal activities will be handed over to Police and admission will be refused.
- e) Anti-social behaviour will lead to eviction (please see eviction policy)

Damage / Losses

- a) Cuffe & Taylor are unable to accept any liability for personal or property damages, losses (including surrendered items) or injuries sustained at this event – other than caused as a result of our negligence.

Prohibited Items

- b) The following is prohibited from all event dates; Gas canisters, Aerosols over 250ml, airhorns, fireworks, flares, illegal substances, drugs, 'Legal Highs' inclusive of N₂O and associated equipment such as balloons, Laser Equipment & Pens, Megaphones, sources of ignition with the exception of lighters, hi-viz jackets, spray cans, professional camera equipment, cans of any kind, umbrellas, open drinks.
- c) The following is prohibited from all event dates, with the exception of advertised picnic events; glass, large drinks over 500ml and soft drinks, food and drink purchased outside of the arena.
- d) Anyone who does not surrender any of the above prohibited items on entry will be refused access to the event.

Fire & Safety

- a) Fires are not permitted anywhere on site.
- b) Smoking is not permitted in the enclosed public spaces including bars, concessions & hospitality areas. This includes E-Cigarettes.
- c) Excessive exposure to loud music may cause damage to your hearing.
- d) Pyrotechnics, Lasers, Smoke Machines, Strobe Lighting & Special Effects may take place during performances.
- e) The use of Drones or similar equipment for any reason is not permitted on or near the event site

Housekeeping

- a) Please use the bins and recycling points provided on site.
- b) Please remember our neighbours and leave the site quietly.
- c) No animals, with the exception of Guide or Hearing Dogs are permitted on site at any time.

Eviction Policy

The licence is granted under strict conditions of attendance and public safety, prevention of disorder and prevention of public nuisance. Any person who disrupts the event under any of the below sections will leave themselves liable for eviction from site. If you are evicted, we will take a photograph of you as part of the eviction process (with your consent).

The decision as to the eviction will be at the discretion of the Security Manager following advice from security staff and line managed by the Security Co-ordinator.

Persons will be liable for eviction under the following circumstances:

- Entering or being onsite without a ticket or relevant pass
- Unacceptable, disruptive or anti-social behavior as outlined below
- Having been arrested or cautioned in connection with a criminal offence, pending or post hand-over to the Police

Unacceptable Behavior that can Lead to Eviction

Includes but it limited to;

- a) Illegal activity;
- b) Breaching the terms and conditions of entry;
- c) Failing to submit to a search upon entry to the site;
- d) Offensive behavior;
- e) Throwing hard objects in the direction of people;
- f) Encouraging others to behave badly by incitement;
- g) Preventing our security or emergency services reacting to a situation;
- h) Building or fueling fires;
- i) Committing a criminal offence but not arrested by the police;
- j) In possession of unlawful drugs, including legal highs
- k) Unofficially selling alcohol, tobacco, counterfeit or any unauthorised goods
- l) Ticket touting;

Eviction Procedure

Once eviction has been determined upon the following will happen;

- a) You will be evicted from site and not allowed re-admission for any further events. Anyone who is evicted is liable to a lifetime ban from Cuffe & Taylor events.

Contingency & Emergency Planning

A major emergency situation will require a multi-agency approach in which the Event Safety Manager, The Event Manager, The Police, Ambulance Service, Fire Service, Event Medical Provider and Event Security Provider all play a part. A clear demarcation of duties and responsibilities will be agreed and understood at the planning stage. Agreed emergency procedures will be issued in writing to all relevant parties.

Major Incident Planning

Various Major Incident Plans are provided in *APP 04 - Major Incident Policy & Procedures* with arrangements for;

- Identification of key decision-making personnel
- Details of the script of coded messages for management and stewards
- Details of the script of public announcements to the audience
- An outline of roles of those involved
- Major Incident Master Plan

Adverse Weather Plans are available in *APP 09 - Adverse Weather Plans*

Definition Of An Emergency

An emergency is defined as:-

“An event or situation (occurring anywhere) which threatens serious damage to human welfare in a place in the UK, the environment of a place in the UK or war or terrorism which threatens serious damage to the security of the UK.”

Alert & Activation

The alert to Event Control & the Event Liaison Team (ELT) can be made by any radio carrying member of staff utilising pre agreed Code Words.

Activation of the Major Incident Plan can only be called by a Management Pass Holder. These include the Event Manager, Event Safety Manager & Company Directors.

Event Liaison Team

Event Control will be situated by in the BOH compound, as indicated on the site plan, and will be used by the Emergency Liaison Team (ELT).

The ELT is made up of key people needed to ensure the safety of the event;

- Event Manager
- Event Safety Manager
- [SECURITY] Management Team
- Kodiak Medical Management Team
- Site Manager (as required by Event Safety Manager)
- Company Directors (as required by Event Safety Manager)

In the control room there will be a maned hotline on concert day – the number of which will be communicated locally prior to the concert.

In addition, representatives from the following agencies may be invited into ELT meetings should they wish to attend;

- Officers from City of York Council
- North Yorkshire Police Bronze Commander
- North Yorkshire Police Event Liaison Officer
- North Yorkshire Fire & Rescue Service Manager
- Yorkshire Ambulance Service Bronze Commander
- Yorkshire Ambulance Service Event Liaison Officer

In the event of an emergency Event Control will serve as the primary on site control room under the control of the Event Liaison Team. The Event Safety Manager will assume control until it is deemed that the site is to be handed over to the most senior emergency services personnel on site.

An effective communications system will be implemented as well as detailed communications logging. The control room will have a site plan indicating all services and venue facilities.

Major Incident Command Structure

Cuffe & Taylor will implement the Gold / Silver / Bronze Command Structure

GOLD EVENT SAFETY MANAGER

The Event Safety Manager will assume the role of Gold Commander for the Promoter during a Major Incident.

The Event Safety Manager will be on site in the Control Room during a major incident.

The purpose of Gold Command is the following;

- To be in overall control of the available company resources during a major incident;
- To take an overall view of the incident and in conjunction with Silver Command and the Event Liaison Team formulate an overall response to the incident;
- To liaise with the ELT and local emergency services personnel who are responding to the incident;
- To hand over primacy for the event site to the local emergency services as required during the course major incident;
- To accept the site back from the emergency services as required during the course of a major incident.

SILVER EVENT MANAGER

The Event Manager will assume the role of Silver Commander for the Promoter during a Major Incident.

The purpose of Silver Command is the following;

- To implement the deployment the available company resources during a major incident through the Bronze Commander;
- To form part of the ELT in formulating a response to any major incident.

- To liaise with the ELT and local emergency services personnel who are responding to the incident

BRONZE EVENT CONTROL MANAGER

The Event Control Manager will assume the role of Bronze Commander for the Promoter during a Major Incident. The event control manager will be in the event control room at all times during a major incident.

The purpose of Bronze Command is the following;

- To coordinate resources as directed by the Silver Commander;
- To inform the ELT of the state of play on site offering running information updates;
- To make the initial contact with the emergency services as directed by the Gold / Silver Commander.

The bronze commander will also retain control of the control room at all times and will be the conduit for all agencies to communicate with each other.

Major Incident Response & JESIP Principals



Although not predominantly designed for live events, Cuffe & Taylor will be utilising several of the principals as outlined in the *Joint Emergency Services Interoperability Principles [JESIP]*. These will be amended as required to suit a live event environment.

The five JESIP Principals are below

Principal	Description	At York Festival
Co-Locate	Co-Locate with commanders as soon as practically possible at a single, safe and easily identified location near to the scene	Event Control Room is operational at all times York Festival is open to the public. Control is in a low risk area of the site.
Communicate	Communicate clearly using plain English.	Control Room operates as an English only operation.
Co-ordinate	Co-Ordinate by agreeing the lead service, identify priorities, resources and capabilities for an effective response, including the timings of further meetings	ELT & Command structure in place at all times. Primacy hand over available to blue light services if required.
Jointly Understand Risk	Jointly understand risk by sharing information about the likelihood and potential impact of threats and hazards and to agree potential control measures	Control Room included all relevant members of both the event team and blue light services during a major incident.
Shared Situational Awareness	Established by using METHANE and the Joint Decision Log	Both enacted at York Festival

M/ETHANE

Initial identification of an incident is paramount and all staff on site will be issued with ETHANE guidance within the site briefing. This will allow the control room to manage response to all incidents on site in the most appropriate manner.

E	Exact Location	Where is the Incident.	Be as precise as possible. Use geographical landmarks. Ask that the control room has understood the location.
T	Type of Incident	What kind of Incident is It.	For example Security, Medical, Production, Fire
H	Hazards	What are the hazards at the site if the incident [if any]	Consider the likelihood of a hazard in the area and the severity of the impact. ie, Kitchen fire & gas bottles
A	Access	What is the best route for access and egress	Are the existing RV Points appropriate. What is the best route travelling internally across the site.
N	Number of Affected Persons	How many people are affected by the incident.	One or multiple persons involved in the incident.
E	Emergency Response	What response is needed	ie Security, Medical, Management.

As with all incidents across the site only Red Pass Holders may declare a **Major Incident** as soon as all available information is available to the control room.

Joint Decision Logging

In the event of a Major Incident being declared, or if it appears likely that a major incident will be declared, the Event Gold will ask the control room to switch to a Joint Decision Log. This will be noted in the main event log.

The best practice for filling out a joint decision log are laid out below. It will be the responsibility of the Event Logger to fill this out.

Where commanders work together and make joint decision, they are responsible for recording those decisions in a joint decision log. This should include the time and date the entries were made.

Below are some best practice guidelines when making entries in a decision log:

- *The log should be CIA – Clear, Intelligible, Accurate*
- *The log should be kept electronically or written in ink*
- *Enter information at the first reasonable opportunity. If there is a delay of more than a few minutes, a short explanation of the reason should be included*
- *Record all of the decisions and actions taken and the reasons for making them. This may be important at a later date*

- *Record all questions and answers and any non-verbal communications. Note facts and not your interpretation of them*
- *Don't erase mistakes. Rule through them with a single line and initial them. Don't overwrite or write above them*
- *Don't leave blank space. Unused space at the end of lines should be ruled out with a single line. Unused space at the end of a page should be ruled through with a diagonal line, initialled and the date and time added.*

The York Festival JDL Template can be found in *APP 04 – Major Incident Policy & Procedure*.

Emergency RV Points

RV-01	GATE E2 [Shipton Road]
RV-02	CLIFTON ALLIANCE CRICKET CLUB HARD STANDING [Via GATE E3]
FRV-01	GATE E3
FRV-02	ROAD CLOSURE AT JUNCTION OF SHIPTON ROAD & RAWCLIFFE LANE
HRV-01	CLIFTON ALLIANCE CRICKET CLUB OUTFIELD

Media & Public Relations

In the unlikely event of a major incident, there is likely to be a high demand for information from the media. With the development of 24 hour rolling news, the advent of multiple channels and the increase in the number of news websites, the speed at which the media will arrive on mass, should not be underestimated. Effective media management is critical to ensure the public are kept informed of the relevant issues. The media can often support the emergency services and other agencies responding to the incident by disseminating advice and information to assist the public.

Peter Taylor, or the nominated representatives from the promoter will liaise closely with the controlling service and other agencies, organising press conferences, statements and interviews where required.

No communication will be made from site without the express consent of the Command Structure.

Medical Provision

First Aid cover will be provided by Kodiak Medical and a full Event Medical Plan will be drawn up by them and included in *Appendix 06 – Event Medical Plan*.

A record of all people requiring first aid treatment will be kept by Kodiak Medical on site and figures will be made available following the event for analysis.

One qualified person from Kodiak Medical will be nominated to take overall control and coordination of medical provision.

Having regard to the nature of the Show and locality of hospitals, full consultation with the ambulance service will be undertaken.

Local NHS Facilities

The nearest Accident & Emergency Departments are located at

York Hospital
Wigginton Rd, York YO31 8HE

Leeds General Infirmary
Great George St, Leeds LS1 3EX

Onsite Facilities

Medical Facilities will be provided on site for all staff and audience members during the show period.

During build and break periods Kodiak Medical will provide an Emergency Medical Technician or above.

We aim to reduce our impact on the local ambulance service by providing a number of appropriately staffed private conveyance ambulances on site – supplied by a CQC registered provider. Only if these resources are in use will we utilise the 999 service to request a trust ambulance.

Prior to the show commencing, all on site medical staff and the head of security will be briefed and made aware of any contingency plans, including evacuation points, designated ambulance loading points (Emergency Vehicle Rendezvous Point) and forward ambulance aid points. RV's will be reviewed by the Event Safety Manager and designated depending on the location and type of emergency.

The first aid point will be provided with contingency plans and site contact numbers, together with site plans.

All medical teams will be onsite one hour prior to gates. All medical teams will remain on-site until the site is clear of patrons.

All medical staff will wear identified uniforms.

Event Assessment

Under the guidance within the Purple Guide all medical provisions are now based on a risk assessment produced by a suitably qualified and competent person.

Kodiak Medical have completed the Yorkshire Ambulance Service Event Medical Assurance Form which is available in *APP06.1 – YAS Event Medical Assurance Form*

The full medical plan is available to view in *APP 06 – Event Medical Plan*

Both the medical plan and Event Medical Assurance form have been submitted to Yorkshire Ambulance Service separately to this document for review.

Audience Facilities

Sanitary Facilities

The location of all on site sanitary facilities is outlined in *APP 01 – MASTER SITE PLAN*

Toilet facilities will be provided by **TBC**. The design of said toilet units will be in line with BS 6465-1:2006

The number of sanitary facilities provided is determined in line with Purple Guide recommendations and is based on the evening with the most female attendees;

Percentage Split	WCs	Urinals
Male – 35%	1 Per 500	1 Per 150
Total Male Provision 6,825	14	46
Female – 65%	1 Per 100	
Total Female Provision 12,675	127	
TOTAL	141	46

Facilities for Audience Members with Additional Needs

As per the Equality Act Cuffe & Taylor are committed to providing sanitary facilities with equal access for all.

It is however to be noted that the Equality Act does not provide a minimum standard for Sanitary Facilities.

To ensure adequate provision of accessible facilities Cuffe & Taylor will provide accessible toilet facilities in all toilet compounds equal to 3% of the total occupancy of the site.

We will also have accessible sanitary facilities in the vicinity of the Accessible viewing platform for the exclusive use of ambulant disabled patrons and Accessible Viewing Platform Users.

Cuffe & Taylor are also partnering with Mobiloo to introduce a mobile changing place to York Festival.



Food, Refreshment & Drinking Water

All additional concessions are displayed on *APP 01 – MASTER GROUND PLAN*

Food Concessions

Concessions will be provided by **TBC**. There will be on average across the site 1 concession per 1000 visitors serving a range of hot and cold food including vegetarian and vegan options.

ANN 05 – CUFFE & TAYLOR – OUTDOOR AND MOBILE CATERING POLICY must be signed by all concessionaires prior to access to the site. This takes into account the guidance in the following documents;

- Food Safety Act;
- CIEH national Guidance for Outdoor & Mobile Catering;
- Chief Fire Officers Association - Fire Risk Assessment - Food Concessions;

On site inspections will be carried out by Eat Me Drink Me to ensure compliance with all relevant legislation.

Refreshments

TBC, will be providing all public refreshments on the site via 3 locations.

- Main Bar A – General Admission
- Main Bar B – General Admission
- The Garden Bar

All three locations will stock a range of alcoholic and non-alcoholic beverages including Draft Beer, Draft Cider, Wine, Spirits, Mixers & Soft Drinks. Bottled Water will also be available for purchase.

Free Drinking Water

Free to use potable water stations will be located at the following locations as outlined on *APP 01 – Master Ground Plan*;

- **TBC**

Information & Welfare

Information relating to on-site facilities i.e. exits and entrances, toilets including toilets for wheelchair users, car parks, first aid points, lost persons meeting point, wheelchair users viewing area will all be signed. Also we will provide ear plugs, at the front of stage for staff and concert attendees.

Lost Property

Arrangements will be made for the: recording, collection, storage and retrieval of lost property during the event. This will be from Event Control. However, all unclaimed lost property will be discarded upon exiting the site on close down.

Safeguarding Vulnerable Persons

Cuffe and Taylor have a moral and legal obligation to ensure that, when given responsibility for children all staff, chaperones, parents/legal guardians and volunteers accept their responsibilities to safeguard children and vulnerable adults from harm and abuse. This means to ensure that everyone follow procedures to protect children and vulnerable adults and report any concerns about their welfare to appropriate authorities.

There are four elements to our policy;

- Definitions of Abuse and Neglect.
- Prevention through awareness of each individual persons needs.
- Procedures for identifying and reporting cases or suspected cases, of abuse.
- Dealing with Found / Lost Children & Vulnerable Adults on an event site.

The aim of the policy is to promote good practice, providing vulnerable persons with appropriate safety/protection whilst in the care of Cuffe and Taylor and to allow staff and volunteers to make informed and confident responses to specific protection issues.

As part of our commitment to Safeguarding we have worked with Excel Social Care & Therapeutic Services & Ice Blue Medial in the development of this policy.

There is a meeting point identified on *APP 01 – Master Ground Plan*

Definitions

The term “lost child” is often used to describe a child found without a parent / guardian or a child reported as missing by the parent or guardian. For the purpose of this policy and where possible within our site conversations we will use the following terms:

- Found Child – This is often what is meant when someone says they have a “lost child”. This is a situation where a child is found without their parent or guardian and needs to be safely looked after until the parent/guardian can be located.
- Missing Child – This is where a parent/guardian cannot find their child and have asked for help. This is a very serious situation as the child may be in a position of danger and their safety compromised.

Both of the above can be adapted for vulnerable adults.

Safeguarding Policy

All safeguarding information that is enacted on Cuffe & Taylor event sites can be found in *ANN 04 - Live Event Safeguarding Policy*

Communications

Communications in regards to live events come in many forms be they internal or with members of the public. Cuffe & Taylor have identified the following communications which will be individually addressed

- Internal Site Communications
- Communication with Safety Advisory Groups
- Communication with Emergency Services
- Communication with Suppliers & artists prior to the event
- On site communications with the public
- Off site communication with the public [ie online / radio / TV]

Internal Site Communications

The primary method for internal site communications is via 2-way radio network. [RADIO SUPPLIER] have supplier radios in good working order for York Festival. Numbers of required radios have been assessed and provided by the Event Manager in liaison with the Security Manager.

During live site operations, communications will be via the following matrix. In many instances different teams may not talk directly with one and other [back to back] but rather will communicate via the event controller. This allows the Event Controller & Event Safety Manager to have a full understanding of what is happening at any one time on site.

	PROMOTER	SECURITY	MEDICAL	SITE MGMT	EMG SERVICES	PARKING	SITE SALES
PROMOTER	Back To Back	Control	Control	Control / Back to Back	Control [999]	Control	Control
SECURITY	Control	Back To Back	Control	Control	Control [999]	Control	Control
MEDICAL	Control	Control	Back To Back	Control	Control [999]	Control	Control
SITE MGMT	Control	Control	Control	Back To Back	Control [999]	Control	Control
EMG SERVICES	Control [999]	Control [999]	Control [999]	Control [999]	EMG SERVICES NETWORK	Control [999]	Control [999]
PARKING	Control	Control	Control	Control	Control [999]	Back To Back	Control
SITE SALES	Control / Back to Back	Control	Control	Control	Control [999]	Control	Back To Back

During an emergency situation RADIO SILENCE will be declared across all radio channels and must be maintained by all staff. The following Radio Channels will be employed during the event by all staff.

Internal communications will also be carried out using mobile phones - however it is worth noting that in the aftermath of at event the mobile network may be unreliable and as such the radio network should be relied upon.

Communication with Safety Advisory Groups

For York Festival Cuffe & Taylor have been in consultation with the Safety Advisory Group in the planning stages of the event. The following will be communicated to the Safety Advisory Group prior to the event;

- Event Management Safety Plan and all associated documents
- Site Management, Build & Break Risk Assessments & Method Statements
- Structural information for all Temporary Demountable Structures
- Communication Protocols for during the event

All documentation will be issued via the dedicated Cuffe & Taylor Documents Portal [www.ct-documents.com] to authorised persons only.

Safety Advisory groups will also be issued with the Event Control Contact Number 01772 585 935

Cuffe & Taylor will also attend Safety Advisory Group Meetings as required.

Before the site opens to the public the Safety Advisory Group will be invited to undertake a site walk around and will be issued with copies of all relevant certifications and sign offs for the site. During the event members of the Safety Advisory Group will be welcome on site to carry out inspections as required.

Communications with the Emergency Services

In the event of an incident on site it is likely that the emergency services will receive a number of calls from the public.

Staff on site should direct all requirements for emergency services presence through the event control room. When asking for emergency services they should provide the following information;

- Service Required [Police / Fire / Ambulance / Coast Guard]
- Nature of the Incident
- Location of the Incident

The event control room will then contact the emergency services giving the following information;

- Service Required [Police / Fire / Ambulance / Coast Guard]
- Nature of the Incident
- RV point / external gate for attendance.

Where possible the control room will maintain contact with the reporting staff member and the emergency services relaying messages.

A member of the event control staff will be dispatched to the RV Point / External gate to meet the emergency services. A radio broadcast will also be made to relevant security personnel to inform them of the incoming services.

Communications with Residents

York Festival will communicate the timings of the event to all immediate neighbors approx. 3 months prior to the event. Residents also have the opportunity to tour the site prior to public opening.

Temporary Demountable Structures

All structures at this event will be built in accordance with Guidance for the Management & Use of Stages and related temporary event structures 2015.

The legal obligations of companies are set out in the Health and Safety at Work etc. Act 1974 and its associated regulations and the above named guidance seek neither to replace nor to encompass the full range of obligations for the sector. Special attention should be directed, but not limited, to CDM-, the Work at Height Regulations-, Lifting Operations and Lifting Equipment Regulations-, and the Management of Health and Safety at Work Regulations-. Relevant codes and standards should be adhered to.

Advice should be sought from a range of other sources; these include the HSE www.hse.gov.uk; the Purple Guide- and IStructE guidance-

General Principals

All temporary structures and equipment installations will be designed and built/installed by proprietary contractors.

Full details of temporary structures will be submitted to the Local Council Safety Advisory Group for review, if required.

Full technical drawings, supporting calculations and any relevant test results will be made available before construction commences. All design loads will be in accordance with the appropriate British Standards having regard to their location and use.

All contractors will submit safety method statements and risk assessments to the Principle Designer (PD) in respect of their onsite activity; these will include details of employee/sub-contractor competencies and training in respect of their ability to construct, use, de-construct and operate the equipment used.

All activities at the event site relating to the erection and construction of the structures will be monitored by the Principal Designer for that structure and Principle Contractor for that structure who will ensure that contractors and personnel follow safe working practices and erect the temporary structures as detailed in the specification.

The Principal Designer for the structure will ensure that all structures are checked by a competent person and certified as being safe before they are used. Structures erected and certificated for the event will provide completion certificates as shown in *Contractor Specific Risk Assessments*

All stages and marquees will be installed with suitable and sufficient means of access and egress, which will be shown on the individual design plans.

Transport Management

An assessment of the likely impact of road traffic before, during and after the event will be carried out in consultation with the Police and local authorities.

At all times emergency access will be maintained.

Temporary Road or Public Right of Way Closures

- TBC in consultation with Traffic Management Contractor, City of York Council & SAG Group

Car Parking

Car Parking will be as displayed in *APP 10 – Traffic Management – Signage Schedule*

- TBC in consultation with Traffic Management Contractor, City of York Council & SAG Group

Signposting

Traffic Management signage will be as displayed in *APP 10 – Traffic Management – Signage Schedule*

Pedestrian Access

Pedestrians will via GATE 1, 2A & 5

Site Access for Contractor & Supplier Vehicles

Event Control when live and the site office when in build and break will authorise vehicle access on to the site.

Vehicles must observe the site safety limit of 5mph.

Trained banksmen will be used when there is need for vehicles to reverse.

All vehicles are to be clear of site 1 hour prior to gates opening where reasonably practicable. A vehicle movement curfew will be in place across all public areas of the site whilst open to the public and will only be lifted by the control room post site clearance.

Fire Safety

In order to comply with the RRFO, the principal designer has completed a Fire Risk Assessments for all elements of the event. This can be viewed in *APP 03 - FIRE RISK ASSESSMENT*

The Risk Assessment identifies the fire hazards and persons at risk, and must endeavor to remove or reduce these risks.

APP 02 - EVENT RISK ASSESSMENT incorporates the Fire Risk Assessments in the individual sections.

In addition each contractor supplying equipment/structures or working at the event will complete their own risk assessments which will be reviewed and included in *CONTRACTOR SPECIFIC RISK ASSESSMENTS*

All risk assessments are treated as live documents throughout the event.

Fire Risk Assessment Workflow

1

IDENTIFY FIRE HAZARDS

SOURCES OF IGNITION
SOURCES OF FUEL
SOURCES OF OXYGEN

2

IDENTIFY PEOPLE AT RISK

PEOPLE IN THE PREMISES [AUDIENCE / ARTISTS / STAFF]
PEOPLE ESPECIALLY AT RISK

3

EVALUATE, REMOVE, REDUCE & PROTECT FROM RISK

EVALUATE THE RISK OF FIRE OCCURRING
EVALUATE THE RISK TO PEOPLE FROM FIRE
REMOVE OR REDUCE FIRE HAZARDS
REMOVE OR REDUCE RISKS TO PERSONS;
- DETECTION & WARNING
- FIRE FIGHTING APPLIANCES
- ESCAPE ROUTES
- LIGHTING
- SIGNS & NOTICES
- MAINTENANCE

4

RECORD, PLAN, INFORM, INSTRUCT & TRAIN

RECORD SIGNIFICANT FINDINGS AND ACTION TAKEN
PREPARE AN EMERGENCY PLAN
INFORM & INSTRUCT RELEVANT PEOPLE; CO-OPERATE & CO-ORDINATE
PROVIDE TRAINING

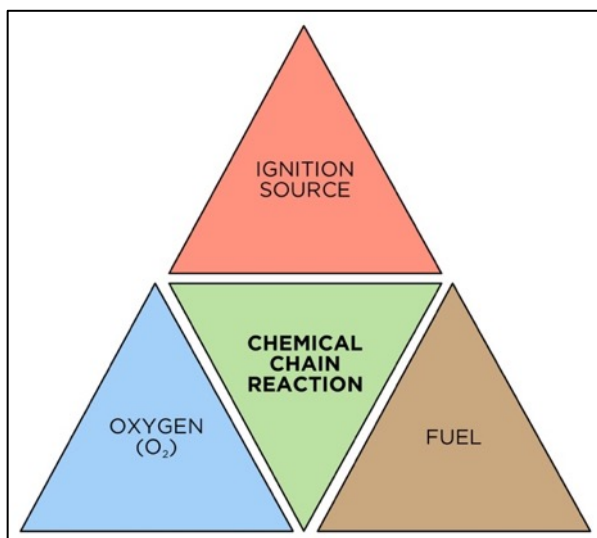
5

REVIEW

COMPLETE POST EVENT REVIEW
INCORPORATE REVIEW INTO FURTHER EVENT DOCUMENTATION

Identification of Fire Hazards

APP 03 - FIRE RISK ASSESSMENT identifies the fire hazards on site in line with the diagram below. Outline examples are shown below.



Sources of Ignition

Include but are not limited to; Production Equipment, Cooking Appliances, Cigarettes, Hot Work Processes, Generators, Deliberate Acts.

Sources of Fuel

Include but are not limited to; Vehicles, Flammable Gasses used in Kitchen Areas, Structural components such as Marquee Sheeting, Furniture, Waste.

Sources of Oxygen

Include but are not limited to; Atmospheric Oxygen, Oxygen in medical areas, oxidising materials.

Identification of those at risk at any given time on an event site is displayed in **APP 03 - FIRE RISK ASSESSMENT**. During build and break periods staff and contractors are at risk. There is a large occupancy swell during the public admittance times.

Special attention is paid to those with additional needs.

Fire Fighting Equipment



Escape Routes , Capacity & Audience Profile

As part of the design of the site the Principal Designer has established the capacity of the site taking into account the Escape Routes & Audience Profile. Capacity Calculations are demonstrated in the Audience Capacity section of this document. Escape Routes are shown in **APP 01 - MASTER GROUNDPLAN**

Exit Signage

All escape routes on site are sign posted with directional signage. Signage is designed in compliance with Signage & Signals Regulations- and BS 5499-10:2014-

Signage within the public arena will be elevated as to be seen from distance. An example of exit signage is displayed below;



Electrical

Production electrical supply on site will be installed by Fourth Generation.

All systems will be managed in accordance with Electricity at Work Regulations- and temporary supplies will be designed and installed in accordance with BS 7909:2011-.

All distribution equipment installed on site will conform to BS EN 61439-2:2011-

Risk assessments and Method Statements from TBC can be viewed in *Contractor Specific Risk Assessments*.

The venue will be providing a fully qualified commercial electrician on site during concert day.

Electrical Systems Planning

In the build up phase of the event the Principal Designer has worked with TBC to establish the power requirements of the event. This includes but it not limited to;

- Site Plan & Power Locations. Demonstrated in *APP 01 - MASTER GROUNDPLAN*
- Requirements of Production, Catering, Site Services etc. in relation to power
- Location of generators to best serve event requirements whilst reducing nuisance (noise) and risk (fire).
- Adequate earth bonding opportunities.
- Electrical backup
- The environment which equipment is to be used - ie outdoors.

Electrical Installation

TBC will be responsible for safe connection and disconnection of the supply and will provide sufficient competent personnel to monitor the supply during the event and repair faults should any arise.

All electrical equipment will be installed, so far as is reasonably practicable, so that it cannot be interfered with by the public or unauthorized employees. All equipment exposed to weather will be suitably protected. All electrical installations will be fitted with Earth Leakage Circuit Breakers and Earth Spikes, where necessary.

All work on site will be carried out under the control and supervision of a competent electrician who will remain on site whilst the public are present. Upon completion of the installation this person will test the system and provide electrical sign off certificates including a schedule of test results prior to the public being given access to areas of the site. The two-page form prescribed in BS 7909 should be utilised.

Copies of these certificates will be obtained by the Principal Designer, retained and made available to the local authority on request.

Cables will be routed or covered so that they will not cause a tripping hazard or be crushed by vehicular traffic. Cables carrying hazardous voltages, e.g. those that could cause electrical shock if damaged, will be protected against contact with sharp edges or crushing by heavy loads. All temporary overhead cables will be securely fixed in position out of the reach of the public.

Generators

The Principal Contractor will co-ordinate the siting and safety of the generators. All portable generators for electrical power supplies in the venue will be appropriately located and guarded from unauthorised persons. All generators will be with Earth Leakage Circuit Breakers and Earth Spikes, where necessary.

Petrol generators will not be permitted on site or on any elements of the show.

The Event Safety Manager will inspect the condition of the generators and ensure that fire-fighting equipment is in place prior to use.

Portable Electrical Equipment

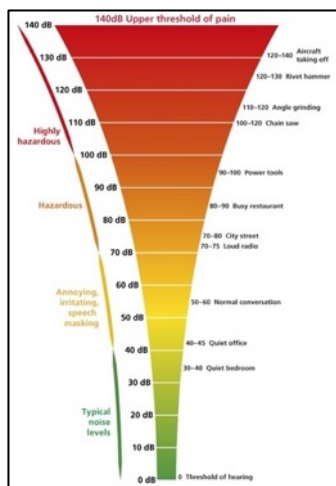
Portable electrical equipment is defined as equipment which is not part of a fixed installation but is, or intended to be, connected to a fixed installation or a generator by means of a flexible cable and either a plug and socket or a spur box, or similar means. The particular legal requirements relating to the use and maintenance of electrical equipment are contained in the Electricity at Work Regulations.

All portable electrical equipment brought onto a site should be in a safe and serviceable condition and evidence should be available via certification and labelling that the electrical equipment is maintained correctly, within a valid time period, and that the equipment has been subjected to routine inspection and testing.

All equipment should be inspected and maintained according to the requirements of the Electricity at Work Regulations.

Noise Management

When planning for York Festival Cuffe & Taylor have taken the following into account regarding noise;



- the nature of the event and music
- the site/venue layout
- where there may be a risk from noise and who will be affected
- separating performers and staff from the sound
- expected sound levels and expected durations
- selection of loudspeaker types and other equipment
- suitable control measures available for noise hazards
- the need to allow for sufficient rehearsal time to identify and control any unforeseen risks

Workers

The duties in the Noise Regulations- are in addition to the general duties set out in the Health and Safety at Work etc. Act 1974.

These general duties extend to the safeguarding of the health and safety, including the risk of hearing damage, of people who are not your employees, such as contractors and members of the public.

Employees also have duties under the HSW Act to take care of their own health and safety and that of others whom their work may affect and to co-operate with employers so that they may comply with health and safety legislation.

If noise exposure is likely to reach the second action level of 90 dB (A) or the peak action level of 140 dB, Cuffe & Taylor will:

- Ensure that a noise assessment is made by a competent person;
- Provide workers with information and training;
- Reduce exposure as far as is reasonably practicable by reducing sound levels or the time exposed to the noise or both (without ear protection);
- Provide ear protection to all workers and ensure that they are used correctly. The Regulations also require workers to comply with the employer's instructions in respect of noise exposure, including wearing ear protection or taking breaks where necessary;
- Mark ear protection zones and make sure that everyone who goes into them uses ear protection. This can include entrances to the stage area, sound mixing and lighting towers, and loudspeaker towers.

Audience

There is no specific legislation setting noise limits for the audience exposure to noise. However, the general requirements of the HSW act and civil law duties relating to the negligence reveal that audiences need to be protected against and informed of the risk of damage to their hearing.

The event equivalent continuous sound level (Event LeAQ) in any part of the audience area should not exceed 107 dB (A), and the peak sound pressure level should not exceed 140 dB

The above sound-level exposure values are for the whole audience area. For practical purposes, it is usual for audience sound-level exposure to be monitored close to the front-of-house sound mixing position. For the largest outdoor and indoor venues, this can be up to 75m from the front of stage barrier position where the audience sound level exposure can be significantly higher than at the front of house sound mixing position, although this definition cannot practically be applied to the centre court layout which does not include such positions and areas.

Where practicable, the audience will not be allowed within 3m of any loud speaker. This will be achieved by the use of approved safety barriers and dedicated stewards, location of speakers and the wearing of appropriate ear protection.

Noise Assessments

To enable effective management of sound and vibration levels, both in terms of ear protection and external nuisance to the nearby community, a pre-event assessment of likely sound levels, coupled with monitoring and control of sound levels during the event will be carried out.

Waste Management

Waste bins will be provided for all catering waste in the secure areas to the rear of catering units.

The Event Safety Team will monitor the areas to ensure inappropriate levels of waste and combustible items do not build up during the event period. The client will provide a number of litter pickers throughout the duration of the show. However it should be noted that crowd behaviour and density will limit their effectiveness and use during the event.

All areas in the immediate vicinity of the site will be cleared of litter. All clean-up staff will be provided with appropriate PPE.

Waste will be cleared from bins and removed after the audience has moved off the site. Suitable waste disposal will be carried out.

The production company will arrange and contract the cleaning services.

The production company are fully aware and conscious of their responsibilities for recycling and environmental awareness. With that in mind, wherever possible, all waste will be segregated and recycled.

The contractor responsible for removing the waste is **TBC** who will be providing the bins and arranging for their emptying prior to 9am each morning following the concerts.

Special Effects & Fireworks

There are currently no plans for fireworks or special effects at this show.

Should this change this will be in full consultation with the local Safety Advisory Group and this section of the document will be updated.

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HEALTH & SAFETY MANAGEMENT SYSTEM

EVENT OPERATIONS MANUAL

YORK FESTIVAL 2020

APPENDIX 11 – Social Responsibility Plan

Document Information

Document Title	Event Operation Manual – YORK FESTIVAL 2020 Social Responsibility Policy
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Legal Entity

Cuffe & Taylor is owned and operated by Live Nation (Music) UK under the trading name Cuffe & Taylor. The company Registration Number in England & Wales for Live Nation (Music) UK is 02409911

The directors of Live Nation (Music) UK are;
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VAT Registration

The VAT numbers are as follows;
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Introduction

Live Nation (Music) UK t/a Cuffe & Taylor are committed to operating York Festival 2020 in line with license objectives as set out in the Licensing Act 2003. These are;

- The Prevention of Crime & Disorder,
- Public Safety,
- The Prevention of Public Nuisance,
- The Protection of Children from Harm.

We are committed to working with the responsible bodies as outlined on the gov.uk website in regards licensing in the pursuit of the objectives above. We support regional crime and disorder partnerships and aim to participate fully in the drive against 'binge drinking' and its related effects.

This document covers key points in the following areas regarding Social Responsibility;

- Alcohol Management,
- Event Drugs Policy,
- Security & Safety,
- Medical & Safeguarding,
- Noise Management,
- Transport Management,
- Residents Engagement

Within the above sections we will outline which of the 4 license objectives are being addressed by each policy.

Sections may also reference further documents which form part of the Event Management Safety Plan.

Alcohol Management Plan

Licensing Objectives			
Prevention of Crime & Disorder	Public Safety	Prevention of Public Nuisance	Protection of Children from Harm
✓	✓	✓	✓

The following is the **MINIMUM** standards Live Nation (Music) UK t/a Cuffe & Taylor will impose on the Bars contractor awarded to deliver York Festival 2020.

The aim of this alcohol management plan is to work in conjunction, and to integrate with, the event management plan and any other event plans that police, licensing authorities or any other relevant parties have in place.

We are committed to the continual process of making the event a safe and pleasant environment for the public to enjoy themselves through effectively managing the sale of alcohol. Our responsible drinking policy is focused on meeting the 4 licensing objectives to ensure the consumption of alcohol is carried out responsibly at all times during the event. We do this through the following methods;

Training

- A briefing must be carried out prior to the event by the bar operator on the 4 licensing objectives and the measures in place to achieve them.
- A personal license holder will be in place on each bar location to monitor the success of the training and further guidance offered as and when required through the duration of the bar service.
- Staff must be debriefed at the end of the night should there be any issues surrounding the 4 license objectives identified. The debrief to contain guidance on how to avoid these issues into the future.

Information

Information must be provided to staff prior to the event in a briefing, during the event via visual reminders in and around the bars, and if required, post event in a debrief.

Information must be provided to the public via Challenge 25 Notices displayed on all locations serving alcohol. A copy of the license will be displayed on site also.

Post event information must be available to Live Nation (Music) UK t/a Cuffe & Taylor concerning refusal of sales. This information will be made available to the relevant Responsible Bodies as requested.

The Responsible Sale of Alcohol

The following mandatory licensing conditions will be followed in line with The Licensing Act 2003;

- No sale or supply of Alcohol can be made without an appointed Designated Premises Supervisor;
- Every sale or supply of alcohol must be made or authorised by a Personal License Holder (all separate bars to have a personal license holder present for the duration of the sale of alcohol);
- Free potable water must be provided for customers. (applies to all premises where alcohol is served for consumption on the premises). For York Festival all staff will be briefed on the potable water locations;
- No alcohol may be dispensed into the mouth of another person;
- The Responsible Person must ensure that staff so not carry out, arrange, or participate in any irresponsible promotions;
- You must have an age verification policy in place;
- The provision of smaller measures must be offered and a notice of the availability given. (applies to all premises where alcohol is served for consumption on the premises)

Live Nation (Music) UK Ltd t/a Cuffe & Taylor will ensure that the appointed Bars contractor is in compliance with the law by the following means;

- Alcohol must not be served to customers who are intoxicated
- Not serving alcohol to persons under the age of 18 years. Where there is any doubt the Challenge 25 Policy is to be followed.
- Supporting 'Test Purchasing' as a way of helping to enforce the law, whilst recognising that under the law, the company and its contractors cannot complete test purchasing.
- Observing all other conditions of licensing law.

Age Verification Scheme (Challenge-25)

In line with National Good Practice York Festival will be operating a Challenge 25 Policy. Posters must be displayed on all bars to reflect this (sample of which is available to view in Appendix 01).

If a customer appears to be under 25 staff will be trained to request proof of age. They will be required to carry out the following steps;

- Explain to the customer that it is illegal to sell alcohol to under 18s and request proof of age (sample acceptable identification is available to view in Appendix 02)
- If a customer does not have identification, refuse the sale and record the refusal. Suggest that the customer returns with adequate identification.
- Be polite to the customer at all times, but firm. Staff should not antagonize the situation. Should the customer become hostile or refuse to leave inform a member of management or security.

Weights, Measures & Responsible Pricing

The following measures will be available (where the applicable beverage is available);

- Beer or Cider (Draught) – ½ Pint or Pint
- Beer or Cider (Bottled) – 330ml or 500ml
- Spirits (Gin, Rum, Vodka, Whisky etc) – 25ml (Single), 50ml (Double)
- Still Wine (Glass) – 125ml (Small), 250ml (Large)
- Sparkling Wine – 125ml

The above measures will be clearly displayed behind the bar on price lists

Minimum alcohol pricing will be determined using the Permitted Price Calculation of $P = D + (D \times V)$ where;

P = Permitted Price

D = The rate of Duty Chargeable in relation to the alcohol

V = The rate of Value Added Tax

Figures will be rounded up where the calculation does not result in a whole penny value.

Responsible Promotions

Under no circumstances will drinks promotions that encourage customers to consume large volumes of alcohol be permitted at York Festival.

Any permitted promotional activity will avoid or limit the following;

- Association with Antisocial Behavior;
- Appealing particularly to under-25s rather than to adults;
- Purchase by or sale to Under 18s;
- Suggestion of sexual success or prowess;
- Association with illicit drugs;
- Encouragement of illegal, irresponsible or immoderate consumption.

In addition, we will not allow any contractor to undertake the following;

- Drinking Games
- Sale of large quantities of alcohol for a fixed price
- Provision of Prizes or Rewards in exchange for the purchase of alcohol

Glass Policy

No glass will be permitted within the Arena area of York Festival. All drinks supplied in glass from General Admission and The Garden bars will be decanted into either plastic or cardboard containers.

Glass may be used within the existing York Sports Club building hospitality spaces, but will not be permitted to leave the building boundary.

Event Drugs Policy

Licensing Objectives			
Prevention of Crime & Disorder	Public Safety	Prevention of Public Nuisance	Protection of Children from Harm
✓	✓	✓	✓

Live Nation (Music) UK t/a Cuffe & Taylor have a zero tolerance policy in regards to illegal drugs on all event sites. This is reflected in the Audience Admission Policy (Appendix 3) & Prohibited Items List (Appendix 4).

Audience Search

The following search policy will be adopted at York Festival;

- No bags larger than A4 to be permitted. 100% Search of permitted bags including drugs search.
- Profiled pat down as directed by the gate supervisor on each gate looking for all prohibited items inclusive of Drugs.

Drugs Find Procedure

- All illegal drugs will be confiscated if found and placed in secure storage to be handed over to police.
- Any person found to be carrying any quantity of drugs will be denied access to the event. Tickets will be confiscated and destroyed.
- If a person is found to be carrying a quantity of drugs which could be considered to be enough to have the intent to supply the person will be handed over to police and any drugs confiscated will be handed over as evidence.

Audience Members under the influence of Drugs

Any audience member who is found to be under the influence of drugs will be placed into the care of the onsite medical team.

When they are deemed not to be at risk to themselves they will be ejected from site. Should they need further ongoing treatment that is not available on site they will be transferred to the nearest A&E facility for ongoing medical treatment.

Back of House & Staff Drugs Policy

There is a zero tolerance for any person on a Live Nation (Music) UK t/a Cuffe & Taylor site to be in the possession of or under the influence of illegal drugs.

Advance information issued to Artists, Contractors and Staff will contain this information.

Safety & Security

Licensing Objectives			
Prevention of Crime & Disorder	Public Safety	Prevention of Public Nuisance	Protection of Children from Harm
✓	✓	✓	✓

Managing The Risks

During the pre-event process Cuffe & Taylor are committed to managing the risks posed to the event following below four steps;

**Step 1 – Identify The Risks**

Throughout the Event Management Safety Plan we outline the risks that are posed by the production of the event. These are included in the following documents

- O - EVENT MANAGEMENT SAFETY PLAN - York Festival
- APP 02 - EVENT RISK ASSESSMENT - York Festival
- APP 03 - EVENT FIRE RISK ASSESSMENT - York Festival

We have also engaged with the Local Police Force & Local Authority to gain the latest intelligence surrounding any current threats posed to the York Festival with regards terrorism. These are outlined in the table below [if applicable]

CURRENT EVENT SPECIFIC INTELLIGENCE

None Provided by any partner agencies

The current security climate nationally also informs the decisions that we make in regards to Major Incident Management.

The current threat level for international terrorism in the UK is SUBSTANTIAL.

Further risks are outlined below following the guidance offered by the *Counter Terrorism Protective Security Advice for Major Events* Document;

THREAT POSED BY EVENT LOCATION

Main Road directly outside venue. Mitigated via proposed road closure.

THREATS POSED BY ASSOCIATION WITH SPONSORS / CONTRACTORS / ARTIST PROFILE

None

THREATS POSED BY LIVE NATION (MUSIC) UK / CUFFE & TAYLOR BUSINESS ACTIVITY

None

STEP 2 & 3 - PROTECTION & REDUCTION OF RISK

Protection of persons and the reduction or risk at our events is one of the principal aim of Cuffe & Taylor. This is done via several processes as follows;

- Adequately & appropriately trained security personnel and stewards are appointed at all events.
- Proportionate search procedures implemented during audience ingress developed by specialist security provider
- Access Control & Accreditation
- Physical Security Measures
- CCTV Monitoring of the event space
- Good House Keeping
- Mail Handling Procedures for small deliveries & packages
- Contingency planning including show stop and evacuation procedures for multiple scenarios
- Personnel Security Measures
- Information Security
- Measures to mitigate the risk of Vehicle borne improvised explosive devices (VBIEDs)
- Measures to mitigate the risk of Chemical, Biological & Radiological Attacks (CBRs)
- Measures to mitigate the risk of Suicide Attacks
- Measures to mitigate the risk of Fire Arms & Weapons Attacks
- Implementation of robust Communications Protocols

STEP 4 - REVIEW & REHEARSE MAJOR INCIDENT PLANNING

Cuffe & Taylor take a pro-active view to major incident planning and regularly review policies and procedures [minimum annually or upon an incident occurring]. This document is event specific and demonstrates our commitment to major incident management at York Festival 2020.

Cuffe & Taylor hold an annual table top exercise with all staff internally to provide training and to establish feedback on procedures from specialists within all of our different business units.

We also aim conduct an annual table top with the following event partners at the beginning of the event season to feed external expertise into our Major Incident Management Protocols;

- Cuffe & Taylor Operations Team & Directors
- Site Management Providers
- Event Control Providers
- Representatives from specialist security providers
- Representatives from Specialist Medical Providers

We welcome invitations from local Safety Advisory Groups to attend Table Top Exercises with local statutory bodies such as;

- Local Authority Emergency Planning Department
- Fire & Rescue Service
- Police Service
- Ambulance Service & local NHS representatives
- Local Highways Departments

Security Planning

Cuffe & Taylor will enter into a contract with an appropriate security company for the provision of suitably trained security and stewards for the duration of the event inclusive of build and break periods.

For York Festival [SECURITY PROVIDER] have been appointed to provide an adequate and suitable security plan inclusive of the provision of security personnel and stewards.

The Security Manager from [SECURITY PROVIDER] has provided their input into the following areas;

- Build & Break Security Provision,
- Access control and Ingress Methods for audience members,
- Perimeter Security,
- Crowd Control Measures during the event,
- Contingency Planning
- Search Procedures

The responsibilities of [SECURITY PROVIDER] are as follows;

- To provide adequate numbers of Security / Stewarding personnel for the ingress, egress and fixed security positions during the event;
- To provide an appropriate search procedure for patrons during ingress into the event;
- To monitor the ingress of the public into the venue in a safe and orderly fashion, and where reasonably practicable, pro-actively employ crowd management methods to ensure the safe population of the event space;
- To monitor patrons and report incidents of public disorder to the Event Control Centre upon which it will be logged accordingly by a representative from [SECURITY PROVIDER]
- To resolve incidents of Public Disorder;
- To monitor and deter audience members from committing acts of crime. Where it is suspected an incident of crime has occurred to report this to the Event Control Centre and assist the police in their investigations;
- To enforce accreditation systems as outlined by Cuffe & Taylor;
- To have a representative on the Event Liaison Team (ELT) and assist as instructed in the response to a Major incident by either the Event Safety Manager, Event Manager, Company Director or Emergency Services.

In addition to these specific roles [SECURITY PROVIDER] also have a responsibility to report any issues to Cuffe & Taylor that they feel are specific to the event for resolution prior to the event.

The Seven Key Elements

The following 7 Key Elements will be included in all security plans provided by the security provider;

1. Do not touch suspicious items
2. Move everyone away to a safe distance
3. Prevent others from approaching
4. Communicate safely to staff, business visitors and the public
5. Use hand-held radios or mobile phones away from the immediate vicinity of a suspect item, remaining out of line of sight and behind hard cover
6. Notify the police
7. Ensure that whoever found the item or witnessed the incident remains on hand to brief the police.

Medical & Safeguarding

Licensing Objectives			
Prevention of Crime & Disorder	Public Safety	Prevention of Public Nuisance	Protection of Children from Harm
X	✓	X	✓

Medical Methodology

Live Nation (Music) UK Ltd t/a Cuffe & Taylor are dedicated to providing an appropriate level of medical cover at York Festival that will reduce the impact of the event on the Yorkshire Ambulance Service and the Local NHS.

To achieve this a full medical risk assessment will be carried out by the appointed contractor. This will be in line with The Purple Guide to Health Safety & Welfare at Events and the Yorkshire Ambulance Service Event Medical Assurance Form.

The appointed contractor for York Festival is Kodiak Medical Ltd.

A full Medical Plan will be provided by the appointed contractor in line with The Purple Guide to Health, Safety & Welfare at Live and other events and National Ambulance Service Guidance for Preparing an Emergency Plan from the NARU.

Any conveying ambulance service will be provided by a Care Quality Commission registered supplier and should off-site patient transfer be required this will be designed in such a way as to not compromise the on site provision.

As the event Organiser, Live Nation (Music) UK Ltd t/a Cuffe & Taylor will request and check the registration of all personnel acting under a protected title (ie Doctor, Nurse, Paramedic).

Appropriately and adequately provisioned medical facilities will be provided on site. These will be indicated on *APP 01 – York Festival – Master Groundplan*

Safeguarding Methodology

An appropriate safeguarding policy will be developed for York Festival and delivered by the appointed medical contractor.

This plan will be presented to SAG for approval prior to the event taking place.

The Live Nation (Music) UK Ltd t/a Cuffe & Taylor – Live Event Safeguarding Policy will be available for review as part of this Event Management Safety Plan.

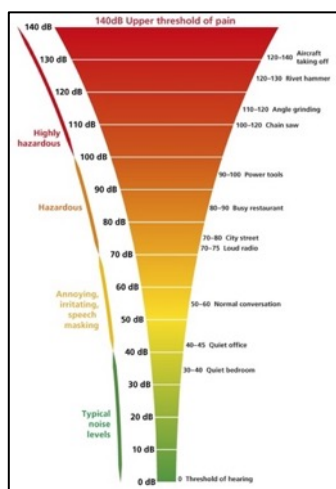
Noise Management

Licensing Objectives			
Prevention of Crime & Disorder	Public Safety	Prevention of Public Nuisance	Protection of Children from Harm
X	X	✓	X

When planning for York Festival Cuffe & Taylor have taken the following into account regarding noise;

- the nature of the event and music
- the site/venue layout
- where there may be a risk from noise and who will be affected
- separating performers and staff from the sound
- expected sound levels and expected durations
- selection of loudspeaker types and other equipment
- suitable control measures available for noise hazards
- the need to allow for sufficient rehearsal time to identify and control any unforeseen risks

Workers



The duties in the Noise Regulations are in addition to the general duties set out in the Health and Safety at Work etc. Act 1974.

These general duties extend to the safeguarding of the health and safety, including the risk of hearing damage, of people who are not your employees, such as contractors and members of the public.

Employees also have duties under the HSW Act to take care of their own health and safety and that of others whom their work may affect and to co-operate with employers so that they may comply with health and safety legislation.

If noise exposure is likely to reach the second action level of 90 dB (A) or the peak action level of 140 dB, Cuffe & Taylor will:

- Ensure that a noise assessment is made by a competent person;
- Provide workers with information and training;
- Reduce exposure as far as is reasonably practicable by reducing sound levels or the time exposed to the noise or both (without ear protection);
- Provide ear protection to all workers and ensure that they are used correctly. The Regulations also require workers to comply with the employer's instructions in respect of noise exposure, including wearing ear protection or taking breaks where necessary;
- Mark ear protection zones and make sure that everyone who goes into them uses ear protection. This can include entrances to the stage area, sound mixing and lighting towers, and loudspeaker towers.

Audience

There is no specific legislation setting noise limits for the audience exposure to noise. However, the general requirements of the HSW act and civil law duties relating to the negligence reveal that audiences need to be protected against and informed of the risk of damage to their hearing.

The event equivalent continuous sound level (Event LeAQ) in any part of the audience area should not exceed 107 dB (A), and the peak sound pressure level should not exceed 140 dB

The above sound-level exposure values are for the whole audience area. For practical purposes, it is usual for audience sound-level exposure to be monitored close to the front-of-house sound mixing position. For the largest outdoor and indoor venues, this can be up to 75m from the front of stage barrier position where the audience sound level exposure can be significantly higher than at the front of house sound mixing position, although this definition cannot practically be applied to the centre court layout which does not include such positions and areas.

Where practicable, the audience will not be allowed within 3m of any loud speaker. This will be achieved by the use of approved safety barriers and dedicated stewards, location of speakers and the wearing of appropriate ear protection.

Noise Assessments

To enable effective management of sound and vibration levels, both in terms of ear protection and external nuisance to the nearby community, a pre-event assessment of likely sound levels, coupled with monitoring and control of sound levels during the event will be carried out by Vanguardia as our appointed supplier.

Transport Management

Licensing Objectives			
Prevention of Crime & Disorder	Public Safety	Prevention of Public Nuisance	Protection of Children from Harm
X	✓	✓	X

Zone-Ex and travel to York Festival are an integral part of the event management process. The following areas have been considered;

- Traffic Management, Road Closures & Diversions for Public Safety
- Local (Residents Areas) Protection
- General Car Parking / Park & Ride
- Pick Up & Drop Off (PUDO)
- Shuttle Busses

All plans will be developed by our appointed contractor in consultation with CYC, Local Blue Light Services & the wider SAG Group.

At all times emergency access will be maintained.

Traffic Management, Road Closures & Diversions for Public Safety

SEP Events (Tracsis PLC) have been appointed to provide all traffic management services for York Festival 2020. A full traffic management plan will be produced and appended to the Event Management Safety Plan in *APP 10 – York Festival – Traffic Management Plan*.

The plan includes the proposed closure of Shipton Road and its junction with the A1237 to its junction with the A19 with Water Lane. A full diversion route is included. The function of this closure is the following;

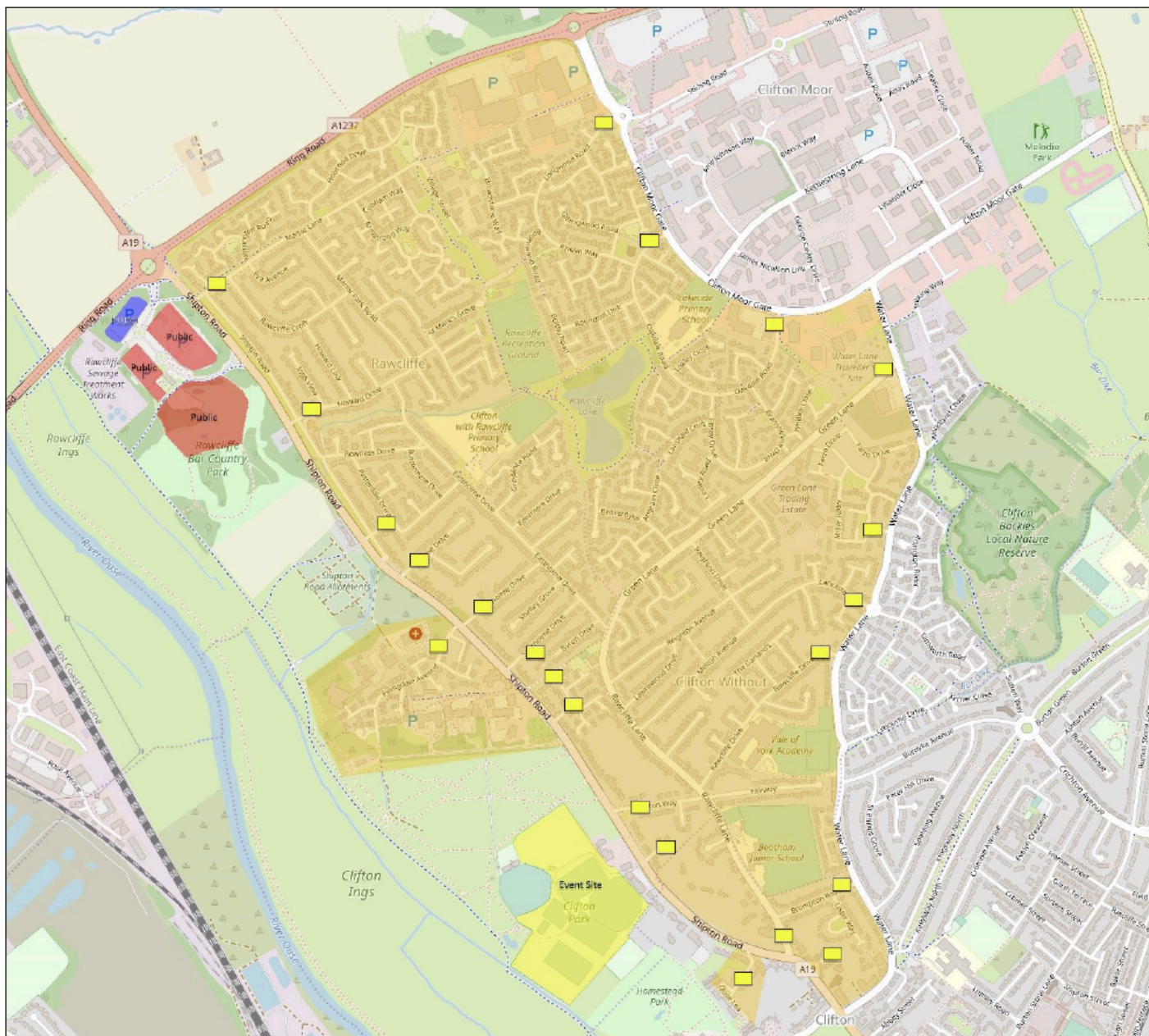
- Safety of pedestrians during both the ingress and egress phases of the event;
- Safety of pedestrians during an emergency evacuation as required;
- Prevention of event traffic permeating the residents areas to park and causing a public nuisance.
- Prevention of event traffic (particularly PUDO) waiting in the residents areas around the site particularly at the end of the event.

A full signage plan will be included in the traffic management plan including the appropriate diversion and early warning signage.

Local Areas Protection

A full permit scheme will be enacted to allow residents access into the road closures around the site. All road closures will be fully manned to allow access.

Residents will be informed of the permit scheme and issued appropriate permits via a residents letter. The current proposed protection area is displayed below;



Resident access for all streets with the exception of the A19 Shipton Road and those that can only be accessed by the A19 Shipton Road will be permitted via Clifton Moor Gate & Water Lane.

For properties which are accessed via A19 Shipton Road exclusively access will be maintained via Rawcliffe Bar Park and Ride.

General Car Parking / Park & Ride

There is no general car parking available on the site and event traffic will not be permitted within the event or residents road closures.

Discussions are now ongoing with First in relation to the use of Rawcliffe Bar, Poppleton Bar & Askham Bar Park & Ride Locations. Appropriate busses will be arranged with First for the provision of this parking option.

Busses will pick up and drop off on site at Clifton Alliance Cricket Club.

Pick Up & Drop Off

It is proposed that Pick Up & Drop Off is to be operated from Rawcliffe Bar Park and Ride. An appropriate car park will be identified within the park and ride for this function.

First are putting together a proposal for the provision of busses for this service.

Busses will pick up and drop off on site at Clifton Alliance Cricket Club.

Shuttle Busses

Discussions are ongoing with First & Arriva regarding the provision of shuttle busses to and from the centre of York and further afield.

Residents Engagement

Licensing Objectives			
Prevention of Crime & Disorder	Public Safety	Prevention of Public Nuisance	Protection of Children from Harm
X	X	✓	X

Live Nation (Music) UK t/a Cuffe & Taylor are committed to engaging with the residents in the local vicinity of the venue. This has been completed via several means as below;

18 Nov 2019	Pre Announcement & On Sale Letter Drop
09 Dec 2019	Event Management Team attend parish council meeting
10 Dec 2019	Event Management Team attend parish council meeting
20 Jan 2020	Additional Letter drop to further areas at council request
	Letter Drop inviting residents to community meeting
	Complementary ticket letter delivered to houses in the closest vicinity to the site
27 Jan 2020	Residents Engagement Meeting

Further residents engagement will be continuing through the planning and development of York Festival.

Residents will be invited to a residents walk around of the site prior to the 1st day of the event. This will include being able to see the audience areas and back of house.

Residents Complimentary Tickets Scheme

For those residents whom live in the closest vicinity of the site (as demonstrated on the following map) 2 complementary tickets have been offered for each night of the festival per household.



Appendix 1 – Challenge 25 Notice

UNDER 25?

Please be
prepared to show
proof of age when
buying alcohol



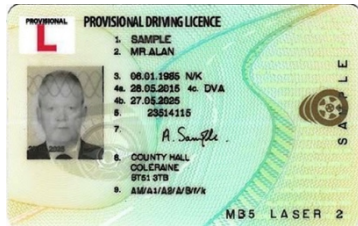
drinkaware.co.uk



Appendix 2 – Acceptable Identification Documents



UK Driving License



UK Provisional Driving License



Passport

Citizen Card
PASS SchemeValidate UK
PASS SchemeMy ID
PASS Scheme



British Army ID Card



Royal Air Force ID Card



Royal Navy Force ID Card

Appendix 3 – Audience Admission Policy

General

- a) These Terms and conditions (T&Cs) incorporate, and should be read together with, any Vendor's and/or Agent's T&Cs or regulations, which you can obtain from the point of purchase from the Official Agent
- b) Artists and billed attractions may be subject to change
- c) No trading allowed within the venue without the prior consent of Cuffe & Taylor.
- d) Goods using unauthorised event logos and unauthorised professional recording equipment must be surrendered to staff.
- e) Do not buy tickets or goods from unlawful street traders/touts. They are invalid.
- f) You give your express consent to your actual/ simulated likeness to be included for no fee within any audio or visual recording to be used in any media for any purpose at any time. This includes filming by the police or security staff which may be carried out for the security of customers and/or the prevention of crime.
- g) No unauthorised buses, coaches or trucks will be allowed on site.

Age Policy

- a) No one 16 and under will be admitted to site unaccompanied. Anyone who is 16 and under must be accompanied by a ticket holder over the age of 18 at all times whilst on site.

Tickets

- a) Tickets & Passes are non-transferable and only valid when purchased from ticket agents authorised by Cuffe & Taylor.
- b) Tickets & Passes purchased from unauthorised sources will be rendered invalid and admission will be refused.
- c) Tickets must be valid, presented in full, with stubs and not tampered with (in the event of accidental damage, refer to point of purchase prior to the event). Tickets remain the property of Cuffe & Taylor.
- d) Cuffe & Taylor will not issue duplicate tickets for lost or stolen tickets.
- e) Tickets can not be used as part of any marketing, media, sales or promotion, without the prior written consent of Cuffe & Taylor.
- f) The ticket holder is responsible for the ticket until scanned on the gate. At no time will pass-outs be permitted.

Security

- a) Cuffe & Taylor reserves the right to evict a customer without refund and/or refuse admission. See Eviction Policy

- b) You may be bag/body searched at the entrances, on site or when leaving.
- c) Any item(s), reasonably considered to be able to be used as a weapon or which may cause danger, offence or disruption to any other person, must be surrendered to staff.
- d) Any person carrying illegal items or carrying out illegal activities will be handed over to Police and admission will be refused.
- e) Anti-social behaviour will lead to eviction (please see eviction policy)

Damage / Losses

- a) Cuffe & Taylor are unable to accept any liability for personal or property damages, losses (including surrendered items) or injuries sustained at this event – other than caused as a result of our negligence.

Prohibited Items

- b) The following is prohibited from all event dates; Gas canisters, Aerosols over 250ml, airhorns, fireworks, flares, illegal substances, drugs, 'Legal Highs' inclusive of N₂O and associated equipment such as balloons, Laser Equipment & Pens, Megaphones, sources of ignition with the exception of lighters, hi-viz jackets, spray cans, professional camera equipment, cans of any kind, umbrellas, open drinks.
- c) The following is prohibited from all event dates, with the exception of advertised picnic events; glass, large drinks over 500ml and soft drinks, food and drink purchased outside of the arena.
- d) Anyone who does not surrender any of the above prohibited items on entry will be refused access to the event.

Fire & Safety

- a) Fires are not permitted anywhere on site.
- b) Smoking is not permitted in the enclosed public spaces including bars, concessions & hospitality areas. This includes E-Cigarettes.
- c) Excessive exposure to loud music may cause damage to your hearing.
- d) Pyrotechnics, Lasers, Smoke Machines, Strobe Lighting & Special Effects may take place during performances.
- e) The use of Drones or similar equipment for any reason is not permitted on or near the event site

Housekeeping

- a) Please use the bins and recycling points provided on site.
- b) Please remember our neighbours and leave the site quietly.
- c) No animals, with the exception of Guide or Hearing Dogs are permitted on site at any time.

Appendix 4 – Prohibited Items



ALCOHOL

ANIMALS EXCEPT
REGISTERED
ASSISTANCE DOGS

LUGGAGE

COMPUTERS,
LAPTOPS, IPADS
AND TABLETSLARGE BAGS
OVER A4PRO VIDEO AND
STILL CAMERAS

CANS



DRUGS



HELMETS

FOOD AND DRINK
EXCEPT 500ML SEALED
WATER BOTTLES

LASERS



GLASS BOTTLES

AEROSOLS
OF ANY KIND

FLAGS

KNIVES, SYRINGES
AND SCALPELS

SELFIE STICKS



UMBRELLAS

FLARES AND
PYROTECHNICS

SIGNS

EXPLOSIVES,
SIGNALLING DEVICES,
SMOKING DEVICES
AND VERY-LIGHTSMEDICINES WITHOUT
A PRESCRIPTION OR
DOCTOR'S NOTE

POWER BANKS



BACKPACKS

TOXIC
SUBSTANCES

**CUFFE AND TAYLOR 2020
YORK FESTIVAL**

YORK SPORTS CLUB

NOISE MANAGEMENT PLAN
VC-103176-NMP-0002
R05

18 FEBRUARY 2020



VANGUARDIA
| | | | | | | | | |

DOCUMENT CONTROL

DOCUMENT TITLE	NOISE MANAGEMENT PLAN	REVISION	R05
DOCUMENT NUMBER	VC-103176-NMP-0002-05	ISSUE DATE	18 FEBRUARY 2020
PROJECT NUMBER	103176	AUTHOR	ED
STATUS	ISSUE	CHECKED	DB
ISSUED TO	CUFFE AND TAYLOR	PASSED	ED

REVISION HISTORY

REVISION	NOTES	DATE ISSUED
R05	Final version after minor iterations	18 FEB 2020

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- 1.9. As well as the provision of sound and acoustic design/management for entertainment venues, the company deals with the whole range of acoustic, noise and vibration issues and our staff have presented expert testimony at planning and licensing hearings, magistrates and high courts, Judicial Reviews and House of Commons and House of Lords Select Committees.

2. NOISE BREAKOUT PREDICTIONS

COMPUTER MODELLING

- 2.1. Predictions were made using a two-phased system which employs two types of acoustic 3D modelling software.
- 2.2. In the first phase, the sound system design (provided by the PA suppliers) was modelled in EASE 4.4. This software was used specifically for accurate modelling of the directivity of the proposed sound system.
- 2.3. A 3D model of the following items was produced:
 - the event site and its surrounding area,
 - the sound system directivity and positioning obtained from EASE.
- 2.4. Sound system design details:
 - 2No. L-Acoustics line-arrays consisting of 14No. K1 boxes at 11.5m height
 - 1No. L-Acoustics line-array consisting of 12No. K2 boxes at 11m height.
(All sound system boxes have been modelled as K1 due to similar directivity)
 - 1No. L-Acoustics line-array consisting of 4No. K2 boxes at 3.5m height.
(All sound system boxes have been modelled as K1 due to similar directivity)
 - 8No. Cardioid Sub-woofer array consisting of 24No. KS28 (3x8No.) at 3.4m centres
- 2.5. A steel shield was modelled surrounding the festival site boundaries.
- 2.6. In phase two, the above model was imported into IMMI 2017, a 3D noise propagation modelling software package, in which noise breakout predictions were carried out in accordance with the methodology specified in ISO 9613 parts 1 and 2.
- 2.7. It should be noted that the IMMI 2017 assumes worst case (downwind) propagation from the source to each of the receivers and does not account for foliage, local noise sources, weather variations and any road barriers.
- 2.8. The stage orientation and sound system design were carried out by the organisers in coordination with Vanguardia at every step. Careful attention was given to designing a solution that will minimise the noise impact to the surrounding area.

PREDICTIONS

Figure 1 Plan view of York Festival stage and agreed noise sensitive receiver locations (Image taken from Google)



2.12. IMMI noise breakout predictions are presented in Table 1 below:

Table 1 IMMI noise breakout predictions for York Sports Club

Receiver Location	Predicted Music Noise Level (MNL) (dB LAeq,15 min)
FOH @40m	95
Clifton Park Avenue	70
28/30 Shipton Road	66
25/27 Shipton Road	73
Galtres Grove	61
Flavian Grove	54
Ouse Lea	60
Lincoln Street	52
Ouse Acres	61

Figure 2 Proposed Noise Monitoring Locations (Image taken from Google)**Table 2** Table of proposed noise monitoring locations

Ref	Noise Monitoring Location
MP1	Clifton Park Avenue
MP2	28/30 Shipton Road
MP3	Ouse Lea
MP4	Lincoln Street
MP5	Ouse Acres

3. ENTERTAINMENT NOISE CRITERIA

NOISE COUNCIL CODE OF PRACTICE

- 3.1. The established guidance for noise from outdoor music events is currently contained in the Noise Council's Code of Practice on Environmental Noise Control at Concerts (1995). This document is currently under review.
- 3.2. The recommended noise limits contained within the Code of Practice for events held between the hours of 09:00 and 23:00 hours are summarised in Table 3 below:

Table 3 Recommended Noise Limits

Concert days per calendar year, per venue	Venue Category	Guideline
1 to 3	Urban Stadia or Arenas	The MNL should not exceed 75 dB(A) over a 15-minute period
1 to 3	Other Urban and Rural Venues	The MNL should not exceed 65 dB(A) over a 15-minute period
4 to 12	All Venues	The MNL should not exceed the background noise level by more than 15 dB(A) over a 15-minute period

- 3.3. York Festival 2020 is planned to be three days finishing at 22:30 each day. Therefore, taking the guidance from Table 3 above, the suggested criterion is that the Music Noise Level (MNL) would be 65dB LAeq,15min measured at the facade of the nearest residential property. However, there are a number of other factors that should be taken into account.
- 3.4. Although based on best practice at that time, research (Proc IOA Vol. 28. Pt.7 2006; Griffiths and Staunton) suggests that Table 3 would benefit from further refinements, in particular noise levels, number of concerts and category. This paper concludes that further consideration should be given to the following:

The Code's noise limit of 65LAeq15min for the venue category of 'Other Urban and Rural venues' should be reviewed for areas such as parks and other congregational spaces (City Squares etc) where limits of 75LAeq have been successfully adopted.

- 3.5. Since its publication in 1995, there have been a number of recommended modifications to the Code. One of the criticisms of the current Code is that the difference in the LAeq criterion between urban stadia or arenas and 'other venues' is too large and that a limit of 75 dB(A) is recommended for stadia and arenas whilst a limit of 65 dB(A) is recommended for other urban and rural venues.

- 3.6. There is now considerable evidence and experience, based on concerts at urban stadia and other urban venues, to suggest that higher limits than those recommended by the Code may not lead to undue disturbance providing other noise management protocols are implemented. It is now not unusual for urban locations across the country which are not classified as Stadia or Arenas to have a noise level set under the premises licence of up to 75dB(A) for a number of events per year.
- 3.7. Since the publication of the Code of Practice in 1995, the Licensing Act 2003 has introduced a more liberal and de-regulatory approach to the previous licensing system. As part of their new responsibilities, licensing authorities are encouraged to promote cultural activity in their communities.
- 3.8. The Licensing Act 2003 introduced the concept of promoting the licensing objectives and, specifically the “Prevention of Public Nuisance.” In paragraph 2.17 of the s.182 Revised Guidance to Licensing Authorities (updated April 2018), it states as follows:
- “Any conditions appropriate to the prevention of public nuisance should be tailored to the type, nature and characteristics of the specific premises and its licensable activities. Licensing authorities should avoid inappropriate or disproportionate measure that could deter events that are valuable to the local community, such as live music.”*
- 3.9. The Guidance is clear in its advice that it is essential to maintain a balance between the licence holder and the viability of the event and the needs of the community.
- 3.10. In assessing the likely noise impact, it is also relevant that the proposed event site will be located in a mixed-residential urban area within the grounds of a long-established Sports Club providing year-round sporting activities and other events on the fields and in the club premises with associated facilities. Furthermore, if the licence is granted, the Club have agreed not to hold any non-sporting commercial events during the year which will have an obvious benefit on the overall noise impact from this venue.
- 3.11. Similarly, depending on the genre of music, the noise impact can be perceived differently by the general public. The pop and ska music genres (i.e. Westlife, Lionel Richie and Madness) generally do not have dominant low frequency components. Therefore, they are less likely to generate complaints.
- 3.12. Moreover, each venue should have a unique set of conditions due to its location. For York Sports Club, the venue is surrounded by buildings and a main highway on North East side and is open field on the West and South side. Music noise levels from the event will likely be at comparable levels to the highway noise on the North East side. Music noise will also likely be at low levels at the residences on the West and South sides due to distance attenuation.

4. NOISE MANAGEMENT SCHEME

- 4.1. Careful consideration must be given to implementing and exercising a noise management programme during the event (and any sound checks) to effectively manage entertainment noise from the venue.
- 4.2. The sound management programme that should be followed is detailed below:

SOUND SYSTEM DESIGN

- 4.3. The sound system will be a 'line-array' and the sub configuration will be cardioid. These sound systems are known to provide improved sound coverage and reduce over-spill into neighbouring residential dwellings (under neutral meteorological conditions).
- 4.4. Careful and detailed alignment of the system must be ensured to optimise the coverage throughout the audience areas and balance this against the off-site environmental noise impact.
- 4.5. It can be observed from Section 2 that, both Para 4.3 and 4.4 have been taken into consideration in the design process of the sound system for York Festival 2020.

PRE-EVENT INFORMATION

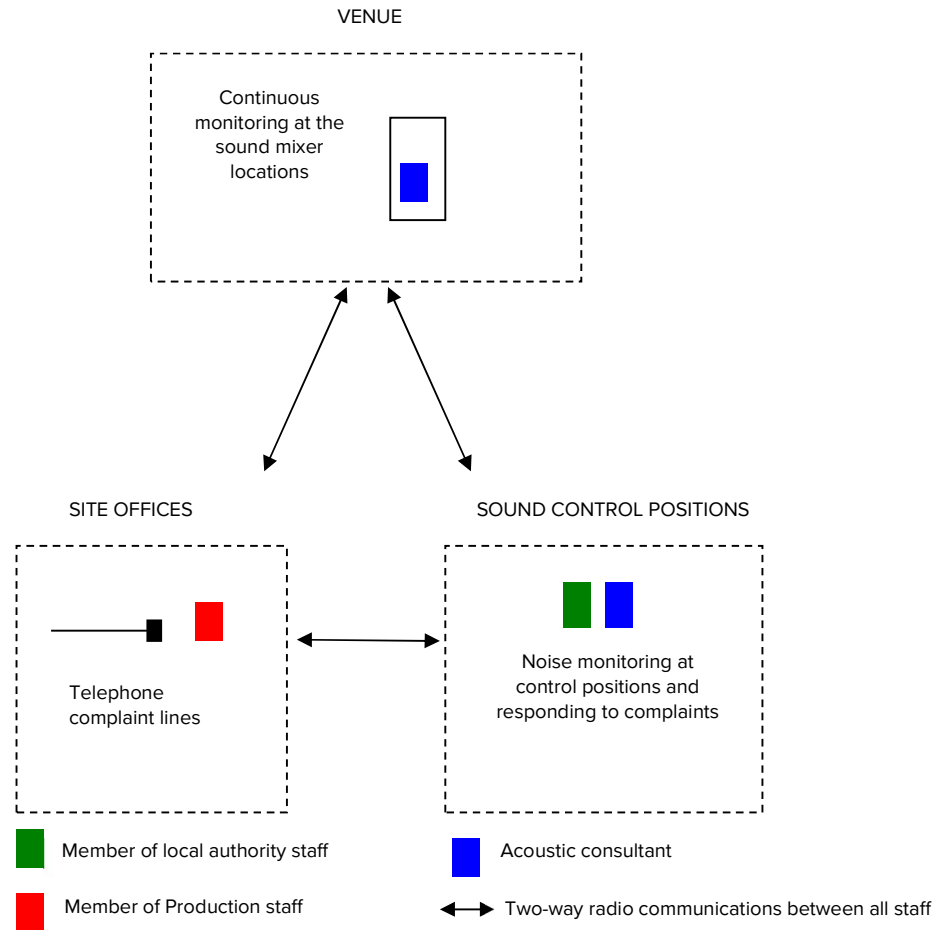
- 4.6. Vanguardia will set up a direct means of communication with all parties. The promoter will provide Vanguardia staff with site radios.
- 4.7. A dedicated radio channel will be provided for Vanguardia consultants.
- 4.8. Information should be circulated to local residents at least 2 weeks prior to the event. Considerable goodwill can be generated by the venue circulating an information letter to their local residents informing them of the details of the event including start and finish times of both the event and any sound-checks. It should also include a dedicated telephone number for noise complaints.
- 4.9. A telephone complaints line should be made available for the duration of the event. Should any noise complaints be received, a consultant will investigate the area of complaint and if noise levels are above those specified in the licence conditions, where possible, immediate action would be taken to reduce the levels at the noise source. A complaints log should be maintained throughout the event, detailing addresses of complaints, times and actions.

- 4.10. The promoter will advise the Environmental Health Department of the likely times of rehearsals and sound-checks, although this is unlikely to be known until very near the production set up. The promoter will also agree timings for production set up. Vanguardia will provide consultants to monitor the internal and external noise levels.

SOUND MANAGEMENT PROCEDURES

- 4.11. **Sound Propagation Tests:** A sound propagation test will be undertaken prior to the start of the event in order to set appropriate guideline limits at the sound mixer position. The sound system will be configured and operated in a similar manner as intended for the event. The noise source used for the test will be similar in character to the music likely to be produced during the event. Officers from Environmental Health Department will be given prior notification of the test and provided access to the results. The music noise levels at the mixing desk will be correlated with those observed at the pre-agreed monitoring locations to determine the maximum operational noise levels of the show.
- 4.12. **Sound Monitoring within the Venue:** The music sound levels at the mixing desk position will be continuously monitored in terms of 15 minute and 1-minute L_{Aeq} values. The noise limit will be set in 15-minute intervals, but the 1-minute values provide acoustic consultants with immediate information to check that the noise limit can be met. The sound engineers will be kept informed of the position of the music sound levels and immediate instructions will be issued to them if it appears that the offsite limit may be exceeded at any point. The acoustic consultant at the mixer desk position will be in contact with a colleague at external monitoring positions.
- 4.13. **Sound Monitoring outside of the Venue:** Noise measurements outside of the site will be taken as necessary and in response to any complaints that may be received. Action necessary to avoid the noise limit being exceeded will be transmitted by radio through to the acoustic consultant at the mixer position and immediate instructions issued to the sound engineers to resolve any potential problems.

- 4.14. **Telephone Complaints Line:** A telephone complaints line number is to be confirmed. A schematic of the control communication protocol is provided below:



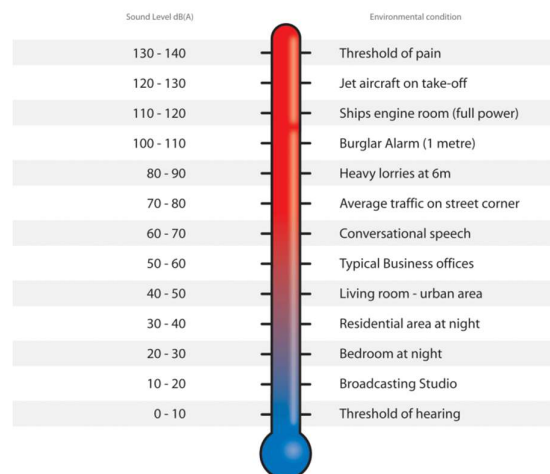
APPENDIX A

Noise is defined as unwanted sound. The range of audible sound is from 0dB to 140dB, which is taken to be the threshold of pain. The sound pressure detected by the human ear covers an extremely wide range. The decibel (dB) is used to condense this range into a manageable scale by taking the logarithm of the ratio of the sound pressure and a reference sound pressure.

The frequency response of the ear is usually taken to be about 18Hz (number of oscillations per second) to 18,000Hz. The ear does not respond equally to different frequencies at the same level. It is more sensitive in the mid-frequency range than at the lower and higher frequencies, and because of this, the low and high frequency component of a sound are reduced in importance by applying a weighting (filtering) circuit to the noise measuring instrument. The weighting which is most used, and which correlates best with the subjective response to noise is the dB(A) weighting. This is an internationally accepted standard for noise measurements.

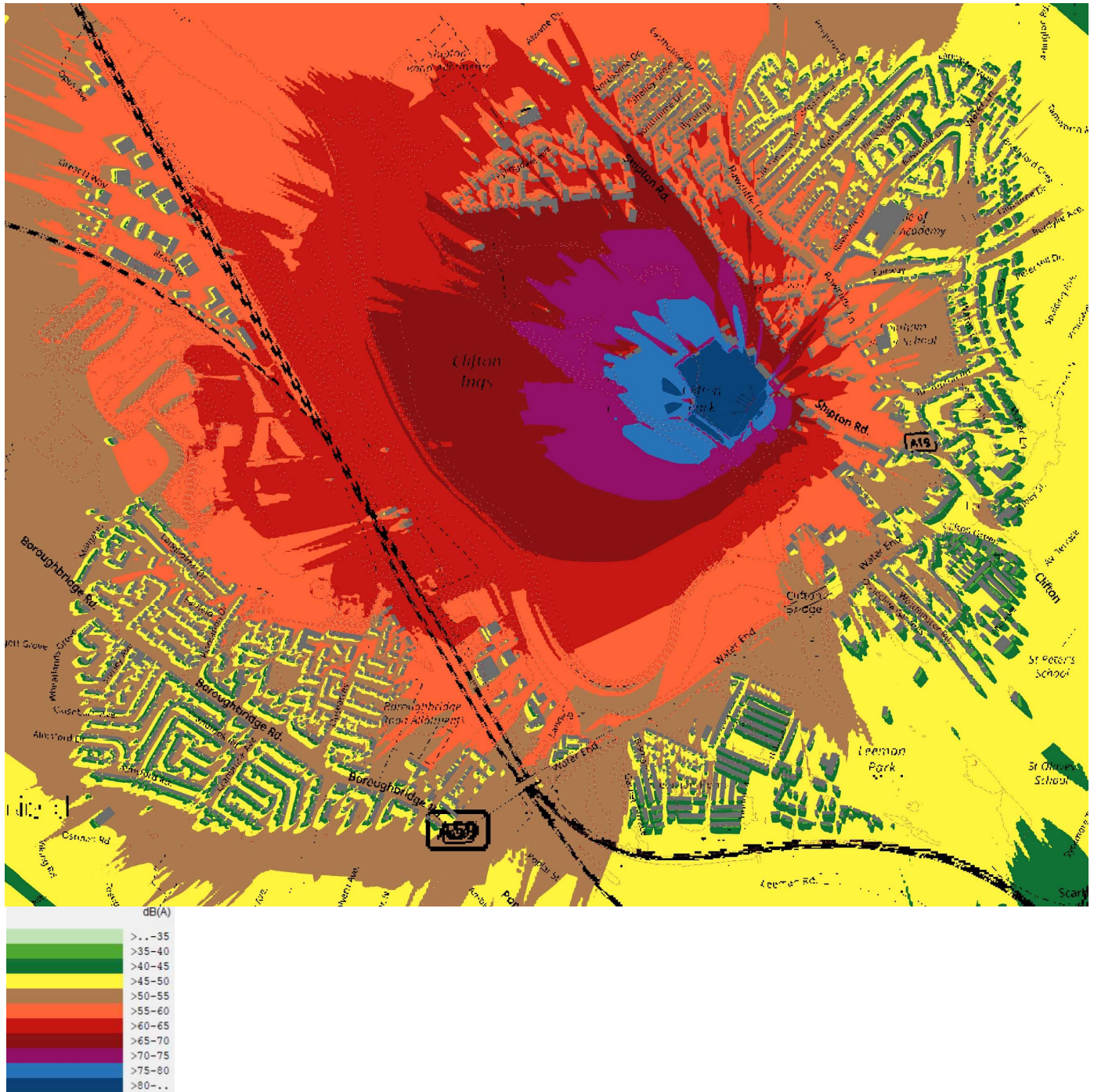
The ear can just distinguish a difference in loudness between two noise sources when there is a 3dB(A) difference between them. Also, when two sound sources of the same noise level are combined the resultant level is 3dB(A) higher than the single source. When two sounds differ by 10dB(A) one is said to be twice as loud as the other.

The subjective response to a noise is dependent not only upon the sound pressure level and its frequency, but also its intermittency. Various indices have been developed to try and correlate annoyances with the noise level and its fluctuations. The parameter used for this measure is Equivalent Continuous Sound Pressure Level (L_{Aeq}). The A-weighted sound pressure level of a steady sound that has, over a given period, the same energy as the fluctuating sound under investigation. It is in effect the energy average level over the specified measurement period (T) and is the most widely used indicator for environmental noise. A few examples of noise of various levels are given on the right:



APPENDIX B

Figure 3 The noise breakout from York Sports Club to the nearest noise sensitive receiver points at 1.5 m above ground level (at 95dB at FOH at 40m)





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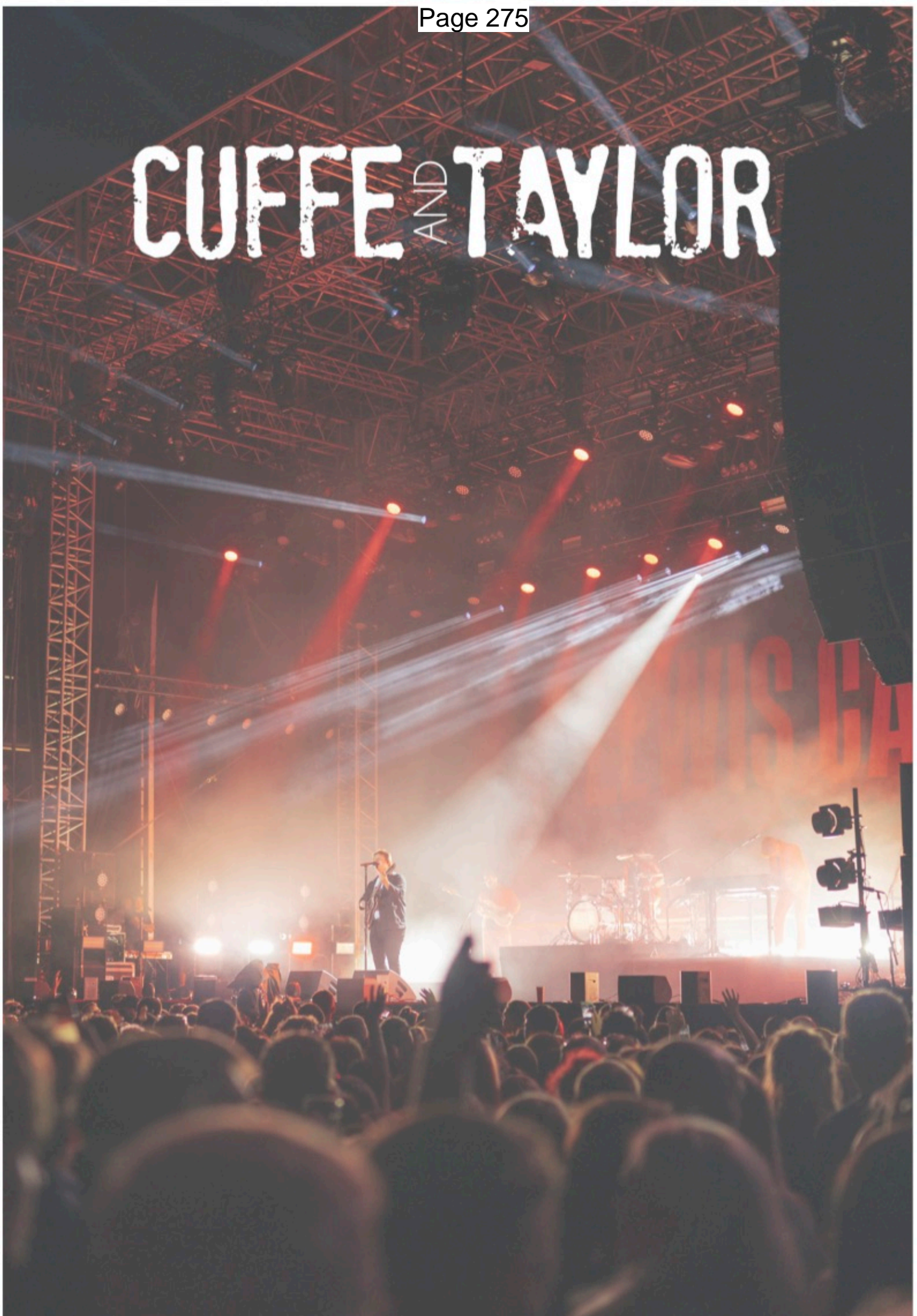
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CUFFE AND TAYLOR



Introduction

Cuffe and Taylor were established in 2009 as independent music promoters and held their first concert on *Lytham Green*, Fylde Coast in the Northwest of England in 2010. The first instalment of 'Lytham Proms' starred soprano Lesley Garrett and Manchester Camerta. The concert was a great success and was the catalyst for further concerts bringing a diverse talent of well-known artists to the North West.

Whilst successfully building the Lytham Proms event, a new series of annual concerts were secured by the company at the *Old Royal Naval College, Greenwich* a World Heritage Site. The company has also established its *Stately Home* tours including a unique Downton Abbey Live Concert in the grounds of *Highclere*, and other concerts held at *Betley Farm, Cartmel Races, Tatton Park*, and *St Catherine's Hospice*.

In recent years, the company has secured a position as the resident music promoter at the *Scarborough Open Air Theatre* and promoted a series of concert tours by *Rod Stewart* in various locations, including York, and has firmly established its reputation as a proficient music promoter, bringing artists to their fans in locations outside of the usual major cities.

Live Nation acquired Cuffe and Taylor in 2017. Live Nation is the Global Leader for Live Entertainment, delivering over 26,000 shows per year across 45 Countries. Ticketmaster is also part of the group; they are the world's leading ticketing company having been in the entertainment industry for over 40 years.

Cuffe and Taylor continues to operate under its own brand whilst being solely owned by Live Nation, cementing its position within the industry as the Company that takes international headline artists to their regional fans, creating incredibly exciting memories outside of the major cities in unique locations.



Key Personnel

Daniel Cuffe

Live music fan Daniel Cuffe is the man who brings Cuffe and Taylor's stunning shows to the audience. Overseeing the operational aspects of the Business for over 10 years, and armed with a wealth of technical knowledge and experience, founding Director Daniel Cuffe is the hands-on person responsible for bringing together all operational aspects to ensure the successful delivery of a myriad of live concerts and events.

Peter Taylor

Alongside business partner Daniel Cuffe, Peter not only leads the company as a founding Company Director, but he is the person responsible for sourcing the right artistes for the right events. Peter's background lies very firmly in the leisure and tourism industry and his extensive experience has resulted in an incredibly detailed approach to all aspects of Cuffe & Taylor's business. Added to that is Peter's insatiable passion for live events and theatre resulting in record breaking concerts and tours, leading the way in not only the UK's live outdoor music scene, but also the West End and regional theatres across the country.

Jason Cotillard

Having worked for more than 20 years in the tourism, leisure and entertainment industries, Jason joined Cuffe and Taylor as a Director in 2011. As Commercial Director, Jason is responsible for attracting investment into Cuffe and Taylor as well as leading within the operations team. Responsible strategically with his fellow directors for the successful growth of the company, he also oversees all due diligence, legal and contracts within the business and acts as Designated Premises Supervisor on site across many Cuffe and Taylor events.

Joe Robinson

A key member of the Cuffe and Taylor team for over 5 years, as Senior Event Manager Joe is responsible for managing the operational delivery of a multitude of events at Cuffe and Taylor, most notably Lytham Festival, Greenwich Music Time and an array of Stadium Tours including Westlife and Rod Stewart.

Samuel Hemingway

With over 10 year's experience working in Events and Theatre, Samuel Hemingway acts as Technical Operations Manager at Cuffe and Taylor. Holding a NEBOSH National General Certificate in Occupational Health & Safety, Samuel is responsible for ensuring the safety of all personnel through the detailed development of event management safety plans, as well as facilitating concert site design across the Cuffe and Taylor portfolio.

Festivals and Concerts – Case Studies

Cuffe and Taylor present a multitude of Concerts and Festivals, both nationally and internationally, across sites ranging from World Heritage Sites to Stadiums, Parks and other urban locations. Example case studies are detailed below:

Lytham Festival

Having celebrated its 10th Anniversary in 2019, Lytham Festival consists of five consecutive independently ticketed outdoor concerts in July, taking place by the seaside on picturesque Lytham Green (FY8 5LB).

Growing from a one-night concert featuring Lesley Garrett and Alfie Boe in 2009, Lytham Festival is now one of Lancashire's largest outdoor greenfield music events, with around 70,000 festivalgoers having enjoyed a myriad of live music over five nights in 2019.

Programming is designed to deliver a well-crafted mix of nostalgia, contemporary and classical music. Over the years, the festival has played host to internationally renowned artists including Sir Tom Jones, Kylie, Sir Rod Stewart, Madness, Pete Tong, Nile Rodgers & CHIC, George Ezra, Rita Ora and Bryan Adams.

In addition to the direct economic benefits of the Festival, off site spending by audiences at the 2020 event is estimated to boost the local economy by over £2.5 million.¹

Greenwich Music Time

From its inaugural event in 2014, our Greenwich Music Time Festival has transformed The Old Royal Naval College's breathtaking riverside location into London's ultimate, fully seated open-air venue.

Situated between Sir Christopher Wren's twin domed buildings of the Old Royal Naval College (SE10 9NN), and framed by the backdrop of Canary Wharf, Greenwich Music Time offers audiences an intimate opportunity to experience a unique series of concerts within the stunning architecture of one of London's most magnificent historic locations.

¹ Association of Independent Festivals: Ten Year Report (2008 – 2018)
<https://aiforg.com/wp-content/uploads/AIF-Ten-Year-Report.pdf>

The boutique concert series has established itself as one of the most popular live music events in the London calendar, thanks to its striking location, local artisan public catering and bar concessions and an array of memorable performances over the years from the likes of Cliff Richard, Tom Jones, Jools Holland, Little Mix, 2Cellos, Groove Armada, Paul Weller, Noel Gallagher and many more.

Scarborough Open Air Theatre

Cuffe and Taylor exclusively program Scarborough Open Air Theatre in partnership with Scarborough Borough Council.

Built in 1932 by Scarborough Corporation, The Open Air Theatre takes advantage of unique ground contours which create a natural amphitheatre setting within the striking landscape. The theatre was used for various concerts and lavish musicals, often featuring casts of up to 200 people. The theatre closed in 1986 and became derelict for more than two decades until a £3.5 million redevelopment programme brought it back to life. The refurbishment plans included the restoration of the original lighting tower and installation of over 5,500 folding seats on the theatre's hard surfaced terracing.

Cuffe and Taylor's involvement with the Venue has brought internationally acclaimed artists to perform in Scarborough, including Gary Barlow, Little Mix and James.

Yorkshire and the Humber saw a 21% rise of Music Tourism, from £321 million in 2017 to £388 million in 2018. The area saw concerts from acts such as Britney Spears at Scarborough Open Air Theatre, which helped contribute to the region's 49% rise in concert spend.²



² UK MUSIC Music By Numbers Report (2019)

[https://www.ukmusic.org/assets/general/Music By Numbers 2019 Report.pdf](https://www.ukmusic.org/assets/general/Music%20By%20Numbers%202019%20Report.pdf)

Community Engagement

Community and Charity Partnerships are very important to the team at Cuffe & Taylor, with many Concerts and Events enjoying successful collaborations with charities over the years. Where possible, Cuffe and Taylor have facilitated a breadth of donation generating activity at their events, ranging from Charity Collection Buckets at Festivals and Stadium shows, to stand-alone Events solely programmed and operated to generate donations for our Charity Partners themselves.

In 2018, Cuffe and Taylor were pleased to announce two *Britain's Got Talent: Big Celebration* shows, starring Susan Boyle, Collabro and other notable acts from the series, with all profits going directly to Liverpool's Alder Hey Children's Hospital.

In addition to charitable funds raised through Cuffe & Taylor events themselves, our Charity Partners have also benefited from a multitude of marketing opportunities giving them a chance to raise their profile prior to, and after, each event.

In 2018, Lytham Festival worked with NHS Fylde and Wyre Clinical Commissioning Group (CCG) to assist them in their delivery of the *Fitter Fylde Coast* campaign, providing the Lytham Festival site, staging, infrastructure and staff for one morning at no charge. The awareness campaign, designed to encourage healthy lifestyles, reached 3.4 million people from the Fylde and Wyre, and saw 1,696 people turn out to break the world record for the most people performing jumping jacks simultaneously at Lytham Festival's main proms arena.

Similarly, with the Old Royal Naval College itself a charitable entity, Cuffe and Taylor have often offered the use of Greenwich Music Time Festival infrastructure and staff, at no charge, to community projects, with students from Trinity Laban, and other organisations from Greenwich, Lewisham and Kent having the opportunity to perform at events hosted at the Greenwich Music Time Site.



“We feel very honoured to have worked with Cuffe and Taylor on a number of their very high-profile events. Their support for both Trinity Hospice and Brian House has been phenomenal, and not only have we been able to raise thousands of pounds, every event has always been a fantastic opportunity for us to increase our profile and attract new supporters.”

Michelle Lonican

Trinity Hospice

Community fundraising manager



Working in Partnership

High profile, complex large music events with global artists require professional strategic relationships with delivery partners that are leaders in their industries.

Showsec- Experts in delivering all aspects of security and crowd management at events. The safety of audiences remains paramount whilst delivering exceptional customer service, ensuring an enjoyable and safe event for all. All of their staff are highly trained, exceeding industry standards. Showsec's experience includes all major concerts as well as large sporting events, state visits and even the last Papal visit. They implement a comprehensive management structure for every event, working from the early planning stages with local authorities, the police and other agencies right through to the event itself.

Vanguardia – Nationally recognised independent sound acoustic consultants, the Vanguardia team are technical leaders with a wealth of experience. The team have developed and modelled our York Festival Noise Management Plan. Vanguardia will be resident throughout the three concerts providing Concert noise controls and monitoring. Previous projects include major outdoor concerts in addition to the O2, Wembley Stadium and Hyde Park. The Company Director was part of the UK Noise Council, who prepared the Code of Practice on Environmental Noise Control at Concerts. The team have managed Government research projects relating to noise and sound within the entertainment industry.

Kodiak Medical – We have worked with Kodiak over the last two years and their level of expertise is excellent. The company is operated by experienced senior clinicians from Emergency Medicine and Critical Care who have worked in pre-hospital setting for over ten years. Kodiak Medical delivers gold-standard care are raising the standards of care provided on event sites. In addition to their experience in events, they also work extensively with 20th Century Fox, Warner Brothers, Paramount, and ITV. They are registered with the HPC (Health professional Council).

SEP – Our Traffic Management Consultants provide us with a vast knowledge and experience in the management and safe delivery of all aspects of traffic relating to our events. Specifically tailored to York Festival, the SEP senior management team will work directly with the Councils Highway's department to ensure that the local knowledge is available and shared. The delivery of successful traffic management is crucial, SEP are capturing local data to provide in-depth analysis ensuring the right plan is taken to the Councils Safety Advisory Group for sign off. SEP deliver traffic management for Silverstone Aintree, Etihad Stadium and most large events and festivals throughout the UK. All of their staff are trained to National Highways Sector Scheme Standard.

Event Design – With over 30 years of experience, Event Design will be responsible for build, production and Health & Safety Management of York Festival. Their team will be led by a Director with extensive experience and qualifications including, NEBOSH, Diploma in Event Safety Management and a member of IOSH. Having led on events such as Liverpool International Music Festival, Liverpool Giants, Grand National and Blenheim Palace events, the Event Design team are ideally placed to be involved with a new event.



Our Mission

Cuffe and Taylor delivered the successful Rod Stewart Concert in York in 2019. For the last five or so years, we have been looking at potential new event sites up and down the Country to create a new version of our successful Lytham Festival (now in its eleventh year).

We have had numerous approaches from various Local Authorities and conducted a number of site visits analysed their suitability. However, following the Sir Rod concert, it was clear to us that there is a serious appetite from the public to attend concerts in York.

Following an extensive search for an event site in the City, we concluded that York Sports Club was an ideal site for our proposed concerts. The Sports Club is an association rather than a commercial company. They reinvest profits into their Club for the benefit of the community and their members and the commercial agreement we have reached with the Club will make a significant difference to help fund and develop their projects and facilities.

Subject to a licence being granted, we are committed to developing York Festival into an annual event that the people of York can celebrate, look forward to and are proud of. Our current commitment for 2020 is in seven figures. Our business will not see a return during year one, so our commitment is long term and therefore the onus is clearly on us to ensure the first year and future years are a success for all local residents, local businesses and our customers.

We want to bring world renowned artists to York City; some of the exciting artists we have worked with previously include Kylie, Stereophonics, George Ezra, Lewis Capaldi, Bryan Adams and Mariah Carey. We believe York deserves to host these levels of artists and Concerts.

It is crucial for the longevity (subject to licence) of York Festival, that we make York Festival a 'York / Yorkshire' event. This will be accomplished in a number of ways but not least by having local businesses and traders on site. We have already pencilled in various drink and food companies locally. In addition, local musical talent will be performing on the same line up as our headline artists and the vision is to add more local bands and artists once we have a confirmed licence. Music fans coming to York Festival will be able to experience a slice of York and Yorkshire whilst watching amazing artists perform.

York Festival will allow the City of York to share in a larger piece of the £388 million of Music Tourism that Yorkshire and the Humber benefited from in 2018. Based on UK MUSIC Music By Numbers Report (2019) model, the three Concerts at York Festival could realise a return to the City and economic benefit of £2 million; In addition to providing 300+ employment opportunities during the course of The Festival.

York Event Site – Engagement with local residents and stakeholders

The due diligence to date has been considerable across all stakeholders.

From the concept, we have shared various meetings and emails with Make It York, York Council and of course the Sports Club.

All of our contractors and suppliers, from stage, security, medical, site, traffic, health and safety, have attend numerous meetings at the Sports Club.

In addition to the Safety Advisory Group (various Council Depts, Police, Ambulance, Fire) communication has been undertaken with the Environmental Agency as well as First, Arriva and Network Rail.

All the various sports associations within the Sports Club have been consulted and have agreed that the event should be staged at the grounds. In addition, the Club will also provide hospitality in their Club rooms and their bar has been reserved for their members.

Considerable work has been undertaken with the Groundsman to ensure the protection of the cricket wicket in preparation for first class cricket in August 2020, to the extent where we put him in contact with Ageas Cricket (Hampshire Cricket) who we have worked with a for a number of years delivering similar and larger scale concerts.

Meetings have also been held with both First and Arriva to discuss providing buses into the event. In addition, the local community Cricket Club, Clifton Alliance have also agreed to the event utilising their hard standing for the use of buses. The commercial terms will again see a positive effect on their Club.

Residents are the most important stakeholder with regards to the event. From the outset, we acknowledged the importance of engaging with the local community and residents and we have reached out to local residents by;

- **18th November 2019** – Letter delivered to c 900 address nearby informing them of the announcement of the event.
- **9th December 2019** – Cuffe & Taylor Directors and Team attend Parish Council Meeting
- **10th December 2019** - Cuffe & Taylor Directors and Team attend Parish Council Meeting
- **20th January 2020** – Further letter drop to areas advised and identified by York Council
- **20th January 2020** – Additional letter delivered to previous addresses inviting them to a Residents engagement Meeting
- **20th January 2020** – Immediate residents to the event site, sent a letter offering complementary tickets to the event (this mirrors what we do in Lytham)
- **27th January 2020** – Residents Engagement Meeting held at York Sports Club
- **12th February 2020** – Directors and team attended a full Safety Advisory Group at the Council Officers, to review and outline the Event Safety Plan along with all other elements.

From the outset of our communications with the local residents on 9th December, we have supplied a dedicated email address for them to send queries.

A total of 276 complimentary tickets have so far been requested and reserved for residents in the immediate vicinity of the Sports Club.

As part of our Noise Management protocols, a dedicated telephone line will be provided to local residents and manned at all times during the event if they wish to make any complaints or raise any other issues.

CUFFE AND TAYLOR

