

Receipt No 000248 (CPE)

Initials RP

Date 7/4/14

SL06

South Lakeland District Council
Public Protection

U 4 APR 2014



SOUTH LAKE LAND DISTRICT COUNCIL
Public Health & Licensing Group, South Lakeland House, Lowther Street,
Kendal, Cumbria LA9 4UD

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Application for a premises licence to be granted under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

You may wish to keep a copy of the completed form for your records.

I/We CUMBRIAN NEWSPAPERS LTD

(Insert name(s) of applicant)

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

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description			
NEW MARKET ST MARKET PLACE MARKET ST (AS FAR AS TSB) BROGDEN ST CROSS STREET			
Post town	ULVERSTON	Postcode	LA12

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£ BAND 2 £100.

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick as appropriate

- | | |
|--|---|
| a) an individual or individuals * | <input type="checkbox"/> please complete section (A) |
| b) a person other than an individual * | |
| i. as a limited company | <input checked="" type="checkbox"/> please complete section (B) |
| ii. as a partnership | <input type="checkbox"/> please complete section (B) |
| iii. as an unincorporated association or | <input type="checkbox"/> please complete section (B) |

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

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

Please tick yes

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

I am making the application pursuant to a
 statutory function or ☐
 a function discharged by virtue of Her Majesty's prerogative ☐

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/> Please tick yes	
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over					<input type="checkbox"/> Please tick yes
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

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

Name	CUMBRIAN NEWSPAPERS LTD
Address	NEWSPAPER HOUSE DALSTON RD CARLISLE CA2 5UA
Registered number (where applicable)	2729
Description of applicant (for example, partnership, company, unincorporated association etc.)	PRIVATE LIMITED COMPANY
Telephone number (if any)	01228 612753
E-mail address (optional)	anna.lyttle@cnmedia.co.uk

Part 3 Operating Schedule

When do you want the premises licence to start?

DD MM YYYY
24 05 2014

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

DD MM YYYY
25 05 2014

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

A FOOD FESTIVAL HELD THROUGHOUT ULVERSTON TOWN CENTRE ON NEW MARKET ST, MARKET PLACE, MARKET ST, BRUGMAN ST AND CROSS ST. A TOTAL OF AROUND 60 STALLS WILL SELL PRODUCE AND CRAFT PRODUCTS INCLUDING BUT NOT LIMITED TO CHEESE, MEAT, FISH, BREAD, JAMS AND CHUTNEYS, HOT FOOD AND ALCOHOL FOR CONSUMPTION AT HOME (UNDER 16s ONLY). ADDITIONALLY THERE WILL BE A CHILDREN'S AREA, FAIRGROUND, MUSIC AND A DEMO KITCHEN

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

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

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment

Please tick any that apply

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

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

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

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)			
Mon						
Tue						
Wed			State any seasonal variations for performing plays (please read guidance note 4)			
Thur						
Fri						
Sat			Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5)			
Sun						

B

Films Standard days and timings (please read guidance note 6)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 2)		Indoors <input type="checkbox"/>
					Outdoors <input type="checkbox"/>
					Both <input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue					
Wed			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 4)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Wed			
Thur			
Fri			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 5)
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)			
Mon						
Tue						
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 4)			
Thur						
Fri						
Sat			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 5)			
Sun						

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3) LIVE MUSIC BOTH AMPLIFIED AND NON-AMPLIFIED IN ALL LOCATIONS		
Tue					
Wed			State any seasonal variations for the performance of live music (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	9AM	6PM			
Sun	9AM	6PM			

F

Recorded music Standard days and timings (please read guidance note 6)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 3) AMPLIFIED RECORDED MUSIC IN ALL LOCATIONS.		
Tue					
Wed			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat	9AM	7PM			
Sun	9AM	7PM			

G

Performances of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 2)		Indoors <input type="checkbox"/>
					Outdoors <input type="checkbox"/>
Day	Start	Finish			Both <input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 3)		
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat					
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 3) CHILDREN'S ENTERTAINMENT INCLUDING FACE PAINTING, CRAFTS, STREET ENTERTAINMENT, BALLOON MODELLING, AND COOKERY DEMOS		
Wed					
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)		
Fri					
Sat	9AM	6PM	<u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sun	9AM	6PM			

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue					
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 4)		
Thur					
Fri					
Sat			<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption – please tick (please read guidance note 7)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4)		
Mon					
Tue					
Wed					
Thur			Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5)		
Fri					
Sat					
Sun					

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

Name	
Address	
Postcode	
Personal licence number (if known)	
Issuing licensing authority (if known)	

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8).

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			<u>State any seasonal variations</u> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			
Wed			
			<u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 5)
Thur			
Fri			
Sat	00.00	23.59	
Sun	00.00	23.59	

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

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 9)

PLEASE SEE ATTACHED

b) The prevention of crime and disorder

PLEASE SEE ATTACHED

c) Public safety

PLEASE SEE ATTACHED

d) The prevention of public nuisance

PLEASE SEE ATTACHED

e) The protection of children from harm

PLEASE SEE ATTACHED

Checklist:

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

The event is being organised by CN Events who have overall responsibility for promoting all four licensing objectives.

The event is targeted towards food and drink lovers in both the local area and the wider region. It attracts people of all ages and many families.

The event team is experienced in managing all types of events and in promoting the licensing objectives.

The event team is set at 1x Event Director (Marie Whitehead) and 1x Event Manager (Anna Lyttle) who are both health and safety qualified with at least 5 X support staff and additional support with a risk assessed provision of 10 Stewards and SIA licensed security officers.

The event director, Marie Whitehead, working alongside the event management team will work to ensure that all licensing objectives are met. Within CN Events this relies on a strong management structure with defined roles and responsibilities to ensure good communication between relevant agencies.

The event is timed to ensure full access to public transport. The organizer will liaise with local transport providers to ensure they are aware of the likelihood of additional demand..

A road closure letter will be circulated to local businesses and residents to make them aware of the festival and it will be advertised in the local press.

b) The prevention of Crime and Disorder

Prevention of Crime and Disorder is largely reliant upon good communication between relevant public agencies (Cumbria Police, Cumbria Fire and Rescue and Health and Safety Executive) and event sub-contractors including; stewarding and security staff.

In organizing the event CN Events will address the factors that are likely to lead visitors into crime and removing the opportunities for crime.

All marquee structures will be securely erected.

The safety and condition of the structures will be monitored throughout the weekend. This will minimize the opportunity for tampering and interference with physical property.

Each area will be manned by staff from Saturday morning until Sunday evening during the time of the breakdown.

Provision of alcohol

A small number of stalls will be selling alcohol for consumption at home. Each of these stalls will apply for their own TEN and will be asked to operate a "challenge 25" policy.

As no alcohol will be sold for consumption on the licensed premises, we do not envisage it's sale causing a problem.

c) Public Safety

Traffic Management:

The main site of the festival is Market Street, New Market Street, Cross Street and Brogden Street. An application for road closure has been submitted to SLDC.

A full traffic management plan is put in place with the principal objectives of; ensuring safe pedestrian road use and maintaining visibility for vehicles in the direct vicinity, and preventing traffic build up.

Traffic stewards will be present at the start of the diversion in order to monitor the volume of incoming vehicles and advise drivers of the most appropriate route when necessary.

Crowd Management:

The Health and Safety trained management team will monitor crowd tendencies throughout the day with assistance from security and stewards. In the event of a surge in numbers visitors can be easily directed away from the site as it is completely open.

The organiser will instruct the stewards to monitor and report on crowd behaviour and where appropriate take action.

The nature of the activity means an identified occupant capacity cannot be enforced by Event Management and their staff.

Stewarding Roles

A register of all stewards on duty will be kept on site. All stewards will be experienced in working on events.

General duties of steward

- To provide information to the public as to site layout and facilities
- To provide information to the public as to the running order/timings of activities
- To monitor and report on crowd densities
- To monitor and report on the general welfare of the crowd
- To assist the Police as directed
- To control access to restricted areas
- To assist in evacuation should it become necessary to do so
- To assist the emergency services as directed

Major Incident Response Procedure

Each marquee area will be subject to a small-scale event contingency plan. The decision to implement to the full-scale joint agency contingency plan is that of the Police/Fire/Ambulance depending on the nature of the emergency, and is covered in the assumption of control section.

The general responsibilities of Event Management in responding to a major incident may be summarised as follows:

- To alert emergency services
- To manage the scene until emergency services arrive
- To provide accurate information to Emergency Services
- To liaise with the Emergency Services
- To assist in an emergency evacuation if called to under the direction of the Police.
- To continue to provide stewarding staff after the evacuation under the command of the Police.

If the site does reach its occupant capacity, or if public highway levels at which action is necessary. The Event Organiser after consulting the joint agencies should steward the identified points including road closures in order to support the police in the of control ingress/stop ingress to the site or part of it.

A full major incident or emergency plan can be found in section 4 of the event management plan.

General Public Safety Guidelines

This is an outdoor event with surrounding buildings and structures.

- Use of event infrastructure with valid fire safety certificates or failing that, fully risk assessed.
- Co-ordinate approach to planning with emergency services.
- Use of trained security and stewards, advised of location of firefighting equipment.
- Prohibition of the use of petrol generators
- LPG to be used in accordance with current guidance
- Power supply and distribution to be installed by qualified electrician only.
- All working personnel used on site to be briefed on fire evacuation policy to enable them to take a proactive approach,

d) The prevention of public nuisance

The prevention of public nuisance is an important issue encroaching on multiple areas.

Noise

The main event is commercial / retail centred and as such the potential disruption to residents is minimised in terms of proximity to residential and other noise sensitive premises. Hours of operation are between 07:00 and 18:00 and will therefore not cause late night noise.

There will be performances of live music and recorded music but these will be kept to an acceptable level.

Alcohol

Our method for controlling alcohol consumption at the festival has been outlined in the prevention of crime and disorder section. However it is important to mention this in relation to public nuisance. We foresee that the likelihood of any violence, disorder or policing problems arising as a result of alcohol consumption on site is very low. This is due to the fact that no alcohol will be sold for consumption.

External structures

There will be no external lighting, flood lights or security lighting on the street since the streetlamp infrastructure is already in place and the event takes place through daylight hours.

Refuse

The festival will not put undue pressure on the existing infrastructure to deal with refuse as additional provision will be made to deal with rubbish/litter generated in a full waste management plan to be confirmed.

Local Awareness and Notification to the local residents

An A4 Public Notice will be placed in the surrounding area following submission of this licence application alerting residents and local businesses to the proposed festival in addition to information of the event to be carried by local media as well as a press notice being placed following submission of this licence.

- Local businesses will be contacted by a member of our team to discuss the festival, road closures and other relevant information
 - The event will be managed by an experienced team with the help of stewards and security. Where necessary stewards and security will be used to disperse crowds at the end of the event.
 - The event has been scheduled so as to allow access to public transport
 - A full advertising campaign will take place across the North West Evening Mail and Cumbria Life.
- d) The protection of children from harm

The CN Events team and stewarding staff will be briefed by the CN Events event director Marie Whitehead and Event Manager Anna Lyttle, to pay special attention to lost children.

To protect children from harm separate facilities specifically for separated minors will be provided and staffed by experienced CRB checked staff. Records of children reported as separated will be collated to ensure appropriate levels of support are maintained. All working personnel will be advised to the location of the facilities. A full child welfare policy will be in operation and can be found in the appendices of the event management plan.


Please tick to indicate agreement

- I have made or enclosed payment of the fee. ☒
- I have enclosed the plan of the premises. ☒
- I have sent copies of this application and the plan to responsible authorities and others where applicable. ☒
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. ☐
- I understand that I must now advertise my application. ☒
- I understand that if I do not comply with the above requirements my application will be rejected. ☒

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

Part 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 11). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	01/04/14
Capacity	EVENT MANAGER

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

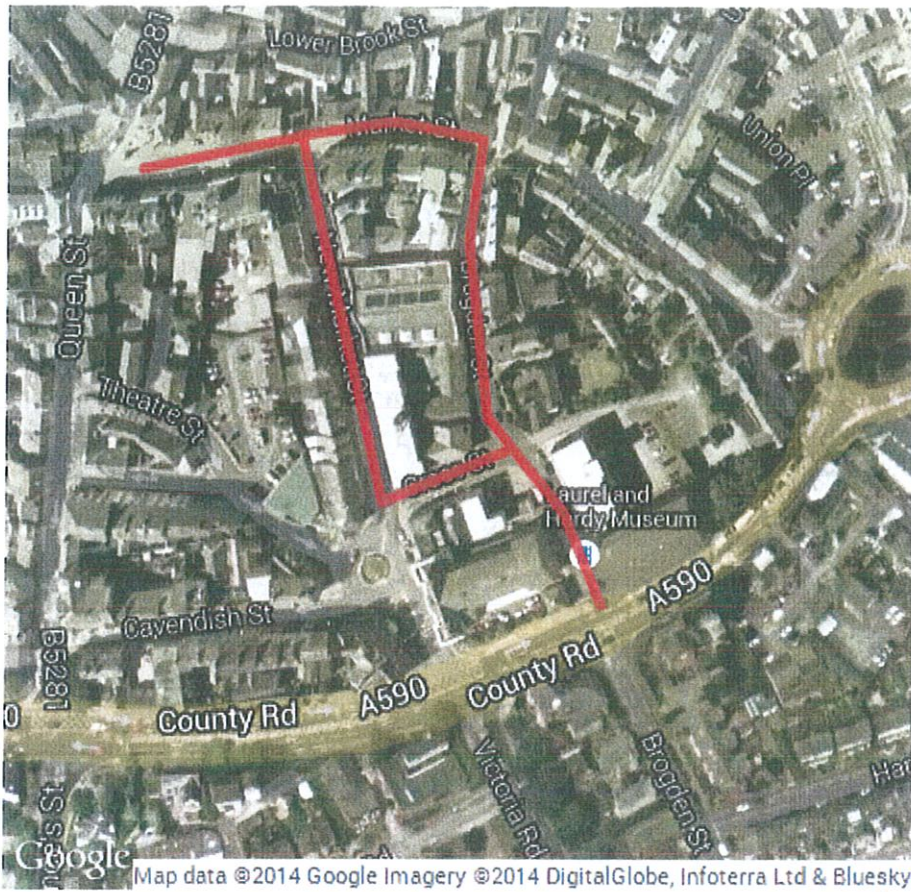
Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)

See Section 2

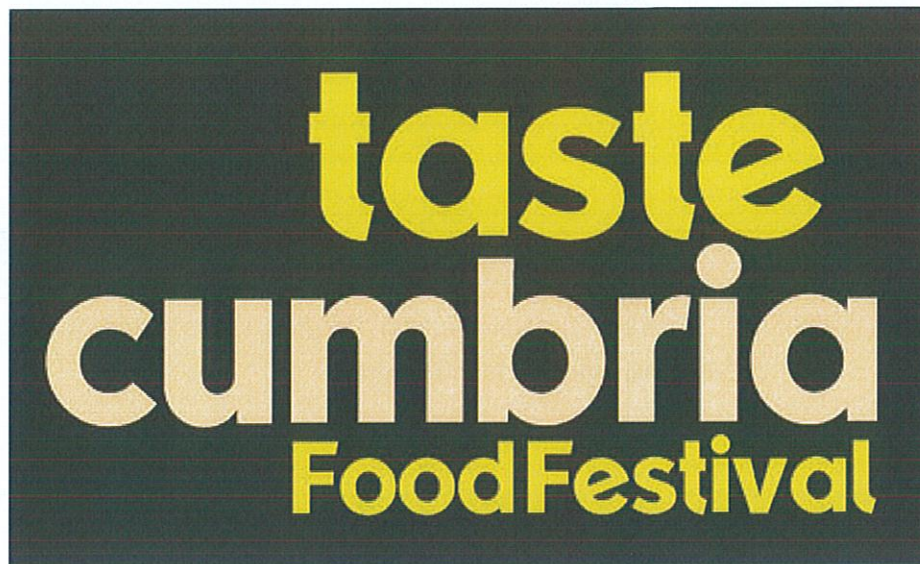
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

Notes for Guidance



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ULVERSTON

EVENT MANAGEMENT

PLAN

2014

V1.1

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Introduction

The Taste Cumbria Festival will be held in Ulverston, Cumbria and will take place on the 24th and 25th May 2014.

This two day event is aimed at people of all ages to drive tourism to the area and boost the economy through our world class food offering.

The event is spread throughout Ulverston over Market Street, New Market Street, Brogden Street and Cross Street.

A range of activities will be available including a food market, music and entertainment, workshops and demonstrations and children's attractions.

Event Management Plan

This document is intended to provide general information about the event and also to detail the management plans and actions of the organisers with regard to public and worker safety.

The management team will make every effort to ensure that all of the information contained in this document is correct and circulated amongst the relevant organisers and authorities.

For further Information, please contact:

Marie Whitehead, Event Director (CN Events) marie.whitehead@cnmedia.co.uk

Anna Lyttle, Event Manager (CN Events) anna.lyttle@cnmedia.co.uk

Licensing Objectives

The event management team will ensure that they promote all four licensing objectives set out in the licensing agreement through the training of staff in all areas, in the arrangements outlined in this event management plan, risk assessments and health and safety policy. They will ensure that they are fully implemented during the event and that the event management plan is circulated to the relevant authorities.

Section 1 – Event Planning and Management

1.1 Management of the event

The management team takes its responsibilities very seriously with regard to the safety of its staff, contractors and attendees. It will ensure, as far as is reasonably practicable, that no party is put at unnecessary risk due to its actions.

An experienced management team has been formed and their roles and responsibilities are detailed in this section.

Additionally, during the planning of the event, liaison with the appropriate agencies will take place including but not limited to Ulverston Town Council and South Lakes District Council.

1.2 Event Management Responsibilities

Event Director (Marie Whitehead – CN Events)

Responsible for overall strategic decisions concerning the management and control of the event and will assume control for all safety and security. In the event of an emergency the event director, with advice from the event manager will initiate any emergency action procedures until relieved by a senior police officer or emergency service in charge or until the incident has reached a safe conclusion. In all circumstances other than a major incident, the final decision is that of the event director.

Event Manager/Site Manager (Anna Lyttle – CN Events)

Responsible for the overall delivery of event logistics and infrastructure and the co-ordination of the project. The event manager will deputise for the event director in their absence. They will also be responsible for event co-ordination and liaison between the event owner and all departments. They are responsible for the day to day delivery of the event and it's preplanning including contractors, suppliers and site management.

As site manager, Anna will ensure that all aspects of the site infrastructure are built to the correct specifications and that during the event all site infrastructure remains in place. She will deal with any site related problems that may occur during the event and will liaise with contractors accordingly.

Health and Safety Manager (Marie Whitehead – CN Events)

Responsible for ensuring the implementation and operation of all health and safety matters for the event including planning, build and break and the event itself. This also includes advising the event

director and site managers of any issues which are likely to affect the safety of staff, contractors and attendees.

In addition, the CN Events team have 4 further key members of staff who will manage each area of the event.

Section 2 – Venue and Site Design

2.1 Attendance and crowd capacity

A premises licence for a capacity of 5000 people has been applied for. Although this is the first Taste Cumbria event in Ulverston, other Taste Cumbria events around the county do not exceed this number at any one time.

If any large structures (over 100m²) are to be used, calculations for their capacity can be found in section 2.4.

2.2 Build and Break

The venue is spread throughout various public space in Ulverston.

The event director and event manager are responsible for all aspects of the site plan and site management prior to, during and after the event and will remain on site throughout the entire build and break periods.

2.3 Site

A copy of the site plans can be found in the appendices. Each will indicate the following:

- Site boundaries and entrances and exits to the site (including those for emergency services)
- The location of all structures brought onto site.
- The location of site offices (where applicable)
- The location of sanitary facilities
- The location of welfare and medical services
- The location of generators and other principal electrical connections (where applicable)
- Fire fighting equipment and other associated fire fighting provision.

A pre site inspection by SLDC with the event director and event manager may take place prior to the opening of the festival.

The event management team will be on site at all times during the event opening hours and will be based at a location TBC.

2.4 Structures

All stages and structures will be supplied by competent contractors who will retain responsibility for them throughout the event.

Insurance certificates will be provided and risk assessments carried out by each contractor erecting a structure and available for review.

Checks on the structures will be carried out by the contractors erecting those structures and they will supply completion certificates following erection. These checks will be recorded and available for review.

Full safety checks will be carried out by the event management team and will continue throughout the duration of the event.

In the event of any changes to structures, the contractor will be called to the site and if necessary, the structure will be removed.

2.5 Stages

Trailer Stage

A small trailer stage will be brought onto site and erected by a fully trained member of staff.

Demo Kitchen

A demo kitchen will be erected outside the Roxy cinema by trained staff from Made In Cumbria. Insurance certificates will be sought by the management team prior to the event.

Section 3 – Fire Safety

3.1 Fire Risk Assessment

A full fire risk assessment will be carried out and can be found in appendix 4.

3.2 Build and Break Periods

During the build and break periods, the management team will ensure that there is sufficient FFE in designated areas along with the appropriate signage. Additionally all persons on site will be briefed as to the actions to be taken in the event of a fire and will be advised of the site assembly point.

3.3 Event

A specific member of the team will be appointed the point of contact in the event of a fire on site.

The event management team has a duty to prevent accumulation of flammable materials (rubbish) especially near structures and tented areas. A waste collection vehicle will be able to access the site to remove waste where necessary. Refuse areas will also be provided and traders will be asked to ensure that any waste is disposed of accordingly.

All stewards and crew will be required to assist in fire prevention and maintain site safety.

Generators will be fenced off from the general public and diesel will be used on site. Traders will be asked to store fuel appropriately and limit the risk of fuel and other flammable materials. All traders are required to provide a full fire risk assessment.

All power supplies and any production equipment will be monitored and prepared with a full fire risk assessment by the contractors who provide them.

All structures will be strictly monitored for flame retardancy and up to date certificates will be provided by contractors for inspection by the event management team.

A sterile route of 4m will be maintained on site for fire emergency vehicles.

All caterers and traders are required to bring their own fire fighting equipment and fire risk assessments.

Section 4 – Major Incident and Emergency Planning

4.1 Purpose of emergency Plan

It is recognised that whilst the potential for a major incident to develop at a well-managed event is low, the consequences of such an incident are high. With this in mind, the event management team and the emergency services recognise that pre event planning will need to take into account such an eventuality.

All local authorities will be advised of the event's opening hours and informed of the sterile route onto the site and given a site plan. The Safety Advisory Group (SAG) will assist in the pre event planning if faced with a major incident.

All staff will be made aware of the plan prior to the event and stewards and other team members will be advised and trained accordingly.

A clear print out of the evacuation procedures will be available in event control on site and will be made available to all staff prior to the event.

4.2 Operation of emergency plan and transfer of command

In the event of an emergency, the following people will contact the local authorities:

Marie Whitehead (CN Events) – Event Director

Anna Lyttle (CN Events) – Event Manager

Should a situation develop into a major incident or emergency, responsibility will pass from the event management team to the statutory authority or police officer in command. The event management will place at the disposal of the statutory authority, all the resources available onsite in consultation event managers. An event handover will be completed and signed by all parties.

4.3 Definition of a major incident

Paragraph 192 of HSG 195 – A guide to health, safety and welfare at music and similar events states:

“A major incident is any emergency that requires the implementation of special arrangements by one or more of the emergency services, the NHS or the local authority for:

- The treatment, rescue and transport of large number of casualties.
- The involvement either directly or indirectly of large numbers of people
- The handling of a large number of enquiries likely to be generated both from the public and the news media, usually the police
- The need for large scale combined resources of two or more of the emergency services
- The mobilisation and organisation of the emergency services and supporting organisations, e.g local authority, to cater for the threat of death, serious injury or homelessness to a large number of people”

In addition to the above, the major incident plan also recognises that external major incidents, beyond the control of the event management team, may result in special arrangements being implemented within the event site by the event team. Examples of these types of incidents could be:

- Off site chemical incident
- Major transport disruption
- Extremes of weather
- Crowd disturbance not attributed to the event

4.4 Declaration of major incident

The event management team and police are the only parties who have the authority to declare a major incident. The aims of the event management team in a major incident are as follows:

- Preservation of life
- Protection of property
- Safeguarding the wider environment
- Ensuring the safety of all staff and attendees
- Responding effectively to any given emergency
- Reducing the impact on the local community
- Ensuring a high degree of public confidence through professional conduct of staff
- Restoration of normality

4.5 Communication procedures

In the event of an incident, the procedure will be carried out by the event managers as follows:

- Ascertain the level of the incident
- Make an appropriate decision regarding the action to take
- Contact the relevant local authorities with the following information:
 - The address of the site and the correct entrance for emergency access.
 - The nature of the emergency, accident or incident.
 - Any relevant information as to the nature of the incident or any hazards that may be present.
- Contact all members of the team to co-ordinate a response:
 - The nature of the emergency, accident or incident.
 - The location of the incident on site.
 - Any relevant information as to the nature of the incident or any hazard that may be present.
 - If evacuation is necessary
 - Lead the response to the situation and ensure all is carried out effectively

4.6 Emergency Codes

In the event of an emergency, the following codes will be announced over two way radios to all staff:

Code green

There are no problems reported or following an incident, all personnel may stand down and resume normal duties.

Code Amber

All staff must be on alert and standby. All staff must maintain radio silence unless the information relates to the incident.

In the event that code amber is declared, the following plan will be activated:

- The event managers will confirm with police that they are aware of the situation
- The management team will inform the relevant staff of the situation

- The event managers will go immediately to the location and co-ordinate the incident if it is safe to do so and resources will be deployed as requested.
- All radio holders must operate radio silence until contacted by event control and await instruction
- All parties will be advised of the exact area of the threat
- All staff will prepare for evacuation of the site and arrange for any obstacles to be removed. At this stage and dependant on circumstances, the public will not be informed of any preparations unless absolutely necessary.
- Any vehicles parked on site must be prevented from blocking public access where possible
- If the incident is contained, code green will be declared and all parties will be advised to stand down. Where the situation could become serious, a stand by for condition red will be issued.

Code Red

On advice from the event managers in consultation with the police, the incident will be escalated to a code red. All staff must be on standby and maintain **absolute radio silence**.

In the event that a code red is declared, command will be transferred to the police and will direct the management team appropriately. All event staff will assist the emergency services as requested whilst the situation exists. The following procedures will be followed:

- All exit and entry routes will be cleared of obstruction (barriers, vehicles, members of the public, waste etc)
- All emergency routes to be cleared
- Cordon to be established around the affected area if necessary and decided by the emergency service in command
- Attendees to be directed away from the affected area and decisions made on available access routes.
- Designated stewards to be positioned in evacuation control areas to inform and manage attendees.
- Designated person to call show stop
- All staff to maintain radio silence until further notice

DUE TO THE NATURE OF THE INCIDENT, THERE MAY BE A NEED TO AMEND THE ABOVE LIST OF ACTIONS. UNDER SUCH CIRCUMSTANCES, THIS WILL BE CARRIED OUT UNDER THE GUIDANCE OR LEADERSHIP OF THE POLICE.

The following code **MUST** be used to convey serious incidents:

VIOLET – A violent incident

MR SMOKE – A large fire i.e “MR SMOKE IS IN CROSS STREET”

MR SANDS – A small fire

MR ASH – A small fire that has been dealt with but is smoking

MOSES – Flood warning

MR BRIEFCASE – Suspicious unattended package or device

TEDDY BEAR – Lost child i.e “I have found a teddy bear on Market Street”

This information is confidential and should not be shared with the public.

4.7 Emergency Announcements

In order for all staff to effectively carry out their duties in the event of a major incident it is essential that all parties are aware when the state is raised. The following messages will be broadcast over two way radios, following confirmation from event control.

“STAFF ANNOUNCEMENT: CAN THE AMBER TEAM LEADER REPORT TO EVENT CONTROL”

This is a warning that the alert state has been raised to **AMBER**. If the situation or incident is likely to result in a part or full evacuation of the site, the following message will be broadcast upon confirmation from event control of if the situation is such that life will be at risk awaiting the transfer of command.

“STAFF ANNOUNCEMENT: CAN THE RED TEAM LEADER REPORT TO EVENT CONTROL”

This is a warning that the alert state has been upgraded to **RED**. All personnel should stand by for further instructions on an evacuation of the site.

If a full evacuation is to be carried out, the following message will be made over PA systems or using a loud haler:

“LADIES AND GENTLEMEN, THIS IS A SAFETY ANNOUNCEMENT. DUE TO CIRCUMSTANCES BEYOND OUR CONTROL, WILL YOU PLEASE VACATE THE AREA USING (SPECIFIC EXIT OR ROUTE) AS QUICKLY AND QUIETLY AS POSSIBLE”

If the evacuation is to be contained to a specific area of the site, a local evacuation of the site will take place under the control of the head of security.

Once the situation is contained, the following message will be broadcast:

“STAFF ANNOUNCEMENT: THE GREEN TEAM LEADER HAS ARRIVED AT EVENT CONTROL

All personnel may then stand down unless otherwise instructed.

4.8 Staff

In the event of an amber or red code declaration, staff must follow these procedures:

- Calmly understand the situation
- Advise all staff in their team who are affected
- Advise all staff to remain calm and on standby
- If required, take steps to shut down all activities in their area of responsibility
- Calmly exit their area and assist with the incident if necessary

Depending on the nature of the incident, certain crew and contractors may start to take preliminary action to assist should they be needed. If there is an amber alert due to a structural problem, the contractor or supplier of that structure may assemble in the area and must be wearing PPE where applicable.

4.9 Assembly Point

TBC

The nature and location of the incident may dictate the location of the fire assembly points. In the event that it is deemed unsafe to use the designated fire assembly points, the event management team will make a dynamic decision as to the location of a safe meeting point which will be communicated via PA or loud haler.

4.10 Evacuation

Depending on the size and nature of the incident, it may be necessary to evacuate all or part of the site. Staff will work with security and stewards to clear the area to the evacuation points as directed by the police.

Once it has been decided that an evacuation must take place, further instructions will be given to the staff members as follows:

- Decide on appropriate evacuation routes
- Place all radios and operators under the direction of the event control
- Advise site medical staff
- Set up information points to advise public
- Direct any enquiries for casualty information to emergency services
- Direct any press or media to police

- Staff to be deployed to sweep the site in one direction to the assembly point and evacuation routes

Loud halers will be used by designated stewards and security to ensure swift and effective evacuation.

All communication with the public will remain polite, firm and calm at all times so as not to induce panic.

Following evacuation, all areas will be checked by stewards and security to ensure no-one remains on site.

Attendees will be advised if the event is likely to be reopened when appropriate.

4.11 Re-Opening the event

In consultation with the authorities, the event owner and the event managers have authority to re-open the event.

The event will only re-open if it is absolutely safe to do so. All teams will then return to their positions to restart the festival.

Security will assist with the smooth re-entering of people and assess the likelihood of flash points and be deployed by their manager accordingly.

4.12 Cancellation

In the event of the event being cancelled as a result of the incident, members of the public will be notified.

4.13 Show stop procedure

If an incident occurs in a localised area or a major incident is declared, it may be necessary to perform a show stop. Traders will be asked to discontinue trading and any performers will be asked to cease activity.

If a situation or incident develops to the point where the operational condition for the event is changed to amber and the event management team feel that the festival should stop they have the authority to do so. This is unlikely to mean that the entire event is to be evacuated as the incident may only be contained to one area. If any part of the event is placed on a show stop however, the whole site must be placed on amber alert until the incident is resolved.

4.14 Temporary Mortuary/Body Holding area

If a body holding area or temporary mortuary is required, the emergency services along with the event owner and event managers will make a dynamic decision on its location.

4.15 Medical services

The closest hospital with A & E facilities is the Furness General Hospital in Barrow in Furness (7.6 miles).

The event management team are also fully qualified in First Aid at Work and are capable of attending to any incident until the emergency services arrive.

4.16 Press

In the event of a major incident all press will be handled by the relevant press representative. This will be on instruction of, Emergency Services, Relevant authorities or event Managers. Press conferences in regards to a major incident will be held at a location decided by the emergency services.

Section 5 – Communications

All core members of the management team, security and designated stewards will be equipped with a two way radio.

Adequate provision of radios and batteries will be provided and all users will be trained how to use them effectively. The location of each radio will be logged and a list kept in the event control office.

All users will also be briefed on the radio channels and codes to be used in the event of an emergency.

Loud hailers will be available for use should they be required.

An event log will be maintained in the event of a major emergency to detail any decisions or incidents which may occur during the event.

The codes detailed in section 4 will be located in event control to serve as reminders.

Event control will be located in at **TBC**. Any tactical level decisions will be made from this location and passed to team leaders for action if necessary.

Section 6 – Security and Crowd Management

The site security team FGH Security will be responsible for the correct management and deployment of security on site. They are specifically trained and experienced in dealing with events. The security supervisor will be responsible for passing information to event control, co-ordinating assistance between the security team and making tactical decisions with regard to security matters.

The event managers will have authority to direct any member of the security staff to perform a duty in the interest of event safety.

The security contractor will provide 2 members of staff to cover the event during its opening times and 4 overnight on Saturday the 23rd May 2013 to ensure security of the traders, the attendees, the structures and the site.

The event management team will be responsible for the correct management and deployment of stewards around the Taste Cumbria site. They will provide training for stewards on site prior to the event where all stewards will be briefed on their areas of responsibility, expectations of the festival, hierarchy of the team, emergency procedures and communication methods. It is the responsibility of the event management team to ensure that all stewards are given the information required to maintain a safe environment for both attendees and members of their staff.

6.1 Security Operations

All security, stewards, supervisors and team leaders will be trained, briefed and equipped to a standard that reflects their responsibilities. Stewards will be made aware that they are NOT security and must not enter into any situation that is confrontational and their own safety is paramount. Stewards are to act as the eyes and ears for the festival and are there for general safety and information for the public.

All security and stewards shall wear high visibility tabards. All SIA front-line security staff shall wear their badges in accordance with legislation.

The security contractor will provide their own risk assessments and training and these will be available on request.

6.2 Site

Staff will be positioned at key areas to protect equipment, maintain exit routes, maintain emergency routes and monitor and control public flow. Stewards will also give general information to the public regarding the event where necessary.

The security supervisor will maintain communication with the event management team throughout the event and will liaise directly with the event managers as to the deployment of their resources in response to intelligence received by event control.

6.3 Egress

As the festival takes place in public areas, there should be no problem with egress from any of the sites however routes will be kept clear of obstacles at all times.

6.4 Prevention of crime and disorder

The organisers are committed to reducing the potential for crime and criminal activity.

No volatile areas are expected on the site and special attention has been paid to making this festival relaxed. The festival has a strong family focus and we do not anticipate this event to appeal to trouble makers.

We will employ a mixture of professional SIA registered security and experienced stewards who will monitor each area carefully throughout the weekend.

Safety checks around the site will be maintained to ensure no structures or equipment is tampered with.

Any incidents of theft should be reported to security who will document the incident and report to local police.

Any persons apprehended by security staff in the commission of a criminal offence will be passed to police before being ejected from the site. Security staff will also assist, where possible in the identification of offenders and the prevention of crimes.

Witness statements should be obtained both of the aggrieved and any independent witnesses and documented on an incident report form.

6.5 Acceptable behaviour

The organisers will not accept racist or aggressive behaviour amongst attendees, any reports of such incidents will be fully investigated and the perpetrators, if apprehended, ejected from the event.

6.6 Alcohol

A small number of stalls will be selling alcohol for consumption at home. Each trader will operate under their own licence and will be responsible for their own policy. We request that a “challenge 25” policy is in operation at all times. As the alcohol is not for consumption on site, we do not anticipate this causing any problems.

6.7 Glass Policy

There will be a strict no glass policy enforced in the food to eat now area on Brogden Street near the Roxy Cinema. Any drinks must be served in cans, cartons or plastic cups.

Section 7 – Traffic management

7.1 On-site traffic management

Road closures are in place throughout Ulverston on Market Street, Crosst Street, New Market Street and Brogden Street. There will be absolutely no vehicle movement on site between the hours of 7.30am and 6.30pm on Saturday the 24th May and Sunday the 25th May, other than contractor vehicles or emergency vehicle access for which a 4m sterile route will be maintained at all times.

During the build and break periods and in the event that vehicles must be moved during the event, there will be a strict speed limit of 5mph and all vehicles (other than emergency vehicles) must also be under the control of a guide wearing high visibility clothing.

All traders and contractors have been made aware that there is absolutely no vehicle movement on site after 9am and all vehicles must be removed by this time.

Section 8 – Barriers & Fencing

Heras Fencing

Several panels of heras fencing will be used around the site as needed to secure generators and fence off specific areas of the site.

Pedestrian Barrier

Fixed foot pedestrian barrier will be used to block access to any areas of the site that have health and safety implications for the public or to aid crowd control.

Section 9 – Electrical safety, Installations and Lighting

An onsite electrician will be present throughout the festival and will take responsibility for all site electrical installations (where applicable) and ensure that the following are met:

- All site electrical installations and generators are installed and checked by the qualified site electrician for compliance with the current edition of the regulations for electrical installations issued by the institution of electrical engineers, relevant British standards and HSE guidance notes GS50 (second edition 1997) and HSG195 'the event safety guide'. Any defects will be properly corrected and an electrical certificate in the form of prescribed institution of electrical wiring regulations shall be submitted to the event owner before any member of the public is admitted to the site. All electrical cables run to areas where public have access shall be matted or flown and otherwise protected against physical damage including precautions to stop them from being damaged or presenting a trip hazard.
- Electrical completion certificates will be provided to the event managers prior to the public being allowed entry to the relevant part of the site. The certificate must confirm that all electrical installations are in safe working order and have been installed in compliance with the current electrical safety regulations. Separate certificates shall be provided for each electrical installation on site.
- The event managers will ensure that PAT testing has been carried out by all contractors and subcontractors bringing any electrical equipment onto site. Evidence of PAT testing must be kept on site by relevant operators and be made available at the licensing authority's request.

9.1 Site lighting

As the festival is held throughout daylight hours and in spaces that are well lit with street lighting, there will be no need for additional lighting on site.

Section 10 – Bars, Traders and Concessions

10.1 Bars and Alcohol

Any Licensed activity in temporary structures will operate under its own temporary event notice and the applicant will be responsible for enforcing it's own Alcohol management policy.

All licensees will be required operate a zero tolerance policy for under age drinking and traders and licence holders will ensure that persons under 18 are not served with alcohol and have been asked to operate a strict challenge 25 policy.

All traders selling alcohol in temporary structures must apply for an individual temporary event notice and will be responsible for ensuring that licensing laws are adhered to.

Any venues wishing to carry out activity over the festival weekend will operate under their own licence and the event managers take no responsibility for any activity within their premises.

Any alcohol sale or consumption will take place under the correct license and will operate within the licensing agreement.

10.2 Traders

All traders must provide necessary documentation and PAT testing certificates for electrical equipment.

Traders and stalls are provided with power by the festival organisers where appropriate and compliance will be checked by the management team.

All traders and stalls have been asked to bring their own fire fighting equipment relevant to their facilities.

Some FFE will also be provided at specific points around the site by the event managers.

Copies of all traders' applications are available with appropriate documentation for their services.

Suitable waste receptacles will be available to traders and will be cleared at regular intervals.

A list of all food traders, secondary food traders, non-food concessions and workshops will be confirmed and that list sent to the relevant licensing and environmental health departments within the local authority if required.

10.3 Fuel Storage

Each trader requiring the use of liquefied petroleum gas is limited to two cylinders for each appliance, one in use and one spare. All LPG must be tethered and any additional cylinders needed must be stored and collected off site.

Generators on site will have full tanks for use throughout the weekend and any additional fuel will be brought onto site by an external provider and not located on site.

Section 11 – Sanitary Facilities

12.1 Toilets

There is ample provision of public toilets in the Ulverston town centre located oTBC.

A member of the event team will check the toilets on a regular basis in order for them to remain in a fit state for public use.

12.2 Water Supply and Waste Water

IBCs for waste water will be placed in the food to eat now area near the Roxy Cinema and liquids will be disposed of off site by the sanitary provider

Section 12 -Waste Management

The event management team will make every effort to reduce waste to a minimum and will actively encourage all contractors, customers and staff to recycle where possible.

Sufficient receptacles will be provided on site for storage of waste and will be emptied often to prevent fire risk.

Waste management will be carried out by **TBC**.

They will provide operatives for litter picking and waste removal and several 1100ltr wheeled bins to be distributed around the site and will empty and dispose of all waste arising from the bins and from the event.

Where stewards or the event management team see a fire risk or hazard, they will have this risk removed from the site accordingly.

Traders will be issued with recycling bags and will be encouraged to use them.

Section 13 – Noise Control

The sound levels by any entertainers or stages at the event will be set to comply with legislation and levels set by local authorities.

Traders may be allowed to operate background music upon prior agreement and the event organisers and managers retain the right to turn it off if needed.

Section 14 – Facilities for the disabled

Supplying facilities for the disabled should not pose a problem as the event is held within the town centre.

Event staff will assist where applicable although we assume that suitable assistants or carers will be present on site with anyone with special needs.

Section 15 – Medical Provision

The event is low risk and the closest hospital with A & E facilities is the Furness General Hospital in Barrow in Furness (7.6 miles).

The event management team are fully qualified in First Aid at Work and are capable of attending to any incident until the emergency services arrive.

Section 17 – Welfare Facilities

18.1 Lost children

The event is likely to have a large number of children in family groups. Lost children will be taken to the information point located TBC where they will be cared for by trained staff.

A full lost child policy will be in operation and staff dealing with lost children will liaise with police and other site services.

All stewards and security will be made aware of the lost child policy prior to the event opening and a security code 'Teddy Bear' is designated for steward and security use in the case that a lost child is reported.

Only members of the team who are CRB checked will be allowed to attend a lost child situation.

Section 18 – Health and Safety

It is the policy of the management team to achieve high standards of health and safety across the event. The team will ensure the maintenance and monitoring of safe systems and processes of work which will comply with or exceed current legislation for the protection of employees, contractors and customers and clients alike.

The event managers recognise that a number of activities which are undertaken at the event are undertaken on their behalf and could potentially involve risk to health, safety and welfare of others. It is the policy of the event managers to seek, as far as is reasonably practicable, safe working conditions for employees and all other personnel working on their behalf and to ensure that any activity undertaken does not adversely affect the health and safety of others.

All contractors will be required to demonstrate their competence and present relevant method statements, risk assessments, structural calculations and insurance details relating to the work they are contracted to carry out prior to work commencing on site

Appendices

Appendix 1	Site Plans
Appendix 2	Team Structure
Appendix 3	Risk Assessments