

09 MAR 2017



SL06

**SOUTH LAKE LAND DISTRICT COUNCIL**

Public Health & Licensing Group, South Lakeland House, Lowther Street,  
Kendal, Cumbria LA9 4UD

Tel: 0845 050 4434 Fax: (01539) 740300

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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 CUMBRIA FEDERATION OF YOUNG FARMERS CLUBS

(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 <u>LOW FOULSHAW FARM</u> <u>LEVENS</u>	
Post town	<u>KENDAL</u>
Postcode	<u>LA8 8ET</u>

Telephone number at premises (if any)	
Non-domestic rateable value of premises	<u>£85,000</u>

**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 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	MRS KATIE ROME	
Description of applicant (for example, partnership, company, unincorporated association etc.)		
PERSONAL LICENCE HOLDER HELPING TO ORGANISE EVENT		
Telephone number (if any)		
E-mail address (optional)		

### Part 3 Operating Schedule

When do you want the premises licence to start?

DD MM YYYY  
2 0 0 5 2 0 1 7

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

DD MM YYYY  
2 2 0 5 2 0 1 7

Please give a general description of the premises (please read guidance note 1)  
THE PREMISES IS A BARN USUALLY USED TO STORE SILAGE. IT WILL BE EMPTIED AND CLEANED BEFORE THE EVENT. IT HAS A LARGE FULL HEIGHT OF THE BARN DOOR WHICH WILL BE OPEN AT ALL TIMES PLUS ANOTHER DOOR AT THE OTHER SIDE OF BARN TO BE USED IN CASE OF FIRE. THE BARN WILL HAVE SECURITY FENCING AROUND IT WITH SECURITY BOTH INSIDE AND OUTSIDE THE EVENT. TOILETS WILL BE PORTALOOS OUTSIDE THE BARN BUT WITHIN THE SECURITY FENCING.

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

<b>Plays</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of a play take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	
			Indoors	<input type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3)	
Mon				
Tue				
Wed			<b>State any seasonal variations for performing plays</b> (please read guidance note 4)	
Thur				
Fri				
Sat			<b>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</b> (please read guidance note 5)	
Sun				

# B

<b>Films</b> Standard days and timings (please read guidance note 6)			<b>Will the exhibition of films take place indoors or outdoors or both – please tick</b> (please read guidance note 2)		Indoors <input type="checkbox"/>
					Outdoors <input type="checkbox"/>
Day	Start	Finish			Both <input type="checkbox"/>
Mon			<b>Please give further details here</b> (please read guidance note 3)		
Tue					
Wed			<b>State any seasonal variations for the exhibition of films</b> (please read guidance note 4)		
Thur					
Fri			<b>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</b> (please read guidance note 5)		
Sat					
Sun					

C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 6)			<b><u>Please give further details</u></b> (please read guidance note 3)
Day	Start	Finish	
Mon			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 4)
Tue			
Wed			
Thur			<b><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></b> (please read guidance note 5)
Fri			
Sat			
Sun			

# D

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 6)			<b>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	
Day	Start	Finish	Indoors	<input type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>
Mon			<b>Please give further details here</b> (please read guidance note 3)	
Tue				
Wed			<b>State any seasonal variations for boxing or wrestling entertainment</b> (please read guidance note 4)	
Thur				
Fri			<b>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</b> (please read guidance note 5)	
Sat				
Sun				

E

<b>Live music</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 2)		Indoors	<input checked="" type="checkbox"/>
			THE BAND THE UNDERDOGS WILL BE PLAYING LIVE MUSIC..		Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3)			
Mon			THE BAND THE UNDERDOGS WILL BE PLAYING LIVE AMPLIFIED MUSIC.			
Tue						
Wed						
Thur			<b>State any seasonal variations for the performance of live music</b> (please read guidance note 4)			
Fri			<b>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</b> (please read guidance note 5)			
Sat	20.00	12.00				
Sun	12.00	1.00				



F

<b>Recorded music</b> Standard days and timings (please read guidance note 6)			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick</b> (please read guidance note 2)		Indoors	<input checked="" type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3)			
Mon			THE BAND WILL BE SUPPORTED BY A DJ PLAYING AMPLIFIED RECORDED MUSIC.			
Tue						
Wed						
Thur			<b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 4)			
Fri			<b>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</b> (please read guidance note 5)			
Sat	20.00	12.00				
Sun	12.00	1.00				

# G

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)	Both	<input type="checkbox"/>
Tue					
Wed			State any seasonal variations for the performance of dance (please read guidance note 4)		
Thur					
Fri			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 (please read guidance note 5)		
Sat					
Sun					

<b>Late night refreshment</b> Standard days and timings (please read guidance note 6)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3) KATH PACKHAM WILL BE DOING CATERING FOR THE EVENT FROM A BURGER VAN STYLE TRAILER. IT WILL BE PLACED ONSITE BEFORE THE EVENT BEGINS TILL AFTER THE EVENT FINISHES.		
Mon					
Tue			<b>State any seasonal variations for the provision of late night refreshment</b> (please read guidance note 4)		
Wed					
Thur			<b>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</b> (please read guidance note 5)		
Fri					
Sat	20.00	12.00			
Sun	12.00	1.00			

H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing LIVE MUSIC SUPPORTED BY A DJ PLAYING RECORDED MUSIC BOTH OF WHICH WILL BE AMPLIFIED.		
Day	Start	Finish	<b>Will this entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b>Please give further details here</b> (please read guidance note 3)		
Wed					
Thur			<b>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</b> (please read guidance note 4)		
Fri					
Sat	20:00	12:00	<b>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</b> (please read guidance note 5)		
Sun	12:00	1:00			

J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b>Will the supply of alcohol be for consumption</b> – <b>please tick</b> (please read guidance note 7)	On the premises <input checked="" type="checkbox"/>
Day	Start	Finish		Off the premises <input type="checkbox"/>
Mon			<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 4)	Both <input type="checkbox"/>
Tue				
Wed				
Thur			<b>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</b> (please read guidance note 5)	
Fri				
Sat	20.00	12.00		
Sun	12.00	1.00		

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

Name	MRS KATIE ROME
Address	
	PA0882
	SLDC



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)

Day	Start	Finish
Mon		
Tue		
Wed		
Thur		
Fri		
Sat	20.00	12.00
Sun	12.00	1.00

**State any seasonal variations** (please read guidance note 4)

**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** (please read guidance note 5)

**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)**

A FULL SITE MANAGEMENT PLAN HAS BEEN PUT INTO PLACE TO HELP SUPPORT THE FOUR LICENSING OBJECTIVES, AS WELL AS A CODE OF CONDUCT TO BE USED ON THE NIGHT OF THE EVENT.

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

A CODE OF CONDUCT HAS BEEN ISSUED TO ALL CLUBS REGARDING BEHAVIOUR. THERE WILL BE 10 SECURITY GUARDS PRESENT BOTH INSIDE AND OUTSIDE OF THE EVENT ALONGSIDE 15-20 ADVISORY MEMBERS TO ACT AS STEWARDS AT THE EVENT.

**c) Public safety**

SECURITY FENCING WILL BE SET UP AROUND THE EVENT AS WELL AS A SAFE AREA. THE CAR PARK WILL BE WELL LIT AS WELL AS THE YARD. ADVICE WILL BE SOUGHT REGULARLY BY HEALTH AND SAFETY STEWARDS AND ADVISOR IF REQUIRED.

**d) The prevention of public nuisance**

THERE WILL BE 10 SECURITY PRESENT WHO WILL BE CHECKING NOISE LEVELS THROUGHOUT THE EVENT. TO GET THE EVENT BOTH VEHICLES AND BUSES WILL BE USED THAT WILL LEAVE PROMPT AFTER THE FINISHING TIME OF THE EVENT.

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

ALL UNDER 18'S WILL BE ID'D ON ENTRY AND GIVEN A WRISTBAND DIFFERENT TO OVER 18'S. NO ONE WILL BE SERVED AT THE BAR WITHOUT A WRISTBAND. A RESPONSIBLE ADULT MUST BE PRESENT FOR ALL UNDER 18 YEAR OLD. NO ONE UNDER 16 WILL BE ALLOWED AT THE EVENT.

Checklist:

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 CONNECTION WITH THIS APPLICATION.

Part 4 – Signature (see guidance note 10)

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

Signature	
Date	6-3-17
Capacity	

For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> 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)

OP

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, each of the applicant or their respective agent must sign the application form.
13. This is the address which we shall use to correspond with you about this application.



- Key:
- Red - consumption of alcohol
  - Green - regulated entertainment
  - Blue - late night refreshment
  - - Security fencing
  - △ - Entrance door - open at all times
  - ⌘ - Fire exit - to be used only in the event of fire.
- Fire equipment behind bar.



Band and DJ

15.2 metres

Fire exit

Scale 1 Millimetre x 100 Millimetre

Car park  
and  
fire evacuation  
area

Safe  
area  
and  
first  
aid

Entrance where  
everyone will  
be Id'd on  
entry

Key:

Red - Consumption of alcohol  
Green - Regulated entertainment  
Blue - late night refreshment

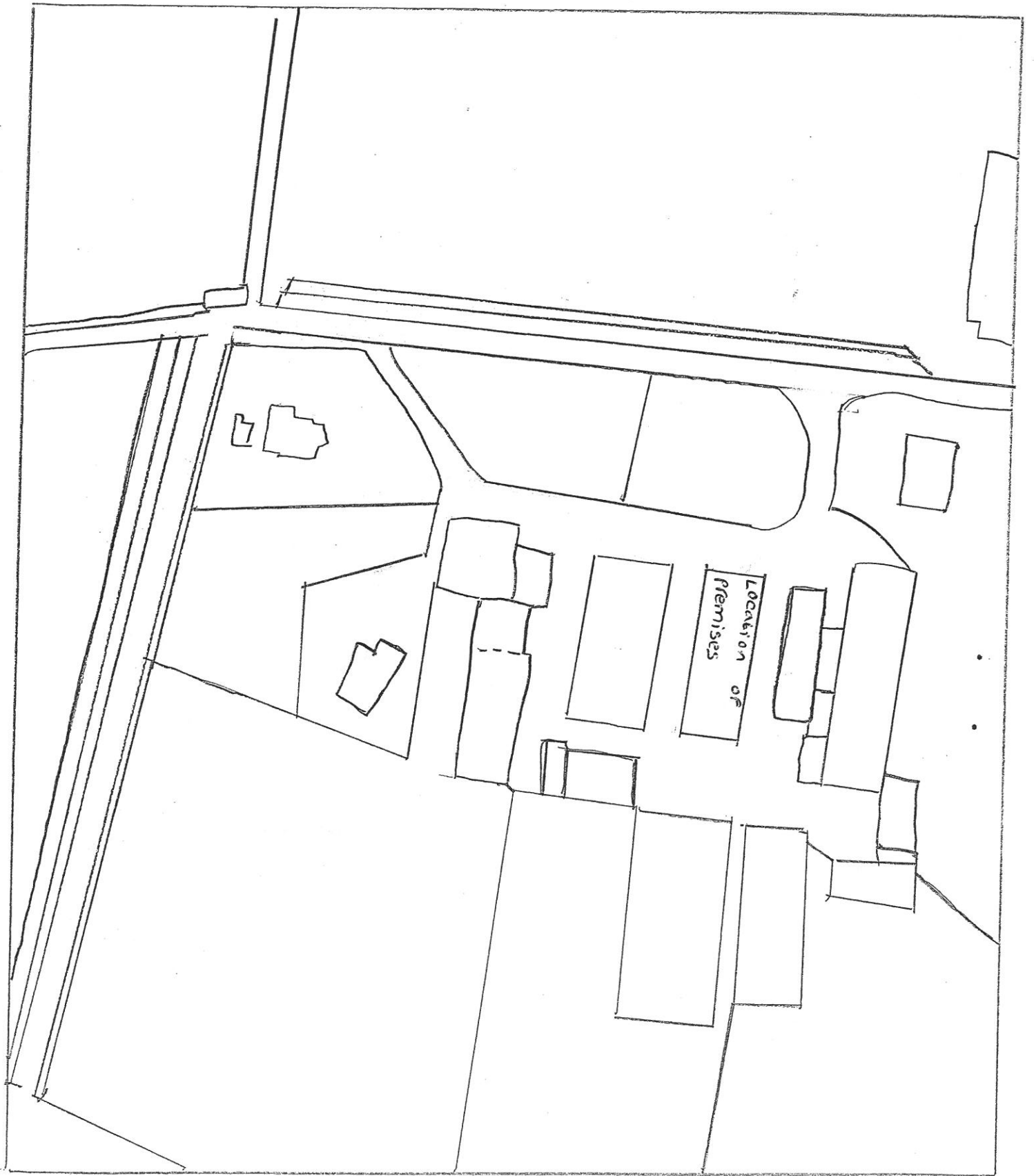
41.1 metres

Bar  
and  
fire safety  
equipment

Entrance through barn door

Portaloos toilets in  
yard shown on  
other map.

Burger  
Van



Low Foulshaw Farm

PREPARED BY THE CUMBRIA FEDERATION OF  
YOUNG FARMERS' CLUBS

# SITE MANAGEMENT PLAN

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## SOUTHERN DISTRICT FIELD DAY

DATE: SATURDAY 20<sup>th</sup> May 2017

VENUE:

LOW FOULSHAW FARM

LEVENS

KENDAL

CUMBRIA

LA8 8ET

## Contents

Introduction.....	3
Site Specifics:- Ordnance Survey map.....	4
Emergency Procedures.....	5
Security Measures and Stewarding.....	6
Risk Assessment- Traffic Management Plan .....	8
Directions to the Venue and for the Evening.....	8
Traffic management.....	8
Night Management .....	8
Risk Assessment .....	9
Noise Pollution Prevention Plan.....	13
Introduction.....	13
Site Location .....	13
Noise Attenuation Measures .....	13
Waste Disposal .....	13

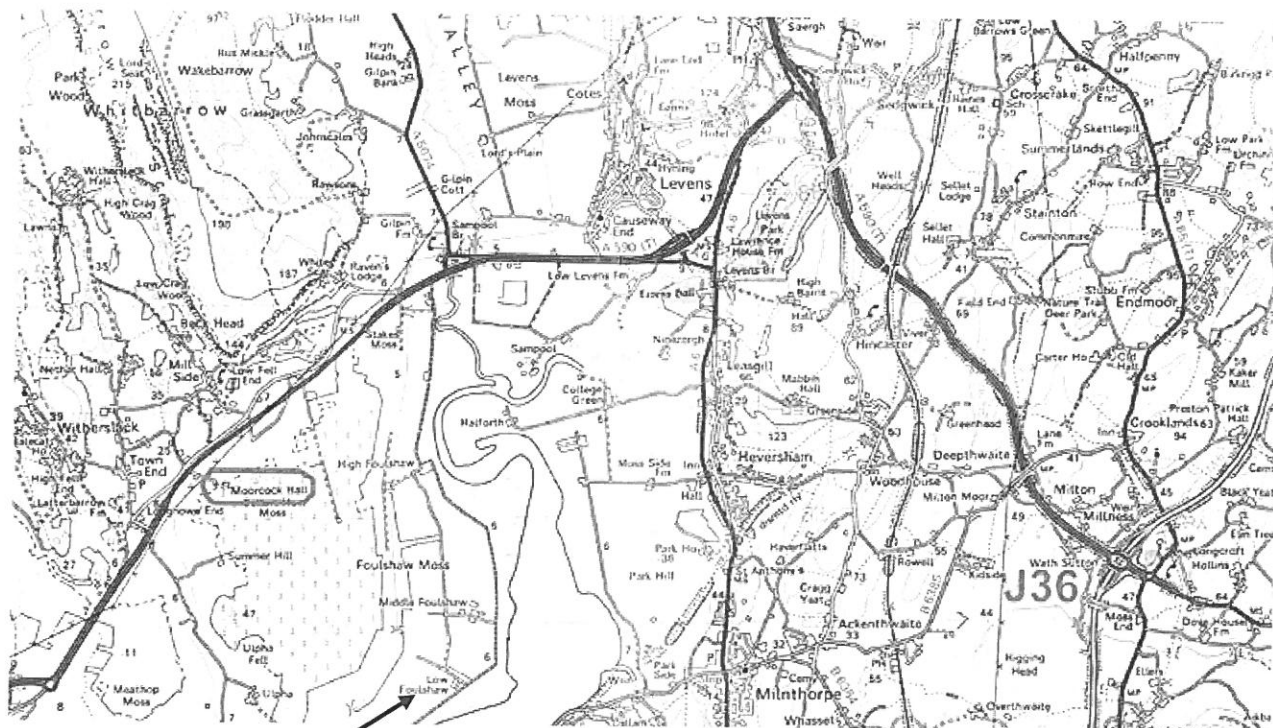
## **Introduction**

This report has been prepared by The Cumbria Federation of young Farmers in support of their application for a Premise License in accordance with the Licensing Act 2003.

This report has been prepared in order to demonstrate the competence of the Cumbria Federation of Young Farmers in proactively managing the safety of the event.



## Site Specifics:- Ordnance Survey map



Low Foulshaw Farm, Levens, Kendal, Cumbria, LA8 8ET

Please see attached map for sit specifics.

1. Activity: Southern District Field Day
2. Date: Saturday 20<sup>th</sup> May 2017
3. Hours of Function: Day – 08:30 to 16:00. Evening – 20:00 to 01.00
4. Description of Function: Day – Competition day. Evening - Dance

Responsible Person: Liam Robinson, Kerswell, Brigsteer, Kendal, Cumbria LA8 8AJ (Committee Chairman.)

## Emergency Procedures

### Nearest ambulance A&E Department:

Furness General Hospital, Dalton Lane, Barrow-in-Furness, Cumbria, LA14 4LF  
Telephone number:- 01229 870870

In the first instance please contact any of the below who will liaise with site First aiders and emergency services.

First Aid provision will be provided by Kentdale First Aid, and will be located throughout the site to cover the whole area.

In case of emergency and evacuation the assembly area is the field / gateway, as located on the site map, off the yard which will leave clear access for any emergency vehicle, and during the evening this area will be well lit. If emergency services require access to the farm, they will use the official farm lane, which ends in the farm yard.

### Contact Numbers on site:-

Liam Robinson	CFYFC Field Day Chairman	07816 015173
Anne Carter	CFYFC Field Day Secretary	07990 572625
Emma Littlewood	CFYFC Dance Secretary	07912 020458

This procedure will be communicated to all stewards both during the day and evening, security personnel and catering / bar staff by the event safety steward by means of a pre-event site walk around to ensure familiarity before the event is to take place.

Additionally this procedure will be on display around the site, on the bar in the evening and with security and the First Aiders.

## Security Measures and Stewarding

### Day

There is no requirement for security staff during the day.

There are a team of several chief stewards:

Chief Steward:	Mr Rob Thacker
Chief Field Steward:	Mr Tim Thacker
Chief Industrial Steward:	Mrs Dorrie Galbraith and Mrs Lauren Dixon
Chief Stockjudging steward:	Mr John Garnett
Bio Security Officer:	Mrs Angela Partington
Health and Safety Officer:	Mr Gary Mason and Mr Lee Simpson
Fire Officer's:	Mr Paul Capstick and Mr Tony Barnes
Car park Steward:	Mr David Knipe

These stewards have all either taken this role for a number of years or had a great deal of experience in this field. There will be further stewards over seeing each class on the day, the number appropriate to the activity. A briefing for ALL stewards will take place in the morning before the day commences, by the field day chairman, Liam Robinson. All stewards will report to the chief stewards in their area, and ultimately the field day chairman and secretary. In addition, we have an onsite health and safety officer specific to the farm and their bio-security and protocols.

Technical director: Nadine McGregor 07824 177071

### Evening

This security will be provided by Pro-TECT, Carlisle who are accredited door staff. It is proposed to have 10 door staff on site supported by 15-20 advisory stewards who are former YFC members or parents.

The Security team and stewards report directly to the Field Day Chairman, Field Day Secretary or Field Day Dance Secretary and liaise with the site safety steward.

### The following briefing will be handed to stewards in advance and they will also be briefed on the night:

- The event will take place at Low Foulshaw Farm on Saturday 20<sup>th</sup> May 2017 at 20.00
- Please report to the Chief Door Steward, Emma Littlewood at 19:30
- It is a ticket only event and no tickets will be sold on the door.
- Under 18's must have a valid Young Farmers Membership Card and present at the time of entry with their responsible adult.
- Different colour wristbands will be issued to over 18 and under 18 year olds.
- Anyone who approaches the bar without a wristband will not be served.
- A safe area will be constructed for anyone that needs to be removed from the event, which will consist of a covered area with seating to be controlled by accredited door staff.
- Bar Stewards are not permitted to drink alcohol at anytime.
- If someone leaves the event they are not allowed back in.
- Anyone caught underage drinking will have their drink removed and their bag searched.

- No glass will be passed over the bar and all drinks will be in plastic cups.
- You are required to act as a Steward all evening.
- Stewards should work together with the Bar Stewards and Security Door staff.
- All accidents MUST be reported to the Designated Premises Supervisor.
- All Stewards should collect plastic glasses and bottles and place them in the bins provided.
- Please eject guests who are behaving in an inappropriate manner and put them into the Safe Area till such time a mode of transport to remove them from the premises has arrived.
- Please assist Bar Stewards to close the bar at 01.00
- All Stewards MUST check guests are not damaging buildings, toilets, machinery or external areas.
- Stewards MUST be aware of the all fire-fighting equipment, evacuation routes and procedures in the event of a fire, Stewards will be briefed on this at the beginning of the evening. If you are asked to steward a fire escape/door, then under no circumstances must you leave this point without positioning another Steward in your place.
- Ensure that guests are safely loaded on to their coaches at the end of the evening.
- If you agree to act as a Steward and find you are unable to, please note that it is your responsibility to find a substitute and inform the County Office.
- Enjoy your evening and Thank you for your support in advance.

## **Risk Assessment- Traffic Management Plan**

- Date Saturday 20<sup>th</sup> May 2017
- Venue Low Foulshaw Farm, Leven, Kendal, Cumbria, LA8 8ET

### **Directions to the Venue and for the Evening**

Members will be informed of the route to travel to the farm prior to the day with signs directing the YFC traffic on the road sides which will give clear instruction of direction to the venue and placed so they give plenty of warning.

From the Brettagh Holt roundabout take the A590 road signposted towards Barrow. Follow this road for approximately 3 miles. Turn left at the road signposted Foulshaw. Follow this road until the end of the lane where the signposted drive to Low Foulshaw Farm begins.

From the Meathop roundabout take the A590 for approximately 3 miles. Turn right at the road signposted Foulshaw. Follow this road until the end of the lane where the signposted drive to Low Foulshaw Farm begins.

Buses and coaches will be advised that when leaving all should turn left back onto the A590 until the Meathop roundabout.

Access for buses is satisfactory as articulated vehicles use the route directed to make deliveries to the farm. There will be a designated parking area for the buses on suitable grounds.

A letter will be sent advising local residents of the event and that there will be a greater volume of traffic than usual in the morning and late afternoon.

### **Traffic management**

There will be traffic stewards on hand to be able to assist with parking in the field and make sure that there is no stationary or slow moving traffic on the highways. All traffic stewards will be wearing hi Vis jackets, the chief steward will also have a radio so direct communication with the Chairman and Safety Officer can be maintained.

In the evening, there will be Stewards directing people from buses to the venue and parking of cars.

### **Night Management**

The route for the busses will be clearly marked out with barriers into the farm, stewards will be able to assist with parking and assist in making sure that the passengers are uploaded in a safe manner. They will also assist the coaches if they are waiting for their passengers in parking them up in the allocated area.

Again signs are to be posted so that other road users know that traffic will be turning for the event.

## Risk Assessment

Risk/Hazard Condition	Comments
<b>Alcohol Abuse</b> <ul style="list-style-type: none"> <li>- Consumable amounts</li> <li>- Crowd build-up in restricted areas</li> <li>- Disorderly/unruly conditions/property damage</li> </ul>	<p>Advisory members and also the security staff will be vigilant to make sure that people consume alcohol in sensible consumable amounts.</p> <p>The security staff will be responsible for making sure there is no build up of crowds in restricted areas and they will manage disorderly/unruly conditions to prevent damage to property.</p> <p>Over 16's only – under 18's must carry a current YFC Membership Card and will be wristbanded separately, to prevent the purchase of alcohol at the bar. All ID will be checked.</p>
<b>Aisle ways and passageways</b> <ul style="list-style-type: none"> <li>- Clear and un-obstructed</li> <li>- Sufficient width for normal movement</li> <li>- Aisles marked</li> </ul>	<p>We have asked a Fire Officer to offer us advice to comply with all regulations, exits, aisle ways and passageways. Aisle and exits will be clearly marked. All advice from the Fire officer will be followed.</p>
<b>Crowd Control</b> <ul style="list-style-type: none"> <li>- Congested high spots/build up</li> <li>- Bottleneck conditions</li> <li>- Sufficient width of exits</li> </ul>	<p>The exits will be wide enough to prevent bottleneck conditions to exit points.</p>
<b>Electrical Power Systems</b> <ul style="list-style-type: none"> <li>- High Voltage and control panels close and secure</li> <li>- Good conditions of wiring insulations and fixtures</li> <li>- Isolated separate electrical feed for DJ/Band/Bar facilities</li> <li>- Lighting, pathways etc</li> </ul>	<p>The Band/DJ will run off a generator which has been electrically tested by a registered electrician.</p>
<b>Ergonomics</b> <ul style="list-style-type: none"> <li>- Limited weight and size of materials lifted or carried by people</li> <li>- DJ/Band equipment</li> </ul>	<p>Adequate people will be enlisted to move heavy objects and equipment.</p>
<b>Emergency Instructions</b> <ul style="list-style-type: none"> <li>- Operational Instructions</li> <li>- Communication (back up)</li> </ul>	<p>Emergency instructions are to be given out in the stewards site briefing listed earlier in this document. Communication to emergency services are to be made by the Field Day Chairman, the Field Day Secretary or the Field Day Dance Secretary.</p>
<b>Exit/Egress</b> <ul style="list-style-type: none"> <li>- Sufficient exits</li> <li>- Exit and Exit signs adequately illuminated</li> <li>- Approaches to exits unobstructed</li> <li>- Clear of snow/ice</li> <li>- Open outwards onto level surface</li> <li>- No locks or fastening restricting escape</li> </ul>	<p>Large agricultural building with an entrance at the front.</p> <p>Entrance illuminated by tower lighting.</p>
<b>Fire Protection</b>	<p>A range of fire extinguishers will be located</p>

<ul style="list-style-type: none"> <li>- Portable extinguishers appropriate and readily available</li> <li>- Fire equipment visibly marked</li> </ul>	behind the bar and band. Stewards and doorstaff will be briefed as to their location.
<b>First Aid/Station/Equipment</b> <ul style="list-style-type: none"> <li>- Name/Qualified attendants</li> <li>- Instruction for accident reporting</li> <li>- Communication/Organiser</li> <li>- Safety Coordinator</li> </ul>	We will hire 10 security staff (including atleast 1 woman) from Pro-TECT, Carlisle. They will report to the Designated Premises Supervisor and Field Day Dance Secretary.
<b>Floors (walking/working surfaces)</b> <ul style="list-style-type: none"> <li>- Free of trips, slips and falls</li> <li>- Free of protrusions</li> <li>- Opening covered or barricaded</li> <li>- Load limits on upper floors/balconies</li> </ul>	Signs will be put around the building to warn of uneven floor and people will be advised before the event to wear suitable footwear.
<b>Food</b> <ul style="list-style-type: none"> <li>- Health and Hygiene for preparation of food or dispensing of food</li> </ul>	Outside catering is used, who carry the relevant food safety certificates
<b>Lighting</b> <ul style="list-style-type: none"> <li>- Walking and entertainment areas adequately illuminated during period of event</li> <li>- Illumination level sufficient for detail or work performed (Bar areas, Stage etc)</li> </ul>	Tower lighting will be in use to light up the whole yard. Lights behind the bar. Walkway from Car parking area will also be well lit.
<b>Mobile Equipment</b> <ul style="list-style-type: none"> <li>- Qualified operators</li> <li>- Physical hazards</li> </ul>	Qualified operator. PAT certificates to be checked.
<b>Noise Exposure</b> <ul style="list-style-type: none"> <li>- Environmental Health</li> <li>- License/notification</li> </ul>	The noise levels will be monitored every hour from outside the building and recorded and the band/DJ turned down if necessary
<b>Platform/Stage/Rigging</b> <ul style="list-style-type: none"> <li>- Approved by competent contractor (structural engineer)</li> <li>- Safe access/egress</li> </ul>	
<b>Roadways</b> <ul style="list-style-type: none"> <li>- Surface in good repair/sufficient width</li> <li>- Standard signs and marking</li> <li>- Proper preparation for seasonal weather extremes i.e. snow and rain</li> <li>- Heavy usage i.e. fields, farms etc</li> </ul>	
<b>Sign and tags</b> <ul style="list-style-type: none"> <li>- Hazard warning</li> <li>- Directional and informational signs for danger/potential hazards</li> </ul>	YFC directional signs will be placed at regular intervals on the road into the property.
<b>Sanitary/Toilets</b> <ul style="list-style-type: none"> <li>- Suitable and sufficient</li> <li>- Male, female and disabled</li> <li>- Competent contractor</li> </ul>	10 units, 1 disabled unit and 1 urinal.
<b>Stacking and storage</b> <ul style="list-style-type: none"> <li>- Aisle ways and access paths clear and unobstructed</li> <li>- Stable and secure</li> </ul>	



Stairs -Treads and nosing slip resistant - handrails secure, on at least one side - Clear and unobstructed -Wide stairs to prevent bottlenecking	
Ventilation and extraction - Adequate means provided - Air inlets and opening clear	
Warning Systems - Fire/emergency alarm systems - Hazard warning systems appropriate vehicles/equipment	DJ/Bands to stop music and announce hazard/Fire/Emergency over speaker
Waste and Disposal - Safe disposal for waste/food/plastic containers etc - Drink Containers	Skip Hire and recycling

YFC DANCE RISK ASSESSMENT COMPLETD BY EMMA LITTLEWOOD – Field Day Dance Secretary

# NOISE POLLUTION PREVENTION PLAN

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## SOUTHERN DISTRICT FIELD DAY DANCE

DATE: SATURDAY 20<sup>th</sup> MAY 2017

VENUE:

LOW FOULSHAW FARM

LEVENS

KENDAL

CUMBRIA

LA8 8ET

# **Noise Pollution Prevention Plan**

Saturday 20<sup>th</sup> May 2017

Low Foulshaw Farm, Levens, Kendal, Cumbria, LA8 8ET

## **Introduction**

This report has been prepared by The Cumbria Federation of Young Farmers in support of their application for a Premises License in accordance with the Licensing Act 2003.

The notice relates to the Southern District Field Day Dance on Saturday 20<sup>th</sup> May 2017, at Low Foulshaw Farm, Levens, Kendal, Cumbria, LA8 8ET.

This report has been prepared in order to demonstrate the competence of the Cumbria Federation of Young Farmers in proactively managing the safety of the event.

The report was written with reference to HSG 260 Sound Advice- Control of noise at work in music and entertainment.

## **Site Location**

See the attached map of the site.

1. Activity- Southern District Field day dance
2. Hours of function- 20.00pm until 01:00am
3. Description- Dance with band and DJ
4. Designated Premises Supervisor – Katie Rome

The nearest occupied dwellings are at Low Foulshaw Farm and Middle Foulshaw, most of the occupants of these houses are already involved in the events taking place at Low Foulshaw Farm, but those who are not will also be consulted in writing about the plans for the day and evening events and asked to join. This is a one off event at this location.

## **Noise Attenuation Measures**

The band PA will be located away from the houses and there is also a large hill in the way which will prevent noise from travelling in the direction of the dwellings. The noise will be measured by a decibel reader at regular intervals and turned down if necessary.

## **Waste Disposal**

All waste will be disposed of in the correct manner. Plastic glasses and cans/bottles will be recycled. A skip will be hired to contain all waste and recycling in a given area. There will be bins around the site and a designated smoking shelter outside.

Kent Estuary YFC Statement of Controls for  
Southern District Field Day Dance  
Saturday 20<sup>th</sup> May 2017

Please make sure all members who are attending are aware of these controls and adhere to them.

Created by Kent Estuary YFC Advisory Committee with input and guidance from:

- South Lakeland District Council
- Cumbria Constabulary
- County Office

Controls:

- Buses will drop attendees off by the entrance to the dance and will then park up in the designated area.
- Mobile lighting towers will be used to illuminate the outside area from the concrete yard in front of the entrance and to the car park.
- All other areas/buildings will be surrounded by security fencing to prevent unnecessary access.
- Ticket only event, no tickets will be sold on the door. Each club will be allocated 50 tickets by the field day dance secretary. These are to be sold by one named member of the club. Extra tickets can be obtained from the dance secretary
- All ticket money and spare tickets are to be returned to the secretary's box by **1pm on field day.**
- Under 18's **MUST** be a member of YFC and must display their in date membership card on arrival. All under 18's **MUST** be in attendance with a responsible adults. If this criteria is not met the Under 18 and an Over 18 from your club will **NOT** be allowed in.
- One responsible adult to four under 18's.
- Green Wristbands will be issued to individuals who are not permitted to be served alcohol.
- Red Wristbands will be issued to over 18's permitted to drink.
- Anyone who approaches the bar without a wristband will **NOT** be served regardless who this is. They will need to see a member of security to be issued with a new wristband.
- Wristbands will be issued at the entrance, after ID and membership has been checked by security guards.

- Any individual causing disturbance, abusing event staff or over inebriated will be segregated in a safe area until such time as a mode of transport to remove them from the premises can be arranged.
- Any under 18s asked to leave the event **MUST** be accompanied by their responsible adult on vacating the premises.
- The safe area will consist of a covered area with seating and will be controlled by security staff.
- If an under 18 is suspected of drinking they will have their drink discarded and their bag checked.
- If anyone leaves the event they will not be allowed back in and will have to sit in the safe area.
- Please note that no violence or unacceptable behaviour will be tolerated and disciplinary action will be taken against all those involved.