

**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.

We Southern District 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 <b>GRID REF F19 &amp; G19</b> <b>WESTMORLAND COUNTY SHOW GROUND</b> <b>LANE FARM</b> <b>CROOKLANDS</b>			
<b>Post town</b>	MILNTHORPE	Postcode	<b>LA7 7NH</b>
Telephone number at premises (if any)		<div style="background-color: black; width: 100px; height: 1.2em;"></div>	
Non-domestic rateable value of premises		<b>£ 0</b>	

**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/limited liability partnership | <input type="checkbox"/> | please complete section (B) |
| ii   as a partnership (other than limited liability)    | <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)        | <input type="checkbox"/> | please complete section (B) |
| c)    a recognised club                                 | <input type="checkbox"/> | 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 (by ticking yes to one box below):

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)

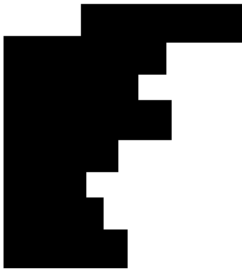

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b> over			I am 18 years old or <input type="checkbox"/> Please tick yes		
<b>Nationality</b>					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

**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		
Date of birth over		I am 18 years old or		<input type="checkbox"/>	Please tick yes
Nationality					
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	Southern District Federation of Young Farmers Clubs
Address	
Registered number (where applicable)	504834
Description of applicant (for example, partnership, company, unincorporated association etc.)	ON BEHALF OF CUMBRIA FEDERATION OF YOUNG FARMERS CLUBS
Telephone number (if any)	

E-mail address (optional)

### Part 3 Operating Schedule

When do you want the premises licence to start?

DD		MM		YYYY		
0	9	0	9	2	0	2

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

DD		MM		YYYY		
1	0	0	9	2	0	2

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

FOOD HALL MARQUEE ON AGRICULTURAL LAND BEING PART OF THE WESTMORLAND COUNTY SHOW GROUND, LANE FARM, CROOKLANDS, MILNTHORPE, LA7 7NH

MARQUEE MEASURES 70m x 20m

AREA AROUND THE MARQUEE TO BE SECURED BY SECURITY FENCING SO NO ACCESS CAN BE MADE TO THE REST OF THE SITE/SHOW GROUND

PLEASE SEE SITE MANAGEMENT PLAN FOR LOCATION

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

N/A

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

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

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- |  |                          |
|--|--------------------------|
| a) plays (if ticking yes, fill in box A)                             | <input type="checkbox"/> |
| b) films (if ticking yes, fill in box B)                             | <input type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C)            | <input type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input type="checkbox"/> |
| e) live music (if ticking yes, fill in box E)                        | <input type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F)                    | X                        |
| g) performances of dance (if ticking yes, fill in box G)             | <input type="checkbox"/> |

- 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)

X  
☐

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

X  
☐

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

# A

<b>Plays</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of a play take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for performing plays</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>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</u></b> (please read guidance note 6)		
Sat					
Sun					

## B

<b>Films</b> Standard days and timings (please read guidance note 7)			<b>Will the exhibition of films take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Mon					
Tue					
			<b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 5)		
Wed					
Thur					
			<b><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></b> (please read guidance note 6)		
Fri					
Sat					
Sun					

C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 7)			<b><u>Please give further details</u></b> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 5)
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 6)
Fri			
Sat			
Sun			



## D

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 7)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Mon					
Tue					
			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 5)		
Wed					
Thur					
			<b><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></b> (please read guidance note 6)		
Fri					
Sat					
Sun					

# E

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b>Please give further details here</b> (please read guidance note 4)		
Tue					
Wed			<b>State any seasonal variations for the performance of live music</b> (please read guidance note 5)		
Thur					
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 6)		
Sat					
Sun					

# F

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	X
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4) CHART MUSIC DJ 1200W AMP		
Tue					
Wed			<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 5) N/A		
Thur					
Fri			<b><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></b> (please read guidance note 6) N/A		
	19:00	00:00			
Sat	0.00	01.00			
Sun					

# G

<b>Performances of dance</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 5)		
Thur					
Fri			<b><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></b> (please read guidance note 6)		
Sat					
Sun					

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Wed					
			<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 5)		
Thur					
Fri			<b><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></b> (please read guidance note 6)		
Sat					
Sun					

# I

<b>Late night refreshment</b> Standard days and timings (please read guidance note 7)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	X
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 4) BURGER VAN SELLING FOOD FOR CONSUMPTION ON SITE AS PATRONS ARE LEAVING		
Mon					
Tue					
Wed					
			<b>State any seasonal variations for the provision of late night refreshment</b> (please read guidance note 5) N/A		
Thur					
Fri					
Sat					
			<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 6) N/A		
Fri	23.00	00.00			
Sat	00.00	01.30			
Sun					

# J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)	On the premises	X
				Off the premises	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon			<b><u>State any seasonal variations for the supply of alcohol</u></b> (please read guidance note 5) N/A		
Tue					
Wed					
Thur			<b><u>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</u></b> (please read guidance note 6) N		
Fri					
	19.00	00.00			
Sat	00.00	01.00			
Sun					

**State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):**

Name		[REDACTED]
Date of birth		[REDACTED]
Address		[REDACTED]
Postcode		[REDACTED]
Personal licence number (if known)		[REDACTED]
Issuing licensing authority (if known)		SOUTH LAKELAND DISTRICT COUNCIL

□□□□

K

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

N/A

L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<b><u>State any seasonal variations</u></b> (please read guidance note 5)
Day	Start	Finish	N/A
Mon			
Tue			
Wed			
Thur			
Fri			
Sat			
	19.00	00.00	
Sun	00.00	01.30	
			<b><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></b> (please read guidance note 6)
			N/A



**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 10)**

RK9 SECURITY WILL BE PROVIDING REGISTERED DOOR SUPERVISORS AND WILL BE PRESENT ON THREE ENTRANCES.

ONE ENTRANCE WILL BE FOR YOUNG FARMERS MEMBERS AGED 16 AND 17 THEY WILL BE ASKED TO PRODUCE THEIR TICKET, YFC MEMBERSHIP CARD, ANOTHER FORM OF ID AND A PARENTAL CONSENT FORM.

SECOND ENTRANCE IS FOR ANYONE AGED 18-28 WILL BE ASKED FOR TICKET AND ID PLUS YFC CARD IF AVAILABLE.

THIRD ENTRANCE IS FOR ANYONE AGED 28+ THEY WILL BE ASKED FOR TICKET AND ID.

NO ADDMISSION WILL BE GRANTED WITHOUT A PRE BOUGHT TICKET.

SECURITY FENCES WILL BE ERECTED AROUND THE PREMESIS.

WE OPERATE A NO GLASS POLICY WHICH MEANS NO GLASS WILL BE SERVED OVER THE BAR.

CUMBRIA YFC HAS A ZERO TOLERANCE DRUGS POLICY A SNIFFER DOG WILL BE ON SITE. ANYONE CAUGHT WITH AN ILLEGAL SUBSTANCE WILL BE RECORDED AND FACE A YFC DISCIPLINARY.

ALL ATTENDEES WILL BE SEARCHED BY RK9 FOR DRUGS AND ALCOHOL AND IT WILL BE DOCUMENTED.

PERSONAL LICENCE HOLDER WILL BE ON PREMISES WHOLE TIME LICENCE IS BEING USED

PLEASE ALSO SEE SITE MANAGEMENT PLAN

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

DRUG POLICY  
ADEQUATE LIGHTING  
AGE RESTRICTIONS  
SEARCH POLICY  
BOTTLE BAN

PLEASE ALSO SEE SITE MANAGEMENT PLAN

**c) Public safety**

EMERGENCY LIGHTING  
FIRST AIDERS  
LIMITED NUMBER OF TICKETS FOR ATTENDEES

PLEASE ALSO SEE SITE MANAGEMENT PLAN

**d) The prevention of public nuisance**

An incident book to be kept to record refusals to serve alcohol, age related incidents and anything else that may undermines the licensing objectives.

The licence holder or his representative shall conduct regular assessments of the noise coming from the premises and shall take steps to reduce the level of noise where it is likely to cause a disturbance to local residents. A written record shall be made of those assessments in a log book kept for that purpose and shall include, the time and date of the checks, the person making them and the results including any remedial action.

Notices to be displayed at all exits to request customers to leave quietly and respect the privacy of the neighbours.

Smoking will be restricted to a designated location situated in the outside area and monitored regularly by a representative of the premises or SIA door staff.

PLEASE ALSO SEE SITE MANAGEMENT PLAN

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

An ejected person's policy shall be implemented. The policy will focus on the safe removal of patrons and particularly under 18's from the venue during the event. A copy of the policy shall be supplied to the police in advance of the event and be to their satisfaction.

A documented Challenge 25 scheme will be operated at the premises. The Challenge 25 scheme shall be actively promoted and advertised at the premises and will ensure that any person purchasing alcohol, who appears to be under 25 years of age, shall be asked to provide acceptable identification to prove that they are 18 years of age or over. Failure to supply such identification will result in no sale or supply of alcohol to that person.

**Checklist:**

**Please tick to indicate agreement**

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.

X

X



- I have sent copies of this application and the plan to responsible authorities and others where applicable. X  
☐
  - I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. X  
☐
  - I understand that I must now advertise my application. X  
☐
  - I understand that if I do not comply with the above requirements my application will be rejected. X  
☐
  - X  
☐
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15). X  
☐

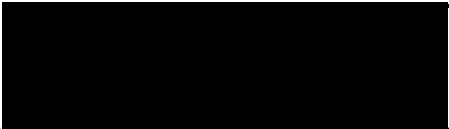
**IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

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

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

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

<b>Declaration</b>	<ul style="list-style-type: none"> <li>• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</li> <li>• The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)</li> </ul>
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Signature	
Date	04/08/22
Capacity	Southern District of Cumbria YFC Chairman

**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 13). **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 14)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

### Notes for Guidance

- 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.
- In terms of specific regulated entertainments please note that:
  - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
  - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
  - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
  - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which

combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.

- Live music: no licence permission is required for:
  - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
  - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
  - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
  - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
  - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience,

and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
10. Please list here steps you will take to promote all four licensing objectives together.
11. The application form must be signed.
12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
14. This is the address which we shall use to correspond with you about this application.

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

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

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

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

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

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

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.

- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in**

**combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

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

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

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


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


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





**Consent of individual to being specified as premises supervisor**

I   
[full name of prospective premises supervisor]

of  
  
[home address of prospective premises supervisor]

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

PREMISES LICENCE

[type of application]

By

*Southern District Federation Of Young Farmers Clubs*

[name of applicant]

relating to a premises licence \_\_\_\_\_  
[number of existing licence, if any]

for

WESTMORLAND COUNTY SHOW GROUND  
LANE FARM  
CROOKLANDS  
MILNTHORPE  
CUMBRIA  
LA7 7NH

[name and address of premises to which the application relates]

and any premises licence to be granted or varied in respect of this application made by

*Southern District Federation Of Young Farmers Clubs*

[name of applicant]

concerning the supply of alcohol at

GRID REF F19 & G19  
WESTMORLAND COUNTY SHOW GROUND  
LANE FARM  
CROOKLANDS

-----  
*[name and address of premises to which application relates]*

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

Personal licence number

██████

-----  
*[insert personal licence number, if any]*

Personal licence issuing authority

██

-----  
*[insert name and address and telephone number of personal licence issuing authority, if any]*

Signed

██

Name (please print)

████████████████████

Date

04/08/22

Prepared by Southern District Young Farmers Committee

## **Site management Plan**

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### **Westmorland County Show Night Do**

**DATE: Friday 9<sup>th</sup> September 2022**

**VENUE: Westmorland County Agricultural Society, Lane Farm,  
Crooklands, Milnthorpe, Cumbria, LA7 7NH**

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## **Introduction**

This is a one off event at this location and this report has been prepared by Southern District Young Farmers committee 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 Cumbria Young Farmers in proactively managing the safety of the event and providing general information about the event.

The team responsible for the management of Westmorland County Show Night Do will make every effort to ensure that all the information contained in this document is correct and circulated amongst the relevant organisers and authorities. Our operational planning and delivery will be informed by the event safety guide and underpinned throughout the process by the four licensing objectives:

- Prevention of crime and disorder
- Prevention of public nuisance
- Public Safety
- Protection of Children from harm

## Event Management

### Event overview

The management of Westmorland County Show Night Do will be overseen by Emily Armer (Southern District Chairman) who is one of the organisers of the event. The committee is made up of young farmer members, from the Southern District Federation of Cumbria Young Farmers Clubs.

Westmorland Show Night do comprises of one indoor stage in which there will be recorded music played by a DJ. An alcoholic bar which will be situated inside the marquee. There will be late night refreshments provided by a catering van located outside within the secured event.

Parking will be outside the event in the same field but will be away from the main event with a pedestrian walk way barriered off. Buses will drop off in the field and there will be onsite parking if required.

Proposed the maximum capacity of this event is 1100 including staff, volunteers and musicians.

### Dates/Times

9<sup>th</sup> – 16<sup>th</sup> General set up and take down window.

9<sup>th</sup> September: Event opens 7:30pm

Event Finishes 1am having all members of the public off the premises by 2am

### Ticketing

Tickets will be sold by Hannah Hodgson and Emily Armer prior to the event. Anyone under 18 will only be allowed entry if they produce this year's YFC membership card, a valid form of ID and a parental consent form. All over 18s must show a valid form of ID to be allowed access into the event.

## **License and Applications**

### **Licensing Objectives**

Our operational planning and delivery will be underpinned throughout the process by the four key licensing objectives:

- Prevention of crime and disorder
- Prevention of public nuisance
- Public safety
- Protection of children from harm

The Event management team together with RK9 Security accompanied by a sniffer dog, will ensure the promotion of the licensing objectives as set out in the licensing agreement. This will be achieved by advising staff and volunteers of the associated risk assessments and health and safety policy outlined in this event management plan. These documents will underpin all our work and will be fully implemented.

### **Insurance**

Westmorland County Show Night do is covered by Cumbria Young Farmers Insurance policy, and can be seen upon request via contacting the YFC County Office.

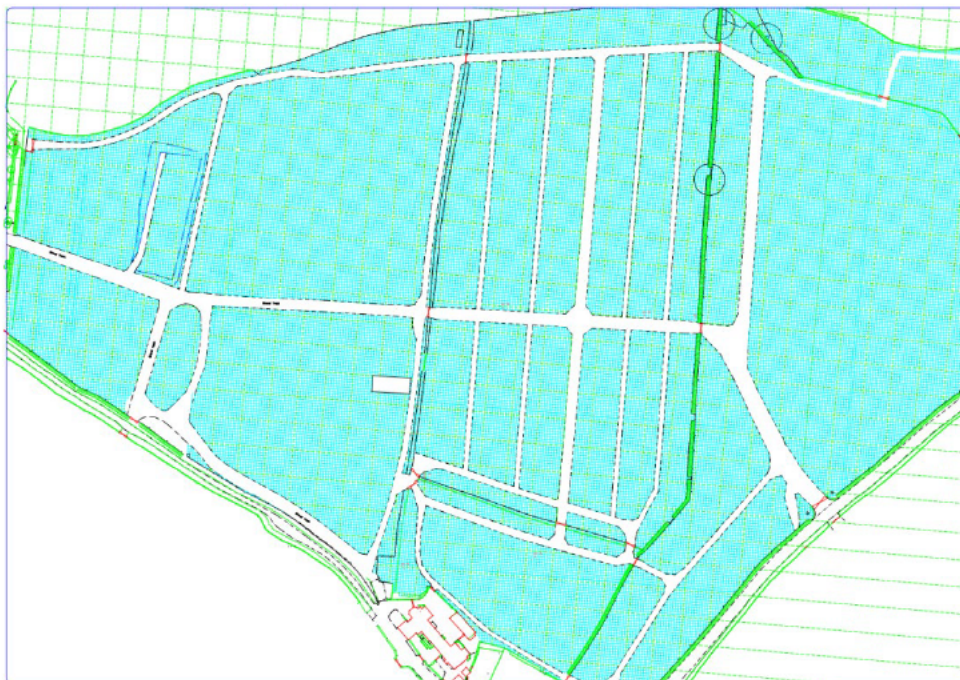


Site Specifics:- Ordnance Survey map



Westmorland County Show Ground, Lane Farm, Crooklands, Milnthorpe, Cumbria, LA7 7NH

Marquee location marked out in Red. Pink is outlining the harris security fencing. Orange is marking out crowd barriers. Blue area is marking out the parking area.



Please see attached map for site specifics

Activity: Westmorland County Show Night Do

Date: 9<sup>th</sup> September 2022

Hours of function: 19:30-01:00

Description of Function: Show Night do

Responsible people:

Stephen Proctor – license holder

Erily Armer- Southern District Chairman

Hannah Hodgson- Southern District Social Sectary (not available on evening of event)

## Site Plan

E

N

T

R

A

N

C

E

Staff WC

BAR

16+17 entrance

18-27 entrance

Over 27 entrance

## Key

Entrances left open all night

Will be left so easily opened

In case of emergency

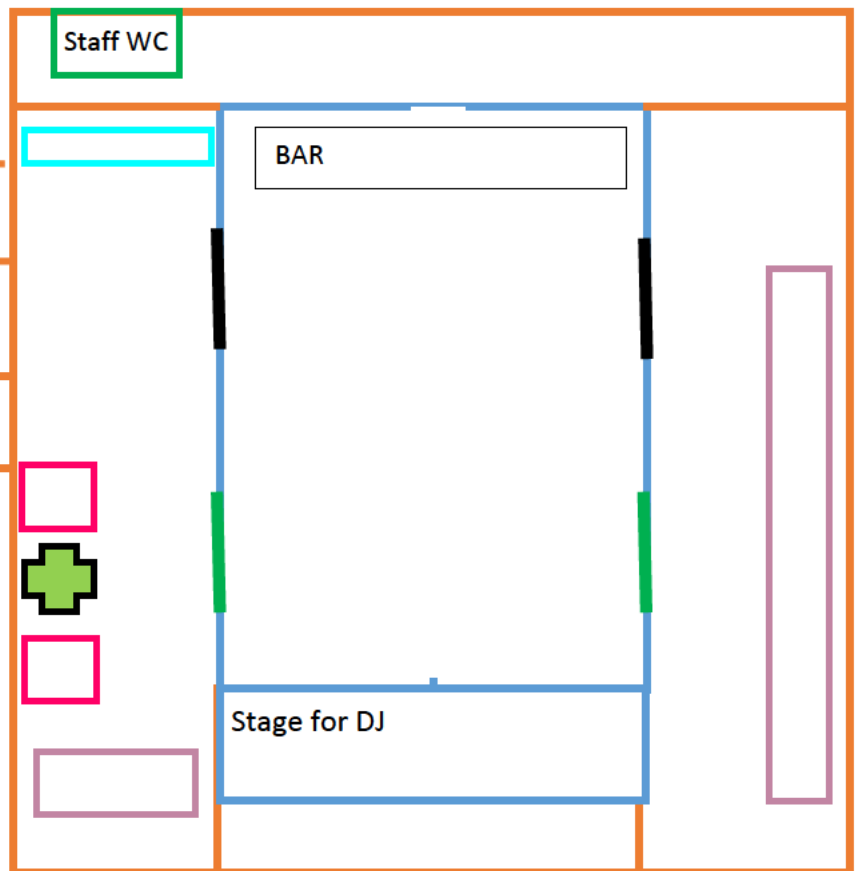
## Security Fencing

WC toilets

Food

## First aid

Safe areas one under 18 one over 18s



## **Emergency Procedure**

### Nearest ambulance A&E Department

Royal Lancaster Infirmary, Ashton Road, Lancaster, LA1 4RP

Telephone number: 01524 65944

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

First aid provision will be provided by Kentdale First Aid

In case of emergency and evacuation the assembly point will be outside the main entrance.

Additionally, this procedure will be on display around the site, on the bar in the evening and with security and first aiders. This procedure will be communicated to all stewards, security personnel and catering / bar staff by the Southern District Chairman by means of a pre-event site walk around to ensure familiarity before the event is to take place.

Contact Number on site: Emily Armer: 07471470177

Stephen Proctor: 07786514344

## **Security Measures and Crowd Management**

Rk9 Security will be responsible for the management and deployment of security staff on site. They are fully trained and experienced in dealing with music and YFC events. The Security management will be responsible for the passing information to the event coordinator and making tactical decisions with regards to security matters.

Rk9 security will provide enough qualified SIA security to cover the hours of the event, consisting of a security manager and an additional 14 guards. The event management team members will have the authority to direct any members of the security staff to perform a duty in the event of safety.

## **Security Operations**

All stewards, security and supervisors will be briefed and equipped to a standard that reflects their responsibilities. Stewards and staff will be made aware that they are NOT security and must not engage in a situation that is confrontational, their own safety is paramount. The perimeter of the site will be secured with security fencing, to ensure restricted areas are not entered and to keep control of large crowds. All security will wear high visibility clothing when on duty. All SIA security staff will have their SIA badges on display at all times.

## **Steward Management**

The event coordinator will be responsible for briefing the stewards prior to the event. Which will include their areas of responsibility, emergency procedures and communication methods. It is the responsibility of the event coordinator to ensure that all volunteers are provided with the information required to maintain a safe environment for the public and staff members.

## **Entry Procedure**

The entrance will be clearly sign posted from the main road for all busses and cars to follow. The majority of attendees will be arriving by bus and we will have a designated steward for helping park cars and ensure the safety of pedestrians.

The process for ticket exchange and entry is as following:

- All attendees will be directed to the entrance, where people will be split into three groups under 18s, 18-28 and over 28, here there will be three separate security who will check ID and for those under 18 membership cards and parent consent forms.
- A sniffer dog will be in attendance on arrival and random drugs checks searches will take place.
- All attendees must show a prepaid for ticket and anyone who's between 18-27 who doesn't produce a membership card will also have £5 of the ticket price left to pay. All

under 18's will be given a paper wristband. All over 18's will be given a material wristband so it's easy for the bar staff and security can identify them easily.

### **Prevention of Crime and Disorder**

No volatile area is expected on the site and special attention has been paid to ensure that the event is friendly and fun.

We reserve the right to use our CCTV to promote the prevention and detection of crime, which will be located around the site. Also our main entrance will be monitored by security staff to a high standard. Any suspect activity will be noted and acted upon ASAP.

Any persons apprehended by security staff in the act of committing a crime will be removed from the event and placed in a safe pen where if it's a minor offence they will have to wait for an over 18 to collect and the police will be informed. Security staff will also assist, where required, in the identification of offenders and the prevention of crimes.

### **Drugs policy**

Cumbria Young Farmers operates a zero tolerance on drugs at any of our events. We will be instructing our security staff to conduct random checks on entry and throughout the night. A sniffer dog will also be in attendance during the arrival of attendees and will be strategically placed at the entrance, to cover every person who enters. The event organisers will be informed of any person found to be in the possession of illegal substances, as defined by the Misuse of Drugs Act 2001 or the Medicines Act 1968. Any such individual will be denied access to the event and the matter referred to the police. Any confiscated illegal drugs will be handed into the police.

### **Glass Policy**

We have a plastic and can only policy, the bar staff will only supply alcohol in plastic cups or cans. Staff and security will stay observant of any broken glass found or reported, will be cleared up and disposed of immediately.

## **Unacceptable Behaviour**

The organisers will not accept intolerant or aggressive behaviour on site. Any reports of such incidents will be fully investigated and the perpetrators ejected from the event.

## **Reporting Detection of Fire**

Details of fire to be relayed i.e what/where/size/level of danger.

A member of the event management team will immediately evaluate the situation and evacuate the area as necessary. Small incidents are to be dealt with by staff in the vicinity, who will know the location of the nearest fire point. Large incidents to be reported via a member of the event management team to the fire authorities.

## **Alcohol Management**

The bar will be the only place where alcohol will be sold, and will be staffed with a good quantity of staff, this is to speed up serving times so attendees are not stood for long periods at the bar. This should also stop any disorderly behaviour occurring from attendees having to wait long periods. The bar will be in gazebos at the opposite end of the dance floor with an exit at each end. Operating under our DPS Stephen Procter.

Alcohol can be consumed in all areas of the event. However, attendees will not be allowed to leave the site with any alcoholic containers, throughout or after the event. All alcohol that is purchased on site must be consumed on site.

Persons under the age of 18 will not be served alcohol at the bar, all bar and security staff will adopt a Challenge 25 strategy, conducting ID checks. Security staff will also be briefed to seize alcohol from attendees should they present a disorder risk, suspected drunk or intoxicated people will not be served alcohol.

To help prevent under 18s getting hold of alcoholic drinks, all shorts will be served in clear glasses. All soft drinks will be served in blue glasses. Security will be made aware of this, this will make it easier for security to identify underage drinking, so anyone under 18 holding a clear glass will have it removed by security and they will be placed in the safe area until the responsible adult on their parental consent collects them. Any repeat offenders will face a YFC disciplinary hearing and could face a ban to future events.

To promote the safety of the public and staff:

- Soft drinks and bottled water will be available.
- The use of any glass bottles will be prohibited, all drinks will be served in single use crushable cups and cans.
- The marquee will have suitable and sufficient indoor lighting.
- All exits to the shed will be unobstructed.

## **Intoxicated Persons**

Alcohol cannot be sold to anyone who is drunk or intoxicated as it is an offence to do so. The welfare of our customers is paramount and anyone found to be under or in the possession of controlled substances must be assessed before ejection and treated as a vulnerable person. This assessment will be made by the onsite first aid team. If the person is deemed unfit to be ejected from the site safely, then they will be taken to the first aid area to be monitored whilst they sleep off the intoxication or consume plenty of water.



## **Safeguarding Vulnerable Persons**

A vulnerable person is defined as any person aged 16 or over who:

- Is or may be in need of assistance by reason of mental, physical, learning impairment, age or illness.
- Is or may be unable to take care of themselves or unable to protect themselves against significant harm or serious exploitation, which may be caused by the actions or inactions of other people.

Any person found in a vulnerable position will initially be passed to the security team. If the person is deemed to be in a vulnerable or potentially unsafe situation, they will be escorted to the first aid area, where an area will be set aside for recuperation and assessment. Under 18s will be present at the event, so all bar staff and security staff will be adhering to challenge 25 protocol outlined in the section above. All staff will be expected to report anyone who they feel is acting inappropriately to any under 18. Should under 18s be found in an inebriated state, they will be looked after by security staff or first aid (all DBS checked).

## **Ejection Policy**

Individuals that are under 18 or considered as vulnerable will not be ejected from the site. This will only happen after contact has been made with the guardian named on their parental consent form or a person over 18 deemed suitable, to facilitate a safe transit home. All over 18s will be encouraged to wait in a safe area, whilst they wait for their lift home.

## **First Aid and Medical Cover**

Kentdale First Aid will provide qualified first aiders on site at all times. A designated first aid area will be set up (plotted on the site plan) and all staff members will be briefed on the first point of call for injuries and told to show/assist if necessary the injured person to the first aid point. The first aid point will have the resources to provide:

- Basic first aid equipment.
- A warm dry area for visitors to rest and recuperate in the case of injury or intoxication.
- Water provision to avoid dehydration.

In cases where the injured person needs to seek professional medical attention (decided by the first aid staff), the details of The Royal Lancaster Infirmary will be given. Suitable transport will be found and the hospital will be contacted in advance to inform them of the patient's arrival.

In cases of serious injury, where the subject should not be moved. The first attending staff will contact the event managing team who will call the emergency services and ask the Kentdale First Aid team to attend the scene immediately to administer first aid. Security will organise crowd management and the clearest or nearest access route, then meet the ambulance at the designated point to direct them to the casualty. A second person should always be present, if the subject is classed as vulnerable or under 18 years old (see the safe guarding vulnerable persons section).

## **Fire Safety**

### **Reporting Detection of Fire**

Details of the fire to be relayed i.e what/where/size/level of danger.

A member of the event management team will immediately evaluate the situation and evacuate the area affected as necessary. Small incidents are to be dealt with by staff in the vicinity, who will know the location of the nearest fire point. Large incidents are to be reported by a member of the event management team to the fire authorities and they will then meet them at the allocated meeting point to guide them to the fire. The main entrance to the site shall be kept clear for emergency vehicles at all times.

### **Fire Exits**

Dependant on the location and scale of the fire, attendees will be directed towards the nearest fire exit by security and stewards, and will assemble in the assembly point at the designated point which is outside of the event to the side of the over 28s entrance (see site plan). They will then await further instructions. This allows the emergency services the access they will require.

### **Fire Fighting Equipment**

There will be fire points located around the event each point will have fire extinguishers, either a CO2 or powder extinguisher and either a water or foam extinguisher depending on the location of the fire points and potential fire points identified.

All stewards will be required to assist in fire prevention and maintaining site safety. Any fires or potential fire risks will be reported to the event management team for logging and auctioning. Even if the fire has been dealt with and made 'safe'. Waste bins will be located around the site, placed strategically away from any potential fire risk areas, the main recycling bins will be placed behind the bar away from any potential fire risk areas.

All power supplies, sound systems and lighting riggs will be cordoned off so no unauthorised access is possible, these will be monitored throughout the night by security.

### **Electricity**

All electrics on site have been installed by a suitably qualified electrical contractor. The only additional installation for the event will be lighting towers that will be set up and tested by a qualified supplier. The lighting towers will be placed pointing towards the main entrance and the car park, they will also be placed in the outside area for smoking, toilets and catering.

## Environmental Considerations

### Waste Management

The event management team will make every effort to reduce waste to a minimum, bar staff will be encouraged to recycle as much as possible. The main waste and recycling bins will be behind the bar, where the majority of waste will be. Litter picking will be carried out by the event management team and stewards throughout the evening and after the event. Clinical waste designated first aid area will be suitably removed from the site.

### Noise

This is an annual event with recorded music event, as such there is potential to present high levels of sound to the audience situated close to the stage. High sound levels present a risk to hearing, both for those working with the event and to the audience.

Before the event, the locals will be made aware of the upcoming nights for our event, the dates of which the event is taking place, as well as the timings. The license holders phone number along with the event organisers phone number will be made available shall there be any issues caused.

At the start of the event, we will make sure the speakers are turned away from the nearest houses to try and limit the noise heard by them.

The DJ and event organisers will provide sound checks throughout the event to ensure the sound is kept under the required sound level at the event location and at the nearest residents.

That being said, we will be following HSG260 sound advice – control of noise at work in music and entertainments regulations. We shall be performing regular checks using a decibel meter and records will be kept. Sound checks will be taken inside the marquee within the dance floor throughout the night. Also checks will be taken outside the marquee. We will ensure at the nearest occupied residents after 11pm the noise level is not above 45db, to ensure the local residents are not unduly disturbed by noise through the night. We propose noise checks done at the two properties with coordinates ( 54.23260 N 2.70660 W) and ( 54.23420 N 2.70677 W). propose not doing sound cheque at Dove House as the property is unoccupied on the weekend of our event. (Prior to the event application, we have spoken to residents and left contact information with them for any queries they may have, we have had no objections or questions so of yet).

Checks will be done using a decibel monitor by the DJ before the event, and during the event checks will be carried out by an appointed suitable person. The appointed person will have no acoustic qualifications, but will be a competent person. We will ensure all decibel readings at the event will not exceed 95db continuously.

Security who will be helping with stage related issues during the evening, will be advised to restrict the length of time exposed to noise and vibrations. Suggested no longer than 1 hour for each guard at one time. The audience where practical will not be allowed within 3 meters of any loud speakers which will be achieved by the use of approved barriers and fencing.

### **Communications**

Open lines of communications will be kept throughout the event by members of the event management team, stewards, the bar staff and security. Announcements will be made via the main stage when necessary. An event log will be maintained in the event of an emergency to detail any decisions or incidents which may occur during the event.

## Night Doo Steward Briefing

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

- Directions on the 9<sup>th</sup> September 7pm
- Please report to Emily Armer, Chief Night Doo steward 7pm
- Under 18s must have a valid Young Farmers membership card, parental consent form and a valid form of ID. This must be present at the time of entry.
- Wristbands will be issued at the entrance, after ID and bags have been checked by security guards.
- Over 18s will get a material wrist band.
- Under 18s will receive a paper wrist band.
- Bar staff will be aware of the aging system and anyone approaching the bar without any form of wristband will not be served.
- Any steward intentionally serving people under 18 will be reported to the local authorities.
- Bar staff are not permitted to drink alcohol at any time.
- If someone leaves the event, they will not be allowed back in.
- Anyone caught underage drinking will have their drink removed and their bag searched and will be moved to the safe area until the end of the event or a guardian collect. In addition, anyone buying under 18s drink will be removed from the event and will place a disciplinary hearing.
- No glass will be passed over the bar and all drinks will be served in plastic cups.
- You are required to act as a steward all evening.
- Stewards should work together with bar staff and security staff.
- All incidents (must) be reported to the designated to the DPS.
- All stewards should collect plastic glasses 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 12.30am
- All stewards must check guests are not damaging the marquees, toilets or external areas.
- Stewards must be aware of all the fire-fighting equipment, evacuation routes and procedures in the event of a fire. Stewards will be briefed on this at the start 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 onto their coaches at the end of the night.
- If you agree to act as a steward and find you are unable to, please note that it is your responsibility to notify a member of the event management team.
- Enjoy your evening and thank you for your support in advance.

## **Assessment – Traffic Management Plan**

Date: 9<sup>th</sup> September

Venue: Lane Farm, Crooklands

### **Directions to the Venue**

Members will be informed of the routes to travel to the event prior to the day, with signs directing the YFC traffic on the road sides, which will give clear instructions to the venue these will be placed to ensure drivers are given plenty of warning.

### **Cars**

Leave the M6 at Junction 36, take the A65 exit to Skipton/ Kirkby Lonsdale.

At the roundabout take 1<sup>st</sup> exit A65

Turn left opposite Crooklands Hotel B6385

Continue along road, event is on your right.

### **Buses**

Leave the M6 at Junction 36, take the A65 exit to Skipton/ Kirkby Lonsdale.

At the roundabout take 1<sup>st</sup> exit A65

Turn left opposite Crooklands Hotel B6385

Continue along road, event is on your right.

### **Traffic Management**

Stewards will be on hand to ensure the safety of all pedestrians.

## Risk Assessment

Risk/Hazard Condition	Comments
<p>Alcohol Abuse</p> <ul style="list-style-type: none"> <li>- Consumable amounts</li> <li>- Crowd build-up in restricted areas</li> <li>- Disorderly/unruly behaviour/property damage</li> </ul>	<p>Staff members and also the security staff will be vigilant to make sure that people consume alcohol in sensible amounts. Bar staff will be briefed to ensure anyone who appears to have consumed too much alcohol must not be served, and are required to fill out a Refusals Register as necessary.</p> <p>In the case of disorderly behaviour, security will be called and the responsible individuals will be removed from the dance immediately, put into the safe area either to cool down or for arrangements to remove them from the venue can be made.</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 unruly behaviour to prevent damage to property.</p> <p>A Challenge 25 policy will be in force. Posters will be displayed along the bar and at the entrance to the event.</p> <p>Event is for over 16's only. All ID will be checked on arrival and wrist banded appropriately by door staff.</p> <p>Random drug searches will be carried out by security.</p>
<p>Aisle ways and passageways</p> <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 advice to ensure compliance with all regulations. Aisle and exits will be clearly marked. All advice from the Fire officer will be</p>



	followed.
<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>	The exits will be wide enough to prevent bottleneck conditions to exit points. Security will be advised to split up any large crowds deemed to cause incidents.
<b>Electrical Power Systems</b> <ul style="list-style-type: none"> <li>- High Voltage and control panels closed and secure</li> <li>- Wiring installations and fixtures in good condition</li> <li>- Isolated separate electrical feed for DJ/Bar facilities</li> <li>- Lighting, pathways etc</li> </ul>	All equipment will be ran off generators and lighting towers. Generators and tower lights will be cordoned off. All electrical safety certificates to be checked for compliance and validity. Electrical supply cables to be kept away from reach of members.
<b>Ergonomics</b> <ul style="list-style-type: none"> <li>- Limited weight and size of materials lifted or carried by people</li> <li>- DJ equipment</li> </ul>	<p>Adequate people will be enlisted to move heavy objects and equipment. Staff reminded of the correct lifting techniques and basic manual handling techniques. Mechanical lifting devices to be used to prevent overloading injury where practicable.</p> <p>The following HSE Manual handling procedures to be adhered to and implemented.</p> <ul style="list-style-type: none"> <li>▪ T – Task – Does it need lifting</li> <li>▪ I – Individual – can you lift it safely</li> <li>▪ L – Load – is it too heavy</li> <li>▪ E – Environment – is the area stable &amp; safe</li> </ul>
<b>Emergency Instructions</b> <ul style="list-style-type: none"> <li>- Operational Instructions</li> <li>- Communication (back up)</li> </ul>	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 committee or staff.
<b>Exit/Egress</b>	Designated entrance and exits to

<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>- Open outwards onto level surface</li> <li>- No locks or fastening restricting escape</li> </ul>	<p>be marked. All emergency exits are lit. No obstructions will be in the way of the exit to stop queues when leaving. Security guards will be briefed to move crowds on as quickly as possible.</p>
<p>Fire Protection</p> <ul style="list-style-type: none"> <li>- Appropriate portable extinguishers readily available</li> <li>- Fire equipment visibly marked</li> </ul>	<p>A range of fire extinguishers will be located behind the bar and stage. Stewards and door staff will be briefed as to their location. All electrical safety certificates to be checked for compliance and validity.</p>
<p>First Aid/Station/Equipment</p> <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>	<p>RK9 Security accredited door security staff will be on-site, along with Kentdale First Aid and will report to the committee.</p> <p>A safe zone/first aid area has been allocated for those feeling unwell and is marked as the 'safe area' on the site map.</p>
<p>Floors (walking/working surfaces)</p> <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>	<p>Any potential hazards will be blocked off with security fencing. Good housekeeping to be maintained, waste managed and floors kept free of trip hazards. Encouraging a 'See it, Sort it' ethos for all staff. If you see something on the floor that shouldn't be there, move it! No cabling to be left without securing to floor, cable ramped, or flown out of reach.</p>
<p>Lighting</p> <ul style="list-style-type: none"> <li>- Walking and entertainment areas adequately illuminated</li> </ul>	<p>The entertainment area will be lit up adequately throughout the night and will be fully lit up at the end of</p>

<p>during period of event</p> <ul style="list-style-type: none"> <li>- Illumination level sufficient for detail or work performed (Bar areas, Stage etc)</li> </ul>	<p>the evening. The bar area will be fully lit up all night. The outside area will be lit up with flood lights all night as well as the entrance and exit route and bus park.</p>
<p>Noise Exposure</p> <ul style="list-style-type: none"> <li>- Environmental Health</li> <li>- License/notification</li> </ul>	<p>The noise levels will be monitored regularly from outside the venue and the DJ can be turned down if necessary.</p>
<p>Platform/Stage/Rigging</p> <ul style="list-style-type: none"> <li>- Approved by competent contractor (structural engineer)</li> <li>- Safe access/egress</li> </ul>	<p>No structure erection to commence before the building area site is secured with no public access. Structures only to be placed as per site plan.</p>
<p>Sanitary/Toilets</p> <ul style="list-style-type: none"> <li>- Suitable and sufficient</li> <li>- Male, female and disabled</li> <li>- Competent contractor</li> </ul>	<p>Male, female and a disabled portaloos are available on site.</p>
<p>Stacking and storage</p> <ul style="list-style-type: none"> <li>- Aisle ways and access paths clear and unobstructed</li> <li>- Stable and secure</li> </ul>	<p>All items needed to be stacked or stored away will be done so away from public areas and so they are not obstructing walkways for staff. All substances deemed as falling within the remit of COSHH regulations to be stored in a locked site container in areas away from the public.</p> <p>The removal of tables and chairs will be done by staff following all health and safety protocols.</p> <p>Security will be keeping an eye on things.</p>
<p>Ventilation and extraction</p> <ul style="list-style-type: none"> <li>- Adequate means provided</li> <li>- Air inlets and opening clear</li> </ul>	<p>Checked by venue and organisers. The marquee is well ventilated as it has openings at either end of the building.</p>
<p>Warning Systems</p> <ul style="list-style-type: none"> <li>- Fire/emergency alarm</li> </ul>	<p>DJ to stop music and announce hazard/Fire/Emergency over</p>

<p>systems</p> <ul style="list-style-type: none"> <li>- Hazard warning systems appropriate vehicles/equipment</li> </ul>	<p>speaker in extreme circumstances.</p>
<p>Waste and Disposal</p> <ul style="list-style-type: none"> <li>- Safe disposal for waste/food/plastic containers etc</li> </ul>	<p>There will be recycling and waste bins behind the bar for the majority of waste and recycling, there will also be waste bins around the event site for general waste from the night.</p>

## **DISPERSAL POLICY**

The following steps should be taken by all Stewards, Staff and Security to disperse attendees from the premises.

All Stewards, Staff and Security must implement a Soft Closure Policy for the final 30 minutes of the evening, allowing customers to compose themselves, think about & plan their journey home (taxi, bus, a lift from a sober friend) while they are still inside the premises.

- Gradually turn the lights up
- Gradually turn the music down
- The bar will stop serving all alcohol at 12:30am
- Door Supervisors must remain on site until all customers have been cleared from the premises and dispersed from the surroundings. Make sure they are safely and quietly on their way.
- Any noise complaints from neighbours must be evaluated immediately by the event committee and DPS. The nature of the complaint and neighbour's contact details must be passed on to the licence holder within 24 hours of the complaint occurring.
- Ensure that no customers leave the premises with their drinks.
- No drinks are allowed outside the premises at any time.
- Provide taxi telephone details and night bus details to customers by way of verbal communication from staff to customers.
- Allow extra time for drinking up and clearing out so that customers leave the premises over a longer period. This should minimise the congregation of crowds outside the premises
- If customers are congregating outside the premises at closing time, a Staff /Security member must facilitate the dispersal of these customers to minimise noise and eliminate flash points.