

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 YOUNG FARMERS/ SOUTHERN DISTRICT

(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 NWA JUNCTION 36 CROOKLANDS J36 RURAL AUCTION CENTRE CROOKLANDS MILNTHORPE CUMBRIA LA7 7FP			
Post town	MILNTHORPE	Postcode	LA7 7FP

Telephone number at premises (if any)	015395 66200
Non-domestic rateable value of premises	£ 135,000.00

Part 2 - Applicant details

Please state whether you are applying for a premises licence as **appropriate** **Please tick as appropriate**

a)	an individual or individuals *		please complete section (A)
b)	a person other than an individual *		
	i	as a limited company/limited liability partnership	please complete section (B)
	ii	as a partnership (other than limited liability)	please complete section (B)
	iii	as an unincorporated association or	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	X	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	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname			First names		
Date of birth		I am 18 years old or over		Please tick yes	
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service (please see note 15 for information)					

--

Second individual applicant (if applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname			First names		
Date of birth or over		I am 18 years old		Please tick yes	
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service: (please see note 15 for information)					

(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 CUMBRIA YOUNG FARMERS/ SOUTHERN DISTRICT	
Address	Cumbria YFC County Office Civils Store Barbary Plains Eden Hall Penrith Cumbria CA11 8SR

Registered number (where applicable) 504832
Description of applicant (for example, partnership, company, unincorporated association etc.) Field Day Secretary acting on behalf of Cumbria Young Farmers/ Southern District
Telephone number (if any) 01768 866550
E-mail address (optional) countyoffice@cumbriayfc.co.uk

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
2	0	052023

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

DD	MM	YYYY
2	1	052023

Please give a general description of the premises (please read guidance note 1) Live Stock Hall at J36 RURAL AUCTION CENTRE
--

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)	
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)	x
f)	recorded music (if ticking yes, fill in box F)	x
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)	

<u>Provision of late night refreshment</u> (if ticking yes, fill in box I)	x
<u>Supply of alcohol</u> (if ticking yes, fill in box J)	x

In all cases complete boxes K, L and M

A

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

B

Films Standard days and timings (please read guidance note 7)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 6)
Fri			
Sat			
Sun			

D

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

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finis h		Outdoors	
				Both	X
Mon				Please give further details here (please read guidance note 4) Use of amplified music from band for evening event between 19:00 00:30	
Tue					
Wed			State any seasonal variations for the performance of live music (please read guidance note 5) N/A		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 6) N/A		
Sat	19:30				
Sun		00:30			

F

Recorded music Standard days and timings (please read guidance note 7)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
				Both	X
Mon			<u>Please give further details here</u> (please read guidance note 4) use of amplified music for competitions during the day between 10:00 and 16:00 Use of amplified music from DJ for evening event between 19:00 00:30		
Tue					
Wed			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5) N/A		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 6) N/A		
Sat	10:00				
Sun		00:30			

G

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

H

Anything of a similar description to that falling within (e), (f) or (g) 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	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
Mon				Outdoors	
				Both	
Tue			<u>Please give further details here</u> (please read guidance note 4)		
Wed					
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5)		
Fri					
Sat			<u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	X
Day	Start	Finish		Both	
Mon			<u>Please give further details here</u> (please read guidance note 4) food van to provide hot food and drink to attendees of the event		
Tue					
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5) N/A		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 6) N/A		
Sat	23:00				
Sun		01:00			

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	
				Off the premises	
Day	Start	Finish		Both	x
Mon			State any seasonal variations for the supply of alcohol (please read guidance note 5) N/A		
Tue					
Wed					
Thur			Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6) N/A		
Fri					
Sat	19:30				
Sun		00:30			

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	
Date of birth	
Address	
Postcode	
Personal licence number (if known) PA1048	
Issuing licensing authority (if known) 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 9).

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5) N/A
Day	Start	Finish	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 6) N/A
Mon			
Tue			
Wed			
Thur			
Fri			
Sat	8:30		
Sun		01:00	

--	--	--	--

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)

The Evening will event will have SIA Licensed security staff employed by RK9.
 We will have the event area fenced off and it will be a ticketed event only, no tickets to be sold on the night.
 We will have Kentdale first aid in attendance at all times
 Random drug searches will take place if any drugs are found the police will be notified
 No alcohol is to be taken in to the event. ID's will be checked at entry and at the bar before service. No Under 16's will be allowed at the event and all under 18's will need a parental consent form at all time. We will operate a strict challenge 25 policy.
 We will have an incident book on site and all incidents/ complaints will be recorded.
 All drinks will be served in a tin can or plastic cup. No glass will leave the bar.

b) The prevention of crime and disorder

We will have x9 SIA licenced security staff and x1 drug search dog.
 We will also have a number of stewards to assist the security staff this will be made up of out of age advisory staff.
 Ticketed only event and tickets will be pre sold to prior to the event no tickets to be purchased on the night.
 We will have heras fencing around the site to prevent un invited person/s to attend the event. Staff will be briefed to not allow build up of crowds and to eject anyone that mis behaves. We will operate a challenge 25 policy.

c) Public safety

We will have Kentdale first aid in attendance at all times we will also have a dedicated cooling off zone for guests who need to relax or for guests to go in case of excess alcohol consumption. This area will be operated by Kentdale First Aid and at least one SIA security officer at all times.
 We have had a fire officer attend the site and we have followed all advise and guidelines given.– please refer to site management plan attached for further details.
 Fire fighting equipment will be available in strategic positions and all staff members/ relevant persons will be made aware of their locations.
 We will also provide a cooling off area for guests to go for a break or in the case of excess alcohol consumption

d) The prevention of public nuisance

The Rural location means minimal residents in close proximity and local residents will be made aware of the event by newspaper article and letter during the event the volume of the music will be checked every hour from outside the building and the music can be turned down if necessary.
 The SIA security staff will be advised to let guests leave in a staggered manner so not to cause excess noise or the build up of crowds when guests leave. This will also help reduce congestion of the roads,
 Guests will be assisted by stewards when loading and unloading of coaches

e) The protection of children from harm

We will have a challenge 25 policy at the bar.
 All over 16's and under 18's will have a different coloured wrist band than guests that are 18 and over. all ID's will be checked upon arrival and we will have 2 entry lanes one for 18 and over. one for over 16 but under 18. This will help ensure guests are allocated the correct wristband and parental consent forms can be checked any guest that do not have a parental consent form will not be allowed entry to the event and parents/ guardians will be called to collect them.

All drinks served to under 18's will be in a different colour plastic cup.
 All cases of drug use/dealing will be reported to the police imminently.
 All use of underage drinking will also be reported to the police

Checklist:

Please tick to indicate agreement

•	I have made or enclosed payment of the fee.	X
•	I have enclosed the plan of the premises.	X
•	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.	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
•	[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 or my share code issued by the Home Office online right to work checking service (please read note 15).	

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.**

Declaration	<ul style="list-style-type: none"> • [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). • 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, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)
Signature	
Date	09.03.2023
Capacity	Field Day Secretary

For joint applications, signature of 2nd applicant or 2nd 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

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. 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 issued to an individual or an individual in a partnership which is not a limited liability 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 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 the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

They do this in one of two ways:

- 1) by providing with this application, copies or scanned copies of the documents which an applicant has provided, to demonstrate their entitlement to work in the UK (which do not need to be certified) as per information published on gov.uk and in guidance.
- 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Home Office online right to work checking service.

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

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

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

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

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.

SITE MANAGEMENT PLAN

YFC FIELD DAY DANCE 20th MAY 2023

NWA JUNCTION 36 CROOKLANDS
J36 RURAL AUCTION CENTRE
CROOKLANDS
MILNTHORPE
CUMBRIA
LA7 7FP

CONTENTS

INTRODUCTION	2
SITE SPECIFICS.....	3
LOCATION MAP	3
SITE MAP.....	4
EMERGENCY PROCEDURES	7
FIRST AID.....	7
SECURITY.....	7
STEWARDING.....	8
TRAFFIC MANAGEMENT PLAN	9
DIRECTIONS TO THE EVENT VENUE	9
TRAFFIC MANAGEMENT.....	9
RISK ASSESMENT	10
DISPERSAL POLICY	13

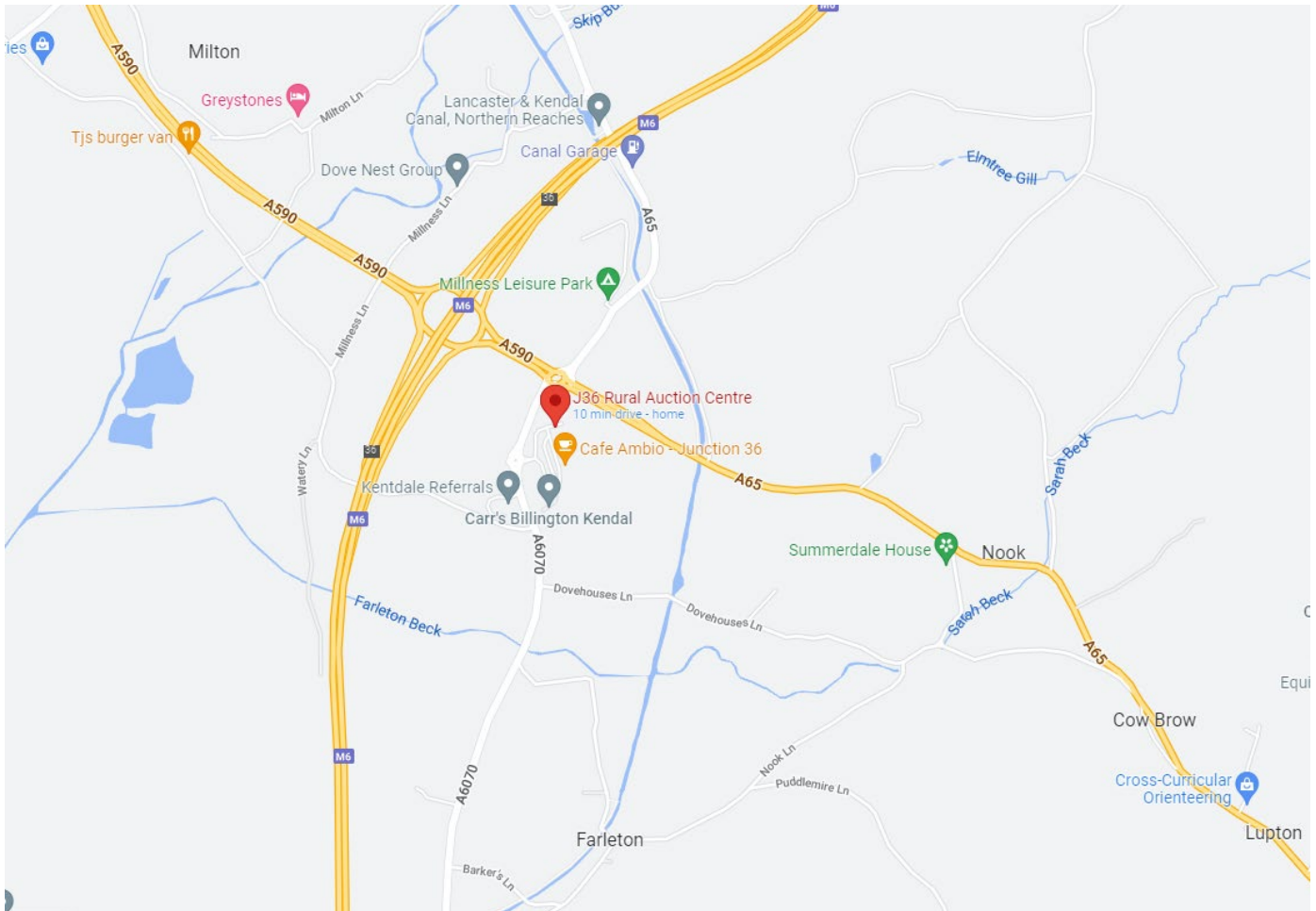
INTRODUCTION

This is a one-off event at this location and this report has been prepared to support our application for a Premises License in accordance with the Licensing Act 2003.

This report has been created in order to demonstrate the competence of our committee in proactively managing the safety of the event.

SITE SPECIFICS

LOCATION MAP



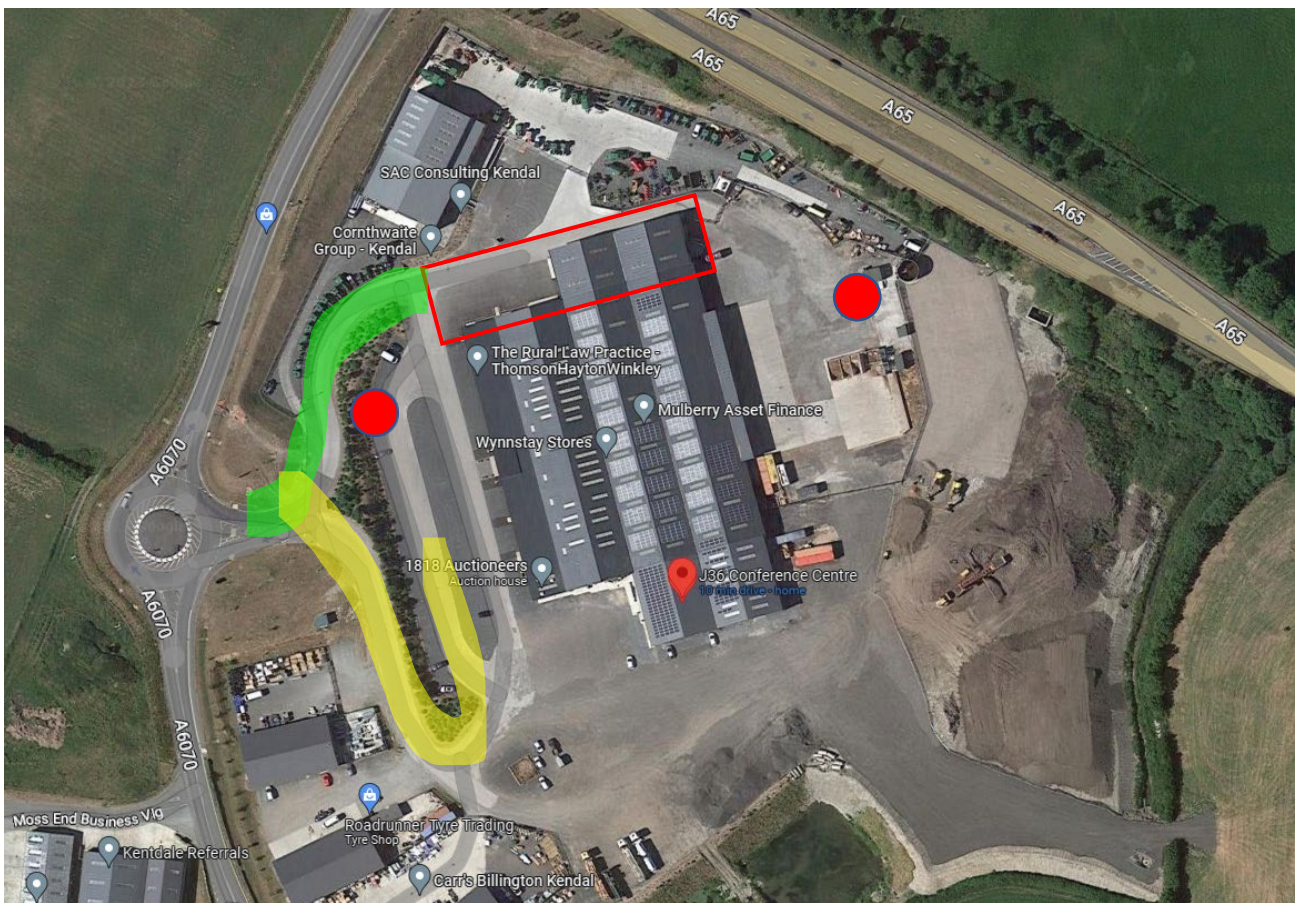
NWA JUNCTION 36 CROOKLANDS, J36 RURAL AUCTION CENTRE, CROOKLANDS, MILNTHORPE, CUMBRIA, LA7 7FP

- Activity:** YFC Field Day Dance
- Date:** Saturday 20th May 2023
- Hours of Event:** 7:30pm – 1am
- Description of Event:** Ticketed dance with live music from band (OTT) with DJ. Bar and Catering to be on site also.

Responsible Persons:

Steven Procter	Steven Hodgson	Tim Horsfall	Amy Woods	Nicola Swindlehurst
Licensee	Filed Day Secretary	Dance Secretary	Field Day Chair	Chief steward
07786514344	07500311585	07920771495	07587074004	07902874523

SITE MAP



For the evening event we will be using the Live Stock Hall and courtyard, please see red square. This will be fenced off using heras fencing.

We will be reserving the green access route for emergency services and Kentdale First Aid. We will direct all other traffic via the yellow access route to keep the event area a pedestrian zone only.

The red dots highlight the emergency assembly points.



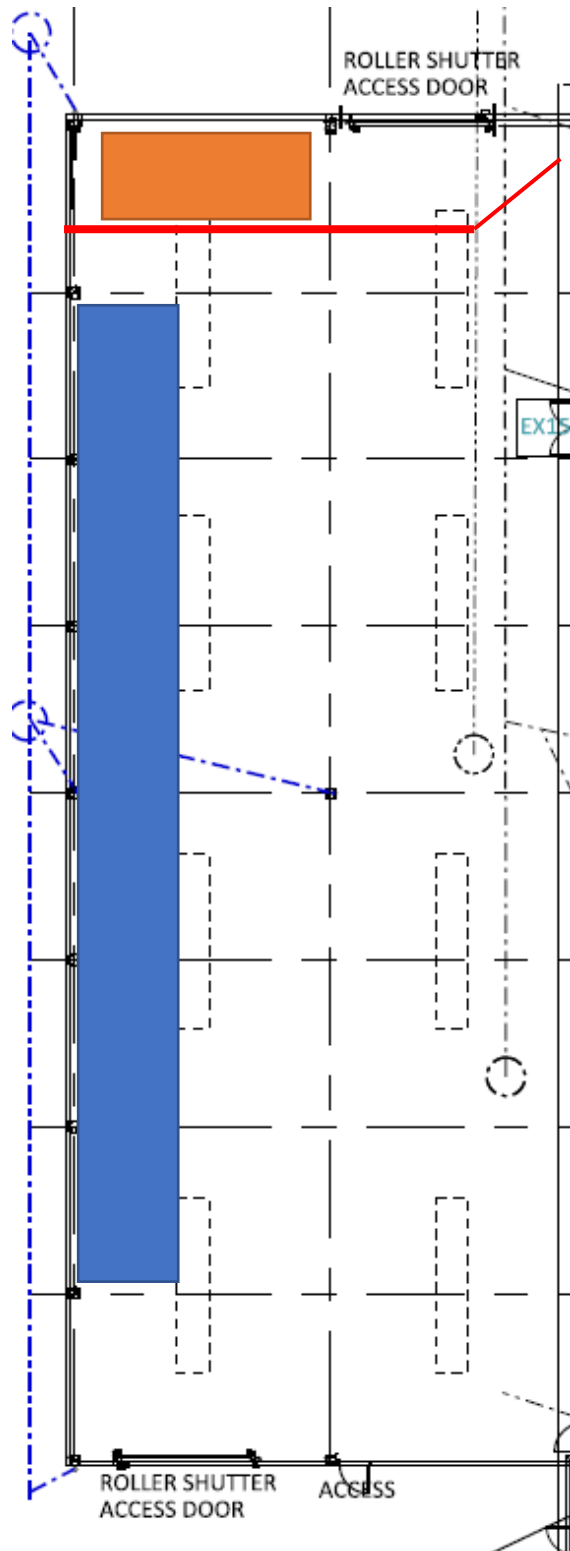
The x2 red squares represent where we will have additional lighting towers along with the external flood light already available on the building, the lighting towers will be fenced off.

The Green rectangle will be our “cooling off area” this will be operated by Kentdale First Aid and supported by RK9 door staff and advisory stewards at all times.

The Orange rectangle will be the location of the food van

The yellow rectangle will be the location of the toilets

The red lines show where we will have heras fencing as well as the separate entrances for over 18’s and over 16’s but under 18’s. This is so that the correct colour wrist bands can be allocated as well as ID’s checked and parental consent forms upon arrival.



The orange box is where the band will be located. They will be behind a fenced off area with a gates the main one being highlighted by the thinner red line. The gate will be manned at all times by either a member of RK9 security or advisory steward so that in case of emergency the gate can be opened and the roller shutter door will can be used as an additional emergency exit.

The blue area is where we will have the bar located, this will also be behind a fenced off area. The bar will be close to the full length of the building so that guests can spread along to avoid the build up of crowds.

EMERGENCY PROCEDURES

FIRST AID

Nearest A&E Department

Royal Lancaster Infirmary, Ashton Rd, Lancaster LA1 4RP

Telephone number: 01524 65944

In the first instance please contact any of the officers named 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 event.

In case of emergency and site evacuation, the assembly area will be in the adjacent carpark and rear courtyard as shown on page 4. This area will be lit.

This procedure will be communicated to all stewards, security personnel, catering/bar staff and first aiders. There will also be a site walk around to ensure familiarity before the event takes place.

This Procedure will also be displayed across the site, on the bar, with security and first aiders.

Contact Numbers on Site:

Steven Procter	Licensee	07786514344
Amy Wood	Filed Day Chair	07587074004
Steven Hodgson	Field Day Secretary	07500311585
Tim Horsfall	Dance Secretary	07920771495
Nicola Swindlehurst	Chief Steward	07902874523

SECURITY

Security provision will be provided by RK9 Security a licenced security provider in the North West. They are to provide 9 persons and a dog for the whole duration of the event. They will also be supported by a number advisory stewards who are former YFC members or parents.

The security team and stewards will report directly to the Licensee and will liaise with the site safety steward.

Cumbria YFC have a zero tolerance policy to drugs and security staff will be undertaking random checks on the door. Any suspected drug use or dealing will be reported to security staff as soon as possible. Security will be briefed to call the police in ALL instances where drugs are found.

STEWARDING

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 , J36 Rural Auction Centre, Crook lands, Milnthorpe, Cumbria, LA7 7FP on Saturday 20th May 2023 from 7:30pm
- Please report to the Chief Steward (Nicola Swindlehurst)
- You are required to act as a Steward for the whole evening
- Stewards should work together with Bar Stewards and Security staff
- All accidents **MUST** be reported to the Chief Steward
- All Stewards should collect plastic cups and bottles and place them in the bins provided
- Please contact Security Staff to eject guests who are behaving inappropriately
- Bar Stewards will be briefed to not continue to serve alcohol to anyone who has consumed too much. However in the event that anyone does consume excess alcohol, they will be taken to First Aiders to be assessed. Friends will be asked to make arrangements to take them home.
- Please assist Bar Stewards in closing the bar at 12:30am
- All stewards **MUST** check that guests are not damaging buildings, toilets, machinery or any external areas.
- Stewards will be briefed at the start of the event on all fire-fighting equipment, evacuation routes and procedures. If you are asked to Steward a fire escape/door, under no circumstances must you leave this point without positioning another Steward in your place.
- Stewards to ensure that guests are safely loaded into their coaches at the end of the event.
- If you agree to act as a Steward and find you are unable to do so, please note that it is your responsibility to find a replacement and inform the Dance Committee ASAP
- All Stewards (including Bar and Security Staff) have a responsibility to prevent and stop underage drinking. Any suspected underage drinking should be reported to Security Staff as soon as possible. Underage drinking is illegal and could result in the shutting down of the event, please ensure that you are proactive in dealing with underage drinking.
- Enjoy your night and Thank you in advance for your support.

TRAFFIC MANAGEMENT PLAN

DIRECTIONS TO THE EVENT VENUE

- For SATNAV:** use postcode LA7 7FP.
- FROM THE SOUTH:** Exit J36 off the M6. Take the third exit signposted A65 Kirkby Lonsdale, then take the third exit on the roundabout signposted A6070 Burton. The Auction Centre is immediately on the left.
- FROM THE EAST:** follow the A65 towards the M6. At the Crooklands roundabout take the first left. The Auction Centre is immediately on the left.
- FROM THE NORTH** Exit J36 off the M6. Take the first exit at Crookland interchange. Then take the third exit at Crooklands roundabout, The Auction Centre is immediately on the left.

TRAFFIC MANAGEMENT

Routes will be signposted with directional roadside YFC traffic signs, giving clear directions to the venue and placed to ensure they give appropriate warning.

Stewards will be wearing hi-vis clothing and will be positioned along the car park boundaries to guide busses and cars into the car park. Stewards will also assist in the safe unloading of coaches and ushering them across the car park to the security entrance safely.

Stewards will assist in the safe loading of passengers back onto coaches after the event and will be placed along the road when busses are leaving the event to ensure they leave the event safely without causing congestion on the roads.

RISK ASSESMENT

RISK/HAZARD CONDITION	COMMENTS
<p>Alcohol Abuse</p> <ul style="list-style-type: none"> • Consumable Amounts • Crowd build-up in restricted areas • Disorderly/unruly behaviour/ property damage 	<p>All Stewards and Security Staff will be vigilant to ensure that guests consume alcohol in sensible amounts. Bar Staff will be briefed not to serve guest that seem to have consumed excess alcohol. In the case of disorderly behaviour, security will be called and the guest/s will be removed immediately and dealt with accordingly. Security staff will be responsible for ensuring there will be no build-up of crowds in restricted areas, and will manage unruly behaviour to prevent any damage to the property.</p> <p>A challenge 25 policy will be in force and posters will be displayed along the bar and at the entrance of the event.</p> <p>Event is for over 16's only – under 18's must carry a parental consent form and will be wrist-banded separately to prevent the sale of alcohol at the bar. Drink will be served in different coloured cups.to under 18's All ID's will be checked at the entrance and at the bar upon the purchase of alcohol.</p>
<p>Aisle ways and passage ways</p> <ul style="list-style-type: none"> • Clear and un-obstructed • Sufficient width for movement • Aisles clearly marked 	<p>We have asked a Fire Officer to offer advice to ensure compliance with all regulations, exits, aisle ways and passageways, Aisle and exits will be clearly marked. All advise from the Fire Officer will be followed.</p>
<p>Crowd Control</p> <ul style="list-style-type: none"> • Congested high spots/build-up • Bottleneck conditions • Sufficient widths of exits • Attempted unauthorised entry • Re-entry to the event • Crowd control on exit of the event 	<p>The exits will be wide enough to prevent bottleneck conditions to exit points.</p> <p>Entrances are designed to ensure tickets are checked upon entry to prevent any one without a ticket gaining access. Entry will be by advanced ticket only, no tickets to be sold on the night. Tickets will be checked by Security Staff and designated officials. Those without a ticket will be directed to a cooling off area and transport will be arranged to take them off site.</p> <p>Re-entry to the event will be discouraged in order to prevent people wondering off site.</p> <p>Busses will be allowed to park near the exit of the venue to limit the amount of pedestrians on the road.</p>

Electronics <ul style="list-style-type: none"> • High voltage and control panels closed and secure • Wiring installations and fixtures in good condition • Isolated separate electrical feed for DJ/Band/Bar facilities • Lighting, pathways etc 	<p>All electrics being used on the evenings will be checked and monitored throughout the evening. Generators will be used in emergency or as a backup power source.</p>
Ergonomics <ul style="list-style-type: none"> • Limited weight and size of materials lifted or carried by people • DJ/Band equipment 	<p>Adequate people will be enlisted to move heavy objects and equipment.</p>
Emergency Instructions <ul style="list-style-type: none"> • Operational instruction • Communication (back up) 	<p>Emergency instructions are to be given in the stewards site briefing listed on page 6 of this document. Communication to emergency services are to be made by the Event Chairman, Event Licensee and Event Committee Secretary.</p>
Exit/Egress <ul style="list-style-type: none"> • Sufficient exits • Exit and exit signs adequately illuminated • Approaches to exits unobstructed • Open outwards onto level surface • No locks or fastenings restricted escape 	<p>Designated entrance and exits to be marked and further to that there will be emergency exits</p>
Fire Protection <ul style="list-style-type: none"> • Appropriate portable extinguishers readily available • Fire equipment visibly marked 	<p>A range of fire extinguishers will be located behind the bar and stage. Stewards and Security Staff will be made aware of their locations</p> <p>There will be a designated smoking area away from the main building surrounded by heras fencing.</p>
First Aid/Station/Equipment <ul style="list-style-type: none"> • Name/Qualified attendants • Instruction for accident reporting • Communication/Organiser • Safety Coordinator 	<p>Accredited door security (RK9) will be on-site and will report to the Licensee.</p> <p>A cool down area has been allocated for those feeling unwell and is marked as 'safe area' on the map found on page 5</p> <p>Kentdale First Aid will be on site throughout the evening.</p>
Floors (walking/working surfaces) <ul style="list-style-type: none"> • Free from Trips, slips and falls • Free of protrusions • Openings covered or barricaded 	<p>Any potential hazards will be marked off with tape</p>
Food <ul style="list-style-type: none"> • Health and Hygiene for preparation of food and disposing of food. 	<p>Catering provided by local business who carry the relevant food Safety certificates</p>

Lighting <ul style="list-style-type: none"> • Walking and entertainment areas adequately illuminated during the period of the event • Illumination level sufficient for detail of work performed by Bar areas, Stages ect) 	Lighting Towers to be installed, lighting access/exit routes and car/bus parking area will be well light
Mobile Equipment <ul style="list-style-type: none"> • Qualified Operators • Physical Hazards 	Qualified operator and PAT certificates to be checked
Noise Exposure <ul style="list-style-type: none"> • environment Heath • Licence notification 	The noise levels will be monitored every hour from outside the building and the band/DJ can be turned down if necessary
Platform/Sage/Rigging	Checked by venue and organisers
Roadways <ul style="list-style-type: none"> • Surface in good condition/sufficient width • Standard signs and marking • Proper preparations for seasonal weather extremes (snow and rain) • Heavy usage i.e. farms, fields ect 	Checked by venue and organisers
Signs and Tags <ul style="list-style-type: none"> • Hazard Warning • Directional and informational signs for potential hazards/dangers 	YFC signs will be placed at regular intervals on the road to the event
Sanitary/Toilets <ul style="list-style-type: none"> • Suitable and Sufficient • Male, Female and Disabled • Competent Contractor 	16 portable loos in total on site made up of 13 standard, 2 disabled and 1 urinal.
Stacking and Storage <ul style="list-style-type: none"> • Aisle ways and access paths clear of unobstructed • Stable and secure 	Checked by venue and organisers
Stairs <ul style="list-style-type: none"> • Treads and nosing slip resistant • Handrails secure, on at least one side • Clear and unobstructed • Wide stairs to prevent bottle necking 	Checked by venue and organisers
Ventilation and extraction <ul style="list-style-type: none"> • Adequate means provided • Air inlets open and clear 	Checked by venue and organisers
Warning Systems <ul style="list-style-type: none"> • Fire/emergency alarm systems • Hazard warning systems appropriate vehicles-equipment 	DJ to stop Music and announce hazard/fire/emergency over speaker
Waste and Disposal <ul style="list-style-type: none"> • Safe disposal for waste/food/plastic containers ect 	Skip Hire and recycling will be organised

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 event allowing guests to compose themselves, think about and plan their journey home (taxi, bus, lift from a sober friend) while they are still on the premises.

- Gradually turn the light up
- Gradually turn the music down
- The bar will stop serving all alcohol at 12.30am
- Security Staff must remain on site until all guests are safely cleared from the premises and surrounding area. Make sure guests are quietly and safely on their way.
- Any noise complaints made by a neighbour must be evaluated immediately by the Chief steward or DPS, and a request for their contact details needs to happen. The nature of the complaint and neighbours contact details must be passed on to the licence holder within 24 hours of the complaint occurring.
- Ensure no guests leave the premises with their drinks
- No drinks are allowed outside the heras fencing at any time.
- Provide taxi telephone details and night bus details to guests by way of verbal communication from staff to guests
- Allow extra time for drinking up and clearing out so that guests leave the premises over a staggered period. This should limit congregation of crowds outside the premises
- If guests are congregating outside the premises at closing time, Staff/Security members must facilitate dispersal of these guests to minimise noise and eliminate flash points.