



# ADUR DISTRICT COUNCIL

28 February 2022

<b>Adur Licensing Committee</b>	
<b>Date:</b>	<b>9 March 2022</b>
<b>Time:</b>	<b>7.00 pm</b>
<b>Venue:</b>	<b>Remote Meeting via Zoom</b>

**Committee Membership:** Councillors Paul Mansfield (Chairman), Andy McGregor (Vice-Chairman), Catherine Arnold, Vee Barton, Mandy Buxton, Jim Funnell, Joss Loader, Steve Neocleous, Carol O'Neal and Rob Wilkinson

## Agenda

### Part A

#### 1. Declaration of Interests / Substitute Members

Members and officers must declare any disclosable pecuniary interests in relation to any business on the agenda. Declarations should also be made at any stage such an interest becomes apparent during the meeting.

If in doubt contact the Legal or Democratic Services representative for this meeting.

#### 2. Public Question Time

To receive any questions from Members of the public in accordance with Standing Order 11.2

(Note: Public Question Time will operate for a maximum of 30 minutes.)

#### 3. Minutes

To approve the minutes of the Licensing Committee meeting held on the 17 January 2022

**4. Items Raised Under Urgency Provisions**

To consider any items the Chairman of the meeting considers to be urgent

**5. Licensing Act 2003 - Application for a new premises licence at 'The Shoreham-by-Sea Vintage Festival' (Pages 3 - 84)**

To consider a report by the Interim Director for Communities, copy attached as item 5

**Recording of this meeting**

The Council will be voice recording the meeting, including public question time. The recording will be available on the Council's website as soon as practicable after the meeting. The Council will not be recording any discussions in Part B of the agenda (where the press and public have been excluded).

For Democratic Services enquiries relating to this meeting please contact:	For Legal Services enquiries relating to this meeting please contact:
Chris Cadman-Dando Democratic Services Officer 01903 221364 chris.cadman-dando@adur-worthing.gov.uk	Shelley-Ann Flanagan Lawyer 01903 221095 shelley-ann.flanagan@adur-worthing.gov.uk

**Duration of the Meeting:** Four hours after the commencement of the meeting the Chairperson will adjourn the meeting to consider if it wishes to continue. A vote will be taken and a simple majority in favour will be necessary for the meeting to continue.



Licensing Committee

Date of Hearing: 09 March 2022

Ward: Marine/Widewater

**Licensing Act 2003 – Application for a New Premises Licence at:**

**The Shoreham- by Sea Vintage Festival**

**Adur Recreation Ground  
Brighton Road  
Shoreham-by-Sea, West Sussex  
BN43 5TL**

**Report by the Interim Director for Communities**

**1. Recommendation**

- 1.1 That the Licensing Committee considers and determines the application made on behalf of :

**Carrot Events Ltd.**

for a New Premises Licence to authorise the sale of Alcohol and the provision of regulated entertainment at the above site.

**2. Reasons for Hearing**

- 2.1 The application has been the subject of formal representation by Sussex Police (which has been mediated) and the Council's Public Health & Regulation Environmental Protection Team and it therefore falls to this committee to determine.

**3. Background**

- 3.1 An application was made on behalf of Carrots Events Ltd by PT Licensing to the Licensing Authority, Adur District Council, on 18 January 2022 for the grant of a new premises licence.
- 3.2 The application was made after the applicant secured permission to use the Adur Recreation Ground from Adur District Council to stage a series of 4 day annual events.

- 3.3 Adur Recreation Ground is a large public park and one of Shoreham's main open spaces. Its southern boundary faces the A259 Brighton Road, the main coast road. To the north-east lies the River Adur, to the north west Brighton City Airport and to the south west the Dogs Trust rehoming centre. The nearest residential premises are in Ormonde Way on Shoreham Beach and the various house boats that are located on the river.
- 3.4 Adur Recreation Ground has been deemed suitable to allow public events to be held and these have proved very successful. The site is used for various regular events throughout the year including the annual Legends Festival, circuses, fairs and it hosts various other regular and one off public & charity events.
- 3.5 Attached to the report are:
- A plan & photos of the area (Appendix A)
  - A plan of the site (Appendix B)
  - A copy of the application (Appendix C)
  - The representations made by the Responsible Authorities (Appendix D)
  - Details of the mediation conducted (Appendix E)
  - The 2022 Event Management Plan (Appendix F)

#### **4. The Application**

- 4.1 The Application is attached at Appendix C. However, in summary, the applicant is seeking authorisation for:
- Sale of Alcohol:
    - 11:00hrs to 21:45hrs Thursday - Saturday
    - 11:00hrs to 19:00hrs Sunday & Monday
    - 11:00hrs to 21:45hrs if Sunday is prior to a Bank Holiday Monday
  - Regulated Entertainment in the form of Film, Live Music, Recorded Music, Dancing and anything of a similar nature:
    - 11:30hrs to 22:30hrs Thursday - Saturday
    - 11:30hrs to 19:30hrs Sunday & Monday
    - 11:30hrs to 20:30hrs if Sunday is prior to a Bank Holiday Monday

For provision at an annual ticketed event lasting up to 4 consecutive days with an audience of less than 5000 persons to be known as the 'Shoreham-by-Sea Vintage Festival' which the applicant is proposing to stage on the site each year.

- 4.2 This year's event is proposed to take place on Friday 2nd June to 5th June 2022.
- 4.3 The dates of the event each year to be notified to the Local Authority and Sussex Police with Four month's Notice. The event is designed to offer visitors a step back in time from the 1920's to the 1970's, offering an array of everything Vintage and Retro, such as classic vehicles, antiques, vintage style, music, a vintage marketplace, dance, Victorian funfair, artisan food and an open air cinema.

- 4.3 As recommended by the Guidance issued under section 182 of the Licensing Act 2003 the applicant has completed an operating schedule as to how it is intended to address the Licensing Objectives if this application were granted.
- 4.4 The applicant will also attend meetings of a Safety Advisory Group (SAG) which contains members from all the emergency services and provides advice and recommendations to assist in the safe running of events. The members of the group comprise advisors from the following organisations:
- Sussex Police
  - West Sussex Fire and Rescue
  - South East Coast Ambulance Service
  - Western Hospitals NHS Foundation Trust
  - Maritime & Coastguard Agency
  - A&W Councils' Environmental Protection, Health, Health & Safety, Parks & Foreshores and Licencing Services

This will result in a comprehensive Event Management Plan being agreed prior to each event every year. The Event Management plan is a living document that will be updated and revised as the event develops and amendments are identified. (Appendix F)

- 4.5 The proposed designated supervisor (DPS) is Sara Edgerton Hall who holds a Premises Licence issued by Eastbourne Borough Council.

## 5. **Promotion of the Licensing Objectives**

- 5.1 The Licensing Act 2003 and regulations require that the Council, as the local licensing authority, to carry out its functions with a view to promoting the four licensing objectives:

- the prevention of crime and disorder;
- public safety;
- the prevention of public nuisance;
- the protection of children from harm.

- 5.2 In carrying out its licensing functions, the licensing authority must also have regard to the Guidance issued by the Secretary of State and its own Statement of Licensing Policy. Members are advised that the following sections of the Adur District Council's Policy may be particularly relevant to consideration of this matter, though of course the Policy in its entirety must be considered. Sections indicated relate to paragraph numbers in the Policy itself:

### ***Prevention of Crime & Disorder***

- 4.9 *The Licensing Authority is committed to further reducing crime and disorder within the Adur District and to helping people feel safe.*
- 4.11 *The promotion of the Licensing Objective to prevent crime and disorder places a responsibility on licence holders to work together in partnership to achieve*

*this objective, and are strongly recommended to become members of any relevant Pubwatch scheme. Applicants will be expected to demonstrate, in their Operating Schedule, that suitable and sufficient measures have been identified and will be implemented and maintained to minimise or prevent crime and disorder in and around the vicinity of their premises, relevant to the individual style and characteristics of their premises and events.*

*4.12 When addressing the issue of crime and disorder, an applicant must demonstrate that those factors that impact on crime and disorder have been considered. These specifically include:-*

- *Underage drinking*
- *Drunkenness on premises*
- *Public drunkenness*
- *Drugs (especially through an agreed Venue Drugs Policy)*
- *Violent behaviour*
- *Anti-social behaviour*
- *Lewd and offensive behaviour*

#### ***Prevention of Public Nuisance***

*4.16 Licensed premises have a significant potential to impact adversely on communities through public nuisances which can arise from their operation. The Licensing Authority recognises the need to maintain and protect the amenity of residents, visitors and other businesses from the potential consequence of the operation of licensed premises, whilst balancing the rights of licensed premises to develop their business potential.*

*4.17 The Licensing Authority understands 'public nuisance' to include such issues as noise and disturbance, light, odour, litter and anti-social behaviour, where these matters impact on those living, working or otherwise engaged in normal activity in an area.*

*4.18 Applicants will be expected to demonstrate in their Operating Schedule that suitable and sufficient measures have been identified and will be implemented and maintained with the intention of preventing public nuisance, relevant to the individual style and characteristics of their premises and events.*

#### ***Protection of Children from Harm***

*4.23 The protection of children is a most important issue. It is hoped that family friendly premises will thrive, but the prevention of harm to children remains of paramount importance when determining applications.*

*4.26 Applicants will be expected to demonstrate in their Operating Schedule that suitable and sufficient measures have been identified and will be implemented and maintained to protect children from harm, relevant to the individual style and characteristics of their premises and events.*

## **Demand, Saturation & Licensing Hours**

- 6.1 *In accordance with the Government's guidance the Licensing Authority recognises that demand is not a relevant criterion in considering an application under the Act.*

## **SPECIFIC CONSIDERATIONS**

### **Alcohol – On & Off Sales**

- 7.1 *It is now a mandatory condition that all licence holders selling alcohol put in place an age verification policy for the premises. In some circumstances the Licensing Authority will impose, where necessary to promote the Licensing Objectives, implicit conditions on the checking of the age of those who appear under 21 or 25 to ensure that alcohol is not sold to those under 18 years of age.*
- 7.2 *Licence holders need to have sufficient day to day control of operations at their premises. They will be held responsible for breaches of the licence and ensuring there is adequate staffing and training. The authorities will continue to use young people for the 'test purchasing' of alcohol and CCTV evidence, which has proved its usefulness in prosecutions for unlawful sales of alcohol. The likely consequences of a review of licence for underage sales include the imposition of additional conditions such as the attendance of a personal licence holder, licence suspensions and in some cases revocation to act as deterrence.*

### **Entertainment**

#### **Live Music, Dancing & Theatre**

- 7.26 *This policy recognises the need to encourage live music, dancing and theatre for the wider cultural benefits of the community generally. In addressing such issues the potential for limited disturbance in neighbourhoods will always be carefully balanced with these wider benefits, particularly for children. Any Licensing Committee represents the general interests of a community and the views of vocal minorities should not be allowed to dominate such interests. In determining what conditions should be attached to licences and certificates as a matter of necessity for the promotion of the licensing objectives, the Licensing Authority is aware of the need to avoid measures which deter live music, dancing and theatre, such as imposing indirect costs of a substantial nature.*

## **6. Consultation**

- 6.1 The application has been subject to the statutory consultation and statutory public advertisement arrangements in accordance with the provisions of the Act, in respect of which relevant representations were received from the following:
- Responsible Authorities - 2 X Representations

- Sussex Police
- A&W Environmental Protection Team
- Other Persons - No Representations

## 7. Relevant Representations

7.1 Detail of the relevant representations received is reproduced at Appendices D and E. They are considered to relate to the statutory licensing objectives as follows:

- ***Prevention of Crime & Disorder***
- ***Prevention of Public Nuisance***
- ***Protection of Children from Harm***

7.2 Sussex Police suggested a number of new and revised conditions that they consider are required to enable this premise to meet the licensing objectives if members were of a mind to grant the application.

7.3 A&W Council's Public Health & Regulation Environmental Protection Team requested a detailed Noise Management Plan for the event to enable this premise to meet the licensing objectives if members were of a mind to grant the application.

7.4 The applicant, and those that have made representation have been formally notified of this hearing and invited to attend.

## 8. Mediation

8.1 The Licensing Act 2003 encourages mediation.

8.2 Sussex Police sought some new and revised conditions to address the licensing objectives and these have now been successfully mediated with the applicant. As a result Sussex Police have withdrawn their objections. The following conditions will be placed on any licence that the Committee may grant:

1. *Total licensable activity authorised by this licence will be limited to a maximum of four consecutive days per annum in an enclosed concert site. The dates for each year's event will be notified to the Local Authority and Sussex Police in writing with a minimum of four months advance notice.*
2. *The PLH will present a draft EMP [Event Management Plan] for each year's event to the licensing authority and the named responsible authorities who constitute the SAG [Safety Advisory Group] a minimum of eight weeks before the date of the proposed event in any one year.*
3. *A final EMP including:*
  - *specific numbers for SIA registered door staff and stewards, their timings and duties,*
  - *a Covid risk assessment (in line with Government guidelines at the time),*
  - *plans to manage and control patrons queuing outside the event,*
  - *A lost/found children and vulnerable people procedure for the event;*
  - *An admissions policy for under 16s and under 18s on the site.*



- *a dispersal plan to ensure all patrons have vacated the site by closing time on each, with security on site until at least midnight.*
- *Transport Management Plan*
- *Bar Management Plan – to include numbers of, staffing and supervision levels, location plan.*
- *Emergency Plan*

*will be presented to all of the responsible authorities at least four weeks before the proposed event in any one year.*

4. *A final EMP will be presented to all of the responsible authorities at least four weeks before the proposed event in any one year. The event will only be permitted to go ahead each year on receipt of the final EMP and its acceptance by the licensing authority.*
5. *The Premises Licence Holder must comply with the Final Event Management Plan submitted to and approved by the Licensing Authority and no changes will be made to it without prior written consent of the Licensing Authority. Each year's EMP will form part of the premises licence and the event will be run in accordance with the EMP.*
6. *A copy of the final agreed EMP will be kept at the control marquee or control room for the event and will be made immediately available to officers of any responsible authority/and or members of the SAG upon request.*
7. *The DPS must be on site whilst alcohol is being sold. In the event that the DPS is unexpectedly unavailable a named person with written delegated authority from the DPS will be on site whilst alcohol is being sold.*
8. *The whole park to be fenced off for the event and entry by ticket only. Tickets may be sold in advance of the event. Tickets may also be sold at the entrance on the day subject to capacity.*
9. *Alcohol will not be permitted to be brought onto the site by the public.*
10. *Alcohol may only be taken from the site:*
  - *if it has been purchased from an authorised trader at the event (these do not include the event 'bars') and*
  - *it is in a sealed container*
11. *There will be a zero tolerance policy of illegal drug use at the event. Anyone caught in possession of illegal drugs at the event will be held by the security staff and the police will be called. Any confiscated items will be put into a locked box the description recorded and the entry signed. These items shall be handed over to the Sussex Police upon request during the event or at the end of the event.*
12. *All drinks will be dispensed into or decanted into recyclable plastic glasses or recyclable plastic cups. No glassware will be permitted in the public areas of the site.*
13. *Event capacity will be monitored constantly by the means of 'clickers' or similar scanning device and the numbers recorded with security control on an hourly basis.*
14. *Adequate rubbish bins provided and emptied regularly in accordance with the approved event management plan.*

15. Adequate temporary toilet facilities to be provided for event set at a minimum of one toilet per 100 females and one toilet per 500 males plus one urinal per 150 males.
16. The Premises Licence Holder (PLH) shall provide a noise management plan, which will specify details of the steps the PLH will take to achieve the following conditions. The plan shall include the final layout of the site identifying potential noise sources and the noise monitoring positions. The plan shall include the complaint procedure and a designated contact number that will be used to take complaints during the event.
17. The Premises licence Holder must comply with the Noise Management Plan (NMP) submitted to and approved by the Adur & Worthing Council's Environmental Protection Team and no changes will be made to the NMP without the prior written consent of the Licensing Authority.
18. No firework displays will be permitted at the event without the prior consent of the Licensing Authority
19. Customers will be asked to leave the site in a quiet and orderly fashion and respect the neighbours and their property
20. The EMP will cover the admission of under 18s to the event on a year by year basis to allow for flexibility.
21. Unaccompanied children will not be allowed within bar areas. The entrance to each bar within the site will have a barrier, with the entrance controlled by an SIA registered door supervisor.
22. A 'Challenge 25' policy will be in place at all bars/stalls and advertised on the website/ticket outlets. Any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID as proof of their age. The only ID that will be accepted are passports, official Photographic Identity Cards issued by EU states bearing a hologram or ultraviolet feature, driving licenses with a photograph, photographic military ID or proof of age cards bearing the 'PASS' mark hologram.
23. All staff must be made aware of proxy sales and be vigilant to adults purchasing and providing alcohol to children.
24. A Personal Licence Holder must be present during opening hours to supervise the sale of alcohol at each individual bar. This person's role will be supervisory only and to oversee the sale of alcohol on the site, and they will not personally sell alcohol or work behind the bar.
25. The Premises Licence Holder shall ensure that all staff members engaged, or to be engaged, in selling alcohol at the premises shall receive the following induction training.
26. This training will take place prior to the selling of such products:
  - The lawful selling of age restricted products
  - Refusing the sale of alcohol to a person who is drunk

*All such training undertaken by staff members shall be fully documented and recorded and signed by both the employee and the DPS prior to being allowed to sell alcohol. All training records shall be kept on the premises and made available to authorised officers of the Responsible Authorities upon request.*

27. *A list of staff members who are authorised to sell alcohol on the premises shall be kept. This shall be endorsed by the DPS with the date such authorisation commences.*
28. *Signage advertising the age verification or 'Challenge 25' policy will be displayed in prominent locations in the premises.*
29. *An incident/refusal log will be maintained by the premises showing a detailed note of incidents that occur in the premises. The log will be inspected and signed by the DPS (or a person with delegated authority) at the end of each day of the event. The log book should be kept on the premises and be available for inspection at all times the premises are open by authorised officers of the Responsible Authorities*

**(Appendix D)**

- 8.3 A&W Environmental Protection Team have been in mediation with the applicant and at the time of writing this was ongoing. The Committee will be informed of any developments.

**9. Consideration**

- 9.1 Members must take into consideration the following when determining this application:
- The four statutory licensing objectives
  - Adur District Council's Statement of Licensing Policy
  - Guidance issued by the Home Secretary
  - The relevant representations from all parties and any mediated agreement reached.
- 9.2 These are the only matters to be addressed by the authority when considering this application. The statutory Licensing objectives are the only grounds on which representations can be made, and the only grounds on which an authority will be able to refuse an application or impose conditions in addition to statutory conditions and those proposed by the applicant in the Operating Schedule.
- 9.3 When considering this application for a premises licence the following options are available to the Sub-Committee:
- Grant the licence, as requested,
  - Grant the licence, as requested, with additional conditions appropriate to the promotion of the specific licensing objectives on which relevant representations have been received.
  - Reject the whole or part of the application.

Members may also:

- Grant the licence but exclude certain licensable activities from the licence,
- Refuse to specify a particular person as a premises supervisor,
- Approve different parts of the premises for different activities.

9.4 Members are required to give reasons for their decision.

## **10. Legal Implications**

10.1 Under Section 181 and Schedule 5 of the Act, the following rights of appeal to the Magistrates' Court in respect of applications for a premises licence includes:

- The applicant may appeal against any decision to modify the conditions of the licence.
- The applicant may appeal against a rejection in whole or part of an application.
- A person who has made relevant representations may appeal against a licence being granted, or against the modification or lack of modification of any conditions.

10.2 The Act allows for the local licensing authority to undertake a review following the grant of a premises licence, when requested to do so by a responsible authority, such as the police, trading standards or the fire authority etc., or any other party, such as a resident living in the vicinity of the premises. The government's guidance states:

*"The proceedings set out in the 2003 Act for reviewing premises licences represent a key protection for the community where problems associated with licensing objectives are occurring after the grant or variation of a premises licence.*

*At any stage, following the grant of a premises licence, a responsible authority, or any other person, may ask the licensing authority to review the licence because of a matter arising at the premises in connection with any of the four licensing objectives.*

10.3 In determining this application, the principles of the Human Rights Act 1998 must be taken into consideration and the convention rights of both individuals and businesses will be given due weight.

10.4 Members must consider each application on its own merits, and in accordance with the principles of natural justice, as well as the provisions of the Licensing Act 2003. All relevant factors must be taken into account, and all irrelevant factors must be disregarded.

10.5 All applications, before Committee, must be considered against the backdrop of anti-discriminatory legislation, such as the Equality Act 2010 and also in accordance with the Council's stated policy on Equal Opportunities.

10.6 In accordance with Section 17 of the Crime and Disorder Act 1998 the Council is under a duty to exercise its functions with due regard to the likely effect on, and the need to do all it reasonably can to prevent, crime and disorder in its areas. The possible crime and disorder implications are clearly relevant factors in the consideration of all applications and this is re-emphasised by the Licensing Act 2003 itself. In giving "due regard" to these possible implications members will consider and

weigh up all the information available and representations made, including those from interested parties and the responsible authorities particularly the Police.

## **11. Other Implications**

- 11.1 Any decision taken will have regard for the local environment and, in particular, any conditions attached for the purposes of preventing public nuisance will take this principle into account. There are no significant direct race relations or equal opportunity implications that have been identified.

## **12. Recommendation**

- 12.1 **Members are requested to determine the application for a New Premises Licence for the annual Shoreham-by-Sea Vintage Festival to be situated at Adur Recreation Ground, Shoreham-by-Sea and give reasons for that determination.**

**Interim Director for Communities**

**Tina Favier**

### **Principal Author and Contact Officer:**

Theresa Cuerva

Licensing Officer - Tel: 01273 263193 or [Theresa.cuerva@adur-worthing.gov.uk](mailto:Theresa.cuerva@adur-worthing.gov.uk)

### **Background Papers:**

- Licensing Act 2003
- Guidance issued under section 182 of the Licensing Act 2003

<https://www.gov.uk/government/publications/licensing-act-2003-amended-guidance-issued-under-section-182>

- Adur District Council's Statement of Licensing Policy

<http://www.adur-worthing.gov.uk/licensing-and-permits/consultations-policy-forum/policy-and-forum/>

### **Appendices:**

- Appendix A - Plan of area.
- Appendix B - Plan of the site.
- Appendix C - The Application Form.

- Appendix D – Responsible Authority Representations
- Appendix E – Mediation
- Appendix F - Event Management Plan 2022

Portland House, Worthing

Ref: TC/LA03/142431 – Shoreham-by-Sea Vintage Festival

Date: 01 March 2022.

## Appendix A

### A plan & photos of the area











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

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

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

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

**I/We** Carrot Events Ltd

*(Insert name(s) of applicant)*

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

**Part 1 – Premises details**

Postal address of premises or, if none, ordnance survey map reference or description  Adur Recreation Ground Brighton Road			
<b>Post town</b>	Shoreham by Sea	<b>Postcode</b>	BN43 5LT

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£ NA

**Part 2 - Applicant details**

Please state whether you are applying for a premises licence as **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  | 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)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b>		I am 18 years old or over		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>					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit '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		I am 18 years old or over		Please tick yes	
Nationality					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information)					
Current residential 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 Carrot Events Ltd
Address 1 [REDACTED] T
Registered number (where applicable) [REDACTED]
Description of applicant (for example, partnership, company, unincorporated association etc.) Limited Company

Telephone number (if any) [REDACTED]
E-mail address (optional) info@carrotevents.co.uk

### Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Adur Recreation Ground situated in Shoreham by Sea is a local authority owned Recreation Area.

This licence application seeks authority to host the Shoreham By Sea Vintage Festival. The licence will only be valid for 4 consecutive days a year – dates to be notified to the Local Authority and Sussex Police with Four month's Notice.

The event offers visitors a step back in time from the 1920's to the 1970's, offering an array of everything Vintage and Retro, such as classic vehicles, antiques, vintage style, music, a vintage marketplace, dance, Victorian funfair, artisan food and an open air cinema.

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

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

(please see sections 1 and 14 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) **X**
- 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) **X**
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) **X**



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

**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	
				Outdoors	
				Both	
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Mon					
Tue					
Wed			<b><u>State any seasonal variations for performing plays</u></b> (please read guidance note 5)		
Thur					
Fri					
Sat			<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)		
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	
				Outdoors	<b>X</b>
				Both	
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 exhibition of films</b> (please read guidance note 5)		
Thur	1930	2230			
Fri	1930	2230	<b>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Sat	1930	2230			
			Sunday before Bank Holiday Monday 1930-2230		
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	
				Outdoors	
				Both	
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Mon					
Tue					
Wed			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 5)		
Thur					
Fri					
Sat			<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)		
Sun					

# E

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of live music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)		Indoors	
					Outdoors	<b>X</b>
					Both	
Day	Start	Finish				
Mon	1130	1930	<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 live music</u></b> (please read guidance note 5)			
Thur	1130	2030				
Fri	1130	2030	<b><u>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</u></b> (please read guidance note 6)			
Sat	1130	2030				
Sun	1130	1930	Sunday before Bank Holiday Monday 1130-2030			

# 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	
				Outdoors	X
				Both	
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Mon	1130	1930			
Tue					
Wed			<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 5)		
Thur	1130	2030			
Fri	1130	2030			
Sat	1130	2030	<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)  Sunday before Bank Holiday Monday 1130-2030		
Sun	1130	1930			

# 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	
				Outdoors	X
				Both	
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Mon	1130	1930			
Tue					
Wed			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 5)		
Thur	1130	2030			
Fri	1130	2030			
Sat	1130	2030	<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)  Sunday before Bank Holiday Monday 1130-2030		
Sun	1130	1930			



# 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	
Mon	1130	1930		Outdoors	
				Both	
Tue			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Wed					
Thur	1130	2030	<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)		
Fri	1130	2030			
Sat	1130	2030	<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)		
Sun	1130	1930			
			Sunday before Bank Holiday 1130-2030		

# 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	
				Outdoors	
				Both	
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Mon					
Tue					
Wed			<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)		
Thur					
Fri					
Sat			<b><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></b> (please read guidance note 6)		
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	
				Off the premises	
Day	Start	Finish		Both	X
Mon	1100	1900	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)		
Tue					
Wed					
Thur	1100	2145	<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 6)  Sunday before Bank Holiday Monday 1100-2145		
Fri	1100	2145			
Sat	1100	2145			
Sun	1100	1900			

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):

<b>Name</b> Sara Edgerton	
<b>Date of birth</b> [REDACTED]	
<b>Address</b> [REDACTED] [REDACTED]	
<b>Postcode</b>	BN22 7EZ
<b>Personal licence number (if known)</b> [REDACTED]	
<b>Issuing licensing authority (if known)</b> Eastbourne Borough 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).

None

## 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	<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)  Sunday before Bank Holiday 1100-2300
Mon	1100	2000	
Tue			
Wed			
Thur	1100	2230	
Fri	1100	2230	
Sat	1100	2230	
Sun	1100	2000	

## 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)**

This licence application seeks authority to host the Shoreham By Sea Vintage Festival. The licence will only be valid for 4 consecutive days a year – dates to be notified to the Local Authority and Sussex Police with Four month's Notice.

It is proposed that the event for 2022 will run from 2<sup>nd</sup> June -5<sup>th</sup> June 2022 inc.

The event offers visitors a step back in time from the 1920's to the 1970's, offering an array of everything Vintage and Retro, such as classic vehicles, antiques, vintage style, music, a vintage marketplace, dance, Victorian funfair, artisan food and an open-air cinema.

It is a ticketed event with tickets on sale before and during the weekend. The event is likely to attract no more than 3,500-4,000 people.

The event is primarily a celebration of retro and vintage music, and lifestyles. There will be a display of vintage vehicles, live music and dance performances featuring artistes performing music from the 1920's to 1970's on the main stage.

A Refreshment Marquee selling alcohol will be the only such outlet on the site. This will also sell food, and soft drinks - hot and cold.

The evening hosts an Open-Air Cinema.

The application intends that the event must be run in strict accordance with the EMP. There are other conditions in support of the Emp notably around Sale of Alcohol, Public Nuisance and Protection of Children from harm.

Due to the nature of the event, the demographics and location we believe that the proposed measures, the EMP and conditions suggested in this document will enable the organisers to run a safe and compliant event.

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

This event will be run in strict accordance with the Event Management Plan EMP submitted with the application. If the EMP is changed notification will be forwarded in writing to the Licensing Authority and Sussex Police.

The event attracts a more discerning demographic for the specific genre of entertainment. The site will be bounded with Heras fencing and team of SIA Operatives will secure the event. It is a ticketed event with tickets on sale before and during the weekend. The event is likely to attract no more than 3,500-4,000 people.

A communications pod will operate from the central marquee, which will also host a Lost Persons point.

There will be one main bar supervised by the DPS who will be on site throughout the opening hours of the event. Challenge 25 will Operate for sales of alcohol; a refusals book will be maintained and staff will be briefed appropriately regarding alcohol sales. SIA Staff will be present at the main bar throughout the event.

Due to the nature of the event, the demographics and location we believe that these measures the EMP and conditions suggested in this document will enable the organisers to properly promote this licensing objective.

Suggested Conditions

1. The Premises licence Holder must comply with the Event Management Plan submitted to and approved by the Licensing Authority and no changes will be made to the Event Management Plan without the prior written consent of the Licensing Authority.
2. A Personal Licence Holder must be present during opening hours to supervise the sale of alcohol.
3. The Premises Licence Holder shall ensure that all staff members engaged, or to be engaged, in selling alcohol at the premises shall receive the following induction training. This training will take place prior to the selling of such products: \*The lawful selling of age restricted products \*Refusing the sale of alcohol to a person who is drunk
4. All such training undertaken by staff members shall be fully documented and recorded and signed by both the employee and the DPS. All training records shall be kept on the premises and made available to authorised officers of the Responsible Authorities upon request.
5. A list of staff members who are authorised to sell alcohol on the premises shall be kept. This shall be endorsed by the DPS with the date such authorisation commences.
6. The premises will operate an **age verification** policy set at a minimum of 25 years (e.g. "Challenge 25") whereby any person attempting to buy alcohol who appears to be under the specified age e.g. 25 will be asked for photographic ID to prove their age. The recommended forms of ID that will be accepted are passports, official Photographic Identity Cards issued by EU states bearing a hologram or ultraviolet feature, driving licences with a photograph, photographic military ID or proof of age cards bearing the 'PASS' mark hologram.
7. Signage advertising the age verification or 'Challenge 25' policy will be displayed in prominent locations in the premises.
8. An incident/refusal log will be maintained by the premises showing a detailed note of incidents that occur in the premises. The log will be inspected and signed by the DPS (or a person with delegated authority) at the end of each day of the event
  - a. The log book should be kept on the premises and be available for inspection at all times the premises are open by authorised officers of the Responsible Authorities

A

#### c) Public safety

This event will be run in strict accordance with the Event Management Plan EMP submitted with the application. If the EMP is changed notification will be forwarded in writing to the Licensing Authority and Sussex Police.

It is a ticketed event with tickets on sale before and during the weekend. The event is likely to attract no more than 3,500-4,000 people.

All infrastructure will be constructed in a safe and legal manner. All relevant documentation will be available for inspection by the Responsible Authorities.

The Premises licence Holder will comply with the Event Management Plan submitted to and approved by the Licensing Authority and no changes will be made to the Event Management Plan without the prior written consent of the Licensing Authority.

Due to the nature of the event, the demographics and location we believe that these measures, the EMP and conditions suggested above will enable the organisers to properly promote this licensing objective.

#### d) The prevention of public nuisance

This event will be run in strict accordance with the Event Management Plan EMP submitted with the application. If the EMP is changed notification will be forwarded in writing to the Licensing Authority and Sussex Police.

Entertainment will be produced from one main stage. It will consist of performances dance, individual and group singers and musical bands.

The genre is retro light entertainment with acts reproducing music from the 1920s to the 1970s. The demographics of the audience and the nature of the event does not lend itself to loud , uncomfortable, intrusive music.

The musical entertainment will finish at 2030pm to be followed by an Open-Air Cinema.

The event will close at 2230hrs.

A Noise Management Plan will be submitted separately t the EMP but will form part of it.

#### Suggested Condition

9. The Premises licence Holder must comply with the Noise Management Plan (NMP) submitted to and approved by the Licensing Authority and no changes will be made to the NMP without the prior written consent of the Licensing Authority.

Due to the nature of the event, the demographics and location we believe that these measures the EMP and conditions suggested in this document will enable the organisers to properly promote this licensing objective.

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

All entertainment including the Open-Air Cinema will be age compliant and appropriate. The event is aimed at a demographic which will include families

Alcohol sales will be bound by a Challenge 25 Policy.

Staff will be appropriately trained and a refusals register will be maintained.

SIA Staff will be present at the main bar throughout the event.

A Lost Children's facility with appropriately trained and checked staff will operate in the main marquee.

The Premises Licence Holder will comply with the Event Management Plan submitted to and approved by the Licensing Authority and no changes will be made to the Event Management Plan without the prior written consent of the Licensing Authority.

Due to the nature of the event, the demographics and location we believe that these measures the EMP and conditions suggested above will enable the organisers to properly promote this licensing objective.

#### Checklist:

**Please tick to indicate agreement**

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

[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.**

<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, 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)</li> </ul>
Signature	Paul Thornton
Date	18 <sup>th</sup> January 2022
Capacity	Authorised Licensing Agent



**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)			
Paul Thornton PT Licensing [REDACTED]			
Post town	<b>Horsham</b>	Postcode	[REDACTED]
Telephone number (if any)	[REDACTED]		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) paul@ptlicensing.co.uk			

## 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 in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be

certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

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

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

- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:

- evidence of the applicant's own identity – such as a passport,
- evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
- evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
  - (i) working e.g. employment contract, wage slips, letter from the employer,
  - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
  - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
  - (iv) self-sufficient e.g. bank statements.

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

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

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

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

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

### **Home Office online right to work checking service**

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

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

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

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order

to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

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## Ref 142431: Shoreham Vintage Festival, Adur Rec May/June 2022

1 message

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**Michael Lavender** <michael.lavender@adur-worthing.gov.uk>

11 February 2022 at 12:23

To: Simon Jones <simon.jones@adur-worthing.gov.uk>, Licensing Unit <licensing.unit@adur-worthing.gov.uk>

Cc: Nadeem Shad <nadeem.shad@adur-worthing.gov.uk>

Hi Simon,

I am objecting to this licence application on the grounds of Public Nuisance.

I cannot say with any certainty as to how this event will impact on neighbouring residential and business premises in the locality, as the applicant has failed to provide any supporting information on noise.

The onus is on the applicant to demonstrate how the licensing objectives will be achieved and with regards to public nuisance this has not been done. I would recommend that the applicants appoint a suitably qualified acoustician to help them prepare this application and manage noise from the event. We will need to see detailed acoustic information on the expected noise levels from this event at nearby residential receptors if their licence application is to be successful and appropriately conditioned.

Adur Recreation Ground holds a number of events during the year, so the Council must consider the cumulative effect rather than this event in isolation. There is only so much we can expect the public to tolerate and the Council, as the land owner has to strike the right balance.

As it is unlikely that the necessary supporting information will be ready in time for a licence hearing, I would recommend that the applicant withdraw the application and resubmit the application once they have addressed the points raised. Otherwise they run the risk of running out of time to mediate these matters and the licence application fails.

Kind Regards

--

**Michael Lavender**

Senior Environmental Health Officer, Adur & Worthing Councils

Phone: 01273 263343

Email: [michael.lavender@adur-worthing.gov.uk](mailto:michael.lavender@adur-worthing.gov.uk)

Website: Environmental Health

Worthing Town Hall, Chapel Road, Worthing, West Sussex, BN11 1HA



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Serving Sussex

[www.sussex.police.uk](http://www.sussex.police.uk)

**West Sussex Division**  
Neighbourhood Licensing Team

West Sussex Licensing Team  
Centenary House  
Durrington Lane  
Worthing  
West Sussex  
BN13 2PQ

Tel: 01273 404 030

[WS\\_Licensing\\_WOR@sussex.pnn.police.uk](mailto:WS_Licensing_WOR@sussex.pnn.police.uk)

15<sup>th</sup> February 2022

Mr Simon Jones  
Licensing Unit  
Adur and Worthing Councils  
Portland House  
Richmond Road  
Worthing  
BN11 1LF

Dear Mr Jones,

**RE: APPLICATION FOR A PREMISES LICENCE FOR SHOREHAM BY SEA VINTAGE FESTIVAL, ADUR RECREATION GROUND, BRIGHTON ROAD, SHOREHAM BY SEA, BN43 5LT. UNDER THE LICENSING ACT 2003.**

I write on behalf of the Chief Officer of Police for Sussex to raise a representation in respect of this new application on the grounds of all four licensing objectives.

This is a new licence application by Carrot Events Limited for a large scale event to be held annually on four consecutive days a year.

Sussex police have a number of concerns with this application and considering that if granted, the licence will permit an event every year with a capacity of up to 5,000, it is important that the conditions are clear and promote the licensing objectives.

We have been in dialogue with the applicant and their agent during the 28 day consultation process, and at the time of writing the new and revised licence conditions that we are requesting are as follows:

1. Total licensable activity authorised by this licence will be limited to a maximum of four consecutive days per annum in an enclosed concert site. The dates for each year's event will be notified to the Local Authority and Sussex Police in writing with a minimum of four months advance notice.
2. The PLH will present a draft EMP [Event Management Plan] for each year's event to the licensing authority and the named responsible authorities who constitute the SAG [Safety Advisory Group] a minimum of eight weeks before the date of the proposed event in any one year.
3. A final EMP including:
  - specific numbers for SIA registered door staff and stewards, their timings and duties,
  - a Covid risk assessment (in line with Government guidelines at the time),
  - plans to manage and control patrons queuing outside the event,
  - plans for under 16s and under 18s on site (accompanied by an adult an unaccompanied), and how under 18s will be identified and safe guarded.
  - safe guarding policies in place for all genders, and vulnerable people
  - a dispersal plan to ensure all patrons have vacated the site by closing time on each, with security on site until at least midnight.
  - Transport Management Plan
  - Bar Management Plan – to include numbers of, staffing and supervision levels, location plan.
  - Emergency Plan

will be presented to all of the responsible authorities at least four weeks before the proposed event in any one year.

4. A final EMP will be presented to all of the responsible authorities at least four weeks before the proposed event in any one year. The event will only be permitted to go ahead each year on receipt of the final EMP and its acceptance by the licensing authority.
5. The Premises Licence Holder must comply with the Final Event Management Plan submitted to and approved by the Licensing Authority and no changes will be made to it

without prior written consent of the Licensing Authority. Each year's EMP will form part of the premises licence and the event will be run in accordance with the EMP.

6. A copy of the final agreed EMP will be kept at the control marquee or control room for the event and will be made immediately available to officers of any responsible authority/and or members of the SAG upon request.
7. The DPS must be on site whilst alcohol is being sold. In the event that the DPS is unexpectedly unavailable a named person with written delegated authority from the DPS will be on site whilst alcohol is being sold.
8. The whole park to be fenced off for the event and entry by ticket only. Tickets may be sold in advance of the event. Tickets may also be sold at the entrance on the day subject to capacity.
9. Alcohol will not be permitted to be brought onto the site by the public.
10. Alcohol may only be taken from the site:
  - a. if it has been purchased from an authorised trader at the event (these do not include the event 'bars')
  - and
  - b. it is in a sealed container
11. There will be a zero tolerance policy of illegal drug use at the event. Anyone caught in possession of illegal drugs at the event will be held by the security staff and the police will be called. Any confiscated items will be put into a locked box the description recorded and the entry signed. These items shall be handed over to the Sussex Police upon request during the event or at the end of the event.
12. All drinks will be dispensed into or decanted into recyclable plastic glasses or recyclable plastic cups. No glassware will be permitted in the public areas of the site.
13. Event capacity will be monitored constantly by the means of 'clickers' or similar scanning device and the numbers recorded with security control on an hourly basis.
14. Adequate rubbish bins provided and emptied regularly in accordance with the approved event management plan.
15. Adequate temporary toilet facilities to be provided for event set at a minimum of one toilet per 100 females and one toilet per 500 males plus one urinal per 150 males.
16. The Premises Licence Holder (PLH) shall provide a noise management plan, which will specify details of the steps the PLH will take to achieve the following conditions. The plan shall include the final layout of the site identifying potential noise sources and the noise

monitoring positions. The plan shall include the complaint procedure and a designated contact number that will be used to take complaints during the event.

17. The Premises licence Holder must comply with the Noise Management Plan (NMP) submitted to and approved by the Adur & Worthing Council's Environmental Protection Team and no changes will be made to the NMP without the prior written consent of the Licensing Authority.
18. No firework displays will be permitted at the event without the prior consent of the Licensing Authority
19. Customers will be asked to leave the site in a quiet and orderly fashion and respect the neighbours and their property
20. The EMP will cover the admission of under 18s to the event on a year by year basis to allow for flexibility.
21. Unaccompanied children will not be allowed within bar areas. The entrance to each bar within the site will have a barrier, with the entrance controlled by an SIA registered door supervisor.
22. A 'Challenge 25' policy will be in place at all bars/stalls and advertised on the website/ticket outlets. Any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID as proof of their age. The only ID that will be accepted are passports, official Photographic Identity Cards issued by EU states bearing a hologram or ultraviolet feature, driving licences with a photograph, photographic military ID or proof of age cards bearing the 'PASS' mark hologram.
23. All staff must be made aware of proxy sales and be vigilant to adults purchasing and providing alcohol to children.
24. A Personal Licence Holder must be present during opening hours to supervise the sale of alcohol at each individual bar. This person's role will be supervisory only and to oversee the sale of alcohol on the site, and they will not personally sell alcohol or work behind the bar.
25. The Premises Licence Holder shall ensure that all staff members engaged, or to be engaged, in selling alcohol at the premises shall receive the following induction training.
26. This training will take place prior to the selling of such products:
  - The lawful selling of age restricted products
  - Refusing the sale of alcohol to a person who is drunk

All such training undertaken by staff members shall be fully documented and recorded and signed by both the employee and the DPS prior to being allowed to sell alcohol. All training records shall be kept on the premises and made available to authorised officers of the Responsible Authorities upon request.

27. A list of staff members who are authorised to sell alcohol on the premises shall be kept. This shall be endorsed by the DPS with the date such authorisation commences.
28. Signage advertising the age verification or 'Challenge 25' policy will be displayed in prominent locations in the premises.
29. An incident/refusal log will be maintained by the premises showing a detailed note of incidents that occur in the premises. The log will be inspected and signed by the DPS (or a person with delegated authority) at the end of each day of the event. The log book should be kept on the premises and be available for inspection at all times the premises are open by authorised officers of the Responsible Authorities

As at today's date the applicant's agent has indicated their acceptance of all of the conditions above in blue, with the exception of the two sentences highlighted in red under paragraph paragraph No. 3. We are currently liaising with the Licensing Authority on these two points to see if we can come to a compromise, and agree suitable wording that is acceptable to the applicant and the responsible authorities who will make up the SAG Group.

I anticipate that we will be in a position to update you again on these points hopefully within the next week.

Yours sincerely,

A black rectangular redaction box covering the signature area.

**Inspector David Derrick CD295**  
**West Sussex Licensing Inspector**  
**Sussex Police**

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## Premises Licence Application - Shoreham Vintage Festival Adur Recreation Ground.

1 message

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paul@ptlicensing.co.uk <paul@ptlicensing.co.uk>

11 February 2022 at 17:00

To: michael.lavender@adur-worthing.gov.uk, licensing.unit@adur-worthing.gov.uk

Cc: theresa.cuerva@adur-worthing.gov.uk, pauline.freestone@adur-worthing.gov.uk, [REDACTED]@carrotevents.co.uk, nadeem.shad@adur-worthing.gov.uk, Sussex Events Ltd <[REDACTED]@sussexeventsltd.co.uk>

Dear Mr Lavender

I have been asked by my clients Carrot Events Ltd to contact you about your representation.

The event ran last year at Gildredge Park, Eastbourne. The stage, sound and lighting was organised by Sussex Events Ltd, under the stewardship of Robert Watson.

We are using them again this year for the events at Shoreham and Eastbourne (in August).

Mr Watson is regrettably unavailable until 21<sup>st</sup> February and therefore not in a position to talk to you at this time.

I'm not sure about your involvement in the consultation process to date but we have been in detailed negotiation with the SAG members, Pauline Freestone from your Council and Sussex Police.

We have agreed a number of conditions with Sussex Police and the Licensing Authority, of which two are :

17. *The Premises Licence Holder (PLH) shall provide a noise management plan, which will specify details of the steps the PLH will take to achieve the following conditions. The plan shall include the final layout of the site identifying potential noise sources and the noise monitoring positions. The plan shall include the complaint procedure and a designated contact number that will be used to take complaints during the event.*
19. *The Premises licence Holder must comply with the Noise Management Plan (NMP) submitted to and approved by the Adur & Worthing Council's' Environmental Protection Team and no changes will be made to the NMP without the prior written consent of the Licensing Authority.*

The NMP forms part of the EMP which as part of Condition 6 states :

6. *The Premises Licence Holder must comply with the Final Event Management Plan submitted to and approved by the Licensing Authority and no changes will be made to it without prior written consent of the Licensing Authority. Each year's EMP will form part of the premises licence and the event will be run in accordance with the EMP.*

The Final EMP must be submitted at least four weeks before the event.

Before we go to final sign off with Sussex Police – and incidentally we are content to agree the above 6, 17 and 19 – are you in agreement with the wording of these conditions please ?

I have been asked by the event organiser to get an idea of your requirements from us. The EMP does give some information but I do concede that it may not convey sufficient information.

Your comments about withdrawing are noted but in all honesty that is not an option as the matter then becomes delayed for another two months which only leaves five weeks before the event itself. A lot of work has been undertaken during the three and half weeks this application has been live and we would not want to lose that or the mutual goodwill and trust between us and a number of bodies. Commercially this would make the event unviable.

Whilst we'd rather not go to a hearing I understand your position.

I do however , believe there is sufficient time for relevant information to be agreed , rendering a hearing unnecessary – albeit arrangements for one will have to be triggered next week.

Although I'm not in a position to provide technical information, I would welcome the opportunity to discuss this matter with you and perhaps provide some background for you about the event and to get an idea of the information required at this time in order for us to proceed.

I look forward to hearing from you.

Regards

Paul Thornton

Paul Thornton

Licensing Consultant

PT Licensing

E Mail : [paul@ptlicensing.co.uk](mailto:paul@ptlicensing.co.uk)

Tel : 07586 798143





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**West Sussex Division**  
Neighbourhood Licensing Team

West Sussex Licensing Team  
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West Sussex  
BN13 2PQ

Tel: 01273 404 030

[WS\\_Licensing\\_WOR@sussex.pnn.police.uk](mailto:WS_Licensing_WOR@sussex.pnn.police.uk)

25<sup>th</sup> February 2022

Mr Simon Jones  
Licensing Unit  
Adur and Worthing Councils  
Portland House  
Richmond Road  
Worthing  
BN11 1LF

Dear Mr Jones,

**RE: APPLICATION FOR A PREMISES LICENCE FOR SHOREHAM BY SEA VINTAGE FESTIVAL, ADUR RECREATION GROUND, BRIGHTON ROAD, SHOREHAM BY SEA, BN43 5LT. UNDER THE LICENSING ACT 2003.**

Further to our representation of the 15<sup>th</sup> February 2022, I write to confirm that subsequently we have agreed new and revised conditions with Mr Thornton acting for the applicant.

The new conditions are as follows:

1. Total licensable activity authorised by this licence will be limited to a maximum of four consecutive days per annum in an enclosed concert site. The dates for each year's event will be notified to the Local Authority and Sussex Police in writing with a minimum of four months advance notice.
2. The PLH will present a draft EMP [Event Management Plan] for each year's event to the licensing authority and the named responsible authorities who constitute the SAG [Safety

Advisory Group} a minimum of eight weeks before the date of the proposed event in any one year.

3. A final EMP including:

- specific numbers for SIA registered door staff and stewards, their timings and duties,
- a Covid risk assessment (in line with Government guidelines at the time),
- plans to manage and control patrons queuing outside the event,
- A lost/found children and vulnerable people procedure for the event;
- An admissions policy for under 16s and under 18s on the site.
- a dispersal plan to ensure all patrons have vacated the site by closing time on each, with security on site until at least midnight.
- Transport Management Plan
- Bar Management Plan – to include numbers of, staffing and supervision levels, location plan.
- Emergency Plan

will be presented to all of the responsible authorities at least four weeks before the proposed event in any one year.

4. A final EMP will be presented to all of the responsible authorities at least four weeks before the proposed event in any one year. The event will only be permitted to go ahead each year on receipt of the final EMP and its acceptance by the licensing authority.
5. The Premises Licence Holder must comply with the Final Event Management Plan submitted to and approved by the Licensing Authority and no changes will be made to it without prior written consent of the Licensing Authority. Each year's EMP will form part of the premises licence and the event will be run in accordance with the EMP.
6. A copy of the final agreed EMP will be kept at the control marquee or control room for the event and will be made immediately available to officers of any responsible authority/and or members of the SAG upon request.
7. The DPS must be on site whilst alcohol is being sold. In the event that the DPS is unexpectedly unavailable a named person with written delegated authority from the DPS will be on site whilst alcohol is being sold.
8. The whole park to be fenced off for the event and entry by ticket only. Tickets may be sold in advance of the event. Tickets may also be sold at the entrance on the day subject to capacity.

9. Alcohol will not be permitted to be brought onto the site by the public.
10. Alcohol may only be taken from the site:
  - a. if it has been purchased from an authorised trader at the event (these do not include the event 'bars')
  - and
  - b. it is in a sealed container
11. There will be a zero tolerance policy of illegal drug use at the event. Anyone caught in possession of illegal drugs at the event will be held by the security staff and the police will be called. Any confiscated items will be put into a locked box the description recorded and the entry signed. These items shall be handed over to the Sussex Police upon request during the event or at the end of the event.
12. All drinks will be dispensed into or decanted into recyclable plastic glasses or recyclable plastic cups. No glassware will be permitted in the public areas of the site.
13. Event capacity will be monitored constantly by the means of 'clickers' or similar scanning device and the numbers recorded with security control on an hourly basis.
14. Adequate rubbish bins provided and emptied regularly in accordance with the approved event management plan.
15. Adequate temporary toilet facilities to be provided for event set at a minimum of one toilet per 100 females and one toilet per 500 males plus one urinal per 150 males.
16. The Premises Licence Holder (PLH) shall provide a noise management plan, which will specify details of the steps the PLH will take to achieve the following conditions. The plan shall include the final layout of the site identifying potential noise sources and the noise monitoring positions. The plan shall include the complaint procedure and a designated contact number that will be used to take complaints during the event.
17. The Premises licence Holder must comply with the Noise Management Plan (NMP) submitted to and approved by the Adur & Worthing Council's Environmental Protection Team and no changes will be made to the NMP without the prior written consent of the Licensing Authority.
18. No firework displays will be permitted at the event without the prior consent of the Licensing Authority
19. Customers will be asked to leave the site in a quiet and orderly fashion and respect the neighbours and their property
20. The EMP will cover the admission of under 18s to the event on a year by year basis to allow for flexibility.

21. Unaccompanied children will not be allowed within bar areas. The entrance to each bar within the site will have a barrier, with the entrance controlled by an SIA registered door supervisor.
22. A 'Challenge 25' policy will be in place at all bars/stalls and advertised on the website/ticket outlets. Any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID as proof of their age. The only ID that will be accepted are passports, official Photographic Identity Cards issued by EU states bearing a hologram or ultraviolet feature, driving licenses with a photograph, photographic military ID or proof of age cards bearing the 'PASS' mark hologram.
23. All staff must be made aware of proxy sales and be vigilant to adults purchasing and providing alcohol to children.
24. A Personal Licence Holder must be present during opening hours to supervise the sale of alcohol at each individual bar. This person's role will be supervisory only and to oversee the sale of alcohol on the site, and they will not personally sell alcohol or work behind the bar.
25. The Premises Licence Holder shall ensure that all staff members engaged, or to be engaged, in selling alcohol at the premises shall receive the following induction training.
26. This training will take place prior to the selling of such products:
- The lawful selling of age restricted products
  - Refusing the sale of alcohol to a person who is drunk
- All such training undertaken by staff members shall be fully documented and recorded and signed by both the employee and the DPS prior to being allowed to sell alcohol. All training records shall be kept on the premises and made available to authorised officers of the Responsible Authorities upon request.
27. A list of staff members who are authorised to sell alcohol on the premises shall be kept. This shall be endorsed by the DPS with the date such authorisation commences.
28. Signage advertising the age verification or 'Challenge 25' policy will be displayed in prominent locations in the premises.
29. An incident/refusal log will be maintained by the premises showing a detailed note of incidents that occur in the premises. The log will be inspected and signed by the DPS (or a person with delegated authority) at the end of each day of the event. The log book should be kept on the premises and be available for inspection at all times the premises are open by authorised officers of the Responsible Authorities

I attach an email confirmation from Mr Thornton confirming his acceptance of the new and revised conditions above.

Accordingly Sussex police now withdraw their representation subject to the new and revised conditions being added in their entirety to the new premises licence.

Yours sincerely,

A black rectangular redaction box covering a signature.

**Inspector David Derrick CD295**  
**West Sussex Licensing Inspector**  
**Sussex Police**

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## Shoreham by Sea Vintage Festival - Adur Recreation Ground

1 message

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**Bateup, David 63941** <David.Bateup@sussex.police.uk>

25 February 2022 at 11:18

To: "simon.jones@adur-worthing.gov.uk" <simon.jones@adur-worthing.gov.uk>, "licensing.unit@adur-worthing.gov.uk" <licensing.unit@adur-worthing.gov.uk>

Dear Adur Licensing,

Further to our original representation, please find attached our follow up representation.

Acceptance of the new and revised conditions by Mr Thornton for the applicant is below on this page.

Thanks.

David

**David Bateup**  
**Police Licensing Officer**

Direct Dial: 01273 470 101 ext 581 214

Licensing office: 01273 40 40 30

[david.bateup@sussex.pnn.police.uk](mailto:david.bateup@sussex.pnn.police.uk)

Neighbourhood Police Licensing Team

West Sussex Division, Centenary House, Durrington Lane,

Worthing, West Sussex, BN13 2PQ

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**From:** [paul@ptlicensing.co.uk](mailto:paul@ptlicensing.co.uk) [mailto:[paul@ptlicensing.co.uk](mailto:paul@ptlicensing.co.uk)]

**Sent:** 24 February 2022 06:25

**To:** Bateup, David 63941 <[David.Bateup@sussex.police.uk](mailto:David.Bateup@sussex.police.uk)>

**Subject:** RE: Shoreham by Sea Vintage Festival - Adur Recreation Ground

**\*\*External Email- Think before you click. If you do not trust the sender, do not click on any links or open any attachments. Further information can be found [here](#).\*\***

Good Morning David

We can confirm agreement to the conditions as set out below.

Regards

Paul Thornton

Paul Thornton

Licensing Consultant

PT Licensing

E Mail : [paul@ptlicensing.co.uk](mailto:paul@ptlicensing.co.uk)

Tel : 07586 798143



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**From:** [David.Bateup@sussex.police.uk](mailto:David.Bateup@sussex.police.uk) <[David.Bateup@sussex.police.uk](mailto:David.Bateup@sussex.police.uk)>

**Sent:** 23 February 2022 13:10

**To:** [paul@ptlicensing.co.uk](mailto:paul@ptlicensing.co.uk)

**Subject:** Shoreham by Sea Vintage Festival - Adur Recreation Ground

Dear Paul,

Thanks for the clarification yesterday. I have set out below the new and revised agreed conditions below. Please can you quickly run through them and email me back to confirm your client's final agreement just to ensure there have been no omissions or misunderstandings etc?

I have copied them in to Pauline Freestone at Worthing Council just to confirm she is happy with all the wording and I am awaiting her reply. I might need to come back to you if Pauline wants any wording changed, but I think we are there now.

Thanks.

David

1. Total licensable activity authorised by this licence will be limited to a maximum of four consecutive days per annum in an enclosed concert site. The dates for each year's event will be notified to the Local Authority and Sussex Police in writing with a minimum of four months advance notice.
2. The PLH will present a draft EMP [Event Management Plan] for each year's event to the licensing authority and the named responsible authorities who constitute the SAG [Safety Advisory Group] a minimum of eight weeks before the date of the proposed event in any one year.

3. A final EMP including:

- specific numbers for SIA registered door staff and stewards, their timings and duties,
- a Covid risk assessment (in line with Government guidelines at the time),
- plans to manage and control patrons queuing outside the event,
- A lost/found children and vulnerable people procedure for the event;
- An admissions policy for under 16s and under 18s on the site.
- a dispersal plan to ensure all patrons have vacated the site by closing time on each, with security on site until at least midnight.
- Transport Management Plan
- Bar Management Plan – to include numbers of, staffing and supervision levels, location plan.
- Emergency Plan

will be presented to all of the responsible authorities at least four weeks before the proposed event in any one year.

4. A final EMP will be presented to all of the responsible authorities at least four weeks before the proposed event in any one year. The event will only be permitted to go ahead

each year on receipt of the final EMP and its acceptance by the licensing authority.

-

5. The Premises Licence Holder must comply with the Final Event Management Plan submitted to and approved by the Licensing Authority and no changes will be made to it without prior written consent of the Licensing Authority. Each year's EMP will form part of the premises licence and the event will be run in accordance with the EMP.
6. A copy of the final agreed EMP will be kept at the control marquee or control room for the event and will be made immediately available to officers of any responsible authority/and or members of the SAG upon request.
7. The DPS must be on site whilst alcohol is being sold. In the event that the DPS is unexpectedly unavailable a named person with written delegated authority from the DPS will be on site whilst alcohol is being sold.
8. The whole park to be fenced off for the event and entry by ticket only. Tickets may be sold in advance of the event. Tickets may also be sold at the entrance on the day subject to capacity.
9. Alcohol will not be permitted to be brought onto the site by the public.
10. Alcohol may only be taken from the site:
  - a. if it has been purchased from an authorised trader at the event (these do not include the event 'bars')
  - and
  - b. it is in a sealed container
11. There will be a zero tolerance policy of illegal drug use at the event. Anyone caught in possession of illegal drugs at the event will be held by the security staff and the police will be called. Any confiscated items will be put into a locked box the description recorded and the entry signed. These items shall be handed over to the Sussex Police upon request during the event or at the end of the event.
12. All drinks will be dispensed into or decanted into recyclable plastic glasses or recyclable plastic cups. No glassware will be permitted in the public areas of the site.

13. Event capacity will be monitored constantly by the means of 'clickers' or similar scanning device and the numbers recorded with security control on an hourly basis.
14. Adequate rubbish bins provided and emptied regularly in accordance with the approved event management plan.
15. Adequate temporary toilet facilities to be provided for event set at a minimum of one toilet per 100 females and one toilet per 500 males plus one urinal per 150 males.
16. The Premises Licence Holder (PLH) shall provide a noise management plan, which will specify details of the steps the PLH will take to achieve the following conditions. The plan shall include the final layout of the site identifying potential noise sources and the noise monitoring positions. The plan shall include the complaint procedure and a designated contact number that will be used to take complaints during the event.
17. The Premises licence Holder must comply with the Noise Management Plan (NMP) submitted to and approved by the Adur & Worthing Council's' Environmental Protection Team and no changes will be made to the NMP without the prior written consent of the Licensing Authority.
18. No firework displays will be permitted at the event without the prior consent of the Licensing Authority
19. Customers will be asked to leave the site in a quiet and orderly fashion and respect the neighbours and their property
20. The EMP will cover the admission of under 18s to the event on a year by year basis to allow for flexibility.
21. Unaccompanied children will not be allowed within bar areas. The entrance to each bar within the site will have a barrier, with the entrance controlled by an SIA registered door supervisor.
22. A 'Challenge 25' policy will be in place at all bars/stalls and advertised on the website/ticket outlets. Any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID as proof of their age. The only ID that will be accepted are passports, official Photographic Identity Cards issued by EU states bearing a hologram or ultraviolet feature, driving licences with a photograph, photographic military ID or proof of age cards bearing the 'PASS' mark hologram.
23. All staff must be made aware of proxy sales and be vigilant to adults purchasing and providing alcohol to children.

24. A Personal Licence Holder must be present during opening hours to supervise the sale of alcohol at each individual bar. This person's role will be supervisory only and to oversee the sale of alcohol on the site, and they will not personally sell alcohol or work behind the bar.
25. The Premises Licence Holder shall ensure that all staff members engaged, or to be engaged, in selling alcohol at the premises shall receive the following induction training.
26. This training will take place prior to the selling of such products:
- The lawful selling of age restricted products
  - Refusing the sale of alcohol to a person who is drunk

All such training undertaken by staff members shall be fully documented and recorded and signed by both the employee and the DPS prior to being allowed to sell alcohol. All training records shall be kept on the premises and made available to authorised officers of the Responsible Authorities upon request.

27. A list of staff members who are authorised to sell alcohol on the premises shall be kept. This shall be endorsed by the DPS with the date such authorisation commences.
28. Signage advertising the age verification or 'Challenge 25' policy will be displayed in prominent locations in the premises.
29. An incident/refusal log will be maintained by the premises showing a detailed note of incidents that occur in the premises. The log will be inspected and signed by the DPS (or a person with delegated authority) at the end of each day of the event. The log book should be kept on the premises and be available for inspection at all times the premises are open by authorised officers of the Responsible Authorities

**David Bateup**  
**Police Licensing Officer**

Direct Dial: 01273 470 101 ext 581 214

Licensing office: 01273 40 40 30

[david.bateup@sussex.pnn.police.uk](mailto:david.bateup@sussex.pnn.police.uk)

Neighbourhood Police Licensing Team

West Sussex Division, Centenary House, Durrington Lane,

Worthing, West Sussex, BN13 2PQ

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# Shoreham-by-Sea Vintage Festival 2022

**Company name: Carrot Events Ltd**

**Event Management Plan**

**“Food, Live Music and Culture”**

**Event: Friday 2<sup>nd</sup> June to 5<sup>th</sup> June 2022**

**Venue:**

**Adur Rec Shoreham-by-Sea**

## **Event Management Structure**

A management structure has been introduced to ensure an enjoyable and safe event takes place. The team is headed up by the Event Manager Faiza Shafeek. The control of all the stewards and marshals will be the responsibility of Senior Marshal on site.

Responsibility for health and safety and completion of the event safety plan will fall to the Event Manager.

Estimated attendance: We predict around between 2000 and 3000 visitors during any one of the peak times of the day, we have come to this figure based on the attendance numbers of other family friendly events in and around Shoreham-by-Sea and Brighton.

**Thursday 11:00am – 22:30pm – Friday 11am – 22:30 pm - Saturday 11am to 22:30pm –  
Sunday 11am to pm 19:30pm**

**Setup Days: 31<sup>st</sup> May to 1<sup>st</sup> June 2022**

**Public Attendance Timings: (are Approx.)**

### **Thursday 2<sup>nd</sup> June 2022**

**Doors Open: 11:00am**

**Live music Starts: 11:30am**

**Sale of Alcohol: 11.00am -21:45pm**

**Music stops: 20:30pm**

**Open Air Cinema Starts: 20:30pm**

**Concessions close 21:45pm**

**Event Closes 22:30pm**

### **Friday 3<sup>rd</sup> June 2022**

**Doors Open: 11:00am**

**Live music Starts: 11:30am**

**Sale of Alcohol: 11.00am 21:45pm**

**Music stops: 20:30pm**

**Open Air Cinema Starts: 20:30pm**

**Concessions close 21:45pm**

**Event Closes 22:30pm**

# Shoreham-by-Sea VINTAGE FESTIVAL

## Saturday 4<sup>th</sup> June 2022

**Doors Open: 11:00am**

**Live music Starts: 11:30am**

**Sale of Alcohol: 11:00am -21:45pm**

**Music stops: 20:30pm**

**Open Air Cinema Starts: 20:30pm**

**Concessions close 21:45pm**

**Event Closes 10:30pm**

## Sunday 5<sup>th</sup> June 2022

**Doors Open: 11:00am**

**Live music Starts: 11:30am**

**Sale of Alcohol: 11:00am -19:00pm**

**Music stops: 19:30pm**

**Concessions close 19:00pm**

**Event Closes 19:30pm**

### ***Perimeter Security***

A combination of heras fencing and crowd barriers will be used to secure different areas of the site.

### ***Stewards and Security***

There will be a combination of stewards (12) and SIA qualified security personnel on duty at the event supplied by specialist contractor (8 during the day) and (2 all night) supplied by Vstorm Security Services LTD. Security deployed at the event to manage gate entrances, specific onsite positions, crowd management and secure backstage areas. Security officers will be on site from the time the first piece of equipment arrives until the last thing leaves to ensure that there is no tampering with equipment or theft. All security will be SIA registered and stewards will have undergone training in event and crowd safety.

### ***Communications***

A control point will be established with the event-coordination team located in the Event's HQ Marquee. It will be staffed during the entirety of the event by a controller and if required a loggist, all communications will be through the event's control point. Decisions requiring action will be allocated by the controller to the appropriate supervisor. Key site staff, emergency services and security teams will maintain radio contact. Separate channels will be used for ease of communication. All staff who have a radio will be trained in its use. There will be a mobile telephone available in the HQ marquee and all staff's mobile contact details will be held in the event production bible located in the events HQ Marquee. Our onsite Event Manual will include all relevant local emergency services contact details.

### ***Signage***

Clear and well-lit directional signage will direct the audience to exits and amenities around the site including Toilets, First Aid provision, and refreshment areas. All stewards, security staff and production staff will carry site maps (if required)

### ***Identification***

All event staff will wear branded High Viz tabards ease of identification. Security staff, stewards and first aid staff will wear appropriate, easily identifiable high-vis uniforms.

### ***Drinking Water***

Audience have access to free water on site at the events HQ marquee. In addition to this bottled water will be available to buy from stalls and bars. Staff, contractors, and artists will have access to water in all backstage areas and production area.

### ***Lighting (If it is required)***

Festoon lighting will be provided to assist the public to move safely around the site after dark and aid the safe erection and dismantling of the site. These will be used only when necessary and will be positioned to avoid light bleed from the perimeter of the site. Additional festoon and flood lighting will be provided around the catering areas and toilets. Exits will be lit.

### ***First Aid***

First Aid provision for the event will be provided by the 'First Aid Contractor' who have assessed the event's requirements based on guidelines set out in the HSE's Purple Guide and following any requirements from meetings with EBC and local emergency services. We will have 2 x First Aid Responders plus a static Ambulance will be on site supplied by <https://elitemedical.uk/> - Medical Plan from Elite will be sent separately.

### ***Emergency Services RVP point***

The RVP point for all emergency NHS services will be from the Brighton Road entrance to Adur Recreational Ground

We are aware that due to the pressures faced by NHS & SECamb and are aware response times from these services may not be speedy. We looked at all other events which have taken place in the area, and we feel that there is no need to be highly concerned we feel that we have sufficient cover set in place.

### ***Power***

Temporary site power will be provided by specialist contractor 'Power Contractor' tbc through Diesel generators with a 3-phase supply. All generators will be earth spiked and will have RCDs. Cabling will be buried or flown as appropriate.

### ***Waste Management***

Waste will be monitored on site by a dedicated team of litter pickers. We will also sort all waste to ensure our recycling rates are met. We are also going to book large waste bins from Adur and Worthing Borough Council.

### ***Entrance Policy and conditions of entry***

The event will have clearly advertised conditions of entry. The Events FAQs will be listed on the events web site at [www.carrotfestivals.co.uk](http://www.carrotfestivals.co.uk) in due course and all those who have pre-booked tickets will be sent an email with the Events FAQs. Links to the events FAQ's will also be highly published via all the events social media platforms.

We the event's organisers will be taking several steps to reduce crime at the event which include:

- Admission will be by pre-booked tickets, and all will be issues with the relevant day's wristbands. Although we will also be operating ticket sales on each day too.
- All production and working staff, traders and entertainers will be in possession of event lanyards with the events badges. They will not be allowed on site if these are not worn.
- All bags will be searched at the entrance point by our SIA Contracted security team Vstorm Security Services LTD. The entrance point will be maned by our SIA Contracted SIA security team and our events marshals.
- Prohibited items including - Glass, Cans, Alcohol, Illegal Drugs, and any item deemed an offensive weapon will not be allowed onto the event site. Our SIA contractors from will be dealing with these issues.
- Nothing which may be deemed as offensive weapons will be allowed into the site.

- Bins will be provided by the event organiser for the collection of any items that are refused entry into the concert arena. Regular emptying of bins and large Adur & Worthing Council bins, in addition general cleaning around entrance gates will be undertaken during the event to ensure good housekeeping practice, maintain clear exit routes and to maintain a sterile environment for security purposes. As the event is trying to be plastic free, we will have black bins and recycling bins located for use all over the festival arenas.

To support crime reduction at the event the organizers will enforce the Conditions of Entry listed below- These will be advertised in advance and on the gate.

- No professional recording equipment
- No Glass bottles
- Non-alcoholic beverages in glass bottles discovered at entry points will be decanted into plastic cups
- No alcohol to be brought into the event (Any alcohol will be confiscated)
- No illegal substances
- Anyone found in possession of illegal substances, these will be confiscated and put into evidence bags by our contracted SIA security team and locked in a secure box and handed to the Police the following day.
- No Knives or weapons of any kind immediate confiscation on discovery
- Any persons found with a knife or weapon, such items will be confiscated by our SIA Security Team and Sussex Police will be informed.
- No Fireworks (Immediate confiscation on discovery)
- All bags will be searched
- All persons on-site may be searched through a targeted search policy
- Unsociable behaviour or intimidation will not be tolerated
- Perpetrators may be removed from the event; police may be called if law is broken or immediate threat to life.
- The organisers reserve the right to refuse admission.
- Anyone with COVID-19 Symptoms or knowingly having been in close contact with someone having COVID-19 should not attend the event. *(This action may change by the time the event takes place, we will monitor GOV rules and adhere to them accordingly)*

### ***Communications with the public***

Proper provision will be made for the effective communication with the public including a procedure to ensure that broadcast music can be silenced in an emergency.

### ***Barriers***

Our Barriers will serve three purposes at the event.

- To provide physical security
- To relieve and prevent the build-up of crowd pressures
- To delineate the area of licensable activity.

The assessment will consider: -

- The advice given by the emergency services and officers of the local Council
- The design of barriers in front of stages

- Previous experience and knowledge about the audience

All barriers used on site will: -

- Be clearly marked on the site plan submitted to the Council for approval prior to the licence being granted
- Will be of sound construction, be in a good state of repair, and be fit for the purpose

### ***Marquees and Large Tents***

- All marquees and large tents will be supplied by known reputable contractors
- They shall be capable of withstanding expected wind forces and bad weather conditions
- Contractors will be selected in part because of their experience in marquees
- Guide ropes are adjusted as weather conditions have a great effect on the marquees' load bearing capacity
- The contractor for any large structure will be on site throughout the event ensuring the tent is adjusted to consider any change in the atmospheric conditions and to be on hand if it is necessary to lower the structure in adverse winds

### **Electrical Safety**

#### **Electrical Systems**

The Event management team recognise the grave nature of risk from electric shock and the part electrical equipment can play in the starting of fires, and to control this risk will appoint an experienced site electrician.

Ensuring that:

- All electrical equipment and installations on the site will conform to the Electricity at Work Regulations 1989 and follow the advice given in BS7909 Code of Practice for temporary distribution systems

- All installations will be installed, tested, and maintained in accordance with the

British Standard (BS) Regulations for Wiring Installations.

A Risk assessment will be carried out by the Site Electrician that will consider: -

- Total electrical requirements of the event
- The need in certain areas for an independent power supply which
- Compatibility of equipment to be used
- The design and types of electrical connectors to be used by performers
- Use of low voltage equipment (110 volts)

### ***Installation***

- All electrical installations will be installed by our event AV Company so non-authorised personnel and members of the public, cannot interfere with them
- Where possible sufficient fixed socket outlets are provided within the stage area to reduce the usage of extension leads. All equipment is located within 2 metres of a socket outlet to prevent the risk of tripping on long cables.
- All equipment that is exposed to the elements will be suitably constructed and protected.
- Where electricity must be used in high-risk areas, such as wet conditions, or where trailing sockets are not designed to make and break on load, the guidance contained in British Standard "specification for industrial plugs, socket outlets and couplers etc." will be followed.



### ***Cabling***

- Cables, where possible, will be routed or buried so they do not become tripping hazards or be crushed by vehicular traffic.
- All cabling that may cause an electric shock if damaged, will be protected from sharp edges or crushing by ensuring that it is armoured or that it is carried overhead.
- While cabling can be buried just under the surface of the sod the risk assessment process will identify areas where the cable will need to be buried deeper to ensure it is not accidentally damaged by tent pegs, posts etc.
- Where overhead cables are used, it should be securely put in place and supported by a cautionary wire which is out of reach of the public and does not place strain on the connectors.
- All power distribution cables used on site will be checked so they conform with the relevant British standard.
- All cables used on stage or for stage equipment will be flexible rubber or plastic insulated and sheathed as specified in the relevant British standard or is of equivalent or superior quality.

### ***Access to Control Systems***

- The Site Electrician AV Company who will be supplying the power will ensure that a clear working space is provided to facilitate access to all control switches and equipment.
- That the main controls are clearly marked, and their location marked on the site plan provided to the Council and the Emergency Services.
- That the electrical supply to stages and marquees are readily accessible to authorised personnel.
- That adequate lighting is safely provided during the hours of darkness to facilitate the safe entry and egress and working environment for site crew before and after the event.

### ***Generators and Transformers***

- All generators that are 3 phase will have to carry an up to date test certificate. All generators will be earthed in line with guidance given in British Standard. All traders using their own generators will be required to provide copied of their pat testing certification.

### ***Accidents and Emergencies***

#### ***Accident Reporting***

- All accidents to the public will be formally recorded by the first aid facility in the accident book
- The event organisers will ensure that all appointed contractors have adequate accident reporting systems in place as part of their contractor selection process
- If a member of the public is injured the safety officer will investigate the

Accident and file any required paperwork as required.

#### ***Fire Safety, Emergency Procedures and Medical Provision***

The organisers of the event recognise the risk posed to employees, contractors, performers, and members of the public from fire at events and recognise their duty to plan for emergencies.

The Fire Brigade and the Safety Officer will be consulted on the design and layout of event sites and the entry and exit points.

### **Noise from Event**

We will be presenting a Noise Management Plan (NMP) – Awaiting the (NMP) document from Sussex Events Ltd our sound and lighting suppliers, who will be monitoring noise levels during the event.

### **Welfare and Facilities**

- The organisers will ensure that adequate facilities for welfare, first aid, the provision of drinking water are provided at events
- The provision of sanitary arrangements in line with the guidance given in the Event safety guide
- The provision of chill out areas as part of the entertainment
- Ensure that adequate welfare facilities are provided for stewards and other members of staff

### **Environmental Protection**

- All rubbish will be cleared from event sites and where practicable, recycled.
- Rubbish will be stored in a secure area and be collected within 24 hours of the finish
- All efforts will be made not to disturb livestock, wildlife, or their habitats during events

### **First Aid and Medical Arrangements**

- Our first aid and medical contractors are: <https://elitemedical.uk/> - There will be two First Aid Responders on site each day and they will be located at the event's HQ marquee.

A risk assessment will be carried out on our behalf by the contractor that will consider the following factors: -

- Size, duration, and nature of the audience
- Nature and type of entertainment
- Location and nature of the venue
- Seasonal/weather factors
- Any additional activities and attractions
- Proximity, size, and capability of local medical facilities
- Experience of similar events
- Other welfare facilities on site
- Range of major incident hazards at or associated with the event

### **Trading Concessions (Market Traders and Food Traders)**

Point of contact for all exhibitors and performers is the Events HQ Marquee.

The hazards associated with market traders will be controlled by a procedure whereby: -

- Carrot Events will reserve the right to refuse Traders/Exhibitors who do not comply with our application requirements.
- All traders and Exhibitors will have to supply their Risk Assessment Forms, Pat Test Certificates if applicable and a copy of their Public Liability Insurance, all of which will be held in the events bible.
- All aspects of registration and food handling to be sent to the organiser in advance so a list of traders can be given to environmental services
- All food traders will be registered with their home authority and comply with the requirements of the Food Hygiene Regulations, and all will have to have a minimum of 3 stars hygiene rating.

- Traders' stalls needing lighting or power for any purpose will carry a fire fighting

#### Equipment

- All traders using LPG will comply with current gas safety legislation.
- Traders will only be permitted to store enough LPG (Liquid Petroleum Gas) for a 24-hour period or 200 kg, whichever is least (at present we do not have any traders using LPG's)
- Carrot Events will have 10 million Public Liability Insurance to cover for this event.

#### ***Lost Persons Procedure on site***

If a child or vulnerable person is found, then they will be taken by security/steward to the Event Team's HQ Marquee tent. Here they will be met by a member of staff, and their details will be taken including where they were found and their description. An announcement should then be made to staff only telling them that a Child was found in the region of xxx approximate age... Full details should not be given over the radio. If the child knows their parents' phone number, then Lost Person's staff will attempt to call the parents. If no-one has claimed the child after 2 hours they should be handed over to the police.

\*If the child found has been a victim of crime, police will be notified immediately, and a representative of the police should come to the Lost Persons tent to take a report and remove the person if appropriate.

If a parent/ carer has lost their child / vulnerable person, they should be taken to a member of security where full details of the child / vulnerable person will be taken and radioed through to security control, this information should then be passed to the police/ event control.

An announcement should then be made to staff that we are looking for a child,

with the description and general area where last seen. Parents/ carers who wish to help in the search of their child/ vulnerable person should be allowed to do so, however their phone number should be taken and they must be asked to inform the security or production office if they are re-united with their child/ vulnerable person.

All staff should then be on the lookout for the lost child/ vulnerable person.

To re-unite a parent/ carer with their child/ vulnerable person, the parent must give a full and accurate description of that person. Staff should be on hand when re- unification takes place, and a release form should be signed before the child/ vulnerable person is taken away. Lost persons registration, identification, and release form available for inspection if required.

#### ***Philosophy and principles***

- All children and vulnerable people whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All our event staff will be aware of the child and vulnerable persons protection policy. They will be signed up to the policy and will understand their responsibilities and procedures concerning how to respond appropriately.
- All parents/carers have the right to feel safe when entrusting their children/ vulnerable people to who works at our events care.
- All children/ vulnerable people have the right to have fun and be protected when participating in activities they, their parents or their carers have chosen.

#### ***Phase One (Set Up)***

**Tuesday 31<sup>st</sup> May 2022 - Wednesday 1<sup>st</sup> June 2022 - 8am – 9 PM**



During this time, a variety of structures will be site up, please see rough layout plan. This includes sections of heras fencing, to enclose the event area zone 1, entrance way points and 1 stage areas, one main stage. Barriers, signs needed to close areas and any additional signage acquired will be collected and erected.

To avoid the loss of any barriers etc, the equipment will be tallied and signed for by the designated collection team. It will be counted and signed in upon its return. From noon on the 1<sup>st</sup> June 2022 some traders will start to erect their stalls. We will ensure that the site is maned 24hrs a day by people from the moment we are on site, that will include security guards.

#### **Thursday 2<sup>nd</sup> June 2022 – the day one the Event – 7:00 am to 11:00am**

Final tweaking and full checks and arrival of traders who will be located within the events marquees will be setting up. We will encourage where possible vehicles will then be removed from site unless necessary for the event/trader. No access will be granted to vehicles after that time until the close of the day. This will be overseen by the onsite team.

We have informed all traders that there is NO parking in and around the site but are at resent looking at possible options for them.

#### ***Event Team Marshals***

A full briefing for the stewards and lead marshals will be given by a member of the management team at 8am on the 2<sup>nd</sup> June 2022 at the Event HQ located in the marquee. This will cover any last-minute changes to any previous briefings.

The event's Senior Marshal: Will be Responsible for co- ordinating all marshals and stewards daily and will be ensuring the overall safety of the event.

#### ***Event HQ***

HQ will be set up in the Events Team marquee. The team will have radio contact with all key personnel and lead marshals. 8:00am each day of event the Event Co-ordination Team will meet. This will comprise of the Event Manager, First Aid representative, Health and safety officer, Senior marshals, and member for the security company.

#### ***Bar: Beer, Gin, and Rum Marquee***

There will be a maximum of two bars, and they will be run by Carrot Events. Our DPS will always be on site during the event's open hours. The bars will be stewarded by SIA marshals from the time the event opens to the time the bars close. All staff will be briefed about their responsibilities under the Licensing Act ad there will be a supervisor for each bar working to the instructions of the DPS. Challenge 25 will operate.

We plan to use SIA security guards to patrol the area over night. The whole festival event ground will be heras fenced.

#### ***Health, Safety and Welfare (Sanitary & waste management & Sound and Noise)***

It is the intention of the management committee to ensure that all aspects of health & safety are met with due diligence and taken with the upmost importance to ensure the wellbeing of all members of the public including persons attending and participating in the event. To ensure these measures are met an Event Safety Officer has been appointed to oversee and uphold the key requirements as laid down within this document.

The key areas for Health & Safety will be:

- Health & Safety including setting up the event, implementing the event and closing event.
- The Health & Safety surrounding the management of Crowds and Pedestrians attending the Event
- The Health & Safety surrounding any other activity that relates to the Event.
- We will ensure that all food vendors adhere to good practice and are in line with Environmental Health, ands have a minimum 3 star plus hygiene rating.

***The Events HQ Marquee will be Contactable via Radio & mobile phone.***

In the event of an emergency the following procedure will take place: Implementation:

***Event Safety Officer***

- Will inform the Event Manager of a possible emergency.
- Will liaise with Event Co-ordination Team who will agree on a course of action.
- The Event Safety Officer will:
  - In appropriate circumstances transmit the following coded message over all radio channels to place staff on stand-by for an evacuation:

***'EVENT ORANGE ALL AREAS'***

- On hearing this message all radio traffic will stop and stewards will await further instructions
- When further action is required, Control will transmit the following:

***'EVENT RED ALL AREAS'***

- On hearing this message, the event will be halted, and all stewarding teams will encourage people to leave the area as quickly and safely as possible. Ticket entry will stop, and the event will be preparing for a quick efficient shutdown.
- Relay a message over the radio channel giving specific instructions.
- Notify the Police, Fire and Rescue and Ambulance Service of the incident.

***Post Emergency***

- The all-clear message will be relayed over all radio channels when it is deemed safe for the event to along the red route to continue. The message will be from The Event Safety Officer and will be as follows:

***The Role & Responsibilities of a Steward***

The event will adopt a 2 tier Steward system. Tier one will comprise of experienced (Lead) stewards, who have been involved in many similar events.

***CROWD Management & BEHAVIOUR***

It has been identified within the planning of the Event that there may be significant numbers attending this event. However, due to the nature of the site there is a low risk of dangerous crowd densities occurring at any one time during each day. Monitoring crowd behaviour will be an essential aspect of our crowd management system. Our events marshals and SIA Security Guards will stay alert and direct any problems to the lead marshal who will liaise with the Safety Officer to deal with any potential problems to ensure that they are resolved at an early stage.

These may include:

- Dangerous behaviour
- Crowd surging/pushing, swaying, or rushing
- Trampling underfoot
- Vulnerable persons
- Signs of discomfort due to overcrowding leading to crushing between people
- Crushing between fixed structures
- Queuing in dangerous places e.g., slopes/steps

# Shoreham-by-Sea VINTAGE FESTIVAL

## **Crowd Density**

We are aware that when crowd densities are high, motion or swaying can cause pressure within the crowd to build up, making it difficult for individuals to control their own movement. When our marshals consider that the density is too great within a particular part of an enclosure or other area, and this is likely to lead to distress or danger, they will inform the Senior Marshal who will liaise with the Event Safety Officer if he feels it necessary.

We will be using this as a rough guide when a standing crowd is viewed from the front:

If the head, shoulders, and chest can be seen then spectators are comfortable and there should be no danger of crushing. If the head and shoulders only can be seen, then spectators should be comfortable, and the maximum capacity is likely to have been reached. Control should immediately be informed, and the appropriate action initiated. If heads only can be seen, the maximum density of the enclosure, or the other area, may have been exceeded.

## **Fire Search & Rescue INFO:**

- The main entrance to the festival site is located on the main A259 Road we will ensure that a fire appliance can access the site from there.
- Minimum widths of the entrance are 3.5m width
- We have not been able to locate the grounds Fire Hydrants however we are going to contact Fire Search & Rescue in order that they can advise us.
- No smoking signs will be installed in all marquees.

## **FAQ's**

We have ensured that all attendees with booked tickets have been aware of the festival's FAQ's by sending them a link to the festival's web site link to the FAQs which will be going live by 28<sup>th</sup> January 2022 – We will however be sending a copy of the events FAQ's by email with this document.

- The FAQ's will also cover all items but most importantly cover the fact that there is NO on street parking provision is available in or round the Adur Recreational Ground. area.
- We will be providing a bus transfer service at low cost from Hove train station to the event ground.
- We will also offer alternative travel suggestions/recommendations in the FAQ's.
- We have also advised all via the FAQ's that we have a designated taxi firm that they can contact to get to and return home from the festival they are **Brighton and Hove Radio Cabs**
- We will also be highly advocating that all festival visitors use the wonderful public transport options that are available to them on all our social Media sites as well on email they will receive with their ticket confirmations.



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