



RUNNYMEDE BOROUGH COUNCIL

LICENSING COMMITTEE

6 APRIL 2004

ANNEXES

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RUNNYMEDE BOROUGH COUNCIL

CIVIC OFFICES
STATION ROAD
ADDLESTONE
SURREY
KT15 2AH

TELEPHONE: (01932) 838383
FAX: (01932) 425703

TECHNICAL SERVICES DEPARTMENT

Application For Occasional open air Public Entertainment Licence

Name of event 70's and Classical Concerts.

Event location The Long Mede, Widsor Rd, Old Widsor.

Landowner's name and address The National Trust, 36 Queen Anne's Gate, London.

Event date(s) 24 and 25 July. Times: Start 6.00 Finish 10.30

What type of Licence do you require?			
Public Music & Dancing	<input checked="" type="checkbox"/>	Music Only	<input type="checkbox"/>
Sport Entertainment	<input type="checkbox"/>	Film Exhibition	<input type="checkbox"/>
		Stage Play	<input type="checkbox"/>
		Sunday Music	<input type="checkbox"/>

Organiser Details

- Name of organisation The National Trust.
- Name of Event organiser/s (1) RICHARD JORDAN - BAKER (2)
- Date Place of Birth (1) UK - 16/10/65 (2)
- Contact address (1) Basildon Park, lower (2)
- Postcode (1) Basildon, Leadwis (2)
- Tel No. - Home (1) EG 8 9WL (2)
- Tel No. - Work (1) 0118 9842103 (2)
- Mobile No (1) 0118 9767361 (2)
- Fax No (1) 07771 506698 (2)
- E-mail address (1) 0118 9767370 (2)
- E-mail address (1) richard.jordan-baker (2)
- Event public enquiries number (1) p.nationaltrust.org.uk (2)
- Event public enquiries number 01494 755572

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Event Details

• Description of proposed event 2 outdoor, picnic concerts
with firework finales. 70's tribute bands on 24th
and classical on the 25th.

• Is there any national Association, Guidance or regulation for this event Yes No

• Is this a (please tick one box only)

Registered Charity

Other

• For Charity Event - Name of Charity The National Trust.

• Charity Registration Number 205846

• Will all income raised go to the Charity concerned? (Please tick) Yes No
If no, please give details:

• Date/time to enter site for preparation 21st July.

• Start time each day set up - 8.30am to 8.30pm / concert begins 7.50

• Finish time each day " " " / concert ends 10.30

• Date/time the site will be vacated after the event by end 28th July.

• Is the event free? Yes No

• Approximate number of people expected to attend

Under certain circumstances, a fixed number of people may be imposed by the licensing authority How do you propose to control numbers?

3500
Event is by ticket only - most
sold prior to the event.

• Approximate age of audience profile e.g. children. adults

• Please give a brief description of the crowd profile adults, 35 - 70 ABCIS.

• Is a supply of clean drinking water available free to patrons? (this is required as a condition of a licence.) (YES) NO

- Possible alternative site n/a.
- Possible alternative date n/a.
- Do you intend to use the following:

Highway Directional Signs Banners/Posters

(Written approval must be obtained from SCC Highways Authority)

- Please provide full details: (this is required for information purposes only)
 - posters and banners locally from end of March
 - small roadside signs on A308 pub/club event.
 - directional traffic signage agreed by Highways and erected by Highways.
 - a traffic order is required and has been discussed with Highways.

Note: You are advised that the Council reserves the right to remove any unauthorised advertising and to recover the cost incurred from the event organisers.

- Do you anticipate the need for:

Road closure	<input type="checkbox"/>	Traffic diversion	<input checked="" type="checkbox"/>
On street parking restriction	<input type="checkbox"/>	Car park closure	<input type="checkbox"/>

If you have ticked any of the above, please provide details of locations, dates and times.

A308 - 24th and 25th July ready for 6.00pm.
Cars arriving from west will be diverted down to end
round roundabout, back to entrance.

If a formal traffic order is required, then please give S.C.C. at least twelve weeks notice.

Catering

Will food be available during the whole period of entertainment, other than the last half hour? (Yes/No)

Please provide details of food concessionaires (section 4 Guidance Pack)
Food for sale from Wasna Carta cafe and
 Where permanent catering facilities are available in the vicinity of the site where the event will take place, the organisers must advise the caterers at least one month before the event takes place of the refreshments they will be providing. satellite but.

Do you intend to utilise or permit any of the following attractions at the event? If so, please tick the appropriate boxes (some of these may not be permitted at all sites).

Fireworks/pyrotechnics/ lasers	<input checked="" type="checkbox"/>	Live music **/Broadcasting pre-recorded music	<input checked="" type="checkbox"/>
Carnival/procession	<input type="checkbox"/>	Live entertainment **	<input type="checkbox"/>
Fairground equipment + Attractions Please specify	<input type="checkbox"/>	Amplified music [▲]	<input checked="" type="checkbox"/>
Aircraft	<input type="checkbox"/>	Barrier/fencing	<input checked="" type="checkbox"/>
Parachutists	<input type="checkbox"/>	Marquees	<input checked="" type="checkbox"/>
Balloon launch	<input type="checkbox"/>	Portable generator	<input checked="" type="checkbox"/>
Hot Air Balloons	<input type="checkbox"/>	Power supply	<input type="checkbox"/>
Re-enactment groups	<input type="checkbox"/>	Alcohol	<input type="checkbox"/>
Inflatables (eg bouncy castle)	<input type="checkbox"/>	Bonfire/barbecue	<input type="checkbox"/>
Portable staging	<input checked="" type="checkbox"/>	Video/photography	<input type="checkbox"/>
Water (limited supply at some sites)	<input type="checkbox"/>	Market stalls	<input type="checkbox"/>
Animals (please specify)	<input type="checkbox"/>	Living history or other	<input type="checkbox"/>
Motor vehicles (please specify)	<input type="checkbox"/>	P.A. System	<input checked="" type="checkbox"/>
Other: (please specify)	<input type="checkbox"/>	On site communications	<input checked="" type="checkbox"/>

Notes:

▲ What measures will be made to control noise levels?

The p.a system will be installed and managed by 'db audio', an experienced, respected company who have been used by the National Trust for many years. 'db audio' will work in liaison with the E.H.O of E.B.C.

- You will be required to ensure that the toilet facilities are adequate. Please submit details of your proposals indicating how many male / female / disabled toilets including the method of disposal of any effluent. Also if toilets are hired, the name and address of the hire company. You will also need to ask the hirer for copies of COSHH forms for any chemicals used:

20 ladies, 10 gents, 6 unials. These are dual units that are flexible in their set-up. John Anderson Hire, Smallford Works, Smallford lane, St. Albans, Herts AL4 0SA.

- How many stewards will be employed? Please give details of security firm, if employed, or Guildford Borough Council registered stewards:
- there will be 25 stewards per evening made up of experienced staff and volunteers.

- The event organiser should ensure that the site is regularly litter-picked during the event and at the end of each day to ensure that the council's obligation under the Environmental Protection Act 1990 - Code of Practice on Litter and Refuse is discharged. If the event organiser fails to do this then the council reserves the right to carry out the works in default and charge the event organiser the cost incurred.

Please identify the method to be used in order to maintain the area free of litter and refuse:

The site will be cleaned on Sunday and Monday with skips on site. Consent goes will be issued with black bags and asked to take their rubbish home.

Note:

- After this application has been submitted, no additional items may be included without advising the Event Safety Team.

Traffic Management

Will you be requiring car parking space for event staff and/or general public?

Yes

No

If yes, please indicate the approximate number of vehicles attending the event, indicate on your site plan your proposed car parking area and how you intend to manage the access and egress to the parking of those vehicles.

- approx. 1000 cars. The car parking will be managed by 'Bradsons of Wincanton' - professional car park management. The parking area is

marked on the plan. Entrance + egress will be at junction/Henric, just east of Magna Carta cafe.

If no please indicate other arrangements for parking

.....
.....
.....
.....
.....
.....

Camping If allowed on site, please give details and numbers allowed:

.....
not allowed under N.T by laws.
.....

Insurance

- Event Organisers are required to hold a current policy of Insurance in respect of Public Liability or Third Party risks (including products liability where appropriate) and Employee Liability Insurance.
- Organisers will be required to produce evidence of their insurance cover. The organiser should ensure that any exhibitor, band/dance group, sub-contractor, caterer etc. whom they have instructed/authorised to appear at the event, has insurance cover in their own right.

Note: All documentation must be produced when requested by an authorised officer prior to the event.

Emergency Services and Support Organisations

Please indicate contact made if any:

Name of person contacted

Police
(name/station/date liaised)

Sgt. Rumble - 23/2/04

Ambulance Service

Fire

First Aid Cover

Red Cross - Chris Fernley
11/3/04.

Please supply details of the first aid cover to be provided:

I have applied to the Red Cross (Surrey)
for cover. (01483 574705)

Additional Requirements

- Please supply a draft site plan, to each statutory Authority, showing the positions of permanent structures, toilets, first aid, access in and out for emergency vehicles, stalls, marquees, arena, exhibition units, car parking etc. and list of programme items is required. In respect of races etc. a detailed route plan showing location of route marshals, must be provided.

I have also enclosed, where necessary, the following:

Documentation

Yes → To follow

Yes → To follow

3 Draft Site Plan/Route Plan

Insurance for event organise

3 Draft Event Plan

Draft Medical Plan

Draft Emergency Plan

Fire Risk Assessment

Draft Health and Safety policy, and risk assessment.

I/we hereby confirm that a Public Notice was displayed in accordance with the Council's regulations on 25/2/04 (date) and will continue to be displayed until this application has been dealt with.

I/we hereby certify that we have served a copy of this application form (along with a site plan and event plan) on the following statutory authorities.

- Police..... P.C. 992 Medhurst, Surrey Police, Addlestone Police Station, Garfield Road, Addlestone, Surrey KT15 2NW
- Fire Community Fire Officer, Surrey Fire & Rescue, Walton Fire Station, Hersham Road, Walton-on-Thames, Surrey KT12 1 RZ
- Ambulance: Emergency Planning Officer, Surrey Ambulance Service The Horse Shoe, Banstead, Surrey, SM7 2AS

I also hereby agree to comply with the conditions set out in this form and any departmental terms and conditions and all reasonable instructions given by all authorised Officers of the Council and members of the Event Safety Team. I / we hereby apply pursuant to Schedule 1 of the Local Government (Miscellaneous Provisions) Act 1982 for a Licence in accordance with the above facts which I / we declare to be correct.

Signed [Signature] Signed

Position Property Manager Position

Date 12/3/04 Date

Please send this completed form, together with any supporting documentation to:

Mr. P Groves.
 Senior Licensing Officer
 Runnymede Borough Council
 Station Road
 Addlestone
 Surrey
 KT15 2AH

Event reference number	Official use only	
	Date	Comment

REPORT OF THE PROPER OFFICER**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982****Application for an Occasional Open Air Public Entertainment License by The National Trust for 24-25 July 2004 at The Long Mede Windsor Road, Old Windsor.****1. Background**

- 1.1 An application has been received for an Occasional open air Public Entertainment Licence from Mr. Richard Gordon Baker of the National Trust to hold two musical concerts on the 24th and 25th July 2004 on the National Trust Property at Long Mede, adjacent to the Magna Carta Memorial. The concerts are to start at 7.30p.m. and finish at 10.30p.m.. On the Saturday the theme is 70's music and on the Sunday Classical, both events finishing with a firework finale.
- 1.2 A public Notice advertising this application has been displayed for 28 days prior to this meeting. It is believed that this is the first occasion an event has been held at this location.
- 1.3 The legislation enables the licence to be conditioned so as to ensure public safety and prevention of a nuisance.
- 1.4 The organiser is experienced in arranging this type of event else where in the country.
- 1.5 One complainant has written in to object to this event, and copies of the letters are attached at Annex '5'. The complainant lives on the opposite side of the river to the venue and the objection is based on the grounds that the music may produce a level of noise that the writer finds unacceptable. The complainant has been invited to attend this meeting to present the objection. If they do not attend the committee are asked to weigh the letters of objection accordingly.
- 1.6 Mr. Gordon-Baker (the applicant), has been given a draft copy of the proposed conditions and has raised no objections to them. A copy of those conditions is attached at Annex '6'. The committee is asked to note that a noise condition of 60 Db 15min Leq at the nearest noise sensitive location has been suggested. It is now requested that this be altered to 65DB for a 15min Leq at the riverbank on the side adjacent to the event ground. This will allow for the level to be lower at local residential properties. The national recommended level is for 65Db 15 min Leq at the nearest residential property. Amending this will enable noise measurements and control to be more easily managed. It is anticipated that during the afternoon, prior to the start of the event, a sound level test will be conducted to ensure the levels set are suitable.
- 1.7 A multi agency site meeting will be arranged in the month prior to the event taking place.

2 Consultations

- 2.1 The police have been apprised of this application and have made no observations.
- 2.2 The Community Fire Officer has been apprised and raised several point all of which have been addressed.

3 Options

- 3.1 To grant the Licence with the range of conditions suggested. This is the preferred option.
- 3.2 To refuse this application and specify the grounds for refusal. The applicant then has the right of appeal to the Magistrates Court within 21 days of this meeting.

Peter Groves
Senior Licensing Officer
March 2004

 THE NATIONAL TRUST

Runnymede

70's Concert

Saturday 24th July 2004

Classical Concert

Saturday 25th July 2004

SAFETY & EMERGENCY PLAN

Contents

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1. Introduction

This plan is for two concerts to be held on the Long Mede. A 70's Concert on Saturday 24th July and a classical concert on the 25th July 2004.

These concerts are organised by the Property Manager of Runnymede, Richard Jordan-Baker.

2. Site Construction

Will start on Wednesday 21st July and will comprise:

- 2.1 **Stage:** (see contact list for details). Mobile vehicle-based hydraulic stage (SS11-09(1)) will arrive on Thursday 24th July. This will only be handled by Starhire staff and will be powered with a generator supplied by Starhire.
- 2.2. **Sound platforms:** Platforms will be constructed either side of the stage. They will be 6' x 6' x 4' and will be provided by Starhire. They will be built on the morning of 24.07.04. The top platform will be planks supporting a single board and be able to support 600 lbs.
- 2.3 **Dance Floor:** A modular floor will be built by Portable Floor Makers Ltd on 23.07.04. This provides a non-slip, dance floor.
- 2.4 **Marquees:**

There will be seven marquees:

- (a) 'Green Room' marquee behind stage by Elegant Events Ltd (see contact list for details). 20' x 20' with matting and lighting provision powered from the stage.
- (b) Two mini-marquees 3m x 3.6m for ticket sales in main park by Carters Marquees. (see contact list for details)
- (c) One mini-marquee to house 'mixing' desk for sound erected by Caters Marquees.
- (d) Two 10x12 frame tents for shop, programme and raffle ticket sales.
- (e) One hospitality marquee (20' x 30') provided by Carters or Elegant Events.

2.5 Fencing.

- (a) Fencing: 150m of fencing to be erected on main park (see contact list for details). This will be erected on Friday 23.07.04 and struck on 26.07.04. This is to provide a barrier between audience and parking.

(b) A 'harras' type fence will be erected along the boundary of the site and the A308. This is for health and safety to keep people away from the road and to stop people entering the site from the road. It will be covered in black hessian at the top (east) half of the site to stop 'rubber necking' by passing motorists. The fence will be 'see through' bottom (west) end of the site so that exiting vehicles can see along the A308.

3. Stewards

The concerts will be stewarded by National Trust volunteers. They will be supervised by the Property Manager Richard Jordan-Baker. These stewards will ensure the safety of the property and the visitors. Each team will have a team leader. All these volunteers have experience of stewarding similar events at Basildon Park.

4. Gates Open

On all evenings the gates will open at 6.00pm and the concerts will begin at 7.30pm.

5. Traffic Control

Entrance and egress will be from the A308 at the entrance just east of the Magna Carta café. All entrance will be from the east. Vehicle approaching from the West will be diverted up to and round the Runnymede roundabout, back to the entrance. Surrey CC Highways will provide signage for this.

6. Car Parking

Car parking will be by Bradsons of Wincanton. They will manage the entire car parking on both evenings. Parking will be a safe distance from the audience and fireworks. Car parking will be free.

There must be no parking on any drives or verges. Orange badge holders will be parked in an area close to the arena. (see map attached)

The Long Mede will be mown with cuttings removed prior to the event to reduce risk of fire.

7. Admission

Admission is by ticket only with the majority of tickets being sold before the events. A certain amount of tickets will be available on the nights. Visitors will pass from the car park (on foot) towards the fence where they will either buy tickets or have their tickets checked. No ticket checking will take place between visitors entering the property and arriving in the car park.

8. Lavatories

There will be mobile blocks of lavatories positioned within the arena. These will be self contained units. (see contact list for details). These mobile lavatories will be manned by the supplier. Property staff will also monitor the efficiency and cleanliness of these facilities. There will also be a mobile lavatory for use by people with disabilities. There will also be a mobile lavatory for persons backstage.

9. Waste Disposal

Visitors will be invited to take their litter away with them. Remaining litter will be collected by NT staff on Sunday and Monday mornings. A skip for this remaining rubbish will be delivered on Monday 26th and removed on the 27th. There will be a skip permanently backstage.

10. First Aid

First Aid cover will be provided by the Red Cross. This will entail 1 x 2 wheel drive vehicle and 2 first aiders. There will also be NT first aiders on site. Any serious accidents must be reported to the Property Manager. The Red Cross will be in radio contact with the Property Manager.

11. Emergency Equipment

Fire extinguishers will be on hand in the 'Green Room' marquee, in the hospitality marquee as well as on the stage and at the sound and light controls.

12. Telephones for emergency use

The nearest telephones to the arena is in the kitchens of the cafe. This should only be used in an emergency. In an emergency the Property Manager has a mobile telephone.

13. Radio Communications

Radios are hired from London Communications with spare batteries plus chargers. These supplement radios already held on site.

Radios will be held by:

Property Manager - control
Car park
Head Warden
Assistant Warden x2
Red Cross

Backstage
Sound control
Pyrotechnics
Estate Office

14. Emergency Exits

In the event of an emergency the visitors will be moved away from the area of danger by the stewards. In an emergency, visitors will be discouraged from returning to their vehicles. The entrance / exit point will be stewarded and remain open and accessible the entire time.

15. Fire Brigade

The Property Manager has made the Fire Service aware of the events described.

16. Action in case of fire or other emergency within the Arena.

16.1 In the event of a fire, the fire brigade will be called immediately. The audience will be encouraged not to return to their cars so as not to block the entrance or the road. The audience will be asked to move away from the incident.

16.2 If fire breaks out within the concert arena:-

Staff and volunteers are instructed to:

Shout "FIRE !" and radio to, or send someone to raise the alarm and call the fire brigade.

Move everyone away from the vicinity of the fire.

Use a fire extinguisher, aiming at the seat of the fire.

If the fire is not out after using one extinguisher, get away themselves and ensure that the area is evacuated.

16.3 **Procedure for the emergency evacuation of the public.**

In the unlikely event of it becoming necessary to evacuate the public from the area in which the event is taking place:-

An announcement will be made from the stage.

N.T. staff will man the car park exit to ensure cars do not hinder incoming emergency services.

N.T. volunteers and staff will breach the temporary fence between the audience and the car park to enable people to move quickly into the car park.

NT staff and volunteers will ensure that the public move calmly away from the arena towards the woodland.

Every effort must be made to prevent the public returning to their cars since this is the main access for the Emergency Services.

It is essential that the public are reassured and remain calm.

No-one will be allowed to return to the affected area until authorisation has been Given by the Fire Brigade.

17. Security

Security of backstage and the memorials will be the responsibility of National Trust staff and volunteers. Stewarding will be carried out by staff and volunteers.

- 17.1 In the event that staff on site cannot deal with a scenario, the Police will be called.
- 17.2 Overnight security will be carried out by a volunteer. He will provide cover from 11.00pm to 8.00am 23th to 24th and 24th to 25th July.

18. Sound and Light

Sound is provided by David Brown Audio (see contact list for details) powered by 63amp single phase supply from the stage supply. All equipment to be checked prior to concerts by qualified electrician.

Light is controlled by Starhire (see contact list for details). It is powered by 2 of the 3 phase 63A supply from the stage. All equipment to be inspected prior to concerts by a qualified electrician.

Car Park lighting is by mobile floodlight towers, 4 in number hired from Speedy Hire – Reading. (see contractors list)

Arena emergency lighting is powered by independent generator supply on standby. These lights will be erected on the temporary fenceline by an NIC approved electrician.

All contractors are NIC approved. All temporary installations will have a Temporary Installation Certificate.

19. Fireworks

Provided by Alan Hilary Events Ltd. (see contact list for details) all at a sufficiently safe distance from visitors and their vehicles. (75 metres i.e. 3x the legal requirement).

LIST OF CONTRACTORS

1. FENCING

Fencehire Ltd
Aldershot

Tel: 01252 310036

- portable fencing

2. FIREWORKS

Alan Hilary Events Ltd
11th Avenue North
Team Valley
Gateshead NE11 0J7

Tel: 0191 4873542

3. FIRST AID

Red Cross
Petersfield

4. LAVATORIES

John Anderson Hire Ltd
St Albans
Hertfordshire

Tel: 01727 822485

- portable lavatories for public, performers and disabled

5. LIGHTING

Speedy Hire - Reading

- mobile lighting towers

6. MARQUEES

Elegant Events
Watlington OX9 5WB

Tel: 01491 612369

Carters
Reading

Tel: 01189575589

7. SECURITY

Mr I Judd - Long Close, Streatly Hill, RG89RB

8. SOUND EQUIPMENT

David Brown of DB Audio

Orizaba Lodge

Walkers Lane

Ruardean

Gloucestershire GK17 9XW

Tel: 01594 543604

- equipment list attached

9. STAGE, LIGHTING & POWER

Starhire

Milton Road

Thurleigh

Bedford MK44 2DG

Tel: 01234 772233

- equipment list attached.

10. DANCEFLOOR

Portable Floormakers

Redshill Marina

Radcliffe on Soar

Nottingham

NG11 OEB

Tel. 01509673753

- dance floor hire

11. ELECTRICAL CONTRACTORS

Jackson Electrical

Oxford

Tel. 01865 842903

12. CAR PARKING

Bradsons of Wincanton

Tel. 08450 633500



ZURICH MUNICIPAL

Certificate of Employers' Liability Insurance(a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policyholder employs persons covered by the policy)

Policy Number QLA-22QD45-0013

1. Name of policyholder. The National Trust, The Industrial Trust Ltd, National Trust (Enterprises) Ltd and Rothschild waddesdon Ltd
2. Date of commencement of insurance policy. 01 March 2004
3. Date of expiry of insurance policy. 28 February 2005

We hereby certify that subject to paragraph 2:-

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b); and
2. (a) the minimum amount of cover provided by this policy is no less than £5 million(c).

Signed on behalf of Zurich Insurance Company (Authorised Insurer)

Signature

Note:

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See Regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

Zurich Municipal is a member of the General Insurance Standards Council and the Financial Ombudsman Service. Zurich Municipal is a trading name of Zurich Insurance Company a limited company incorporated in Switzerland. Registered in the canton of Zurich No 3740 620 01 UK branch registered in England No BR196. UK registered office: Zurich House, Stanhope Road, Portsmouth, Hampshire, PO1 1DU.



RUNNYMEDE BOROUGH COUNCIL

CIVIC OFFICES
STATION ROAD
ADDLESTONE
SURREY
KT15 2AH

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982 PUBLIC ENTERTAINMENT LICENCE REGULATIONS

GUIDANCE NOTES

1. GENERAL:

- 1.1 The Local Government (Miscellaneous Provisions) Act 1982 empowers local authorities to licence various public entertainments and events. The activities to be regulated by virtue of this and other legislation include public music and dancing, other similar entertainments, film exhibitions and any public contest, exhibition or display of boxing, wrestling, judo, karate and any similar sport.
- 1.2 Accordingly, with effect from 1 January 1983 this Council became the Licensing Authority for public entertainments within the Borough of Runnymede. The Council adopted revised regulations on 15 July 1992 and applications shall be heard and determined in accordance with them.
- 1.3 At any meeting other than at the Annual Licensing Meeting, the appropriate Sub-Committee may grant intermediate licences for the use of premises for music and dancing, boxing or wrestling entertainments, etc., as the case may be, on weekdays except Good Friday, during the remainder of the current licensing year.
- 1.4 Regulation 2.21 gives the right to the Police and any members of the public being in the vicinity of the premises for which an application for a licence is made to raise an objection and to be heard by the Sub-Committee and to call witnesses who shall be subject to cross-examination and re-examination.
- 1.5 The meetings of the Sub-Committee shall be open to the public except in respect of exempt or confidential matters in accordance with the provisions of the Local Government (Access to Information) Act 1985.

2. PROCEDURE:

2.1 To accord with the Regulations and Conditions the order of hearing for applications for licences where objections have been received shall be as follows: -

1. The Applicant, or his accredited representative, shall state the grounds of the application and give evidence. Witnesses may be called in support thereof.
2. The Proper Officer's report shall be received and witnesses may be called.
3. The Objector(s), or their accredited representative, shall state the grounds for objection and give evidence. Witnesses may be called in support thereof.
4. The Proper Officer may comment on evidence given by the Applicant and Objector(s).
5. The Objector(s) and Applicant will be invited to make a closing statement.
6. The Sub-Committee will then consider its decision and may retire to deliberate in private in respect of exempt and confidential matters as provided for by the Local Government (Access to Information) Act 1985, after which the hearing will be resumed and the decision communicated to the parties concerned.

2.2 At each stage in the proceedings prior to the Proper Officer's final comments, the Applicant, Objector(s), Proper Officer and witnesses may be subject to cross examination from the Objector(s) or Applicant, as appropriate, and questions from the Sub-Committee.

3. APPEALS AGAINST THE REFUSAL OF AN APPLICATION:

3.1 An Applicant for an entertainment licence in respect of any place, whose application is refused, may at any time before the expiration of the period of 21 days beginning with the date of which he/she is notified of the refusal, appeal to the Magistrates' Court. An appeal against the decision of a Magistrates' Court may be brought to the Crown Court.

**RUNNYMEDE COTTAGE
MAGNA CARTA LANE
WRAYSBURY
BERKS TW19 5AF**

3 March 2004

The Environmental Health Officer
Runnymede Borough Council
Civic Offices
Station Road
Addlestone CT15 2AH

3 MAR 2004
CIVIC OFFICES

Dear Sirs,

RE RUNNYMEDE CONCERTS


We reside on the north side of the river facing Runnymede and are concerned that your Council have apparently given permission for concerts this summer notwithstanding that they will disturb ourselves and our neighbours

I have been told by Mr Jordan-Baker of the National Trust that they need a Public Entertainment Licence which your Council have granted

Can you please let me know what consideration you have given to ourselves and our neighbours who will be disturbed

Please also let me know whether you have liaised with the Environmental Health Officer of Windsor and Maidenhead

Yours faithfully,


MRS JH LAWSON

Please contact Mr. P. Groves

Direct line: 01932 425522

Email: peter.groves@runnymede.gov.uk

Date: 4TH march 2004

Dear Mrs Lawson

Re: Concerts at Runnymede 24-25th July 2004

I am currently considering the application by The National Trust for a Public Entertainment Licence to hold the above event. I note your letter of 3rd March raising concerns over the disturbance it may cause.

There are several factors I have to take into account when considering such an application. One such consideration is the likely effect of nuisance being caused by the volume of the music played. If a license is to be granted then conditions would be placed upon it to ensure that nuisance from such a source should not occur. That is not to say the music will not be heard but it would be of such a level so as not to cause a nuisance to you and your neighbours. Another consideration is the social and financial benefits to be derived from this event by a large number of people attending.

The noise levels that would be permitted would, in my view, not cause a nuisance in the area you reside and I have therefore not been in contact with Environmental Health at Windsor and Maidenhead, although if the event is to go ahead out of courtesy I will inform them.

Should you feel strongly that this event should not be permitted to continue, despite my reassurances, then I would invite you to attend the committee hearing on the evening of Thursday 8th April where you will be given the opportunity to express these concerns to the committee thus allowing them to make an informed decision. If you do so wish to attend please could you let me know by Thursday March 11th.

Yours sincerely,

Peter Groves
Senior Licensing Officer

**RUNNYMEDE COTTAGE
MAGNA CARTA LANE
WRAYSBURY
BERKS TW19 5AF**

11 March 2004

Peter Groves Esq
Senior Licensing Officer
Runnymede Borough Council
Technical Services Department
Civic Offices
Station Road
Addlestone
Surrey KT15 2AH

12 March 2004
TEL

Dear Mr Groves,

RE CONCERTS AT RUNNYMEDE - 24TH-25TH JULY 2004

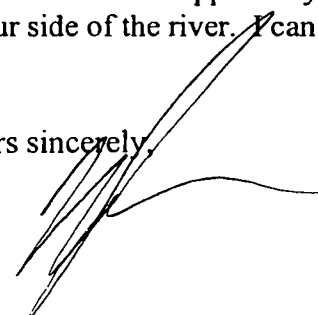
I refer to the correspondence that you have had with my Wife, and in particular your last letter to her dated 4th March

Please clarify what you mean by the social and financial benefits to be derived from the event. Please also explain why you consider that these override the rights of residents

You say that the noise levels would not cause a nuisance. Please explain how you arrive at this conclusion. Has there been a trial run? Why is it necessary for the event to take place at Runnymede when the National Trust own a large number of properties which are equally suitable and where there will be no nuisance caused to residents?

It does not seem possible at the moment that either my Wife or myself can be at the Committee Hearing on the 8th April. Can you please let me know what evidence you will be putting before the Committee in support of your contentions that there will be no nuisance caused to residents on our side of the river. I can then make written representations

Yours sincerely,



MICHAEL H LAWSON

Conditions for National Trust Concerts 24th –25th July 2004

1. The period of this licence shall be for the duration of the Licensee's occupation of The Long Mede, Windsor Road, Old Windsor
2. Public entertainment shall be limited to the following hours:

Saturday, 24 July 2004	18:00 to 22:30
Sunday 25 July 2004	18:00 to 22:30

Safety Arrangements

3. The Licensee shall have a primary and continuing obligation and responsibility to ensure the health and safety of all persons on the licensed site and shall take all necessary precautions to fulfil that obligation.
4. The Licensee shall be conversant with the publication HSG195 produced by the Health and Safety Executive entitled 'The Event Safety Guide'. The Licensee shall at all times, follow the guidance detailed therein unless subject to more specific requirements imposed by this Licence or imposed by virtue of any other enactment.
5. The Licensee should produce a written safety policy for the event detailing the organisation and individual levels of responsibility at the event. A copy of the policy must be forwarded to the Licensing Authority at least 28 days prior to the event.
6. The Licensee shall prepare a written risk assessment for the event in accordance with the Management of Health and Safety at Work Regulations 1999. The assessment must include venue design, structures, audience profile and capacity, duration, first aid, toilets, food, refuse, water, fire precautions, vehicle movements, special effects and access and exits. Assessments must be kept on site and be made available for inspection by officers of the licensing authority.
7. The Licensee shall ensure that all fences and emergency access points and all on site access roads have the prior written approval of the emergency services (Police, Fire, Ambulance), and must maintain the same during the event.
8. The licensee shall ensure that arrangements for fire safety meet with the approval of the Fire Authority. A separate fire risk assessment must be undertaken and forwarded to the licensing authority and the Chief Fire Officer at least 28 days prior to the event.

Attendance

9. The total attendance shall not exceed 3500 persons at any one time.

Fresh water

10. A constant, and potable supply of drinking water shall be provided and maintained to all areas of the site.

Sanitary arrangements

11. The Minimum Sanitary accommodation should be provided as follows assuming a 50:50 ratio of males to females.
- 1 toilet per 120 females
 - 1 toilet per 600 males plus 1 urinal per 150 males
- Additionally a self-contained sanitary convenience to be provided for use by disabled persons.
12. At least one wash hand basin shall be provided for every five sanitary conveniences. For this purpose each individual urinal bowl, or where slab urinals are used, each 600 mm length, is classed as one sanitary convenience.
- 12a. Each wash hand basin shall be provided with bacterial soap or antiseptic wipes where hot water is not provided. Suitable drying facilities must be available. If paper towels are provided, arrangements must be made for their regular disposal.

Waste management

13. A waste management plan shall be produced detailing the methods of collection, control and disposal of site waste. All waste must be collected by a registered waste carrier, and shall under no circumstances be disposed of on site.

Electricity

14. Electrical services are to be provided on site and maintained by qualified and competent persons only. Trailing cables in public areas are to be dug in to ensure safety and to prevent obstruction tripping hazards.
- 14a. An electrical safety inspection certificate must be kept on site and be made available for inspection.
15. All electrically amplified music on the site shall be limited to the hours between 18.0 and 22.45 on Saturday 24th July, and between 18.00 and 22.45hrs on Sunday 25th July.

Noise Control

16. A noise propagation test (sound check) shall be undertaken prior to the start of the event in order to set appropriate control limits at the sound mixing desk position.
17. The control limits set at the mixer position shall be adequate to ensure that the Music Noise Level (MNL) shall not at the nearest noise sensitive premises exceed 60dB(A) over a 15 minute period during the permitted performance hours.

Food Safety

18. All food traders associated with the event shall be registered in accordance with the Food Safety Act 1990.

Medical/First Aid Provision

A minimum of 1 ambulance 2 ambulance personnel shall be maintained throughout the event.