

NOTICE IS HEREBY GIVEN that a hearing of the **LICENSING SUB-COMMITTEE** will be held in the **CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **TUESDAY, 7 AUGUST 2018** at **10:00 AM** and you are requested to attend for the transaction of the following business:-

A G E N D A

ITEM LED BY

APOLOGIES

1. ELECTION OF CHAIRMAN	
2. MEMBERS INTERESTS To receive from Members declarations as to disclosable and other interests in relation to any Agenda Item.	Chairman.
3. INTRODUCTION	Chairman.
4. LICENSING SUB COMMITTEE PROCEDURE (Pages 5 - 10)	Chairman.
5. REGATTA MEADOW, CROSSHALL ROAD, ST NEOTS (Pages 11 - 80) To consider an application for a time limited premises licence under Section 18 (3) (a) of the Licensing Act made by the following – Applicant: Inland Waterways Association Premises: Regatta Meadow, Crosshall Road, St Neots The Application is for the purposes of the Inland Waterways Association Festival of Water.	S Mardon 387063
6. EXCLUSION OF PRESS AND PUBLIC To resolve – to exclude the press and the public from the hearing during the determination of the application.	
7. DETERMINATION To determine the application referred to in Agenda Item 5.	Chairman.

Dated this 20th day of July 2018



Head of Paid Service

Notes

1. Disclosable Pecuniary Interests

(1) *Members are required to declare any disclosable pecuniary interests and unless you have obtained dispensation, cannot discuss or vote on the matter at the meeting and must also leave the room whilst the matter is being debated or voted on.*

(2) *A Member has a disclosable pecuniary interest if it -*

(a) relates to you, or

(b) is an interest of -

(i) your spouse or civil partner; or

(ii) a person with whom you are living as husband and wife; or

(iii) a person with whom you are living as if you were civil partners

and you are aware that the other person has the interest.

(3) *Disclosable pecuniary interests includes -*

(a) any employment or profession carried out for profit or gain;

(b) any financial benefit received by the Member in respect of expenses incurred carrying out his or her duties as a Member (except from the Council);

(c) any current contracts with the Council;

(d) any beneficial interest in land/property within the Council's area;

(e) any licence for a month or longer to occupy land in the Council's area;

(f) any tenancy where the Council is landlord and the Member (or person in (2)(b) above) has a beneficial interest; or

(g) a beneficial interest (above the specified level) in the shares of any body which has a place of business or land in the Council's area.

Other Interests

(4) *If a Member has a non-disclosable pecuniary interest or a non-pecuniary interest then you are required to declare that interest, but may remain to discuss and vote.*

(5) *A Member has a non-disclosable pecuniary interest or a non-pecuniary interest where -*

(a) a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or

(b) it relates to or is likely to affect any of the descriptions referred to above, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association

and that interest is not a disclosable pecuniary interest.

2. Filming, Photography and Recording at Council Meetings

The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening at meetings. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and available via the following link - [filming, photography-and-recording-at-council-meetings.pdf](#) or on request from the Democratic Services Team. The Council understands that some members of the public attending its meetings may not wish to be filmed. The Chairman of the meeting will facilitate this preference by ensuring that any such request not to be recorded is respected.

Please contact Mrs C Bulman, Democratic Services Officer on Tel No. 01480 388169/e email: Democratic.Services@huntingdonshire.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Committee/Panel.

Specific enquiries with regard to items on the Agenda should be directed towards the Contact Officer.

Members of the public are welcome to attend this meeting as observers except during consideration of confidential or exempt items of business.

Agenda and enclosures can be viewed on the District Council's website – www.huntingdonshire.gov.uk (*under Councils and Democracy*).

If you would like a translation of Agenda/Minutes/Reports or would like a large text version or an audio version please contact the Elections & Democratic Services Manager and we will try to accommodate your needs.

Emergency Procedure

In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit.

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HUNTINGDONSHIRE DISTRICT COUNCIL

LICENSING SUB-COMMITTEE PROCEDURE

1. Introduction

- 1.1 The following proceedings apply to the licensing sub-committees established by the Licensing Committee of the Huntingdonshire District Council acting as the Licensing Authority.

2. Membership

- 2.1 Each licensing sub-committee shall comprise three Members appointed by the Licensing Committee from amongst its membership. A sub-committee shall elect a Chairman from amongst its members at each meeting, for the purpose of that hearing or meeting.
- 2.2 The quorum for hearings and meetings of a sub-committee shall be three members.
- 2.3 Members shall endeavour to be present throughout an individual hearing by a sub-committee. If a member of a sub-committee is required to leave a hearing temporarily, the Chairman shall adjourn the hearing for the duration of the period whilst that member is unavailable. Any member who is absent from a hearing for any reason whilst that hearing is taking place shall be precluded from commencing or continuing to take part in the matter under debate upon his arrival/return and from voting upon the matter at the conclusion of that item of business.
- 2.4 Where the Sub-Committee undertakes a site visit prior to a hearing, a member shall be precluded from taking part in the hearing if he has not attended that site visit.
- 2.5 A member will not take part in a hearing or meeting at which a matter is being discussed which relates to a premises licence, club premises certificate, temporary events notice or personal licence where either the premises or the person is resident in the ward which he represents.

3. Notice of Hearings

- 3.1 Upon the date of a hearing of a sub-committee being arranged, notice shall be given to the parties to the hearing in accordance with the requirements of the Hearings Regulations. For the purposes of this procedure, a party is defined as an applicant for a licence or certificate, a person who has given a temporary events notice, a responsible authority or a person or business that has submitted relevant representations in respect of an application or applied for a review of a licence or certificate and, in certain additional instances, the Chief Officer of Police.
- 3.2 The notice of the hearing shall be accompanied by a copy of this procedure which sets out
- the right of attendance at a hearing by a party and the right to submit representations etc.

- the consequences if a party does not attend or is not represented at a hearing
 - the procedure to be followed at the hearing
- 3.3 The notice of the hearing will also be accompanied by copies of the documents required by the Hearings Regulations and any particular points upon which the Sub-Committee considers that it will want clarification from a party at the hearing.
- 3.4 Where a hearing is to be held on more than one day, the hearing will be arranged so that it takes place on consecutive working days.

4. Action Following Receipt of Notice of Hearing

- 4.1 Upon receipt of a notice of a hearing, a party is required to give notice to the licensing authority whether
- he intends to attend or be represented at the hearing,
 - he wishes to request permission for any other person to appear at the hearing, accompanied by the name of the person and a brief description of the point(s) to be made by the person, and
 - he considers the hearing to be necessary.
- 4.2 A party should notify the licensing authority within the following timescales-
- 1 working day of the hearing in the case of a cancellation of an interim authority notice following police objections or a counter notice following police objection to a temporary events notice;
 - 2 working days of the hearing in the case of a review of a premises licence following a closure order or the conversion of an existing licence or club premises certificate or an application by the holder of a justices' licence for a personal licence; or
 - 5 working days of the hearing in all other cases.
- 4.3 Notice may be given to licensing authority by electronic means to the address democratic.services@huntingdonshire.gov.uk but upon sending the notice by this means, a party must also give the notice to the licensing authority in writing.
- 4.4 A sub-committee may dispense with the holding of a hearing if all of the parties have given notice that they consider a hearing to be unnecessary. Where the parties have agreed that a hearing is unnecessary in such circumstances, the Council shall give notice to the parties that the hearing has been dispensed with.
- 4.5 Where a hearing has been dispensed with, the matter which was to have been the subject of the hearing shall be determined at a meeting of the Sub-Committee.

5. Withdrawal of Representations

- 5.1 A party may give notice to the licensing authority no later than 24 hours before the commencement of the hearing that he wishes to withdraw his representations or he may do so orally at the hearing.

6. Extension of Time

- 6.1 The Sub-Committee may extend any of the time limits specified in this procedure where it considers it necessary to do so in the public interest and shall give notice of the extension of time and the reason for it to the parties to the hearing.
- 6.2 The Sub-Committee may adjourn the hearing or arrange for it to be held on specified additional days, where it considers this to be necessary to consider any representations made by a party. The parties to the hearing will be notified of the adjournment or rearrangement.
- 6.3 In considering any extension of time or adjournment, the Sub-Committee will not exercise its powers so that an application is deemed as granted or rejected in accordance with the transitional arrangements specified in the Act.

7. The Hearing

- 7.1 The Sub-Committee may exclude the public from all or part of a hearing where it considers that the public interest in so doing outweighs the public interest in the hearing or that part of the hearing taking place in public. The Sub-Committee will normally resolve to exclude the public from that part of the hearing during which the Sub-Committee determines the matter which is the subject of the hearing.
- 7.2 Subject to the above, a party may attend the hearing and may be assisted or represented by any person whether or not that person is legally qualified
- 7.3 At the commencement of the hearing, the Chairman shall introduce the members of the Sub-Committee and any officers in attendance to support the Sub-Committee and shall ask the parties and any persons accompanying them to state their names and addresses or who they represent. The Chairman shall explain to the parties present that the hearing is subject to this procedure, copies of which will have been distributed to the parties with the notice of the hearing, and shall enquire of the persons present whether there are any questions of clarity or explanation about its contents.
- 7.4 The Sub-Committee shall consider any request from another person to appear at the hearing of which notice has been given but such permission shall not be unreasonably withheld.

Procedure in all cases other than an application for a review of a premises licence or a club premises certificate or convictions coming to light after the grant or renewal of a personal licence

- 7.5 The Licensing Officer will present the application. The Chairman will then invite the applicant or his representative to address the Sub-Committee on his application, to respond to any point(s) upon which notice has been given that clarification is required by the licensing authority and to call any person(s) to whom permission has been granted to appear in support of his application.

The applicant will be allowed a maximum period of time of twenty minutes in which to address the Sub-Committee and call persons on his behalf.

- 7.6 The applicant or his representative or any person called on his behalf may then be asked any questions upon their presentation by any member of the Sub-Committee or by any of the other parties present at the hearing or their representatives.
- 7.7 The Chairman will then invite each of the parties at the hearing or their representative sequentially to address the Sub-Committee and call any person(s) to whom permission has been granted to appear. Each party will be allowed a maximum period of time of twenty minutes in which to address the Sub-Committee and call persons on his behalf. The sequence in which each of the parties will be invited to address the Sub-Committee will be at the discretion of the Chairman but will normally be in the order of the Chief Officer of Police, the Fire Authority, the health and safety at work enforcing authority, the local planning authority, the local environmental health authority, the local weights and measures authority, the authority responsible for the protection of children from harm, a navigation or other authority responsible for waterways and any other party that has submitted representations in respect of the application, certificate, notice or other matter appearing before the Sub-Committee.
- 7.8 The party or his representative or any of his witnesses may be asked any questions upon their presentation by any member of the Sub-Committee or by the applicant or his representative or any of the other parties present at the hearing or their representatives.
- 7.9 Where relevant written representations have been received and the party submitting those representations has given notice of his intention not to attend the hearing, the parties present will be invited by the Chairman to indicate whether they wish to comment on the representations submitted. The Sub-Committee may take into account documentary or other evidence submitted by a party either in support of their application, notice or representations either before the hearing or, with the consent of all of the other parties present, at the hearing.
- 7.10 Where appropriate, the Chairman shall remind the parties that their representations should be relevant to the licensing objectives of the prevention of crime and disorder, public safety, the prevention of public nuisance and the protection of children from harm. The Sub-Committee shall disregard any information given by a party or person permitted to appear which is not relevant to their application, notice or representations or to the licensing objectives. If, in his opinion, the Chairman feels that the representations being made are not relevant, he may, after first reminding the party of the need for relevance, advise the party that he will no longer be heard. Where in the opinion of the chairman, a party is being repetitious, vexatious or slanderous in his remarks, the Chairman may first warn the party and may then advise the party that he will no longer be heard. The ruling of the Chairman shall be final in such circumstances.
- 7.11 The Chairman may require any person who in his opinion is behaving in a disruptive manner at a hearing to leave the hearing and may refuse to permit that person to return or to return only upon complying with such conditions as the Chairman may specify. However any such person may submit any

evidence in writing that they proposed to give orally, provided that they do so before the end of the hearing.

- 7.12 After each party has addressed the Sub-Committee and after comments have been invited on written representations, the applicant or his representative will be invited by the Chairman to sum up his application for a time not exceeding two minutes but without introducing any new evidence to the proceedings.

Procedure in cases relating to an application for a review of a premises licence or a club premises certificate or convictions coming to light after the grant or renewal of a personal licence

- 7.13 In the case of such hearings, the above procedure shall be followed with the exception that the applicant for a review of a premises licence or a club premises certificate or the chief officer of police in the case of an objection notice where convictions have come light after the grant or renewal of a personal licence will be invited to address the Sub-Committee first and to call any person(s) to whom permission has been granted to appear.
- 7.14 After any questions have been dealt with the holder of the licence or certificate will be invited to address the Sub-Committee and to call any person(s) to whom permission has been granted to appear.
- 7.15 There shall be no right of reply for the applicant for a review of the licence or certificate or for the Chief Officer of Police.

8. Determination of Applications

- 8.1 At the conclusion of the hearing, the Sub-Committee will determine the application in accordance with the timescales specified in the Hearings Regulations but, in any event, will endeavour to do so as soon as practicable after the hearing has concluded.
- 8.2 Where a hearing has been dispensed with in accordance with paragraph 4.2 above, the application will be determined by the Sub-Committee within 10 working days of notice having been given to the parties that the hearing has been dispensed with.
- 8.3 The Licensing Authority will notify the applicant and parties of its decision forthwith upon the making of the decision.
- 8.4 A record shall be taken of the hearing by the licensing authority which shall be retained for six years after the date of the determination of the hearing or the disposal of an appeal against the determination.

9. Meetings of the Sub-Committee

- 9.1 Any meetings of the Sub-Committee, other than hearings described above, shall be subject to the proceedings adopted by the Licensing Committee for the conduct of its own business except where otherwise stated above.

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LICENSING SUB-COMMITTEE

7 AUGUST 2018

**LICENSING ACT 2003
APPLICATION FOR A NEW PREMISES LICENCE
REGATTA MEADOW, CROSSHALL ROAD, ST NEOTS
(Report by Head of Community)**

1. INTRODUCTION

1.1 This application is made by the Inland Waterways Association, to Licence the Regatta Meadow for a temporary period for their Festival Of Water event between Thursday 23rd and Tuesday 28th August 2018, with Licensable Activities taking place on the Friday, Saturday, Sunday and Monday only.

1.2 The application seeks to allow the following:

- A. Provision of Live Music (indoors & outdoors)
Friday 18:00 to 23:00, Saturday, Sunday & Monday 10:00 to 23:00
- B. Provision of Recorded Music (indoors & outdoors)
Friday 18:00 to 23:00, Saturday, Sunday & Monday 10:00 to 23:00
- C. Provision of Performance of Dance (indoors & outdoors)
Saturday, Sunday & Monday, 10:00 to 18:00
- D. Supply of alcohol (on & off the premises)
Friday 18:00 to 23:00, Saturday, Sunday & Monday 11:00 to 23:00
- E. Hours premises are open to the public
Friday 18:00 to 23:30, Saturday, Sunday & Monday 09:00 to 23:30

Note: 'Indoors' is also considered as 'a moveable structure' such as a marquee.

1.3 A copy of the application and plan are attached as Appendix A. Also attached at Appendix B is the Event Safety Plan which was submitted with the application.

2. GENERAL DUTY/ POLICY CONSIDERATIONS

2.1 The Sub-Committee is reminded that the licensing authority must carry out its functions under the Act with a view to promoting the licensing objectives which are –

- (a) the prevention of crime and disorder,
- (b) public safety,
- (c) the prevention of public nuisance, and
- (d) the protection of children from harm.

2.2 The licensing authority must also have regard to –

- (a) its statement of licensing policy, and

- (b) any statutory guidance issued under Section 182 of the Licensing Act 2003.

3. BACKGROUND

- 3.1 The Premises is a public open space owned by St Neots Town Council and has been used many times in the past as a venue for community events.

4. LICENSING OBJECTIVES ADDRESSED BY THE APPLICANT

- 4.1 The operating schedule submitted by the applicant in Section 18 of the application addresses the four licensing objectives. Paragraphs 8.38-8.46 and Section 10 of the government guidance refer to the operating schedule and licence conditions. Any proposals made in this section are normally translated directly into conditions that will be attached to the premises licence.

5. REPRESENTATIONS

- 5.1 During the period for the receipt of representations, no representations were received from the Responsible Authorities. One representation was received by the licensing authority from 'other persons'. The representation has been attached in its entirety as Appendix C. Not all matters raised within the representation may be relevant matters for consideration under the Licensing Act 2003.

Some mediation has taken place via email and telephone, the relevant correspondence can be seen at Appendix D.

- 5.2 A person who has submitted a relevant representation is entitled to address the Licensing Sub-Committee at the hearing and ask questions of any other party appearing at the hearing.

6. ACTION BY THE LICENSING AUTHORITY

- 6.1 The Licensing Authority has a duty under the Licensing Act 2003 by promoting the Licensing Objectives. Each objective has equal importance. In carrying out its licensing functions, the Licensing Authority must also have regard to its Statement of Licensing Policy, any Statutory Guidance under the Licensing Act 2003 and is bound by the Human Rights Act 1988. The Council must also fulfil its obligations under Section 17 of the Crime and Disorder Act 1998 to do all that it reasonably can to prevent crime and disorder in its district.

7. OPTIONS

- 7.1 Having regard to the representations and supporting documentation contained and attached to this report and any other information presented at the hearing, the Licensing Sub-Committee must take such steps as it considers appropriate for the promotion of the licensing objectives. The steps are to grant the licence subject to conditions, modified as necessary, to exclude a licensable activity, or to reject the application. Conditions are modified if they are altered, omitted or any new condition added (Licensing Act 2003 section 18(4) & (5)).

8. RECOMMENDATION

8.1 That Members determine the application on its individual merits.

BACKGROUND INFORMATION

Licensing Act 2003.

Guidance issued under section 182 of the Licensing Act 2003.

The Council's Statement of Licensing Policy.

Contact Officer: Sarah Mardon, Licensing Officer
☎ 01480 387075

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Huntingdonshire
Application for a premises licence
Licensing Act 2003

For help contact
licensing@huntingdonshire.gov.uk
 Telephone: 01480 387075

* required information

Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference This is the unique reference for this application generated by the system.

Your reference You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

- Yes No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

* Family name

* E-mail

Main telephone number Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

- Applying as a business or organisation, including as a sole trader
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is your business registered in the UK with Companies House? Yes No

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name

If your business is registered, use its registered name.

VAT number

Put "none" if you are not registered for VAT.

Legal status

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 21

PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 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.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

- Address OS map reference Description

Address Description

Further Details

Telephone number

Non-domestic rateable value of premises (£)

Section 3 of 21**APPLICATION DETAILS**

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company / limited liability partnership
- A partnership (other than limited liability)
- An unincorporated association
- Other (for example a statutory corporation)
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales

Section 4 of 21**NON INDIVIDUAL APPLICANTS**

Provide name and registered address of applicant in full. Where appropriate give any registered number. In the case of a partnership or other joint venture (other than a body corporate), give the name and address of each party concerned.

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

Continued from previous page...

Address

Building number or name	<input type="text" value="Island House"/>
Street	<input type="text" value="Moor Road"/>
District	<input type="text"/>
City or town	<input type="text" value="Chesham"/>
County or administrative area	<input type="text" value="Buckinghamshire"/>
Postcode	<input type="text" value="HP5 1WA"/>
Country	<input type="text" value="United Kingdom"/>

Contact Details

E-mail	<input type="text" value="iwa@waterways.org.uk"/>
Telephone number	<input type="text" value="01494 783453"/>
Other telephone number	<input type="text"/>
* Date of birth	<input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/> dd mm yyyy
* Nationality	<input type="text"/> Documents that demonstrate entitlement to work in the UK

Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start?	<input type="text" value="23"/> / <input type="text" value="08"/> / <input type="text" value="2018"/> dd mm yyyy
---	---

If you wish the licence to be valid only for a limited period, when do you want it to end	<input type="text" value="28"/> / <input type="text" value="08"/> / <input type="text" value="2018"/> dd mm yyyy
---	---

Provide a general description of 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.

Beer tent on Regatta Meadow and adjacent entertainment marquee. Alcohol for consumption on Regatta Meadow only.

Continued from previous page...

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

Section 6 of 21

PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

- Yes No

Section 7 of 21

PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

- Yes No

Section 8 of 21

PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

- Yes No

Section 9 of 21

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

- Yes No

Section 10 of 21

PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

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.

Continued from previous page...

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of live music take place indoors or outdoors or both?

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

- Indoors
- Outdoors
- Both

State 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.

Outdoor performances will not be amplified, and indoor performances usually will be.

Music will be indoors only (inside the marquee) during the evening sessions.

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

N/A

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Continued from previous page...

Section 11 of 21

PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the playing of recorded music take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other
structure tick as appropriate. Indoors may
include a tent.

State 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.

Music will be indoors only (inside the marquee) during the evening sessions.

Continued from previous page...

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

- Yes
- No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

Continued from previous page...

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of dance take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

Dance acts mainly on stage inside the marquee.

State any seasonal variations for the performance of dance

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the performance of dance at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 13 of 21

PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

- Yes No

Section 14 of 21

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

- Yes No

Section 15 of 21

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

- Yes
- No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

- On the premises
- Off the premises
- Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Alcohol might be sold from exhibitor stands in sealed containers for home consumption. Exhibitor stands will obtain a TEN

Continued from previous page...

to sell alcohol.
Alcohol purchased in our bar will not be allowed off the premises.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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

Name

First name
Family name
Date of birth / /
 dd mm yyyy

Enter the contact's address

Building number or name
Street
District
City or town
County or administrative area
Postcode
Country
Personal Licence number (if known)
Issuing licensing authority (if known)

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Continued from previous page...

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

Section 16 of 21

ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

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 etc gambling machines etc.

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

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.

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start

End

Start

End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 18 of 21

LICENSING OBJECTIVES

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

We will have discussions with the police and the local authority to ensure that we do not cause a nuisance. We intend to engage with the local residents to prevent any potential anti -social behaviour arising from our event.

b) The prevention of crime and disorder

The event will be policed by a professional security provider, backed up by Duty Incident Officers, Emergency Control Officers and volunteer stewards.

Sale of alcohol, - underage sales. We will have measures in place to check ID's, an age verification policy such as Challenge 25. Procedures should a refusal be made to any persons intoxicated such as a refusal log, and these are referred to in the Event Safety Plan risk assessment

c) Public safety

We will have in place very thorough risk assessments included in the Event Safety Guide.

All normal steps will be taken to ensure that our event does not give rise to any public safety issues. Throughout the event there will be a Duty Incident Officer responsible for managing any emergencies and other incidents such lost persons and a Safety Officer responsible for safety issues generally. We will have a PA system on site, and members of the management team will be in radio contact.

Continued from previous page...

d) The prevention of public nuisance

A professional security provider will be on site 24/7 throughout the event, backed up by Duty Incident Officers and volunteer stewards.

Sale of alcohol, - underage sales. We will have measures in place to check ID's, an age verification policy such as Challenge 25. Procedures should a refusal be made to any persons intoxicated such as a refusal log, and these are referred to in the Event Safety Plan risk assessment

e) The protection of children from harm

Security staff, volunteer stewards and the management team will be briefed to be aware of unaccompanied children and to reunite them with parents or carers.

A detailed procedure for dealing with "lost child" incidents will be in place.

Sale of alcohol, - underage sales. We will have measures in place to check ID's, an age verification policy such as Challenge 25. Procedures should a refusal be made to any persons intoxicated, such as a refusal log, and these are referred to in the Event Safety Plan risk assessment

Section 19 of 21

NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

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

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

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

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

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

Documents which demonstrate entitlement to work in the UK

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

Continued from previous page...

- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

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

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

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

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

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

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NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

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:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o 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.
 - o 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.
 - o 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.
 - o 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:
 - o 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.
 - o 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.
 - o 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.

Continued from previous page...

- 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:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o 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;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o 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.

Section 21 of 21

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00*

Band E - £125001 and over £635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

100.00

DECLARATION

Continued from previous page...

* I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application.

Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).

The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

* Capacity

* Date / /
dd mm yyyy

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/huntingdonshire/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

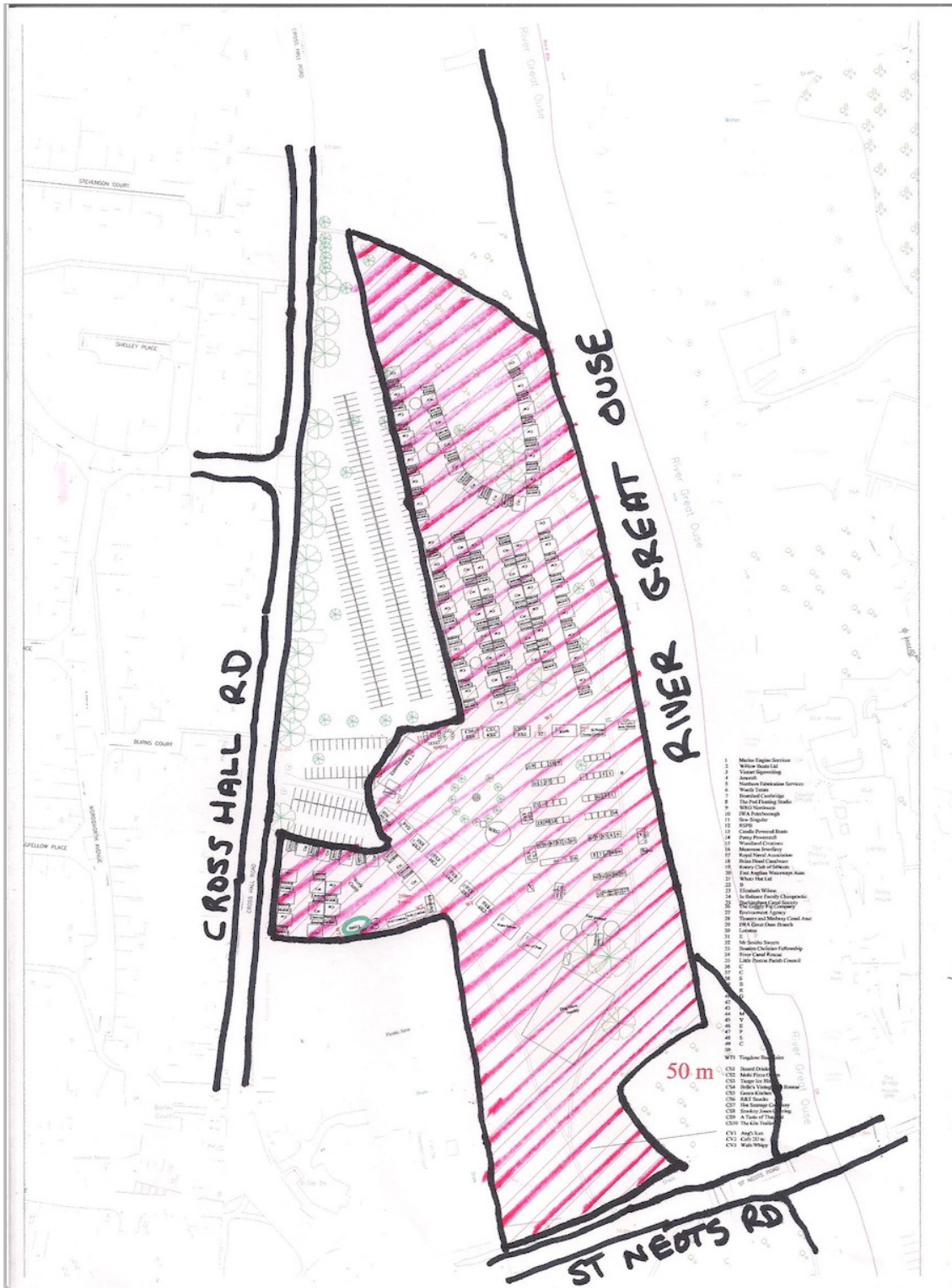
IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

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

OFFICE USE ONLY

Applicant reference number	<input type="text" value="Festival of Water"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

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Licensed Area for IWA Festival of Water, 23 – 28 August 2018
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Inland Waterways Association

I W A Festival of Water

Event Safety Plan

Regatta Meadow St. Neots 2018



Supported by



St Neots
Town Council



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 - 13.8 Emergency Incoming Telephone Calls – Terrorist Threat**

Appendix 1 – Risk Assessment

Appendix 2 – Volunteer Health and Safety Briefing

Appendix 3 – Volunteer Health and Safety Declaration

Appendix 4 – Communication and Contacts

Appendix 5 – Certificate of Insurance

Appendix 6 – Fire Risk Assessments

Appendix 7 – Premises Age Verification Policy

Appendix 8 - -H O T Principle

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1. Introduction

The IWA Festival of Water will take place at Regatta Meadow, Cross Hall Road, St Neots on the River Great Ouse from Saturday 25th August to Monday 27th August 2018. Boats will arrive by Friday 24th August. Moorings will be alongside the meadow

We are expecting approximately 120 boats to attend the event. Between four and six thousand members of the public are expected to visit per day over the three public days depending on the weather. We anticipate a maximum of 3000 visitors on site at any one moment. Trade stalls, caterers and entertainments will be found on site, as well as activities based on the waterway.

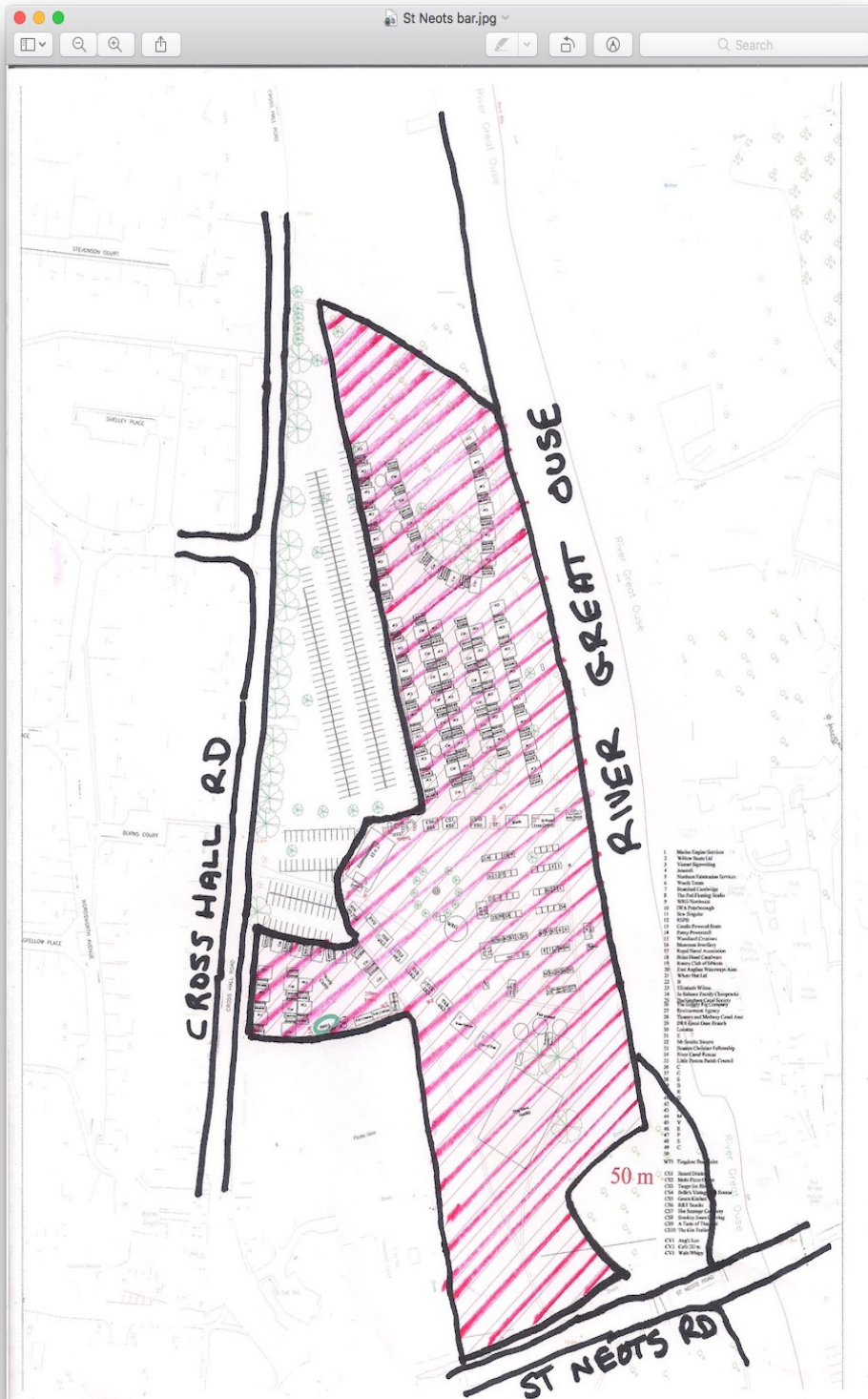
There will be a Festival Volunteer workers secure compound for accommodation and a Festival Campsite located within the site.

The Event is organised by IWA Events Team, a committee of The Inland Waterways Association. It is supported by Huntingdonshire District Council, St Neots Town Council and the Environment Agency.

2. Purpose

This Event Safety Plan has been produced in order to identify possible risks to anyone attending the Event (visitors, volunteers, authorised event personnel, contractors etc.) and to ensure that they are mitigated as far as possible

Site Location



The festival will utilise the whole of Regatta Meadows, but the premises licence is restricted to the area hatched in red

3. Event Safety Policy

It is the policy of the organisers to provide a safe environment for anyone attending or working at the IWA Festival of Water. All volunteers will be briefed on health and safety matters before commencing any work on site and will be required to declare that they have been briefed and understand their health and safety responsibilities. See Appendix 2 Volunteer Health and Safety Briefing, and Appendix 3 Volunteer Health and Safety Declaration.

4. Risk Assessment

A full risk assessment is attached in Appendix 1 of this document.

All traders and exhibitors, entertainers and children's activities are required to provide their own risk assessment for their activities along with details of their insurance cover. These are held on site by the organisers.

All contractors are required to provide their own risk assessment and method statements for their activities along with details of their insurance cover. These are held on site by the organisers.

5. Event Safety Team

David Venn	Safety Officer
Dave Hearnden	Site Director & Duty Incident Officer
Jane Elwell	IWA Events Chairman & Supply Director
Christine Denton	Commercial Director
Mike Moorse	Waterspace Director
Barbara Bridge	Entertainments Director
Mike Elwell	Director

6. Setting-up Arrangements

The site will be set up from Tuesday 21st to Friday 24th August. There will be contractors, exhibitors and our volunteer workforce on site.

7. Event Opening Hours

The entire site is open to the public 24 hours per day but trading will be restricted to the following hours:

Friday 25 th August	No trading
Saturday 26 th August	10.00 to 18.00
Sunday 27 th August	10.00 to 18.00
Monday 28 th August	10.00 to 17.00

Bar and Entertainments

Friday 25 th August	19.00 to 23.00
Saturday 26 th August	11.00 to 23.00
Sunday 27 th August	11.00 to 23.00
Monday 28 th August	11.00 to 23.00

Sunday excepted. Access to evening bar and entertainments for wristband wearers only.

Festival Campsite

Will be open Thursday 23rd August from midday and will close Tuesday 28th August at midday.

8. Emergency Services

The Police, Fire, and ambulance service have been informed of the event and made aware of the RVP "Rendezvous Point" as identified in section 13.1.

First Aid

First Aid provision will be supplied by the Mediwest , Unit 18 Danton Manor Estate, Ippleton, Devon, TQ12 5TZ . They will have a base on the site. A 4x4 ambulance for extraction. 3 x IHCD ambulance crew. 1 x First Aider with extended skills

9. Welfare Arrangements

Lost Children

See 13.7 Missing Persons.

Lost Property

All lost property will be dealt with at the Information Point.

Disabled Arrangements

No modifications are required to the site as there is already suitable access. Disabled toilet facilities will be available.

Security & Stewarding

Security and stewarding will be provided during the weekend by a combination of volunteers and contracted security personnel.

Professional security and stewarding by SIA accredited personnel will be on site round the clock from 18.00 on Wednesday 23rd August to 08.00 on Tuesday 29th August.

10. Communication Systems

A public address system will be installed to provide public information during the event. This will also be used for safety announcements.

Communication between members of the organising team will be by portable two-way radios and/or by mobile telephones. See Appendix 4 for Event and Emergency contacts and radio channel allocations.

11. Displays, Demonstrations & Entertainments

Water Based

- Illuminated Boats
- Boat Handling Competition
- Trip Boat
- Canoeing and Paddle boarding

Land Based

- Daytime musical entertainment
- Evening entertainment for wristband holders in the marquee

12. Transport Management

Site Speed Limit

There will be a site speed limit of 5mph. The Site Team will monitor all vehicle movements on site.

Vehicle Access During Event

No vehicle, other than emergency services, is allowed to move on site whilst the event is open to the public. Should an emergency vehicle need to access the site it will be met at the designated Rendezvous Point and escorted by a marshal through the site.

Clearance of Site after Event

The trade site will be cleared after the public have left the site on Monday 27th August and during Tuesday 28th August. There will be contractors, exhibitors and event volunteer workforce on site. The volunteer work camp will disperse by Wednesday 29th August.

13. Emergency Plan

13.1 Rendezvous Points for Emergency Services

In the case of an emergency or other major incident occurring at the event, the Rendezvous Point has been designated, as

RVP 1 Adjacent Barley Mow PH, Cross Hall Road

13.2 Duty Incident Officers

The Site Director, **Dave Hearnden**, will be the Duty Incident Officer, (DIO). He will operate on behalf of IWA Events, with responsibility for declaring any emergency and co-ordinating the response with the Emergency Services. The DIO will agree the most appropriate RVP(s) with the Emergency Services and will dispatch sufficient volunteers and security guards to direct the Emergency Services vehicles from the RVP to the incident.

The DIO or his appointed deputy will continuously monitor Emergency Channel 2 throughout the event.

In the event of an emergency, the DIO will assume control of the emergency response and will become the point of contact between the event team and the emergency services. If an emergency arises, the Site Team will continue to manage those elements of the Event that are not involved in the emergency. They will also:

- Ensure that the DIO has access to any assistance or equipment needed to deal with the emergency.
- Liaise with the directors of IWA Events and the trustees of IWA should this become necessary.
- Liaise with outside organisations (excepting the emergency services) as necessary.

13.3 Site Evacuation

The Duty Incident Officer will make any decision to evacuate the site, after consulting with the emergency services as appropriate.

Should the decision be taken to evacuate the site, the DIO will inform Security immediately.

An announcement will be made (and repeated) over the Public Address System as follows:

Ladies and Gentlemen, please evacuate the event site. Once the incident has been dealt with, you will be re-admitted to the event site.

All available volunteers will then if possible conduct a line sweep of the site to ensure that it has been cleared, whilst ensuring that all access routes are clear.

13.4 Incidents at any Time

During the daytime, the Duty Incident Officer will request that the Site Team change to Channel 2 and will delegate members of the team to attend any Incident that may require Emergency Services.

On reaching the incident they will provide a report back to the DIO who will take the appropriate action(s). If the Emergency Services are required, the DIO will dispatch appropriate volunteer staff to the selected RVP(s) to direct the Emergency Services to the incident.

If an incident occurs on the moorings, the Harbourmaster or his deputy will radio full details of the incident on Channel 2 to the DIO, who will take control of the incident and co-ordinate an appropriate response.

The Site Team will ensure that all routes to and from the site are kept free of traffic, halting all traffic movement not associated with the emergency.

13.5 Fire Procedure

Fire is always a dangerous threat and it can spread very quickly indeed – disastrously so in a boat or camper van. This procedure assumes that you can quickly contact the DIO, who is well placed to make an effective 999 call and subsequently liaise with the emergency services. However, if you have any doubts at all about how to respond to a fire,

DIAL 999 YOURSELVES AND THEN INFORM THE DIO.

Site location

Regatta Meadow, Cross Hall Road, St Neots, PE19 7AB

13.5.1 Fire on Site

Report the fire and location on Channel 2 to the DIO, who will take the details and dial 999, advising of the most appropriate RVP(s). If in doubt

When the fire has been reported to the DIO:

Clear the area of the public, exhibitors and entertainers.

When this has been done, and if it is considered safe to do so, use the appropriate type of fire extinguisher to tackle the fire. (Extinguishers will be distributed at fire points located around the site.)

DO NOT PUT YOURSELF OR OTHER PEOPLE AT RISK.

If it is safe to do so, remove any portable items such as tents from the vicinity of the fire.

13.5.2 Fire on a Boat

If you can do so safely, attempt to ensure that all occupants have been evacuated.

Raise the alarm and inform the Harbourmaster.

The Harbourmaster will report the fire and location on Channel 2 to the Duty Incident Officer, who will take the details and dial 999, advising of the most appropriate RVP(s).

When this has been done, and if it is considered safe to do so:

Remove adjacent boats to a safe area.

Use the appropriate type of fire extinguisher to tackle the fire. There will be a fire point at each mooring area and all boats will also carry serviceable fire extinguishers.

DO NOT PUT YOURSELF OR OTHER PEOPLE AT RISK.

13.5.3 Fire in a Vehicle, Caravan or Tent

If you can do so safely, attempt to ensure that all occupants have been evacuated.

Report the fire and location on Channel 2 to the Duty Incident Officer, who will take the details and dial 999 if this has not already been done, advising of the most appropriate RVP(s).

When this has been done, and if it is considered safe to do so, take any reasonable action to remove any other caravans, cars and tents etc. from the area around the fire to try to prevent it spreading.

Fire extinguishers will be distributed around the campsite, located at fire points, and should be used if it is safe to do so.

DO NOT PUT YOURSELF OR OTHER PEOPLE AT RISK.

13.6 Water Incidents

If a person falls into the canal, throw a lifebelt near to the person in the water whilst keeping hold of the rope attached to the lifebelt. Alert the Harbourmaster who will report the incident and location on Channel 2 to the Duty Incident Officer.

DO NOT PUT YOURSELF OR OTHER PEOPLE AT RISK.

A First Aider should be called to the scene.

13.7 Missing Person(s)

When using radios, use plain English, as all radio users will have earpieces, giving privacy.

Use discretion in public areas where you may be overheard. Do not discuss a lost or missing person or child with any member of the public unless specifically asked to do so by the DIO.

It is the policy of the Organisers to verify the relationship between a missing person and the rest of their party and accordingly persons reporting the incident and the missing person are initially taken to separate locations as described below.

13.7.1 Daytime Missing Person Procedure

The person receiving the initial report of a missing person should try to put the person making the report at ease and take them to the **First Aid Tent**. Then the following steps should be taken.

1. The First Aid Tent should then be cleared of all non-essential personnel to provide privacy to the individual(s). (In effect the person making the report is afforded the same privacy as a medical casualty.)
2. A member of the DIO's site team should take all relevant details, including a description of the missing person, and another member of the team should contact the DIO on Channel 2.
3. The DIO will immediately seek support from the Site Team.
4. Following a rapid review of the facts the most likely response will be:
 - Dispatch nominated teams to site or car park exits.
 - Execute a full sweep of the site using all available volunteers.
 - Consider closing car parks or site exits depending upon the situation.

If after a full sweep of the site the missing person is not found then the emergency services will be alerted.

13.7.2 Found Person(s)

On finding a person who has lost contact with their group, or on being advised of such a situation, the following steps should be taken.

1. Contact the DIO on Channel 2.
2. The DIO will immediately send a suitable volunteer and either a Security Officer or a member of the Site Team to the scene.
3. The found person will then be escorted by a **minimum of two people** at all times to a location advised by the DIO (normally the Information Point).
4. The Information Point will be cleared of all non-essential people but a **minimum of two volunteers** will remain with the found person at all times.
5. Once at the Information Point (if not earlier) as much information as possible shall be taken from the found person by the Site Team, and appropriate steps taken by the DIO to try to locate the rest of the party.
6. Public Announcements will not normally be made.
7. Upon locating or identifying the rest of the party appropriate checks will be made by The Duty Incident Officer before re-uniting the parties.

13.8 Emergency Incoming Telephone Calls – Terrorist Threat

If information is received by one of the volunteer team on site, it must be passed immediately by radio contact to the DIO who will contact the Emergency Services.

In the event of a Terrorist or Bomb Threat being received by telephone, the person receiving the call should try to ascertain:

- The exact location of the potential threat
- When is it going to detonate?
- What does the package look like?
- What is the type of explosive?
- Why was it placed?
- Has a code word been issued?

During the conversation with the caller, try to get as much information as possible about the bomb or other threat. Some people who place these bombs may wish to avoid injury or death, so request more information by expressing the desire to save lives.

Things you should listen for:

- **Origin** – private phone, coinbox, mobile, internal.
- **Caller** – juvenile, adult, male, female.
- **Type of voice** – loud, soft, rough, educated, high-pitched, deep, disgusted.
- **Speech** – fast, slow, distinct, blurred, stuttered.
- **Language** – obscene, coarse, normal.
- **Accent** – local, regional, and foreign.
- **Manner** – calm, angry, rational, irrational, coherent or incoherent, deliberate, hysterical, aggressive, humorous, drunk
- **Background noises.**

If the call is from a third party (such as the Samaritans or a newspaper), then full details must be written down word for word

The Duty Incident Officer must be informed immediately of any such incoming calls, on Channel 2.

13.9 Abandoned/Suspicious Packages

To help differentiate between abandoned/left items and suspicious packages follow the HOT principal guidance in Appendix 8.

The Duty Incident Officer must be informed immediately of any such incident on Channel 2

Appendix 1 - Risk Assessment

Key: Risk Assessment

No.	Unique risk number
Risk	Description of the risk
Build, Event, Strike	Indicates when the risk is present Y(yes) = Risk present N(no) = Risk not present
Probability	A = High probability B = Medium probability C = Low probability D = Very low probability
Mitigated by	Actions to mitigate Risk
Revised Probability	Probability A, B, C, D after mitigation

No.	Risk	Build	Event	Strike	Prob.	Mitigated by	Revised Prob.
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1 Falling in Water

1a	Drowning	Y	Y	Y	B	Provide lifebuoys with throwing lines attached at strategic intervals	D
						Mark potential trip hazards with hazard tape	
						Qualified First Aiders on site	
						When working bankside lifebuoys with throwing lines attached to be provided at 25m intervals	
						Ensure Waterspace Team wear a 150 Newton automatic inflating life jacket when mooring or moving boats or working on the water	
						Waterspace Team members will not work alone	

Continued on next page

No.	Risk	Build	Event	Strike	Prob.	Mitigated by	Revised Prob.
1b	Ingesting water	Y	Y	Y	B	Information available regarding Weil's Disease (see WRG publication "Volunteers H & S Guide", held in Site Office) will mitigate potential severity	D

2 Marquees

2a	Fire	Y	Y	Y	B	Provide fire extinguishers, to prevent spread of fire	D
						Provide telephone/radio communications for contacting emergency services	
						Low flammability marquee materials	
						Ensure suitable electrical installations	
2b	Collapse	N	Y	N	C	Obtain from reputable supplier	D
						Ensure ground suitable to support marquees	
2c	Falling objects when erecting and dismantling	Y	N	Y	B	Only contractors staff within the working area during erection/dismantling	C
2d	Storm conditions	Y	Y	Y	C	Ensure adequate anchorage provided	D
2e	Overcrowding	N	Y	N	B	Exit widths and numbers to conform to Fire Safety Risk Assess open air events and venues Signs indicating exits Monitor for congestion Max density 2 persons /sq m	D

3 Entertainments

3a	Chairs, trip hazard	N	Y	N	B	Ensure furniture placement allows gangways and keeps exits clear	D
3b	Stage Lighting equipment, heat safety risk	N	Y	N	C	Ensure proper electrical equipment used	D
3c	Stage Lighting equipment, falling risk	N	Y	N	C	Ensure proper electrical equipment, supports and fixings are used Use RCDs where required	D
						Ensure any hanging lanterns have safety chains fitted	

No.	Risk	Build	Event	Strike	Prob.	Mitigated by	Revised Prob.
3d	Entertainment PA system volume levels too high	N	Y	N	C	Ensure appropriate volume levels are set	D
3e	Entertainment PA system volume masking emergency announcements	N	Y	N	B	Volunteers/team to relay such announcements via the Entertainments PA System or reduce its volume.	D
3f	Overcrowding	N	Y	N	B	See 2 Marquees 2e	D

4 Generator & Electrical Installation

4a	Fire	Y	Y	Y	C	Provide CO2 extinguisher/s	D
						Use properly rated cables and connectors	
						Ensure generator properly maintained	
						Ensure air vents are not blocked	
						Ensure competent operator on site	
						No petrol generators allowed on site	
4b	Electrocution	Y	Y	Y	C	Use properly rated cables and connectors	D
						Installation to conform to BS 7909:2011 and BS 7671. Certificates to be held on site	
						Cabling protected or out of reach of public	
						Use RCDs where appropriate	
						Site the generator and appliances to minimise risk	
4c	Pollution - chemical	Y	Y	Y	C	Provide drip trays for generator	D
						Provide drip trays for refuelling	
						Ensure generator properly maintained	
4d	Pollution - noise	Y	Y	Y	C	Use appropriate generator for site	D
						Only use generator when necessary	
4e	Public access to generator	Y	Y	Y	C	Locate in a secured area	D
4f	Trip hazards	Y	Y	Y	C	Install cabling to avoid hazards, e.g. use cable ramps	D

No.	Risk	Build	Event	Strike	Prob.	Mitigated by	Revised Prob.
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5 Boats & Boat Movements

5a	Drowning	Y	Y	Y	B	See drowning (1a)	D
5b	Fire	Y	Y	Y	B	Ensuring that petrol and gas are stored away from engine	D
						Ensure that all boats have a current licence, current insurance and a current BSC certificate	
						Ensure that fire extinguishers are on board in accordance with the BSC	
5c	Pollution	Y	Y	Y	B	Remind boat owners that all materials likely to cause pollution, e.g. oil, fuel, are to be appropriately stored/contained.	D
						Properly maintained engines	
5d	Collision	Y	Y	Y	B	Minimizing boat movements during processions and displays	D
						Ensure there is adequate spacing between boats in processions	
						Discourage boat movements at night other than as part of illuminated boat procession	

6 Car Park

6a	Vehicle accident	N	Y	N	B	Ensure Car Park Stewards direct traffic to the most appropriate parking position filling the space in a progressive manner, moving back to the vehicle entrance, to minimise vehicle movements	D
						Speed limit signs to be placed where necessary to minimise risk of accident	
						Car park exit to be clearly signed	
6b	Injury to pedestrians	N	Y	N	B	Car park design to give adequate walkways and crossing points	D
						Members of the public to be directed to the site via an approved safe route	
						Any pedestrian traffic crossing points to be manned by Event volunteers	
						Event volunteers working in car park areas will wear Hi Vis jackets	

No.	Risk	Build	Event	Strike	Prob.	Mitigated by	Revised Prob.
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7 Public Address System

7a	Noise level	Y	Y	Y	C	Ensure noise levels are within recommended limits	D
7b	Speakers falling	Y	Y	Y	C	Fix speakers and supports firmly, use safety wires or chains	D
7c	Electric Shock	Y	Y	Y	C	Use RCD on power supply	D

8 Traders Siting

8a	Restriction to movement on site	Y	Y	Y	C	Ensure traders do not exceed their allocated stall space	D
						Provide 'passing places' between groups of stalls	

9 Vehicles on Site

9a	Vehicle/pedestrian clash	Y	Y	Y	C	Maximum Speed limit of 4mph during build and strike	D
						Timetable/schedule vehicle movements	
						Escort/monitor by marshals, all vehicle movements on site	
						No vehicles allowed to move on site when open to the public other than in exceptional or emergency conditions	

10 Catering Traders

10a	Poor Public Health	N	Y	N	B	Ensure caterers are properly licensed	D
						Ensure caterers are recognised trade association members and abide by their association's code of conduct and their licensed conditions	
						Ensure drinking water is available near to the caterers	
						Ensure rubbish is removed regularly	
						Provide 'grey' water disposal facility	

Continued on next page

No.	Risk	Build	Event	Strike	Prob.	Mitigated by	Revised Prob.
10b	Fire	Y	Y	Y	B	Provide fire extinguishers to prevent spread of fire	D
						No petrol powered generators allowed	
10c	Pollution	N	Y	Y	C	Ensure waste oil/fat is correctly disposed of by individual trader concerned	D

11 Rubbish Collection and Disposal

11a	Injury	Y	Y	Y	C	Rubbish collectors to wear gloves	D
						Litter pickers to be provided	
						Collection bags not to be overfilled	
						Particular care to be taken when dealing with sharp objects	
11b	Infection	Y	Y	Y	C	Assemble rubbish in areas away from the public	D
						Ensure regular collections of rubbish around the site	
						Dispose of rubbish using the recognised contractor or approved arrangement with the LA	

12 Bar Area

12a	Intoxicated persons	N	Y	N	A	Do not serve persons deemed to be intoxicated Any refusal of service will be logged and kept on the premises.	C
12b	Overcrowding	N	Y	N	B	Ensure sufficient entrances/exits	D
						Provide stewards	
						Signs indicating exits	
12c	Underage drinking	N	Y	N	B	ID required to verify age Any refusal of service will be logged and kept on the premises.	D
12d	Broken Glass	N	Y	N	B	All drinks served in plastic receptacles	

13 Water Activities

13a	Observers falling into canal	N	Y	N	B	Position stewards to encourage event audience to view from the wider sections of towpath and surrounding areas	D
13b	Steerer falling off boat	N	Y	N	B	Ensure participating boats are crewed by at least two persons	D

Continued on next page

No.	Risk	Build	Event	Strike	Prob.	Mitigated by	Revised Prob.
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13c	Collision with passing boats	N	Y	N	B	Skippers instructed to remain static if a boat requires to pass	D
						Set course to use only half waterway width	
						Position stewards to advise other waterway users about the event	
						Prohibit movement by any boat attending the Festival	

14 Unfinished Construction Work

14a	Injury to public or volunteers	Y	Y	Y	A	Ensure that any areas where construction work is continuing on the site have been fenced off and show appropriate warning signs	D
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Appendix 2 - Volunteer Health & Safety Briefing

Volunteer Health & Safety Briefing

- Welcome to IWA Festival of Water and to the Events volunteer team.
- The work you will be doing is invaluable to the Event.
- Please ensure that you remember that you have “a responsibility for your own safety and the safety of others around you” (this is a quote from H&S at Work Act).
- You are responsible for your own valuables and possessions.
- Please be aware of the effects of extreme heat or cold. Please ensure you have enough to drink, sunscreen and a hat. Refreshments are available in the work camp. Please wear your wristband, as access is limited for security in this area. Please rest if needed, you are a volunteer!
- In an emergency, please follow instructions from a member of the Event team.

Safety considerations for the Event Site

Work

- Always have jobs fully explained, do not guess.
- Don't do the job if you are unhappy (e.g. you are bored or unsure).
- If unsure of the details then ask again.
- Do not work solo (i.e. out of earshot or eyesight).
- Report any dangerous practices or near misses to a member of the Event team
- Please tell a member of the Event team, if you leave the site.
- “A tidy site is a safe site”.

Tools

- Keep them clean.
- If you break a tool then you must make it safe and tell the Leader.
- Put tools back where you found them.
- Do not misuse them. “The right tool for the right job”.
- When tools are not being used store them safely.
- Tools and materials will be kept in a central location.

Site Procedures

- Please read the emergency procedures.

The rendezvous point will be located at the barrier, coming into the site from the main road, Cross Hall Road, St Neots, PE19 7AB

Safety equipment

- Gloves will be provided.
- Buoyancy aids will be provided as required
- Hi Vis will be provided, and must be worn when working with traffic.
- Do not continue with the job if you are unhappy with the H&S equipment.
- If any safety equipment is broken then tell a member of the Event team. Get it replaced before continuing.

First Aid

- Please note where the First Aid point is for the Event.
- Fill in the Accident Book for any *accident, hazardous occurrence, or near miss* and tell a member of the Event team.
- Be aware of Weil's disease. Wash and cover any wounds immediately.

Particular site hazards

- Public on site - assume they will do the most stupid things, you will rarely be disappointed.
- The bar tent - no alcohol whilst working, "beer o'clock" will be declared in the evening once our work is done. If you want an afternoon off to sample the bar this is possible but please do not direct traffic or help the public afterwards.
- Some volunteers may not be as aware of site hazards as you.
- Be aware of fire risks.
- Be aware of deep / toxic water or mud.
- Be aware of uneven ground.

Appendix 3 - Volunteer Health and Safety Declaration

Event Site: Regatta Meadow Date: 25th – 27th August 2017

Volunteer Health and Safety Declaration

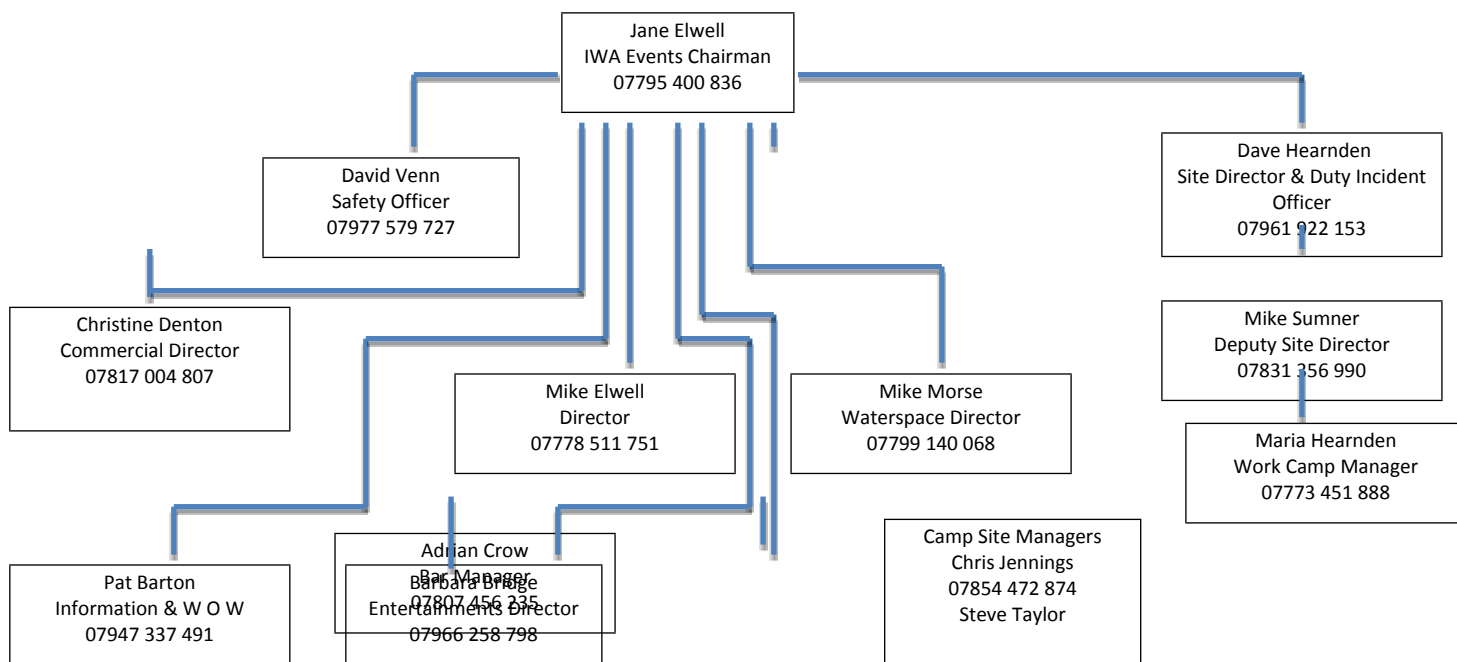
I have received, read and understood the safety briefing given by the St Neots Festival of Water Event Team and agree to follow any instructions given by them.

Note: This information forms part of the official record of the Event

Name	Signature	Name	Signature
1		2	
3		4	
5		6	
7		8	
9		10	
11		12	
13		14	
15		16	
17		18	
19		20	
21		22	
23		24	
25		26	
27		28	
29		30	
31		32	
33		34	
35		36	

Appendix 4 – Communication and Contacts

Event On – Site Contacts



Radio Channels

Channel 1 – All Departments

Channel 2 – Emergency and Security

Police

Tel :- 999 for all emergencies

101 for all other enquiries/incidents

Hospital

Hinchingbrooke Hospital
Parkway,
Hinchingbrooke,
Huntingdon
PE29 6NT
Telephone 01480 416 41

NHS England

Telephone: 111

Doctors

Doctors' surgeries are located at:

St Neots Health Centre
24 Moores Walk,
St Neots
PE19 1AG
Telephone 01480 219 317
Opening Hours Mon – Fri 8:00am – 8:00pm
Sat & Sun 9:00am – 4:00pm

Dentists

Dentists are located at:

Spire Dental Practice
18 Huntingdon Street
PE19 1BG
Telephone 01480 470570

Priory Park Dentists
29 – 31 New Street
St Neots
PE19 1AJ
Telephone 01480 213999

Other Contacts

Lists of other useful local contacts will be included in the welcome packs prepared for boaters and campers and will be available on site from the organisers.

Appendix 5 - Certificate of Insurance



PUBLIC/PRODUCTS LIABILITY INSURANCE

We confirm the following details relating to our client's Public/Products Liability Insurance

Insured: **The Inland Waterways Association (including Waterway Recovery Group) and Essex Waterways Ltd**

Insurers: **Royal & Sun Alliance Insurance plc**

Period of Insurance: **31 December 2017 to 30 December 2018**

Policy Number: **GANTR00376**

Limit of Indemnity:

Any one event	£10,000,000
All events happening during any period of insurance in respect of products supplied.	£10,000,000
The total amount payable by the Company in respect of all damages costs and expenses arising out of all incidents considered to have occurred during any period of insurance in respect of pollution or contamination of buildings or other structures or of water or land or of the atmosphere.	£10,000,000

Excess: **£1,000 Heat Work whilst away from premises**

Signed on behalf of Royal & Sun Alliance Insurance plc

A handwritten signature in black ink, appearing to read 'S. Lewis'.

Steve Lewis
Chief Executive, UK & Western Europe
Royal & Sun Alliance Insurance plc

Date: **8th December 2017**

The policy is subject to policy terms, exclusions, conditions and exceptions contained therein. The above is accurate at the date of signature. No obligation is imposed herein on the signatory to advise of any alteration.

Appendix 6 – Fire Risk Assessments

FIRE RISK ASSESSMENT
St NEOTS FESTIVAL OF WATER
REGATTA MEADOW
SATURDAY 25th AUGUST 2018 – MONDAY 27th AUGUST 2018

Assessment by D G VENN 2nd APRIL 2018

CAMPSITE

Sources of Ignition

Direct and Radiated heat from cooking stoves

Sources of Fuel

LPG, vehicle fuel, vegetation, waste material, clothing

Sources of Oxygen

Atmosphere

People at Risk

Temporary residents of campsite, some of who may have mobility, hearing, sight problems

Evaluation of Risk

Low to Medium Risk. No camp fires BBQ's or generators permitted at this event

Potential for fire to spread to adjacent pitches

LPG cylinders on site

6m Fire paths between pitch rows

Duty manager on site at all times

Fire points with manual fire alarms

ASSESSMENT REVIEW DATE: - A daily review will take place when site is operational by the event safety officer

FIRE RISK ASSESSMENT
St NEOTS FESTIVAL OF WATER
REGATTA MEADOW
SATURDAY 25th AUGUST 2018 – MONDAY 27th AUGUST 2018

Assessment by D G VENN 2nd APRIL 2018

WORK CAMP

The Work camp will be operational from Tuesday 21st August 2018 until Wednesday 29th August 2018

Sources of Ignition

Direct and Radiated heat from cooking stoves

Sources of Fuel

LPG, vehicle fuel, vegetation, waste material, clothing, construction materials and kit.

Sources of Oxygen

Atmosphere

People at Risk

Temporary residents of work camp, some of who may have mobility, hearing, sight problems

Event work crew residing on site in caravans and tents

Evaluation of Risk

Low to Medium Risk. No camp fires BBQ's or petrol generators permitted at this event

Potential for fire to spread to adjacent pitches

LPG cylinders on site

Duty manager on site at all times

Fire point with manual fire alarm

Fire blanket and foam extinguisher in mess tent

This is a restricted area enclosed by temporary fencing

The compound is active 24/7

ASSESSMENT REVIEW DATE: - A daily review will take place when the work camp is operational by the event safety officer

FIRE RISK ASSESSMENT
St NEOTS FESTIVAL WATER
REGATTA MEADOW
SATURDAY 25th AUGUST 2018 – MONDAY 27th AUGUST 2018

Assessment by D G VENN 2nd APRIL 2018

ENTERTAINMENT MARQUEE

Sources of Ignition

Radiated heat from electrical stage equipment

Sources of Fuel

Waste material, furnishings, and costumes

Sources of Oxygen

Atmosphere

People at Risk

People using the marquee to eat, rest, etc.

Evaluation of Risk

Low to Medium Risk.

Duty manager on site at all times

Fire points within the marquee, CO2 Extinguisher by sound engineer

Marquee constructed of non- flammable material

Maintained Illuminated signs to be provided on final exits

When the final layout is confirmed travel distances and exit widths will conform to section 4 of Fire Safety risk assessment guide to open air events and venues

ASSESSMENT REVIEW DATE: - the stage manager and event safety officer constantly monitors the management of the marquee.

FIRE RISK ASSESSMENT
St NEOTS FESTIVAL OF WATER
REGATTA MEADOW
SATURDAY 25th AUGUST 2018 – MONDAY 27th AUGUST 2018

Assessment by D G VENN 2nd APRIL 2018

FESTIVAL SITE

Sources of Ignition

Cooking appliances, Electrical equipment

Sources of Fuel

Waste material, furnishings, costumes, exhibitor's materials, and LPG cylinders

Sources of Oxygen

Atmosphere

People at Risk

Traders, Visitors to site, volunteers

Evaluation of Risk

Low to Medium Risk.

The food court is separated from the trade area.

Food outlets are spaced 6m apart and there is no access to the rear of the outlets to the general public. 6m fire paths are provided between the trading outlets.

The electrical supply is provided by the organisers and all the traders' electrical appliances must have a current PAT certificate. Generators are not permitted on site, other than the ones provided by the organisers.

Refuse containers are spread over the site and emptied on a regular basis.

The site is not enclosed and in the event of emergency members of the public can safely disperse in all directions

ASSESSMENT REVIEW DATE: - The site is subject to constant patrolling by security staff, volunteer stewards and the event committee. A wash up meeting is held daily to identify any potential problems.

Appendix 7

Premises Age Verification Policy

This policy applies in relation to the sale or supply of alcohol on the following premises

Name of premises: Tay's Bar, IWA Festival of Water event 2018

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Address of premises: Regatta Meadow, Cross Hall Road, St Neots, PE19 7AB

Name of premises licence holder: Dave Hearnden

Name of designated premises supervisor: Dave Hearnden.

1. The premises licence holder must ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol. This must as a minimum require individuals who appear to the responsible person to be under the age of 18 years of age to produce on request, before being served alcohol, identification bearing their photograph, date of birth, and a holographic mark. This can include, for example:

- A photo card driving licence
- A passport
- A proof of age card bearing the PASS hologram

2. Responsible Persons

For the purposes of this policy the following are considered to be responsible persons:

- the holder of the premises licence;
- the designated premises supervisor;
- a person aged 18 or over who is authorised to allow the sale or supply of alcohol by an under 18; or
- a member or officer of a club present on the club premises in a capacity which enables him or her to prevent the supply in question.

ANNEX A: Further guidance

- By selling alcohol to a person who is under 18 it is **YOU** that commits the offence as well as the customer.
- Persistently selling of alcohol to children is defined as selling alcohol on the same premises to a person who is under 18 on two or more occasions within a single three-month period. Currently there are three avenues by which action can be taken against those found to be persistently selling alcohol to children.
 1. The licence holder, if prosecuted, can plead not guilty and go to court and if found guilty can be given a fine of up to £10,000 with up to 3 months suspension of the alcohol licence.
 2. As an alternative to prosecution, the police or trading standards officers can give the licence holder the option to voluntarily accept a 48-hour closure notice rather than face criminal liability.
 3. The police can make a representation to the relevant licensing authority to ask them to review the licence. This can also happen in addition to options 1 and 2.

The premises licence holder must ensure that staff (in particular staff who are involved in the supply of alcohol) are made aware of the existence and content of the age verification policy applied by the premises.

Signed

PREMISES LICENCE HOLDER

Date .

Appendix 8

The HOT Principle

Understand the difference between an abandoned/left item and a Suspicious Packages Recognition:

Think **H O T!**

H – Has the item been Hidden?

Has it deliberately been concealed?

O – Is it **O**bviously suspicious?

Does it seem odd or out of place, is there wires, liquids or batteries sticking out of it?

T – Is it **T**ypical for the location?

Is the item what you would expect to see at your place of work?

To double check your concerns:-

- Ask people in the immediate area to identify their own belongings.
- Is the bag / item theirs?
- Does it belong to someone they know?
- Did they see who left it?
- Was there anything suspicious about the way it was left?

Once the item has been deemed suspicious **Do Not Touch It** and follow the actions below:-

Action at the scene of a suspect device

CONFIRM - that the item is suspicious
CLEAR - the area working outwards from the device
CORDON - off the required distances
CONTROL - the incident
CHECK - all the above has been completed

Information that will be required

WHAT - is it?
WHERE - is it?
WHY - is it there, why is it suspicious?
WHEN - was it found, placed or reported?
WHO - found it, who is the potential target or perpetrator?

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Transmission distances for a suspect device

When undertaking the actions above remember not to use radios or phones within 15m of the suspect item and try to keep out of line of sight but behind something substantial like a building but away from glazing.

- 15 metres - mobile phones and hand-held radios
- 50 metres - vehicle mounted radio device

Cordon distances (National Minimum Distances)

- 100 metres - small items i.e. briefcase size
- 200 metres - larger items up to motor cars
- 400 metres - vans and lorries

**MINIMUM
Transmission Distances**



**15 Metres
Minimum**



**50 Metres
Minimum**



**MINIMUM
Cordon Distances**



**100 Metres
Minimum**



**200 Metres
Minimum**



**400 Metres
Minimum**

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APPENDIX C



10 July 2018

RE: RIVERSIDE PARK, AUGUST 24-27

Dear sirs,

I note that an "entertainment" is planned to take place in the Riverside park, St Neots between 24th to 27 th August 2018, and the planned times for the three full days are from 10.00 hrs to 23. 00 hr, i.e. 13 hours a day for 3 consecutive days, plus another 5 hours on the Friday evening. This seems to me to be too much to ask the residents of the housing overlooking the park to have to listen to. The sounds from events in the Riverside carries a long way, particularly in the evening when it is otherwise quleter. Also, the 13 hours does not include the time it will take for the participants to finish their last drinks and disperse, which I would estimate to be 30-60 minutes each evening.

I would therefor suggest the licencing times should be shorter, finishing by 22.00 hrs at the latest, preferably by 21.00, and starting an hour or two later in the day at around 12.00 noon, alming for a maximum of 10 hours each day, plus any dispersal time.

However, I don't suppose for one moment that any account will be taken of the disruption to, or opinions of residents of St Neots, and would do better to save my energy for praying for heavy rain.

Yours faithffully



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Pathfinder House, St Mary's Street
Huntingdon. PE29 3TN
Licensing@huntingdonshire.gov.uk

01480 388388
www.huntingdonshire.gov.uk



Our Ref: HDC/PRE00753

12 July 2018

Dear Mrs [REDACTED]

**LICENSING ACT 2003 – Application for the Grant of a Premises Licence
PREMISES: IWA Festival Of Water 23 to 27 August 2018, Regatta Meadow, St Neots**

Thank you for your letter received in this office on the 11 July 2018.

I can confirm your representation is relevant under the terms of the Licensing Act 2003.

Therefore the application will be heard by the Licensing Sub-Committee.

The application and their legal advisors (if any) are entitled to see your representation in full including your name and address details.

The consultation period for this application ends on the 12th July. Once this date has passed, you will be invited to attend the hearing and address the panel with your concerns.

I will be in touch again once the arrangements have been made. To allow further communication, in a timely fashion, I would be grateful if you could contact me by phone or email, to provide your own telephone or email contact details.

In the meantime, I have discussed your concerns with the applicant and they believe your concerns may be lessened should you understand the times and type of entertainment being provided. With that in mind they have provided their schedule of entertainment, which I have enclosed with this letter. Please could you let me know your thoughts once you have digested the schedule.

I would be grateful for a swift response, as the legal time scales to resolve matters are now quite short.

If you have any questions, please do not hesitate to contact a member of the Licensing Team on 01480 – 0387075.

Yours faithfully



Sarah Mardon
Licensing Officer
Licensing Section

☎ 01480-387075

E-mail: licensing@huntingdonshire.gov.uk

Programme

Eris Tent		Saturday	Name	Eris Tent		Sunday	Name	Eris Tent		Monday	Name
10:45	11:00		Braunston Pickle	10:45	11:00		Braunston Pickle	10:45	11:00		Braunston Pickle
11:00	11:15			11:00	11:15			11:00	11:15		
11:15	11:30			11:15	11:30			11:15	11:30		
11:30	11:45			11:30	11:45			11:30	11:45		
11:45	12:00			11:45	12:00			11:45	12:00		
12:00	12:15			12:00	12:15			12:00	12:15		
12:15	12:30			12:15	12:30			12:15	12:30		Sunny Side Jazz
12:30	12:45		Fannyless Folk	12:30	12:45		Pops Town Band	12:30	12:45		
12:45	13:00			12:45	13:00			12:45	12:55		Awards ceremony
13:00	13:15			13:00	13:15			12:55	13:15		
13:15	13:30			13:15	13:30			13:15	13:30		
13:30	13:45			13:30	13:45		Uke Box Jury	13:30	13:45		Phil Underwood
13:45	14:00			13:45	14:00			13:45	14:00		
14:00	14:15		Ouse Valley Jazz	14:00	14:15			14:00	14:15		
14:15	14:30			14:15	14:30			14:15	14:30		
14:30	14:45			14:30	14:45		Pops Town Band	14:30	14:45		Sunny Side Jazz
14:45	15:00			14:45	15:00			14:45	15:00		
15:00	15:15		Fannyless Folk	15:00	15:15			15:00	15:15		
15:15	15:30			15:15	15:30			15:15	15:30		
15:30	15:45			15:30	15:45			15:30	15:45		
15:45	16:00			15:45	16:00			15:45	16:00		Phil Underwood
16:00	16:15		Ouse Valley Jazz	16:00	16:15		Uke Box Jury	16:00	16:15		
16:15	16:30			16:15	16:30			16:15	16:30		
16:30	16:45			16:30	16:45			16:30	16:45		Pickle & Friends
16:45	17:00			16:45	17:00			16:45	17:00		
17:00	17:15			17:00	17:15						
17:15	17:30			17:15	17:30						
17:30	17:45		Braunston Pickle	17:30	17:45		Braunston Pickle				
17:45	18:00			17:45	18:00						
		16:30	Roger Butler			18:30	Open Mic				
		to									
		20:15				to					
		20:30	Spirit of the 60's			21:00:00					
		to									
		23:00									
FRI		8.00pm	Martin Ludgate's Quiz								
SAT			Opening Ceremony				St Neots Marching Band				

Roger Butler is a one man Band, playing out on site, he is also playing Saturday night before the 60's band.

Braunston Pickle is a singing duo. playing tunes and sing all sorts of songs including folk and songs of the waterways.

Uke Box Jury is a Ukelele trio who play tunes and sing songs from all eras.

Phill Underwood is a solo singer/ melodion player, (mainly folk)

Mardon, Sarah (Licensing)

From: [REDACTED]
Sent: 14 July 2018 13:39
To: Licensing
Subject: Festival of Water Regatta Meadow, St Neots

Dear Ms Mardon

Your Ref: HDC/PRE00753

Thank you for your prompt response to my earlier letter and the enclosed timetable from the applicant. I note that the musical entertainment is due to conclude at 17.00 hrs on Monday 27th, and at 21.00 hrs followed by fireworks, etc on Sunday 26th. This does lessen my concerns for these two days. However I note that the "Spirit of the Sixties" is not due to end until 23.00 hrs on Saturday 25th, and I am still of the opinion that, as the Riverside Park is surrounded by residential areas on both sides of the river, this time is too late and that 22.00 hrs would be more considerate.

My mobile number is [REDACTED] should you need to contact me again. Please do not use email.

Thanks
[REDACTED]

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