



Licensing Sub-Committee

Date: Wednesday, 11 October 2023
Time: 11.30 am
Venue: Council Chamber, County Hall, Dorchester, DT1 1XJ

Members (Quorum: 3)
Jon Andrews, Les Fry and Emma Parker

Chief Executive: Matt Prosser, County Hall, Dorchester, Dorset DT1 1XJ

For more information about this agenda please contact Democratic Services
Meeting Contact 01305 224202 elaine.tibble@dorsetcouncil.gov.uk

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Agenda

Item	Pages
1. ELECTION OF CHAIRMAN AND STATEMENT FOR THE PROCEDURE OF THE MEETING	
To elect a Chairman for the meeting and the Chairman to present and explain the procedure for the meeting.	
2. APOLOGIES	
To receive any apologies for absence.	
3. DECLARATIONS OF INTEREST	
To disclose any pecuniary, other registrable or non-registrable interests as set out in the adopted Code of Conduct. In making their disclosure councillors are asked to state the agenda item, the nature of the interest and any action they propose to take as part of their declaration. If required, further advice should be sought from the Monitoring Officer in advance of the meeting.	

**4. TEMPORARY EVENT NOTICE - PATSON HILL FARM,
SHERBORNE**

3 - 50

A Temporary Event Notice has been served on the Council for a Halloween event at Patson Hill Farm in Sherborne. The Notice has been considered by the Police and Environmental Protection. Environmental Protection has served an Objection Notice. A Licensing Sub-Committee must consider the Notice and the Objection Notice at a public hearing.

5. URGENT ITEMS

To consider any items of business which the Chairman has had prior notification and considers to be urgent pursuant to section 100B (4) b) of the Local Government Act 1972. The reason for the urgency shall be recorded in the minutes.

6. EXEMPT BUSINESS

To move the exclusion of the press and the public for the following item in view of the likely disclosure of exempt information within the meaning of paragraph 3 of schedule 12 A to the Local Government Act 1972 (as amended). The public and the press will be asked to leave the meeting whilst the item of business is considered.

There are no exempt items scheduled for this meeting.

Licensing Sub Committee

11 October 2023

Temporary Event Notice – Patson Hill Farm, Sherborne

For Decision

Portfolio Holder: Cllr L Beddow, Culture and Communities

Local Councillor(s): Cllr R Legg

Executive Director: J Sellgren, Executive Director of Place

Report Author: Aileen Powell

Job Title: Licensing Team Leader

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Email: Aileen.Powell@dorsetcouncil.gov.uk

Report Status: Public

Brief Summary: A Temporary Event Notice has been served on the Council for a Halloween event at Patson Hill Farm in Sherborne. The Notice has been considered by the Police and Environmental Protection. Environmental Protection has served an Objection Notice. A Licensing Sub-Committee must consider the Notice and the Objection Notice at a public hearing.

Recommendation: The Sub-Committee considers the Temporary Event Notice in the light of the objection notices made by Environmental Health and any oral evidence and resolves to take such steps as it considers appropriate and proportionate for the promotion of the licensing objectives of;

- a) The prevention of crime and disorder
- b) The prevention of public nuisance
- c) Public safety
- d) The protection of children from harm

Reason for Recommendation: The Sub-Committee must consider any oral submissions and information given at the hearing before reaching a decision.

1. Details of the TEN

- 1.1 A Temporary Event Notice (TEN) has been served on the Licensing Authority by Mr. Samuel Cabell to cover a Halloween Event at Patson Hill Farm, Sherborne, DT9 4SY.

- 1.2 The TEN is for a one evening starting at 12:00 on Friday 28 and extending to 03:00 on Saturday 29 October 2023.
- 1.3 The Notice covers the sale of alcohol, regulated entertainment and late-night refreshment, and is for 499 attendees, 450 of which will be ticketed guests, with the remainder 49 for staff, performers and traders. The TEN is attached at Appendix 1 with a location plan at Appendix 2.
- 1.4 An Objection Notice has been correctly served by Environmental Protection (EP) within the statutory three working days consultation period. The Objection Notice is attached at Appendix 3.
- 1.5 Mr. Cabell has submitted an Event Management Plan (EMP) containing measures to prevent causing a public nuisance, but EP are maintaining their objection. The EMP is attached at Appendix 4 with further correspondence between EP and Mr Cabell at Appendix 5.
- 1.6 The Police have no objection to the event.
- 1.7 There is one other TEN for a hot chocolate van at this event that has not been objected to.

2. History of the Premises

- 2.1 There have been no previous TENs or any licence on this premises.

3. Section 182 Guidance

- 3.1 Paragraph 7.2 of the Guidance states that; -

The system of permitted temporary activities is intended as a light touch process, and as such, the carrying on of licensable activities does not have to be authorised by the licensing authority on an application. Instead, a person wishing to hold an event at which such activities are proposed to be carried on (the “premises user”) gives notice to the licensing authority of the event (a “temporary event notice” or “TEN”).

- 3.2 Paragraph 7.28 of the Section 182 Guidance sets how the Authority should decide what actions are appropriate.

If the licensing authority receives an objection notice from the police or EHA that is not withdrawn, it must (in the case of a standard TEN only) hold a hearing to consider the objection unless all parties agree that this is unnecessary. The licensing committee may decide to allow the licensable activities to go ahead as stated in the notice. If the notice is in connection with licensable activities at licensed premises, the licensing authority may also impose one or more of the existing licence conditions on the TEN (insofar as such conditions are not inconsistent with the event) if it considers that this is appropriate for the promotion of the licensing objectives. If the authority decides to impose conditions, it must give notice to the premises user which

includes a statement of conditions (a “notice (statement of conditions)”) and provide a copy to each relevant party. Alternatively, it can decide that the event would undermine the licensing objectives and should not take place. In this case, the licensing authority must give a counter notice.

4. Options

4.1 As there is no licence in place at this premises the steps that the Sub-Committee may take are to:

- a) Issue counter a notice for the event which will not allow it to occur.
- b) Not to issue counter notices and allow the event to happen as applied for.

5 Financial Implications

Any decision of the Sub Committee could lead to an appeal by any of the parties involved that could incur costs.

6 Natural Environment, Climate & Ecology Implications

None.

7 Well-being and Health Implications

None.

8 Other Implications

None

9 Risk Assessment

HAVING CONSIDERED: the risks associated with this decision; the level of risk has been identified as:

Current Risk: Low

Residual Risk: Low

10 Equalities Impact Assessment

Not applicable

11 Appendices

Appendix 1 – Temporary Event Notice

Appendix 2 – Location Plan

Appendix 3 – Objection Notice

Appendix 4 – Event Management Plan

Appendix 5 – Further Correspondence

12 Background Papers

[Licensing Act 2003](#)

[Home Office Guidance issued under Section 182 of the Licensing Act 2003](#)

[Dorset Council Statement of Licensing Policy 2021](#)

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Temporary Event Notice

Before completing this notice, please read the guidance notes at the end of the notice. If you are completing this notice by hand, please write legibly in block capitals. In all cases, ensure that your answers are inside the boxes and written in black ink or typed. Use additional sheets if necessary. You should keep a copy of the completed notice for your records. You must send at least one copy of this notice to the licensing authority and additional copies must be sent to the chief officer of police and the local authority exercising environmental health functions for the area in which the premises are situated. The licensing authority will give to you written acknowledgement of the receipt of the notice.

I, the proposed premises user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry on a temporary activity at the premises described below.

1. The personal details of premises user (Please read note 1)			
1. Your name			
Title	Mr		
Surname	Cabell		
Forenames	Samuel		
2. Previous names (Please enter details of any previous names or maiden names, if applicable. Please continue on a separate sheet if necessary)			
Title			
Surname			
Forenames			
3. Your date of birth	██████████		
4. Your place of birth	██████		
5. National Insurance Number	██████████		
6. Your current address (We will use this address to correspond with you unless you complete the separate correspondence box below)			
██████████			
Post town	██████████	Postcode	██████████
7. Other contact details			
Telephone numbers			
Daytime	██████████		

Evening (optional)	
Mobile (optional)	
Fax number (optional)	
E-Mail address (if available)	██████████
8. Alternative address for correspondence (If you complete the details below, we will use this address to correspond with you)	
██████████	
Post town	██████████
Postcode	██████████
9. Alternative contact details (if applicable)	
Telephone numbers:	
Daytime	██████████
Evening (optional)	
Mobile (optional)	
Fax number (optional)	
E-Mail address (if available)	██████████

2. The premises	
Please give the address of the premises where you intend to carry on the licensable activities or, if it has no address, give a detailed description (including the Ordnance Survey references) (Please read note 2)	
Patsonhill Farm Patson Hill Farm Sherborne DT9 4SY	
Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)? If so, please enter the licence or certificate number below.	
Premises licence number	
Club premises certificate number	

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, please give a description and details below. (Please read note 3)

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Please describe the nature of the premises below. (Please read note 4)

Based on Patsonhill farm, Sherborne The event will be held within a field on the private farm premises. 1 bar, 6 x food vendors, live music throughout the day in a large marquee there will be security at the event throughout the duration, welfare facilities on site & FREC 3 personnel. We intend to sell 460 tickets leaving 39 tickets for staff & performers.

Please describe the nature of the event below. (Please read note 5)

Food & Drinks Festival with live music

3. The licensable activities

Please state the licensable activities that you intend to carry on at the premises (please tick all licensable activities you intend to carry on). (Please read note 6)

The sale by retail of alcohol	<input checked="" type="checkbox"/>
The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club	<input type="checkbox"/>
The provision of regulated entertainment	<input checked="" type="checkbox"/>
The provision of late night refreshment	<input checked="" type="checkbox"/>
Are you giving a late temporary event notice? (Please read note 7)	<input type="checkbox"/>

Please state the dates on which you intend to use these premises for licensable activities. (Please read note 8)

Event Starts	27/10/2023
Event Ends	28/10/2023

Please state the times during the event period that you propose to carry on licensable activities (please give times in 24 hour clock). (Please read note 9):

Fri 27 October 2023 12:00 - 03:00	Sat 28 October 2023 12:00 - 03:00
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Please state the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers. (Please read note 10)	499
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If the licensable activities will include the supply of alcohol, please state whether the supplies will be for consumption on or off the premises, or both (please tick as appropriate). (Please read note 11)

On the premises only	<input checked="" type="checkbox"/>
Off the premises only	<input type="checkbox"/>
Both	<input type="checkbox"/>

Please state if the licensable activities will include the provision of relevant entertainment. If so, please state the times during the event period that you propose to provide relevant entertainment.

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4. Personal licence holders (Please read note 12)

Do you currently hold a valid personal licence? (Please tick) Yes No

If “Yes” please provide the details of your personal licence below.

Issuing licensing authority	Somerset
Licence number	68884
Date of issue	14/09/2023
Date of expiry	
Any further relevant details	

5. Previous temporary event notices you have given (Please read note 13 and tick the boxes that apply to you)

Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice? Yes No

If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your associate(s) have given for events in the same calendar year. 3

Has any associate of yours already given a temporary event notice for the same premises in which the event period:
a) ends 24 hours or less before; or
b) begins 24 hours or less after
the event period proposed in this notice? Yes No

6. Associates and business colleagues (Please read note 14 and tick the boxes that apply to you)

Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your associate(s) have given for events in the same calendar year.	
Has any associate of yours already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your business colleague(s) have given for events in the same calendar year.	
Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

7. Checklist (Please read note 15)	
I have: (Please tick the appropriate boxes)	
Sent at least one copy of this notice to the licensing authority for the area in which the premises are situated	<input type="checkbox"/>
Sent a copy of this notice to the chief officer of police for the area in which the premises are situated	<input type="checkbox"/>
Sent a copy of this notice to the local authority exercising environmental health functions for the area in which the premises are situated	<input type="checkbox"/>
If the premises are situated in one or more licensing authority areas, sent at least one copy of this notice to each additional licensing authority	<input type="checkbox"/>
If the premises are situated in one or more police areas, sent a copy of this notice to each additional chief officer of police	<input type="checkbox"/>
If the premises are situated in one or more local authority areas, sent a copy of this notice to each additional local authority exercising environmental health functions	<input type="checkbox"/>
Made or enclosed payment of the fee for the application	<input type="checkbox"/>
Signed the declaration in Section 9 below	<input type="checkbox"/>

8. Condition (Please read note 16)
It is a condition of this temporary event notice that where the relevant licensable activities described in Section 3 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

9. Declarations (Please read note 17)

The information contained in this form is correct to the best of my knowledge and belief.

I understand that it is an offence:

- (i) to knowingly or recklessly make a false statement in or in connection with this temporary event notice and that a person is liable on summary conviction for such an offence to a fine of any amount; and
- (ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on summary conviction for any such offence to a fine of any amount, or to imprisonment for a term not exceeding six months, or to both.

Signature	
Date	
Name of Person signing	

For completion by the licensing authority

10. Acknowledgement (Please read note 18)

I acknowledge receipt of this temporary event notice.

Signature	
Date	
Name of Officer signing	

NOTES**General**

In these notes, a person who gives a temporary event notice is called a “premises user”.

The police and local authority exercising environmental health functions may intervene on the grounds of any of the four licensing objectives (the prevention of crime and disorder, public safety, the prevention of public nuisance, and the protection of children from harm) to prevent the occurrence of an event at which permitted temporary activities are to take place or to agree a modification of the arrangements for such an event. However, the licensing authority will intervene of its own volition in the cases described below.

First, it will issue a counter notice if there is an objection to a late temporary event notice (see note 7 below).

Secondly, it may issue a notice in relation to its decision to impose conditions on a temporary event notice (see note 2 below).

Thirdly, it will issue a counter notice if the first, second, third and fifth of the limits set out below would be exceeded. If any of the limits below are breached or if a counter notice has been issued, any licensable activities taking place would be unauthorised and the premises user would be liable to prosecution. The limitations apply to:

- the number of times a person may give a temporary event notice (50 times per year for a personal licence holder and 5 times per year for other people);

- the number of times a person may give a late temporary event notice (10 times per year for a personal licence holder and 2 times per year for other people);
- the number of times a temporary event notice may be given in respect of any particular premises (12 times in a calendar year);
- the length of time a temporary event may last for these purposes (168 hours or 7 days);
- the maximum aggregate duration of the periods covered by temporary event notices at any individual premises (21 days per calendar year); and
- the scale of the event in terms of the maximum number of people attending at any one time (a maximum of 499).

For the purposes of determining the overall limits of 50 temporary event notices per personal licence holder (in a calendar year) and of 5 for a non-personal licence holder (in a calendar year), temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count towards those totals. The limits applying to late temporary event notices are included within the overall limits applying to the total number of temporary event notices. Note 14 below sets out the definition of an “associate”.

When permitted temporary activities take place, a premises user must ensure that either:

- a copy of the temporary event notice is prominently displayed at the premises; or
- the temporary event notice is kept at the premises either in his own custody or in the custody of a person present and working at the premises and whom he has nominated for that purpose.

Where the temporary event notice is in the custody of a nominated person, a notice specifying that fact and the position held by that person must be displayed prominently at the premises.

Where the temporary event notice or a notice specifying the nominated person is not displayed, a constable or an authorised person (for example, a licensing officer, fire officer or environmental health officer) may require the premises user to produce the temporary event notice for examination. Similarly, where the nominated person has the temporary event notice in his custody, a constable or authorised person may require that person to produce it for examination. Failure to produce the temporary event notice without reasonable excuse would be an offence.

It should also be noted that the following, among other things, are offences under the Licensing Act 2003:

- the sale or supply of alcohol to children under 18 years of age (maximum fine on conviction is a fine not exceeding level 5 on the standard scale, currently £5,000);
- allowing the sale of alcohol to children under 18 (maximum fine on conviction is a fine not exceeding level 5 on the standard scale, currently £5,000);
- knowingly allowing the consumption of alcohol on the premises by a person aged under 18 (maximum fine on conviction is a fine not exceeding level 5 on the standard scale, currently £5,000);
- allowing disorderly behaviour on the premises (maximum fine on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000);
- the sale of alcohol to a person who is drunk (maximum fine on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000);
- obtaining alcohol for a person who is drunk (maximum fine on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000);

the standard scale, currently £1,000);

- knowingly allowing a person aged under 18 to make any sale or supply of alcohol unless the sale or supply has been specifically approved by the premises user or any individual aged 18 or over who has been authorised for this purpose by the premises user (maximum fine on conviction is a fine not exceeding level 1 on the standard scale, currently £200); and
- knowingly keeping or allowing to be kept on the premises any smuggled goods which have been imported without payment of duty or which have otherwise been unlawfully imported (maximum fine on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000).

In addition, where the premises are to be used primarily or exclusively for the sale or supply of alcohol for consumption on the premises, it is an offence to allow children under 16 to be present when the premises are open for that purpose unless they are accompanied by an adult. In the case of any premises at which sales or supplies of alcohol are taking place at all, it is an offence for a child under 16 to be present there between the hours of midnight and 5am unless accompanied by an adult. In both instances, the penalty on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000.

Note 1

A temporary event notice may only be given by an individual and not, for example, by an organisation or club or business. The individual giving the notice is the proposed “premises user”. Within businesses, clubs or organisations, one individual will therefore need to be identified as the proposed premises user.

If you include an e-mail address in section 1(7) or 1(9), the licensing authority may send to this the acknowledgement of receipt of your notice or any notice or counter notice it is required to give under sections 104A, 106A or 107 of the Licensing Act 2003.

Note 2

For the purposes of the Licensing Act 2003, “premises” means any place. Premises will therefore not always be a building with a formal address and postcode. Premises can include, for example, public parks, recreation grounds and private land.

If a premises licence or club premises certificate has effect in relation to the premises (or any part of the premises) which you want to use to carry on licensable activities, it is possible that any conditions which apply to the licence or certificate may be imposed on the temporary event notice if certain pre-conditions are met. These pre-conditions are that the police or the local authority exercising environmental health functions object to the notice and the licensing authority decides:

- not to give a counter notice under section 105 of the Licensing Act 2003;
- the conditions apply to the licence or certificate; and
- the imposition of the conditions on the notice would not be inconsistent with the carrying on of the licensable activities under the notice.

Note 3

A temporary event notice can be given for part of a building, such as a single room or a plot within a larger area of land. You should provide a clear description of the area in which you propose to carry on licensable activities. This is important as any licensable activities conducted outside the area of the premises protected by the authority of this temporary event notice would be unlawful and could lead to prosecution.

In addition, when holding the proposed event, the premises user would need to be able to restrict the number of people on the premises at any one time when licensable activities are taking place to less than 500. If more than 499 are on the premises when licensable activities are being carried on, the licensable activities would be unlawful and the premises user would be liable to prosecution. The maximum figure of 499 includes, for example, staff, organisers, stewards and performers.

Note 4

A description of the nature of the premises assists the chief officer of police and local authority exercising environmental health functions in deciding if any issues relating to the licensing objectives are likely to arise. You should state clearly that the premises to be used are, for example, a public house, a restaurant, an open field, a village hall or a beer tent.

Note 5

A description of the nature of the event similarly assists the chief officer of police and local authority exercising environmental health functions in making a decision as to whether or not to make an objection. You should state clearly that the event taking place at the premises would be, for example, a wedding with a pay bar, the supply of beer at a particular farmers' market, a discotheque, the performance of a string quartet, a folk group or a rock band.

Note 6

The licensable activities are:

- the sale by retail of alcohol;
- the supply of alcohol by or on behalf of a club to, or to the order of, a member of a club;
- the provision of regulated entertainment; and
- the provision of late night refreshment.

Please refer to Schedules 1 and 2 to the Licensing Act 2003 for fuller details of the definitions and exemptions relating to regulated entertainment and late night refreshment.

Regulated entertainment, subject to specified conditions and exemptions, includes:

- (a) a performance of a play;
- (b) an exhibition of a film;
- (c) an indoor sporting event;
- (d) a boxing or wrestling entertainment;
- (e) a performance of live music;
- (f) any playing of recorded music;
- (g) a performance of dance; and
- (h) entertainment of a similar description to that falling within (e), (f) or (g).

If you are uncertain whether or not the activities that you propose are licensable, you should contact your licensing authority for further advice.

Note 7

Late notices can be given no later than 5 working days but no earlier than 9 working days before the event in relation to which the notice is given. A late notice given later than 5 working days before the event to which it relates will be returned as void and the activities described in it will not be authorised.

The number of late notices that can be given in any one calendar year is limited to 10 for personal licence holders and 2 for non-personal licence holders. These count towards the total number of temporary event notices (i.e. 50 temporary event notices per year for personal licence holders and 5 temporary event notices for non-personal licence holders).

If there is an objection from either the police or local authority exercising environmental health functions, the event will not go ahead and a counter notice will be issued.

Note 8

The maximum period for using premises for licensable activities under the authority of a temporary event notice is 168 hours or seven days.

Note 9

You should state here the times during the event period, for example 48 hours, when you intend to carry on licensable activities. For example, you may not intend to carry on licensable activities throughout the entire 48 hour event period, and may intend to sell alcohol between 8.00 hrs and 23.00 hrs on each of the two days.

Note 10

No more than 499 may be on the premises for a temporary event at any one time when licensable activities are being carried on. If you intend to have more than 499 attending the event, you should obtain a premises licence for the event. Your licensing authority should be able to advise you. The maximum figure of 499 includes not only the audience, spectators or consumers but also, for example, staff, organisers, stewards and performers who will be present on the premises.

Note 11

If you indicate that alcohol will be supplied only for consumption on the premises, you would be required to ensure that no person leaves the premises with alcohol supplied there. If such a supply takes place, the premises user may be liable to prosecution for carrying on an unauthorised licensable activity. Similarly, if the premises user gives notice that only supplies of alcohol for consumption off the premises will take place, he/she must ensure that alcohol supplied is not consumed on the premises. The premises user is free to give notice that he/she intends to carry on both types of supplies. For this purpose, the supply of alcohol includes both of the first two licensable activities listed in note 6 above.

Note 12

The holder of a valid personal licence issued under the Licensing Act 2003 may give up to 50 temporary event notices in any calendar year subject to the other limitations in the 2003 Act. A proposed premises user who holds such a licence should give the details requested.

Note 13

As stated under Note 12, a personal licence holder (issued under the Licensing Act 2003) may give up to 50 temporary event notices (including 10 late notices) in any calendar year. An individual who does not hold a personal licence may only give 5 temporary event notices (including 2 late notices) in England and Wales in any calendar year. A calendar year is the period between 1st January to 31st December inclusive in any year.

If an event straddles two calendar years, it will count against the limits on temporary event notices (12 for each premises, 21 days for each premises, 50 per personal licence holder and 5 for non-holders) for each year. However, only one notice needs to be given.

For the purposes of determining the overall limits of 50 temporary event notices per personal licence holder (in a calendar year) and of 5 for a non-personal licence holder (in a calendar year), temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count towards those totals. Note 14 below sets out the definition of an “associate”.

If a temporary event notice has been given for the same premises, by the same premises user, and would have effect within 24 hours before the start of the event period under the current proposal or within 24 hours after the end of that period, the temporary event notice given would be void and any licensable activities carried on under it would therefore be unlicensed.

For the purposes of determining whether or not the required gap of 24 hours is upheld, temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count as if they had been given by the premises user. Note 14 below sets out the definition of an “associate”.

Note 14

An “associate” of the proposed premises user is:

- a. the spouse or civil partner of that person;
- b. a child, parent, grandchild, grandparent, brother or sister of that person;
- c. an agent or employee of that person; or

d. the spouse or civil partner of a person within (b) or (c).

For these purposes, a person living with another as that person's husband or wife is to be treated as that person's spouse.

Note 15

It is a requirement that you send at least one copy of this notice to the licensing authority at least ten working days (or five working days for a late notice) before the commencement of the proposed licensable activities. The authority will give you written acknowledgement of the receipt of the notice. This will be important proof that you gave the notice and when you gave it for the purposes of the Act. Some premises may be situated in two licensing authority areas, for example, where a building or field straddles the local authority boundary. Where this is the case, at least one copy of the notice must be sent to each of the licensing authorities identified, together with the appropriate fee in each case. In such circumstances, you will receive acknowledgements from all the relevant licensing authorities.

One copy must be sent to each of the chief officer of police and the local authority exercising environmental health functions for the area in which the premises is situated at least ten working days for a standard notice (or five working days for a late notice) before the commencement of the proposed licensable activities. Where the premises are situated in two police areas or environmental health areas, a further copy will need to be sent to the further police force and local authority exercising environmental health functions.

Note 16

Under the Licensing Act 2003, all temporary event notices are given subject to a mandatory condition requiring that where the licensable activities involve the supply of alcohol, all such supplies must be made by or under the authority of the named premises user. If there is a breach of this condition, the premises user and the individual making the supply in question would be liable to prosecution. For this purpose, the supply of alcohol includes both of the first two licensable activities listed in note 6 above.

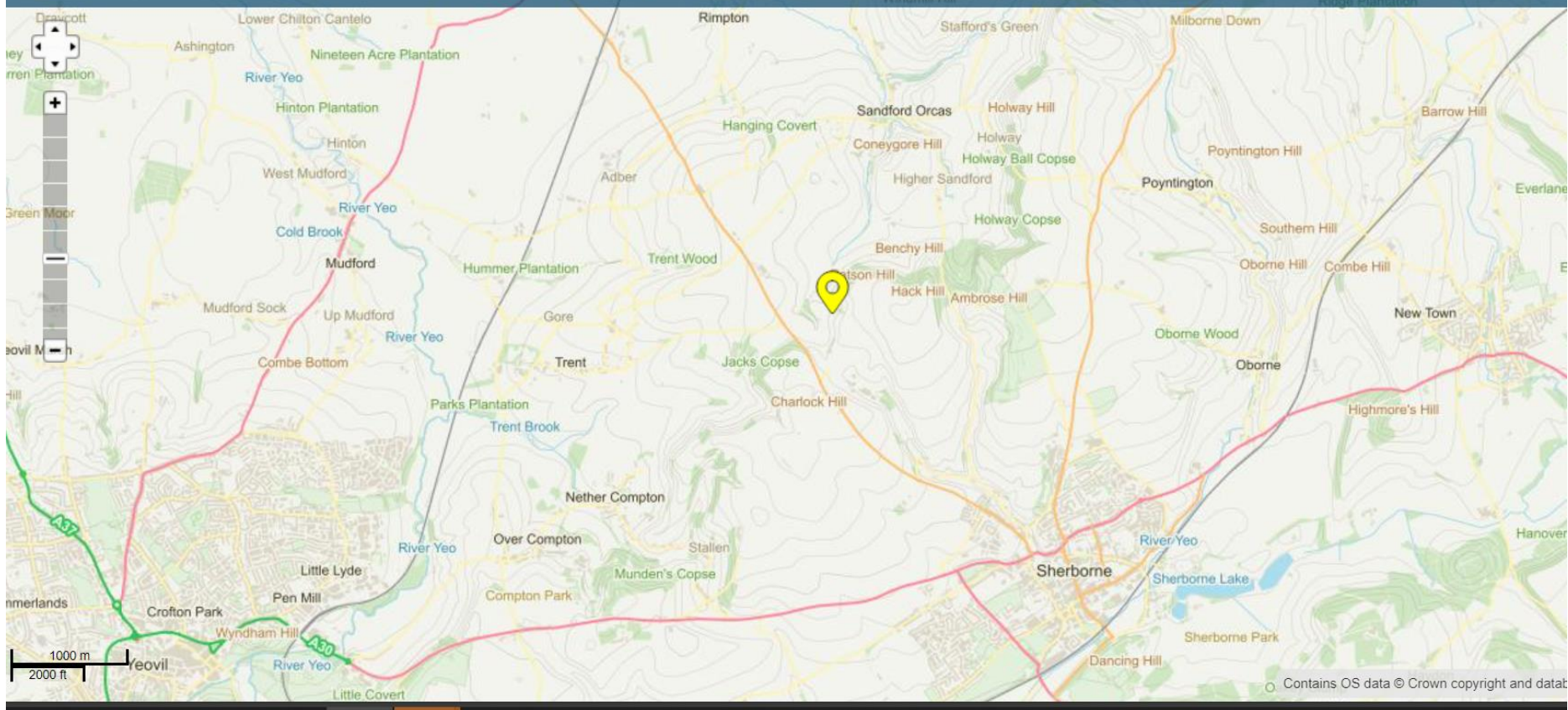
Note 17

It is an offence knowingly or recklessly to make a false statement in, or in connection with, a temporary event notice. (A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement.) To do so could result in prosecution and a fine not exceeding level 5 on the standard scale.

Note 18

You should not complete section 10 of the notice, which is for use by the licensing authority. It may complete this section as one means of giving you written acknowledgement of its receipt of the notice.

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Licensing

From: Jane Williams
Sent: 03 October 2023 09:07
To: [REDACTED]
Cc: Police - Police Licensing; Licensing
Subject: Objection for TEN - Patson Hill Farm, Halloween

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Sarah

Dear Sam

I have reviewed your TEN for Patson Hill Farm for the 27th and 28th October, requesting alcohol, regulated live entertainment and late night refreshment from 12.00hrs until 03.00hrs on the following day.

On behalf of the Environmental Health Department, I wish to object to this TEN under the Licensing Objectives of The Prevention of Public Nuisance.

As your event is to extend beyond 23.00hrs we are concerned that you may cause a disturbance to residential premises. To placate our concerns it would be helpful to have a better understanding of your noise related controls. Below is the content of a noise management plan – this will need to be adapted to your event, but it does give an indication of what should be involved. Please can any noise management plan be forwarded by 14.00hrs on the 5th October when I will be able to review and decide whether my objection to your TEN will remain.

You may wish to speak to licensing colleagues as to what this might mean if the objection remains.

If I can be of any further assistance, please do not hesitate to contact me. I have cc'd in licensing colleagues (and blind copied the other responsible authority) who will be able to inform you of your next steps on this matter.

Kind regards

Jane

Jane Williams
Environmental Protection Team Leader
Place Services
Dorset Council

[REDACTED]
[dorsetcouncil.gov.uk](https://www.dorsetcouncil.gov.uk)



The following is general noise guidance to all sorts of events from small to festival size. It will give you an overview of things to consider in advance of any event.
Advisory Guidance for a Noise Management Plan

Licensed premises and sites must live in harmony with their neighbours and, by their very nature, can often cause some disturbance to people living and working nearby. The aim of the Noise Management Plan should be to put in place reasonable measures to reduce the noise impact of sources associated with the premises/site. People are less tolerant of 'avoidable' noise, so particular attention must be paid to reducing or eliminating this. The following identifies some of the issues which may have to be considered when preparing a Noise Management Plan (NMP) - although it should be recognised that each plan will be premises/site/event specific, and the examples are not exhaustive. Not all issues will apply to all premises and the practicality of implementing some measures will depend on individual circumstances. Although the preparation and compliance with a NMP may be a requirement of a premises licence it is also expected to be applicable to events permitted under Temporary Events Notices or deregulated entertainment activity

Key objectives/outcomes of a Noise Management Plan (NMP) may include

- Minimising impact on residents and neighbouring properties
- Satisfying the Licensing Authority / Environmental Protection following a licence agreement (and any hearing)
- The identification of the range of potential noise sources relating to the premises and the acceptable levels of noise arising from all specified events and activities
- A detailed list of steps taken (and matters that will be restricted or prohibited from taking place) to manage noise pollution
- A defined programme of noise measurement to check that compliance has been achieved through monitoring and testing
- A complaints procedure including recording of actions/outcomes and review

Steps to manage noise pollution:

Generally, the overriding requirement is for control of noise at source by considering:

- The site and any building or temporary structure's location, orientation, and design
- The specification, selection, and operation of equipment that emit low levels of noise
- The specification, selection and operation of amplified music/sound equipment
- Managing operations on the site
- Barriers or screening to control or reduce noise (insulation or acoustic baffles for example)
- Making customers, hirers, and contractors aware of the consequences of late-night noise and to be proactive in dealing with the problem via internal and external signage, advertising, and communications (web sites, tickets etc)
- Nominated individuals being responsible, authorised and readily contactable

Further notes to consider:

1. Indoor Music Noise

Often the bass elements are noticeable outside, close to the premises and inside nearby premises especially if they are attached. Good management control to keep doors and windows closed and control hours and volumes with a cooling down period (reduced volume) for the last period of activity is achievable by the supervisor. Consideration should be had to location of loudspeakers/PA and limiting juke – boxes, karaoke and open - mic activities. Structural works may require someone with specialist experience bearing in mind that installations may have limited effecting reducing bass. Live music may be difficult to manage, since many musicians bring their own equipment, and it cannot be effectively controlled by the supervisor unless there is a good working relationship and clear instruction. It may be prudent to look towards favouring events which minimise impact and it may be useful to warn neighbours in advance of events which may have a greater impact. Regular checking at the boundary of the nearest noise sensitive properties is important but if you have been in the noise for an hour or so your hearing will not be as good, and the effects can be easily underestimated when you go outside to assess. This is known as temporary threshold shift. It will take your hearing at least 10 minutes away from the venue to return to 'normal', so only then should outside music noise levels be checked.

2. Outdoor Music Noise

The first thing to consider is whether it is necessary, attracts customers or adds to the atmosphere. Outside music can very easily cause a nuisance to nearby neighbours - and activities held in marquees offer minimal sound attenuation. The nuisance potential is linked to volume, hours of use and frequency of activity (summer months may be sensitive periods when neighbours are enjoying their own gardens). For example, a staged event with amplified music for prolonged periods at weekends may cause a nuisance if it can be heard in neighbour's gardens. On the other hand, an occasional jazz band (for example) for a couple of hours at a lunchtime a few times a year is much less likely to be a nuisance. Extraordinary events

such as wedding receptions, third party hiring's for functions or camping may need careful planning and thought, including liaison with nearby occupiers. The type and nature of music likely to be played should also be considered when undertaking preparations.

3. Deliveries, storage, and waste disposal

Deliveries by their very nature are noisy e.g., the refrigeration units on delivery vehicles and the clanging of barrels and bottles. The most effective way is to ensure that they take place at reasonable hours of the day, and the same with removal of waste. Consider siting of stores and use of purpose-built acoustic stores.

4. Gardens, smoking and open/play areas

Gardens, open/smoking areas, and children's activity areas are key features of many premises/sites, and their use can be difficult to control but sensible precautions like location, signage and restricting the hours of use for such areas may help. Often, unsupervised children in play areas or congregations of drinkers or smokers can cause problems.

5. Customers and car parks/dispersal

Customer noise is a difficult matter, people leaving a noisy venue often carry on talking outside at the same volume, and this can be disturbing to the local community. Particularly disruptive customers should be warned, and an exclusion policy introduced. Car parks are another area where occasional supervision or checking especially late at night may help to prevent loitering and chatting or bad and noisy driving. Signs which emphasise the need to refrain from shouting, slamming car doors, sounding horns and loud use of vehicle stereos and anti-social behaviour should be considered. A good relationship should be fostered with responsible licensed

Taxi /private hire operators with customers encouraged to contact these operators whilst within the premises and encouraging drivers to come to the door /reception to collect passengers.

6. Complaints

The importance of a sympathetic and polite response to complaints cannot be over - emphasised. Many problems can be defused by the right attitude and response. Letting neighbours know that you are willing to meet with them to discuss issues, or can contact you directly during an event, can help maintain relations and assist with neighbour tolerance.

7. Open-air public events – including music festivals

If there is a possibility that an event of this type could take place, then a comprehensive noise assessment should be undertaken by an experienced and a suitably qualified noise consultant in accordance with the Noise Council's Code of Practice "Environmental Noise Control at Concerts 1995" - Engagement with any local district Safety Advisory Group (SAG) should also be considered early into the development of the event as this can assist with event preparations and networking as well as any later licensing application needed for the event.

8. Collating your NMP

Clear, logical, and consistent organisation of your NMP may assist as a template for you to follow for future events. It should also form part of any wider Event Management Plan (EMP) documentation. Whilst it is down to the operator/consultant an NMP could be ordered into sections such as:

A. Statement of intent - this should explain the purpose of the NMP.

B. Introduction - this should detail what is proposed and what noise criteria are to be achieved.

C. Potential noise sources and proposed controls – this should state all potential sound sources including:

- the main outdoor stage
- other outdoor stages
- marquees and tents (including camping)
- fairground rides and similar entertainment
- sound checks
- generators
- tower lights
- fireworks and pyrotechnics
- impromptu parties - staff and guests
- car parking, traffic access and egress
- departing patron noise
- the build and break down phases of the event

D. Public relations – the issue of how residents, parish and town councils will be informed of the event. A telephone

hotline should be provided and maintained throughout the event hours so that members of the public can contact the organisers. A note of all telephone calls made should be made using a log sheet. Also, attendees to the event should be clearly communicated

in advance about the expectations of the event organiser.

E. Noise monitoring of the event - this section should explain in detail how all noise sources will be monitored and controlled on the event days, including a chain of command (i.e., who has the authority to reduce noise levels throughout the hours the entertainment will be taking place). Will the noise consultant be present on site throughout the duration of the event? A note of all monitoring details should be made using a log sheet

F. Communication – it is essential that there are adequate communications both on the site and in the surrounding area so that relevant persons can contact one another. You will need to consider mobile phone reception and audibility once there is music playing when it becomes difficult to have telephone conversations, or even to hear the phone ringing.

G. Follow-up report - within a brief period following the event (e.g., 21 days) the event organiser or his noise consultant

Should produce an evaluation report detailing the impact on residents, results of all monitoring, compliance with conditions and recommendations for the improvements if events are to be held at this site in the future.

H. Review - It is also advisable that the Noise Management Plan is regularly reviewed and updated as necessary – for example on existing un-assessed noise sources, changes to the event (or a different event altogether), site build or layout, introduction of new equipment or activities, increase in scale, following a complaint or when monitoring procedures identify those controls are inadequate.

Licensing

From: Sam Cabell [REDACTED]
Sent: 05 October 2023 15:08
To: Jane Williams
Cc: Police - Police Licensing; Licensing
Subject: Re: Objection for TEN - Patson Hill Farm, Halloween
Attachments: All Hallows EMP 04.10.23.docx.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Aileen, Kathryn

Jane,

Apologies for the delay in sending you the EMP.

Attached is our EMP & i am available to discuss on the phone or alternatively happy to meet you at the site location if needed.

Best Regards

Sam Cabell

HopTails Bar

Mobile: [REDACTED]

Instagram: @hoptailsbe

Party@hoptails.bar

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Event Management Plan



Contents

1. Event Overview
2. Site Management
3. Incident Management
4. Traffic Management Plan
5. Event Safety Measures (Covid-19)

*Please type your answers into the white boxes
Please refer to our Events Toolkit when completing this document*

Event Organiser Details

Event Organiser Name	Hoptails Bar & Events
Organisation	Hoptails Ltd
Contact Telephone Number	██████████
Email Address	party@hoptails.bar
Name of Event	All Hallows Festival
Location of Event	Patson Hill Farm, Sherborne, Dorset, DT9 4SY
Date of Event	28 th October 2023
Contact Telephone Number on day of the event (if different to above)	Sam Cabell; ██████████, Steve Ferris; ██████████, Alex Ferris ██████████
Event Site Map	https://studio.oneplanevents.com/index.php/link-share/view?code=ftNcqbkD6cOK

1. Event Overview

1.1 Event Overview

Please provide a description of your event

A family friendly Halloween themed festival featuring:

Various food stalls

Comedy witch entertainment

Live music

Laser light show

Bonfire & Fireworks

Please provide the following information about your event

Event start time	12:00 28th October 2023
Event end time	03:00 29 th October 2023

1.2 Event Itinerary

Please provide timings of your event including setup and breakdown timings

Date / Time	Action
16/10/23	Marquee is being erected
18/10/23	Events crew mobilise on site to erect heras fencing, toilets, power generation, lighting, ground protection and other supporting activities
25/10/23	Smaller marquees and gazebos will be erected.
27/10/23	Stretch tent is being erected
30/10/2023	Tents and Marquees to be taken down
30/10/2023	Events crew will be removing equipment over a number of days

1.3 Programme of Events

Please provide your programme of activities and the timings for the day, including any performances (e.g. the start and finish times of any musical performances)

Time	Activity
12:30	Theya Band
15:30	Bruno Mars Band
17:45	Queen Band
19:30	Bonfire is lit
19:45	Fireworks
20:30	The Wurzels Band
21:45	The Break Beat Bandits
22:30	DJ Set starts

1.4 Event Management

Roles and Responsibilities on Event Day (s)

Please provide a brief description of the roles of event staff and their main responsibilities. There may be other roles that are not listed here that are applicable to your event.

Please note: the role of stewards is covered in section 2.13 so there is no need to complete the role of stewards in this section

Role	Responsibilities
Event Organiser	Sam Cabell - [REDACTED]
Event Manager	Steve Ferris - [REDACTED]
Site Manager	Steve Ferris
Health & Safety Officer	Alex Ferris - [REDACTED]
Arena/stage Manager	Andy Martin - [REDACTED]
Steward Coordinator	Alex Ferris
Security Manager	Pat Briggs - [REDACTED]

1.5 Crowd Management

Please provide details on how you will manage the crowd at your event

Please note: the role of stewards is covered in section 2.13 so there is no need to complete the role of stewards in this section

Is your event ticketed? If yes, what arrangements are in place for this?

We are a ticketed event, separating adult, teen & child tickets.
Everyone will be ID'd at the gate before a wristband is issued & this forms part of our challenge 25

How will you manage capacity at your event?

It's ticketed only

How will you manage the access and egress of the crowd?

We have site security staff on site from 12:00

1.6 Advertising

Please provide details of how you will advertise your event

How and where do you plan to advertise your event?

Road signs, Facebook & other social media platforms

2. Site Management

2.1 Contractor Management

Please provide details of any contractors that will be involved with your event Please ensure that you check any safety documentation of contractors that you hire	
Company	What are they providing/doing?
Events Crew	Welfare facilities, crowd management, power
Wizard Events	Marquee & Tents

2.2 Traders

Please provide details of any traders/commercial traders and charity stalls that will be at your event Please ensure that you check any safety documentation of traders	
Name of Organisation	Concession Type
N/A	

Sale of Alcohol
<p>If you are selling alcohol at your event, please contact the licensing department as you will require a temporary events notice. Please explain below how you will manage the sale of alcohol.</p> <p>Only adult wristband holders can purchase alcohol at the event. Adult wristbands are issues during ticket and ID check.</p>
Catering Requirements (Food, drink, water)
<p>For each catering supplier/food stall that you have attending your event, please provide the following information:</p> <ul style="list-style-type: none"> ● Name of Business ● Address of Business ● Contact telephone number ● Name of local authority that they are registered with ● National food hygiene rating (if available)
<ul style="list-style-type: none"> ● The Pit <ul style="list-style-type: none"> ○ Address: Hummingbird, 1 Abbey Lane, Sherborne, Dorset, DT9 3LE ○ [REDACTED] ○ LA: Dorset ○ FHR: ● Grilla Café <ul style="list-style-type: none"> ○ Address: New Inn, Dorchester, Dorchester DT2 7BG ○ [REDACTED] ○ LA: Dorset ○ FHR: 5 ● Gold Hill Drinks Company

- Address: 16 Long Cross, Shaftesbury, Dorset, SP7 8QP
- [REDACTED]
- LA: Dorset
- FHR: 5

2.3 Fencing and/or barriers

Please tell us if you plan to use any fencing and or barriers at your event including the type and their location

Please ensure that you check any safety documentation of contractors that you hire.

Perimeter Heras fencing

Staging crowd control barrier

2.4 Electricity, Water, Gas Supply and Generators

Please tell us if you plan to use electricity, water, gas supply or other flammable liquids at your event. If so, please tell us where these will be sourced and the processes in place to manage these.

Please tell us if you plan to use any generators at your event. If so, please tell us where these will be sourced and the processes in place to manage these, including the storage and management of fuel and other flammable liquids.

Please ensure that you check any safety documentation of contractors that you hire.

Water is potable supply from the farm house

Generators have bunded fuel tanks supplied within the unit. Events crew will be in charge of the delivery, installation and removal of the generators.

The farm has multiple electricity outlets that will also be utilised.

2.5 Temporary Structures

Please list any temporary structures that you will have at your event and where they will be located e.g. gazebos, marquees, staging

Please ensure that you check any safety documentation of contractors that you hire.

A Large Marquee, A stretch tent, 2 small gazebos and a small marquee for the children's entertainment

All located on the site plan.

2.6 Fire Safety

Please ensure that you have considered aspects related to fire safety at your event and provide detail here. Please ensure that you check any safety documentation of contractors that you hire.

The food stalls have their own fire safety in their plans such as fire extinguishers.

The event will provide water and CO2 fire extinguishers for the stage, backstage area and the bar.

We have a fire safety officer; Dan Cabell [REDACTED] who is completing our fire safety assessment. This will be completed once the Bonfire has been built.

The fireworks are managed by a specialist company and the edge of the exclusion zone will be outside of the boundary of the event.

The bonfire will be in a field nearby to the event although there will be no access from the event to the firework field for members of the general public.

2.7 Temporary Events Notice

IMPORTANT NOTE:

Licensable activities at your event such as the sale and supply of alcohol, the provision of late night refreshments to the public and regulated entertainment may require a temporary event notice (TEN). A temporary event notice is a notification to the licensing authority that an individual intends to carry on licensable activities for a period not exceeding 168 hours.

A temporary event notice application must be sent to the licensing authority and the police at least 10 working days in advance of a planned event. Please ensure that you have the necessary licences in place.

2.8 Musical Entertainment

Please tell us what entertainment you have arranged for your event i.e. Live music with amplification and how you manage noise disturbance and potential complaints.

Important notes:

- If you have live music you may require a Temporary Events Notice.
- Please ensure that you check any safety documentation of contractors that you hire.

Live music will be played at the event.

We have done our due diligence & searched the nearest residential locations & have identified the following:

680M from our event is Combe Farm, residents here have been made aware of the event & have been offered free tickets to our event.

730M from our event is Pearce seeds, residents here have been made aware of the event & have been offered free tickets to the event.

1000M from our event is Sherborne Turf, this property is non- residential.

1500M from our event is a cottage, residents here have been made aware of the event & have been offered free tickets to the event.

1800M from our event is a cottage nr Trent, residents here have been made aware of the event & have been offered free tickets to the event.

The location on the farm is surrounded by very steep hills & woodland, we don't see noise being an issue due to the location.

2.9 Attractions

Please provide details of any attractions that will be at your event e.g. inflatable's, funfair/children's rides, fireworks

Please ensure that you check any safety documentation of contractors that you hire.

Name, address and telephone number of organisation	Attraction
Euphoria Pyrotechnics Ltd - Steve Hawkins - [REDACTED]	Fireworks
Dan Cabell [REDACTED]	Bonfire / Fire safety

2.10 Medical and First Aid Cover

Please provide details of the medical provider and resources that you have arranged to be at your event including their location (i.e. number of first aiders, doctors, ambulances etc.)

One member of security has a FREC 3 qualification

2.11 Public Health and Welfare

Please provide details of the arrangements you have made for the following:

Toilet Facilities

Please provide details of sanitary arrangements, including: number, ratio of male to female and disabled, location, maintenance.

5 x Portalooos
1 x Disabled portaloo
2 x Urinal trailers

Waste Disposal

Please provide details of the arrangements made for waste disposal, rubbish bins and litter collection at your event. As the event organiser you are responsible for arranging the disposal of waste. Any trade waste must be removed by a registered trade waste contractor.

We have waste bins on site & will be sorted into the correct general waste/ recycling bins once the event has finished. We will be disposing of this waste with a 3rd party contractor.

As the event organiser if you anticipate that any waste bins within the event area may get full please indicate the position of these bins on the event site plan. If extra 'wheelie' bins are required in those areas, please state below how many and where.

Bins will be located on the site plan

As the event organiser, are you happy to monitor waste and empty bins, moving bags to an agreed location?

We will have volunteers on site monitoring this.

Noise Management

Please provide details of the arrangements made for minimising noise disruption at your event, particularly if you are having live, amplified music.

All Music will be played inside the large Marquee & the stage location is facing into a large hill & the location on the farm is in a natural bowl of land. As discussed above, we have assessed the distance to the nearest residential property and the event will not present a noise issue.

2.12 Accessibility

Please tell us how you have made your event accessible and provide details here. e.g. Accessible toilets provided, Accessible parking, Ramped access

The event is on flat ground and the disabled parking is nearest the entrance. We have Polaris vehicles available to drive those people with limited mobility to and from the parking area. Toilets are accessible. There are no steps, so ramps are not required.

2.13 Steward and Marshal Management

Please provide details of the arrangements you have made for stewards at your event

What are the roles and responsibilities of your stewards?

Stewards will be dealing with car parking, issuing tickets, general information, waste bins,

Where will they be positioned and why?

All over the site in numerous places.

Who are your stewards? How will they be identified?

We do not require names, just where you have recruited them from.

Friends & family of the organisation, they will be wearing branded hi-viz shirts and crew wristbands.

Will you be using Security Industry Authority (SIA) qualified security staff? If so, what will their role be?

Yes, they are SIA registered, access control, crowd management & licensable areas. Security company SIA number is [REDACTED] - Patrick Briggs.

How will your stewards be trained?

SIA door supervisor as a minimum.

**When will your stewards be briefed?
Please provide a copy of the information that will be given to Stewards (briefing document)**

Volunteered stewards will be briefed 1 hour before opening

How will the event team and the stewards (including traffic stewards) communicate with each other on the day of the event?

Digital Icom radios

3. Incident Management

IMPORTANT NOTE:

Do not assume that the emergency services will attend your event other than in an emergency. Your event must be managed without the support of the emergency services, even if they have agreed to attend as they may be called away to an emergency elsewhere. They cannot provide support to any element of your event other than in an emergency and even in this instance their first port of call would be your contingency plans.

3.1 Welfare of Children

Please provide details of how you would deal with a lost or found child or vulnerable person at your event. Please include the following:

What is your procedure?

Who is the designated person in charge of this?

Where is the rendezvous point?

How will announcements be made?

All children will have their parent/s' telephone number written on their wristbands for ease of reconnecting them with family.

In case of a lost child, gates will be locked down, child's description circulated via radio. There will be a designated area for the child to be taken to until parents are found. This will be in a gazebo supervised by a steward.

If parents report their child missing, they must stay with security until verification of reuniting can be completed.

3.2 Incident Reporting and Investigation

Please provide details of the system you have in place for reporting and recording accidents and incidents at your event

Any accident or incident will be reported to the security HQ where each will be recorded and assessed in the event accident book.
Further action will be taken according to the severity of the situation.
Event security HQ is located on site plan.

3.3 Communication with the Public

Please provide details of how you will communicate with members of the public on the day of the event in the case of an emergency.

It is advisable to have emergency messages scripted before the event for use on the day

Updates on social media pages

Live announcements on the day if needed will come from the stage.

In the event of a total power failure, the bar and the stage have a megaphone.

3.4 Emergency Plans

IMPORTANT NOTE:

It is not the responsibility of the Event Manager/Organiser to run an emergency procedure. If an emergency is to be declared then operational command will fall to Dorset Police. However, procedures need to be in place so that emergencies can be dealt with responsibly until the emergency services arrive.

It is important that you set out your procedures carefully and brief all event staff, contractors, and volunteers so that they are clear and widely understood.

In this situation we would advise that the decision is clearly recorded, including who took it, what time it was taken, and why it was taken.

Please provide details of your emergency plan for the event

It is your responsibility under Health and Safety, and the practice of a Risk Assessment, to consider the 'what if's' at your event (i.e. contingency planning).

What are your contingency plans for situations, such as:

Need for evacuation, fire, power failure, collapse of a temporary structure, road traffic collision, medical emergency, fatality, adverse weather conditions, key location becomes unavailable, cancellation prior to or during?

This is not an exhaustive list and the specific nature of your event will suggest others.

The entrance to the event for emergency vehicles will be straight down Patson Hill Lane to the white gates before which it will be possible to turn left into the middle of the event. Security and stewards will keep the way clear for access if necessary.

At your event, who will be responsible for determining that an incident is now a major incident or emergency and will take responsibility for decisions until the emergency services arrive and take control?

Event manager

Who will report this to the emergency services?

Event manager

What systems do you have in place to contact the local emergency services?

Designated mobile phones for the event manager, site manager and H&S manager.

Who will liaise with the emergency services when they get to the site?

Security staff alongside Event Manager

What entrance/access point should the emergency services use that is safe and can be kept clear of crowds for them to get to the incident?

Main entrance driveway to farm – Patson Hill Lane – turn left before white gates and left again directly into the middle of the event.

Security will ensure the car park is closed during any incident ensuring Patson Hill Lane remains free or traffic.

Who will be responsible for crowd control during an incident?

Security staff, co-ordinated via security manager/control and via stewards.

If required, how would you evacuate your event? What steps would you take?

Show stop announcement via the stage, communicated via comms. Event management, security & volunteers would take up predesignated positions & roles to do a safe quick evacuation to the adjacent field.

How will you communicate the evacuation instruction to your audience?

Via the stage speakers or megaphone in the event of total power failure.

Please provide details of any emergency signage that will be used at your event (i.e. emergency exit signs)

Battery powered exit signage in the marquees and battery site lighting outside if required.

4. Traffic Management

4.1 Traffic Management

Please answer the following questions in detail regarding traffic management at your event

Is your event taking place on or off the Highway?

Off the Highway

What is the best route for traffic to take in order to get to your event? How will this be communicated?

Signs will be put on the roadside & directions given. DT9 4SY is the postcode and there is only one property with this postcode which leads the driver directly down Patson Hill Lane.

What is the best and safest route for traffic to exit your event? How will this be communicated?

Via the main road.

In the interest of pedestrian safety, how will pedestrians interact with vehicle movement? Please include information about how they will cross open roads safely.

There is a designated car park off Patson Hill Lane to the left, clearly signposted "CAR PARK and CAMPSITE". Pedestrians do not need to cross any open roads to access or leave the event. All pathways to and from the car park, camping will be clearly illuminated.

What have you done to liaise with and inform local residents and businesses about the impact to local roads?

We have spoken to all residents.

Can people enter your event without causing an obstruction on the road?

Yes – there will be one way into the property and one way out.

How have you considered the impact that your event will have on public transport? Have you informed your local bus/rail/taxi company?

We have a private taxi company running at the event.

**Are you requesting any parking suspensions as part of your event?
If yes, please complete the information below.**

If you do not include ALL of this information your request cannot be considered (parking suspensions for your event may involve a charge)	
Location (street name/car park)	
Number of spaces	
Intended use for the parking spaces	
Start time of suspension	
End time of suspension	
If the answer to this is none, please explain why you think there will be no impact on parking, access or traffic flow. As the organiser you are responsible for ensuring there is none/minimal impact to traffic.	
We have allocated our own parking on the farm in an 8 acre field called Cricket, which will be signposted on the left on entry to the property via Patson Hill Farm DT9 4SY.	
If you are providing off-road parking, please complete the information below: Please note: any parking areas must be stewarded at all times. You may be asked to provide a parking plan.	
Location	Patson hill farm
Number of spaces	600
How will the area be managed?	Security
If the answer to this is none, please explain why you think there will be no impact on parking, access or traffic flow. As the organiser you are responsible for ensuring there is none/minimal impact to traffic.	

4.2 Road Closures

If your road closure request is granted under the Town Police Clause Act, Dover District Council will produce the road closure order once it has been approved by KCC Highways Authority. This may involve a charge.

Please answer the following questions in detail regarding any road closures at your event	
Are you applying for a road closure as part of your event?	
<input type="checkbox"/> No	
Please list ALL roads that you wish to close for your event below:	

What is the duration of the closure? Please be realistic with timings.

Is it necessary to have a diversion route? If yes, please provide details of the route here.

A diversion plan will need to be submitted to Dover District Council.

Who is providing your signage for the road closure?

If you are using a signage contractor, please provide their details here.

Please ensure you check their public liability insurance. A copy of the signage schedule produced by the contractor must be provided to Dover District Council.

If you are providing signage yourself, please provide a signage schedule and a Health and Safety risk assessment for working on the highway.

5. Event Safety Measures (Covid-19)

Please provide full details of what control measures will be in place to ensure the safety of members of the public and staff/volunteers at your event in line with current Government guidelines on Covid-19

The event is outside with indoor spaces being marquees or gazebos with plenty of ventilation.

Licensing

From: Jane Williams
Sent: 06 October 2023 07:49
To: Sam Cabell
Cc: Police - Police Licensing; Licensing; Darren Naraine
Subject: Re: Objection for TEN - Patson Hill Farm, Halloween

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Kathryn

Morning

I have reviewed the EMP, and the email sent to police licensing re distance from nearest residential.

A single paragraph about noise is not sufficient to say you have undertaken a noise management plan. This should be dedicated piece of work which could be embedded in the EMP but normally is separate.

I supplied to you elements which are expected to be incorporated and I can see no reference to them.

Unfortunately, this means my objection remains.

I am off work today so am unable to speak with you but should you wish to speak with of the team I have cc'd in a colleague.

Kind regards

Jane

Sent from [Outlook for Android](#)

From: Sam Cabell [REDACTED]
Sent: Thursday, October 5, 2023 3:08:13 PM
To: Jane Williams [REDACTED]
Cc: Police - Police Licensing <licensing@dorset.pnn.police.uk>; Licensing <licensing@dorsetcouncil.gov.uk>
Subject: Re: Objection for TEN - Patson Hill Farm, Halloween

Jane,

Apologies for the delay in sending you the EMP.

Attached is our EMP & i am available to discuss on the phone or alternatively happy to meet you at the site location if needed.

Best Regards

Sam Cabell

HopTails Bar

Mobile: [REDACTED]

Instagram: @hoptailsbe

Party@hoptails.bar

On 3 Oct 2023, at 09:06, Jane Williams [REDACTED] wrote:

Dear Sam

I have reviewed your TEN for Patson Hill Farm for the 27th and 28th October, requesting alcohol, regulated live entertainment and late night refreshment from 12.00hrs until 03.00hrs on the following day.

On behalf of the Environmental Health Department, I wish to object to this TEN under the Licensing Objectives of The Prevention of Public Nuisance.

As your event is to extend beyond 23.00hrs we are concerned that you may cause a disturbance to residential premises. To plicate our concerns it would be helpful to have a better understanding of your noise related controls. Below is the content of a noise management plan – this will need to be adapted to your event, but it does give an indication of what should be involved. Please can any noise management plan be forwarded by 14.00hrs on the 5th October when I will be able to review and decide whether my objection to your TEN will remain.

You may wish to speak to licensing colleagues as to what this might mean if the objection remains.

If I can be of any further assistance, please do not hesitate to contact me. I have cc'd in licensing colleagues (and blind copied the other responsible authority) who will be able to inform you of your next steps on this matter.

Kind regards

Jane

Jane Williams
Environmental Protection Team Leader
Place Services
Dorset Council

[REDACTED]
dorsetcouncil.gov.uk

<image001.jpg>

<image002.png> <image003.png> <image004.png>

*The following is general noise guidance to all sorts of events from small to festival size. It will give you an overview of things to consider in advance of any event.
Advisory Guidance for a Noise Management Plan*

Licensed premises and sites must live in harmony with their neighbours and, by their very nature, can often cause some disturbance to people living and working nearby. The aim of the Noise Management Plan should be to put in place reasonable measures to reduce the noise impact of sources associated with the premises/site. People are less tolerant of 'avoidable' noise, so particular attention must be paid to reducing or eliminating this. The following identifies some of the issues which may have to be considered when preparing a Noise Management Plan (NMP) - although it should be recognised that each plan will be premises/site/event specific, and the examples are not exhaustive. Not all issues will apply to all premises and the practicality of implementing some measures will depend on individual circumstances. Although the preparation and compliance with a NMP may be a requirement of a premises licence it is also expected to be applicable to events permitted under Temporary Events Notices or deregulated entertainment activity

Key objectives/outcomes of a Noise Management Plan (NMP) may include

Minimising impact on residents and neighbouring properties

Satisfying the Licensing Authority / Environmental Protection following a licence agreement (and any hearing)

The identification of the range of potential noise sources relating to the premises and the acceptable levels of noise arising from all specified events and activities

A detailed list of steps taken (and matters that will be restricted or prohibited from taking place) to manage noise pollution

A defined programme of noise measurement to check that compliance has been achieved through monitoring and testing

A complaints procedure including recording of actions/outcomes and review

Steps to manage noise pollution:

Generally, the overriding requirement is for control of noise at source by considering:

The site and any building or temporary structure's location, orientation, and design

The specification, selection, and operation of equipment that emit low levels of noise

The specification, selection and operation of amplified music/sound equipment

Managing operations on the site

Barriers or screening to control or reduce noise (insulation or acoustic baffles for example)

Making customers, hirers, and contractors aware of the consequences of late-night noise and to be proactive in dealing with the problem via internal and external signage, advertising, and communications (web sites, tickets etc)

Nominated individuals being responsible, authorised and readily contactable

Further notes to consider:

1. Indoor Music Noise

Often the bass elements are noticeable outside, close to the premises and inside nearby premises especially if they are attached. Good management control to keep doors and

windows closed and control hours and volumes with a cooling down period (reduced volume) for the last period of activity is achievable by the supervisor. Consideration should be had to location of loudspeakers/PA and limiting juke – boxes, karaoke and open - mic activities. Structural works may require someone with specialist experience bearing in mind that installations may have limited effecting reducing bass. Live music may be difficult to manage, since many musicians bring their own equipment, and it cannot be effectively controlled by the supervisor unless there is a good working relationship and clear instruction. It may be prudent to look towards favouring events which minimise impact and it may be useful to warn neighbours in advance of events which may have a greater impact. Regular checking at the boundary of the nearest noise sensitive properties is important but if you have been in the noise for an hour or so your hearing will not be as good, and the effects can be easily underestimated when you go outside to assess. This is known as temporary threshold shift. It will take your hearing at least 10 minutes away from the venue to return to 'normal', so only then should outside music noise levels be checked.

2. Outdoor Music Noise

The first thing to consider is whether it is necessary, attracts customers or adds to the atmosphere. Outside music can very easily cause a nuisance to nearby neighbours - and activities held in marquees offer minimal sound attenuation. The nuisance potential is linked to volume, hours of use and frequency of activity (summer months may be sensitive periods when neighbours are enjoying their own gardens). For example, a staged event with amplified music for prolonged periods at weekends may cause a nuisance if it can be heard in neighbour's gardens. On the other hand, an occasional jazz band (for example) for a couple of hours at a lunchtime a few times a year is much less likely to be a nuisance. Extraordinary events such as wedding receptions, third party hiring's for functions or camping may need careful planning and thought, including liaison with nearby occupiers. The type and nature of music likely to be played should also be considered when undertaking preparations.

3. Deliveries, storage, and waste disposal

Deliveries by their very nature are noisy e.g., the refrigeration units on delivery vehicles and the clanging of barrels and bottles. The most effective way is to ensure that they take place at reasonable hours of the day, and the same with removal of waste. Consider siting of stores and use of purpose-built acoustic stores.

4. Gardens, smoking and open/play areas

Gardens, open/smoking areas, and children's activity areas are key features of many premises/sites, and their use can be difficult to control but sensible precautions like location, signage and restricting the hours of use for such areas may help. Often, unsupervised children in play areas or congregations of drinkers or smokers can cause problems.

5. Customers and car parks/dispersal

Customer noise is a difficult matter, people leaving a noisy venue often carry on talking outside at the same volume, and this can be disturbing to the local community. Particularly disruptive customers should be warned, and an exclusion policy introduced. Car parks are another area where occasional supervision or checking especially late at night may help to prevent loitering and chatting or bad and noisy driving. Signs which emphasise the need to refrain from shouting, slamming car doors, sounding horns and loud use of vehicle stereos and anti-social behaviour should be considered. A good relationship should be fostered with responsible licensed

Taxi /private hire operators with customers encouraged to contact these operators whilst within the premises and encouraging drivers to come to the door /reception to collect passengers.

6. Complaints

The importance of a sympathetic and polite response to complaints cannot be over - emphasised. Many problems can be defused by the right attitude and response. Letting neighbours know that you are willing to meet with them to discuss issues, or can contact you directly during an event, can help maintain relations and assist with neighbour tolerance.

7. Open-air public events – including music festivals

If there is a possibility that an event of this type could take place, then a comprehensive noise assessment should be undertaken by an experienced and a suitably qualified noise consultant in accordance with the Noise Council's Code of Practice "Environmental Noise Control at Concerts 1995" - Engagement with any local district Safety Advisory Group (SAG)

should also be considered early into the development of the event as this can assist with event preparations and networking as well as any later licensing application needed for the event.

8. Collating your NMP

Clear, logical, and consistent organisation of your NMP may assist as a template for you to follow for future events. It should also form part of any wider Event Management Plan (EMP) documentation. Whilst it is down to the operator/consultant an NMP could be ordered into sections such as:

A. Statement of intent - this should explain the purpose of the NMP.

B. Introduction - this should detail what is proposed and what noise criteria are to be achieved.

C. Potential noise sources and proposed controls – this should state all potential sound sources including:

the main outdoor stage

other outdoor stages

marquees and tents (including camping)

fairground rides and similar entertainment

sound checks

generators

tower lights

fireworks and pyrotechnics

impromptu parties - staff and guests

car parking, traffic access and egress

departing patron noise

the build and break down phases of the event

D. Public relations – the issue of how residents, parish and town councils will be informed of the event. A telephone

hotline should be provided and maintained throughout the event hours so that members of the public can contact the organisers. A note of all telephone calls made should be made using a log sheet. Also, attendees to the event should be clearly communicated in advance about the expectations of the event organiser.

E. Noise monitoring of the event - this section should explain in detail how all noise sources will be monitored and controlled on the

event days, including a chain of command (i.e., who has the authority to reduce noise levels throughout the hours the entertainment will be taking place). Will the noise consultant be present on site throughout the duration of the event? A note of all monitoring details should be made using a log sheet

F. Communication – it is essential that there are adequate communications both on the site and in the surrounding area so that relevant persons can contact one another. You will need to consider mobile phone reception and audibility once there is music playing when it becomes difficult to have telephone conversations, or even to hear the phone ringing.

G. Follow-up report - within a brief period following the event (e.g., 21 days) the event organiser or his noise consultant

Should produce an evaluation report detailing the impact on residents, results of all monitoring, compliance with conditions and recommendations for the improvements if events are to be held at this site in the future.

H. Review - It is also advisable that the Noise Management Plan is regularly reviewed and updated as necessary – for example on existing un-assessed noise sources, changes to the event (or a different event altogether), site build or layout, introduction of new equipment or activities, increase in scale, following a complaint or when monitoring procedures identify those controls are inadequate.

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Licensing

From: Sam Cabell [REDACTED]
Sent: 06 October 2023 09:30
To: Jane Williams
Cc: Police - Police Licensing; Licensing; Darren Naraine
Subject: Re: Objection for TEN - Patson Hill Farm, Halloween

Categories: Aileen

Jane,

We will review the documentation that you supplied me in your first email.

Have you viewed the site link on the EMP? Have you looked at our location? Are you familiar with the location & the natural "hill's" acting as a screen for noise transmitting any further than it needs too.

Also all local residents listed in the EMP have been given free tickets & will be attending the event so from an extract from the information you sent me. *"Licensed premises and sites must live in harmony with their neighbours and, by their very nature, can often cause some disturbance to people living and working nearby"*

So if they are attending doesn't this show that we have no objections locally? People just clearly want to have a good time & let there hair down having lost the best part of two years of there life to COVID not aloud to have fun & who else do you see locally offering an event like this thats costs £10's of thousands of pounds to put on.

We will review the document you sent me in full & we will respond in full.

Hopefully i can get this done today.

If you would like to attend the event after we have ironed out these issues that you see, you too are also invited to attend if you should wish to do so.

Best Regards

Sam Cabell

HopTails Bar & Events

Mobile: [REDACTED]

Instagram: @hoptailsbe

:Party@hoptails.bar

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