



Licensing and Gambling Acts Sub-Committee

Date: Tuesday, 5 May 2026
Time: 10.30 am
Venue: Council Chamber, County Hall, Dorchester, DT1 1XJ

Members (Quorum: 3)

Derek Beer, Jill Haynes and Craig Monks

Chief Executive: Catherine Howe, County Hall, Dorchester, Dorset DT1 1XJ

For more information about this agenda please contact Democratic & Governance Services Meeting Contact louis.wicks@dorsetcouncil.gov.uk 01305 211926

Members of the public are welcome to attend this meeting, apart from any items listed in the exempt part of this agenda. If you would like to attend this meeting and have any specific requirements please contact the Democratic Services Officer named above.

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Agenda

Item		Pages
1.	ELECTION OF CHAIR 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.	3 - 6
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. APPLICATION TO REVIEW THE PREMISES LICENCE FOR MERAM KITCHEN, BREWERY SQUARE, DORCHESTER, DT1 1HX 7 - 50

An application has been made to review the premises licence for Meram Kitchen, Brewery Square, Dorchester, DT1 1HX. The application has been out to public consultation. Representations have been received. A Licensing Sub-Committee must therefore consider the application and representations at a public hearing.

5. APPLICATION FOR A NEW PREMISES LICENCE FOR SKYGLOW DORSET 51 - 74

An application has been made for a new premises licence for Skyglow Dorset music festival at Dorchester Showground. The application has been out to public consultation. Representations have been received. A Licensing Sub-Committee must therefore consider the application and representations at a public hearing.

6. APPLICATION FOR A NEW PREMISES LICENCE FOR DON'T PANIC FESTIVAL, STALBRIDGE RECREATION GROUND, PARK GROVE, STALBRIDGE 75 - 190

An application has been made for a new premises licence for Don't Panic Festival, Stalbridge Recreation Ground, Park Grove, Stalbridge. The application has been out to public consultation. Representations have been received. A Licensing Sub-Committee must therefore consider the application and representations at a public hearing.

7. 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.

8. 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.



THE LICENSING ACT 2003 (HEARINGS) REGULATIONS 2005

Rights of a Party

1. A party has the right to attend the hearing and may be represented by any person.
2. A party is entitled to give further information where the authority has asked for clarification.
3. A party can question another party, and/or address the authority, with consent of the authority.

Failure to Attend

4. If the authority is informed a party does not wish to attend, the hearing may proceed in their absence.
5. If a party has not indicated their attendance and fails to attend the hearing may be adjourned if considered in the public interest, or hold the hearing ensuring the party's representation is considered.
6. Where the authority adjourns the hearing it shall notify the parties of the date, time and place.

Procedural Information

7. At the start of the hearing, the authority shall explain the procedure which it proposes to follow and shall consider any request for permission for another person to appear at the hearing.
8. A hearing shall take the form of a discussion led by the authority and cross-examination shall not be permitted unless the authority considers that it is required.
9. The authority will allow the parties an equal maximum period of time in which to speak.
10. The authority may require any person behaving disruptively to leave, and may refuse that person to return, but such a person may, before the end of the hearing, submit in writing information they would have been entitled to give orally had they not been required to leave.

FOOTNOTE:

In relation to all other matters governed by the Licensing Act 2003 (Hearings) Regulations 2005 any party or their representative may contact the Licensing Services at Dorset Council and they will be provided with a full copy of the regulations on request.

LICENSING SUB-COMMITTEE PROCEDURE

1. At the start of the meeting the Chairman will introduce:
 - the members of the sub-committee
 - the council officers present
 - the parties and their representatives
2. The Chairman will then deal with any appropriate agenda items.
3. The Licensing Officer will be asked to outline the details of the application, including details of any withdrawn representations.
4. The applicant or their representative is then invited to present their case.
5. Committee members will be invited to ask questions.
6. Where appropriate the Responsible Bodies e.g. representatives of Police, Fire Services, Environmental Services or Trading Standards will be invited to address the sub-committee on any relevant representations they may have.
7. The Chairman may then allow an opportunity for questions.
8. The Chairman will ask any person who has made representations, who have already expressed a wish to do so, to address the sub-committee. The sub-committee will have read all the papers before them, including any letters of representation. Members of the public are asked to keep their comments concise and to the point.
9. All parties will be given the opportunity to “sum up” their case.
10. The Chairman will ask the Legal Advisor if all relevant points have been addressed before advising all parties present that the sub-committee will withdraw from the meeting to consider its decision in private. The sub-committee will be accompanied by the Democratic Services Officer and the Legal Advisor can be called upon to offer legal guidance.
11. The Chairman will:
 - advise when the sub-committee’s decision will be confirmed in writing.
 - Inform those present of their right to appeal to the Magistrates’ Court.

NOTE

The Chairman may vary this procedure, as circumstances require but will have regard to the rules of natural justice and the Licensing Act 2003 (Hearings) Regulations 2005.

The meeting will take place in public. However, the public can be excluded from all or part of the meeting where the sub-committee considers that the public interest in so doing outweighs the public interest in the meeting or that part of the meeting, taking place in public.

Under no circumstances must the parties or their witnesses offer the sub-committee information in the absence of the other parties.

The Chairman and the Sub-Committee have discretion whether to allow new information or documents to be submitted and read at the meeting.

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Licensing and Gambling Acts Sub Committee

5 May 2026

Application for a review of a premises licence for Meram Kitchen, Brewery Square, Dorchester DT1 1HX

For Decision

Cabinet Member and Portfolio:

Cllr G Taylor, Health and Housing

Local Councillor(s):

Cllrs S Jones and R Major

Executive Director:

S Crowe, Director of Public Health and Prevention

Report Author: Kathryn Miller

Job Title: Senior Licensing Officer

Tel: 01305 830828

Email: Kathryn.miller@dorsetcouncil.gov.uk

Report Status: Public

Brief Summary: An application has been made to review the premises licence for Meram Kitchen, Brewery Square, Dorchester. The application has been out to public consultation. A Licensing Sub-Committee must therefore consider the application and representations at a public hearing.

Recommendation: The Sub-Committee determines the application in the light of written and oral evidence and resolves to take such steps as it considers appropriate and proportionate for the promotion of the licensing objectives:

- 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 all the written representations, the oral representations, and any information given at the hearing before reaching a decision.

1. Background

- 1.1 Section 4 of the Licensing Act 2003 sets out the duties of the Licensing Authority, it sets out that a Council's licensing functions must be carried out with a view to promoting the four licensing objectives of:
 - (a) the prevention of crime and disorder;
 - (b) public safety;
 - (c) the prevention of public nuisance; and
 - (d) the protection of children from harm.
 - 1.2 All applications and decisions are made with due regard to the [Licensing Act 2003](#) (the Act), the [Revised Guidance issued under Section 182 of the Licensing Act 2003](#) (the Guidance) and the [Dorset Council Statement of Licensing Policy](#) (the Policy).
2. **Details of the review**
- 2.1 An application has been made for a review of a premises licence for Meram Kitchen/XO Lounge, Brewery Square, Dorchester and has been submitted to the Licensing Authority by The Directors of the Brewery. The application form is attached at Appendix 1.
 - 2.2 The grounds for the review are made under the Licensing Objectives of the prevention of crime and disorder, public safety and the prevention of public nuisance. In summary:

“The music has been thumpingly loud and there is no policing of the terrace outside the bar, meaning there is loud and unruly behaviour going through until 1am closing time and beyond. The bar is run as a night club. Currently, the bar is open on a Friday -Saturday evening but the owner has intimated this could be extended as the summer weather opens.”

3 The premises licence

- 3.1 The premises licence has been held by the current premises licence holder, Mr Hamit Kircal, since November 2024. There has been a licence in place at the premises since October 2022 which was held by a previous owner who had originally applied for the premises licence.
- 3.2 The premises licence currently allows for the following:

Recorded music (indoors)	
Monday to Sunday	1000-0100 hours
Late night refreshment (indoors & outdoors)	
Monday to Sunday	2300-0100 hours
Sale of alcohol (on and off)	
Monday to Sunday	1100-0100 hours

- 3.3 The areas covered by the premises licence are the ground floor, terrace and basement.
- 3.3 A copy of the current premises licence can be found at Appendix 2.
- 3.4 The Live Music Act 2012 allows any premises with a licence to sell alcohol for consumption on the premises to have live amplified and recorded music between 08:00 and 23:00 without a licence. This only applies when the audience is under 500 people and takes place when the premises are open and being used for the sale of alcohol for consumption on the premises. The Legislative Reform (Entertainment Licensing) Order 2014 amended the Licensing Act and states that any conditions on a premises licence relating to any of this entertainment would not have any effect between 8am and 11pm when the premises are open and selling alcohol for consumption on the premises.
- 3.5 The Live Music Act also inserted s177A into the Licensing Act which allows that on a Review of a premises licence the Licensing Authority may (without any prejudice to any other steps available to it under the Licensing Act) add a statement to any condition that the provisions of the Live Music Act do not apply to the said condition so that the condition applies at all times. Conditions can also be added under s177A(4), the Licensing Authority may add a condition relating to music as if the music were regulated entertainment, and as if that premises licence licensed music.

3 Responsible Authorities

- 3.1 Section 13 of the Licensing Act contains the list of Responsible Authorities who must be consulted on each application. Dorset Police, Dorset and Wiltshire Fire and Rescue Service, Dorset Council Public Health, Trading Standards, Children's Services, Planning, Licensing, Environmental Protection, Dorset Council Health and Safety and the Immigration Authority have all been consulted.
- 3.2 Environmental Protection have not made a representation but have commented that they responded to 11 complaints that they received in January and February about noise from music, bass and people noise, diary sheets were sent to four complainants and to date only one completed diary sheet had been returned to Environmental Protection. Noise equipment was installed over a weekend and music and bass were audible on the recordings. Environmental Protection offered to install the noise monitoring equipment again and await a reply from the complainant. The opinion of the officer at this stage is there is no evidence of a Statutory Nuisance or evidence of a breach of the prevention of public nuisance licensing objective. Environmental Protection response can be found at Appendix 3.
- 3.3 Dorset Police responded that they have not had any reports that the premises has any anti-social behaviour or disorder. Their comments can be found at Appendix 4.

- 3.4 There were no representations received from any of the other Responsible Authorities.

4 Representations from other persons

- 4.1 The Licensing Act 2003 Section 182 Guidance (the Guidance) sets out at 8.13 the role of “other persons”:

“As well as responsible authorities, any other person can play a role in a number of licensing processes under the 2003 Act. This includes any individual, body or business entitled to make representations to licensing authorities in relation to applications for the grant, variation, minor variation or review of premises licences and club premises certificates, regardless of their geographic proximity to the premises. In addition, these persons may themselves seek a review of a premises licence. Any representations made by these persons must be ‘relevant’, in that the representation relates to one or more of the licensing objectives. It must also not be considered by the licensing authority to be frivolous or vexatious. In the case of applications for reviews, there is an additional requirement that the grounds for the review should not be considered by the licensing authority to be repetitious. Chapter 9 of this guidance (paragraphs 9.4 to 9.10) provides more detail on the definition of relevant, frivolous and vexatious representations.

- 4.2 The Guidance states at paragraph 9.4 what a “relevant” representation is;

“A representation is “relevant” if it relates to the likely effect of the grant of the licence on the promotion of at least one of the licensing objectives. For example, a representation from a local businessperson about the commercial damage caused by competition from new licensed premises would not be relevant. On the other hand, a representation by a businessperson that nuisance caused by new premises would deter customers from entering the local area, and the steps proposed by the applicant to prevent that nuisance were inadequate, would be relevant. In other words, representations should relate to the impact of licensable activities carried on from premises on the objectives.”

- 4.3 There have been a total of 16 representations received from other parties.
- 4.4 Three representations were in support of the review. The representations were made under the licensing objectives of prevention of public nuisance and crime and disorder. Concerns were raised around noise from the premises and anti-social behaviour. These comments are attached at Appendix 5.
- 4.4 13 representations were received supporting the premises. These are included at Appendix 6.
- 4.5 The manager for the premises submitted a supporting statement outlining their response to the review and their operational procedures and a spreadsheet containing community feedback which they had collected via their public form. Unfortunately, these submissions were received by Licensing past the deadline that responses could be accepted.

- 4.6 The interested party in support of the review, who is number 1 on Appendix 5, has submitted additional comments, these can be found at Appendix 7.

5 Reviews

- 5.1 The Home Office Revised Guidance issued under Section 182 of the Licensing Act 2003 (the S182 Guidance) contains a chapter on Reviews. This chapter is included in full under Background Papers of the report. Paragraphs 11.1 and 11.2 of the s182 Guidance states that:

The proceedings set out in the 2003 Act for reviewing premises licences and club premises certificates represent a key protection for the community where problems associated with the licensing objectives occur after the grant or variation of a premises licence or club premises certificate.

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

- 5.2 Section 13 of the Dorset Council Licensing Policy (the DC Policy) contains guidance on how the Licensing Authority will deal with enforcement and reviews. Paragraph 13.1 states; -

The Licensing Act contains measures to ensure that the council, and responsible authorities, are able to deal with premises that wilfully and persistently undermine the licensing objectives. The council and responsible authorities are committed to encouraging a thriving day time and night-time licensed economy but will not tolerate those premises whose activities break the law or infringe upon the quality of life for local residents and businesses.

- 5.3 Paragraph 13.9 of the DC Policy states; -

The council will seek to establish the cause or causes of the concern and remedial action will be targeted at such causes. Any action will be proportionate to the problems involved.

- 5.4 Section 13 of the DC Policy is attached in full under background Papers of the Report.

6 Relevant Sections of the Licensing Act 2003

- 6.1 Section 4 sets out the general duties of the Licensing Authority;

(1) A licensing authority must carry out its functions under this Act ("licensing functions") with a view to promoting the licensing objectives.

(2) The licensing objectives 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.

(3) In carrying out its licensing functions, a licensing authority must also have regard to:

- (a) its licensing statement published under section 5, and
- (b) any guidance issued by the Secretary of State under section 182.

7 Relevant Sections of the Statutory Guidance issued under Section 182

7.1 Paragraphs 1.2, 1.4 and 1.5 of the Revised Guidance issued under Section 182 of the Licensing Act 2003 issued in December 2023 (The Guidance) sets out the Licensing Objectives and aims;

The legislation provides a clear focus on the promotion of four statutory objectives which must be addressed when licensing functions are undertaken.

Each objective is of equal importance. There are no other statutory licensing objectives, so that the promotion of the four objectives is a paramount consideration at all times.

However, the legislation also supports a number of other key aims and purposes. These are vitally important and should be principal aims for everyone involved in licensing work. They include:

- protecting the public and local residents from crime, anti-social behaviour and noise nuisance caused by irresponsible licensed premises;
- giving the police and licensing authorities the powers they need to effectively manage and police the night-time economy and take action against those premises that are causing problems;
- recognising the important role which pubs and other licensed premises play in our local communities by minimising the regulatory burden on business, encouraging innovation and supporting responsible premises;
- providing a regulatory framework for alcohol which reflects the needs of local communities and empowers local authorities to make and enforce decisions about the most appropriate licensing strategies for their local area; and

- encouraging greater community involvement in licensing decisions and giving local residents the opportunity to have their say regarding licensing decisions that may affect them.

7.2. Paragraph 1.16 of the Guidance sets out how conditions should be formulated;

Conditions on a premises licence or club premises certificate are important in setting the parameters within which premises can lawfully operate. The use of wording such as “must”, “shall” and “will” is encouraged. Licence conditions:

- must be appropriate for the promotion of the licensing objectives;
- must be precise and enforceable;
- must be unambiguous and clear in what they intend to achieve;
- should not duplicate other statutory requirements or other duties or responsibilities placed on the employer by other legislation;
- must be tailored to the individual type, location and characteristics of the premises and events concerned;
- should not be standardised and may be unlawful when it cannot be demonstrated that they are appropriate for the promotion of the licensing objectives in an individual case;
- should not replicate offences set out in the 2003 Act or other legislation;
- should be proportionate, justifiable and be capable of being met;
- cannot seek to manage the behaviour of customers once they are beyond the direct management of the licence holder and their staff, but may impact on the behaviour of customers in the immediate vicinity of the premises or as they enter or leave; and
- should be written in a prescriptive format.

7.3. Paragraph 1.19 states;

While licence conditions should not duplicate other statutory provisions, licensing authorities and licensees should be mindful of requirements and responsibilities placed on them by other legislation.

7.4 Paragraphs 9.42 – 9.44 of the Guidance set out how the Licensing Authority will determine an application;

Licensing authorities are best placed to determine what actions are appropriate for the promotion of the licensing objectives in their areas. All licensing determinations should be considered on a case by-case basis. They should take into account any representations or objections that have been received from responsible authorities or other persons, and representations made by the applicant or premises user as the case may be.

The authority’s determination should be evidence-based, justified as being appropriate for the promotion of the licensing objectives and proportionate to what it is intended to achieve.

Determination of whether an action or step is appropriate for the promotion of the licensing objectives requires an assessment of what action or step would be suitable to achieve that end. While this does not therefore require a licensing authority to decide that no lesser step will achieve the aim, the authority should aim to consider the potential burden that the condition would impose on the premises licence holder (such as the financial burden due to restrictions on licensable activities) as well as the potential benefit in terms of the promotion of the licensing objectives. However, it is imperative that the authority ensures that the factors which form the basis of its determination are limited to consideration of the promotion of the objectives and nothing outside those parameters. As with the consideration of licence variations, the licensing authority should consider wider issues such as other conditions already in place to mitigate potential negative impact on the promotion of the licensing objectives and the track record of the business. Further advice on determining what is appropriate when imposing conditions on a licence or certificate is provided in Chapter 10. The licensing authority is expected to come to its determination based on an assessment of the evidence on both the risks and benefits either for or against making the determination.”

8 Considerations

8.1 Paragraphs 11.16 to 11.17 and 11.19 to 11.23 of the s182 Guidance set out the powers available to the Licensing Authority:

The 2003 Act provides a range of powers for the licensing authority which it may exercise on determining a review where it considers them appropriate for the promotion of the licensing objectives.

The licensing authority may decide that the review does not require it to take any further steps appropriate to promoting the licensing objectives. In addition, there is nothing to prevent a licensing authority issuing an informal warning to the licence holder and/or to recommend improvement within a particular period of time. It is expected that licensing authorities will regard such informal warnings as an important mechanism for ensuring that the licensing objectives are effectively promoted and that warnings should be issued in writing to the licence holder.

Where the licensing authority considers that action under its statutory powers is appropriate, it may take any of the following steps:

- modify the conditions of the premises licence (which includes adding new conditions or any alteration or omission of an existing condition), for example, by reducing the hours of opening or by requiring door supervisors at particular times
- exclude a licensable activity from the scope of the licence, for example, to exclude the performance of live music or playing of recorded music (where it is not within the incidental live and recorded music exemption)

- remove the designated premises supervisor, for example, because they consider that the problems are the result of poor management
- suspend the licence for a period not exceeding three months
- revoke the licence.

In deciding which of these powers to invoke, it is expected that licensing authorities should so far as possible seek to establish the cause or causes of the concerns that the representations identify. The remedial action taken should generally be directed at these causes and should always be no more than an appropriate and proportionate response to address the causes of concern that instigated the review.

For example, licensing authorities should be alive to the possibility that the removal and replacement of the designated premises supervisor may be sufficient to remedy a problem where the cause of the identified problem directly relates to poor management decisions made by that individual. Equally, it may emerge that poor management is a direct reflection of poor company practice or policy and the mere removal of the designated premises supervisor may be an inadequate response to the problems presented. Indeed, where subsequent review hearings are generated by representations, it should be rare merely to remove a succession of designated premises supervisors as this would be a clear indication of deeper problems that impact upon the licensing objectives.

Licensing authorities should also note that modifications of conditions and exclusions of licensable activities may be imposed either permanently or for a temporary period of up to three months. Temporary changes or suspension of the licence for up to three months could impact on the business holding the licence financially and would only be expected to be pursued as an appropriate means of promoting the licensing objectives or preventing illegal working. So, for instance, a licence could be suspended for a weekend as a means of deterring the holder from allowing the problems that gave rise to the review to happen again. However, it will always be important that any detrimental financial impact that may result from a licensing authority's decision is appropriate and proportionate to the promotion of the licensing objectives and for the prevention of illegal working in licensed premises. But where premises are found to be trading irresponsibly, the licensing authority should not hesitate, where appropriate to do so, to take tough action to tackle the problems at the premises and, where other measures are deemed insufficient, to revoke the licence.

9 Options

- 91 The Sub-Committee will determine the application in the light of all of the written representations and any oral evidence from the hearing. They will 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

The steps that the Sub-Committee may take are:

- a. to not take any action
- b. modify the conditions of the licence
- c. remove the designated premises supervisor
- d. suspend the licence for a period not exceeding three months
- e. revoke the licence

10 Financial Implications

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

11 Environmental Implications

None.

12 Well-being and Health Implications

None.

13 Other Implications

None.

14 Risk Assessment

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

Current Risk: Low

Residual Risk: Low

15 Equalities Impact Assessment

Not applicable

16 Appendices

Appendix 1 - Review application form

Appendix 2 - Current licence

Appendix 3 - Comments from Environmental Health

Appendix 4 - Comments from Dorset Police

Appendix 5 - Representations from interested parties in support of the review

Appendix 6 - Representations from interested parties not in support of the review

Appendix 7 - Additional comments from an interested party

17 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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**Application for the review of a premises licence or club premises certificate under the
Licensing Act 2003**

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

I The Directors of The Brewery

(Insert name of applicant)

apply for the review of a premises licence under section 51 / apply for the review of a club premises certificate under section 87 of the Licensing Act 2003 for the premises described in Part 1 below (delete as applicable)

Part 1 – Premises or club premises details

Postal address of premises or, if none, ordnance survey map reference or description

XO Lounge, The Brewery, Brewery Square, Dorchester

Post town Dorchester

Post code (if known) DT1 1GX

Name of premises licence holder or club holding club premises certificate (if known)

Owner Hamit Kamil

Number of premises licence or club premises certificate (if known)

XO Lounge

Part 2 - Applicant details

I am

Please tick ✓ yes

1) an individual, body or business which is not a responsible authority (please read guidance note 1, and complete (A) or (B) below)

☐

2) a responsible authority (please complete (C) below)

☒

3) a member of the club to which this application relates (please complete (A) below)

☐

(A) DETAILS OF INDIVIDUAL APPLICANT (fill in as applicable)

Please tick ✓ yes

Mr

☐

Mrs

☐

Miss

☐

Ms

☐

Other title
(for example, Rev)

Surname

First names

I am 18 years old or over

Please tick ✓ yes

☐

Current postal address if different from premises address

Post town

Post Code

Daytime contact telephone number

E-mail address (optional)

(B) DETAILS OF OTHER APPLICANT

Name and address
Telephone number (if any) N/A
E-mail address (optional)

(C) DETAILS OF RESPONSIBLE AUTHORITY APPLICANT

Name and address The Directors The Brewery: As agreed, these individual names will NOT be displayed. 
Telephone number (if any) N/A
E-mail address (optional) 

This application to review relates to the following licensing objective(s)

- | | |
|---|-------------------------------------|
| 1) the prevention of crime and disorder | ☒ |
| 2) public safety | ☒ |
| 3) the prevention of public nuisance | ☒ |
| 4) the protection of children from harm | ☐ |
- Please tick one or more boxes ✓

Please state the ground(s) for review (please read guidance note 2)

XO Lounge opened at the start of December, 2025.

For 12 weeks, the music has been thumpingly loud & there is no policing of the terrace outside the bar, meaning there is often loud & unruly behaviour going through to 1am closing time & beyond. The bar is being run as a nightclub. Currently, the bar is open on a Friday – Saturday evening but the owner has intimated that this could be extended as the summer weather opens.

A number of different owners have approached the owners appealing for 2 simple things to happen, which would enable us all to co-habitate effectively:

- Turn the music down to a moderate level which means it is not banging through the metal girders & wooden floors of the residential apartments above the Meran restaurant & XO lounge
- Police the terrace with a bouncer & keep a check on those who are leaving the bar/enjoying the terrace from being rowdy & unruly, especially as late evening approaches re 11pm to 1.30am

Different owners have visited across numerous weekends including January 3rd, Feb 4th & March 2nd.

The lease specifically states *‘the lease does not allow “noise to emanate or cause nuisance or annoyance” to other residents’*.

The building services manager has also appealed for the above during weekly meets with the bar owner but we have all been met with ignorance & at times, aggressive, rude behaviour by XO staff.

The owner has put up a small sign in the restaurant but this has made no difference.

Last weekend, after numerous appeals, the landlord made an agreed visit with the owner & surprise, surprise, the music had been turned down for 1 night only. This shows they can do it. The policing of the terrace is also of equal importance for the reasons above.

Please tick ✓ yes

Have you made an application for review relating to the premises before No

☐

If yes please state the date of that application

Day	Month	Year

Please tick ✓ yes

- I have sent copies of this form and enclosures to the responsible authorities and the premises licence holder or club holding the club premises certificate, as appropriate ✓ **Sent to the licensing authority** ☐
- I understand that if I do not comply with the above requirements my application will be rejected ☐

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

Part 3 – Signatures (please read guidance note 4)

Signature of applicant or applicant's solicitor or other duly authorised agent (please read guidance note 5). **If signing on behalf of the applicant please state in what capacity.**

Signature ***The Directors Of The Brewery***

.....

Date **08/03/2026**

.....

Capacity **Directors**

.....

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 6)	
The Directors of The Brewery, C/O Maxgate Estate Agents, Weymouth Avenue, Dorchester	
Post town Dorchester	Post Code DT1
Telephone number (if any)	N/A
If you would prefer us to correspond with you using an e-mail address your e-mail address (optional) [REDACTED]	

The council has a duty to protect the public funds it administers, and to do this may use the information you have provided on this form to prevent and detect fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. Where appropriate, and as part of its commitment to improving customer service, the council may also share the information provided on this form with other council services. For more information, see <http://www.dorsetforyou.com/fraud> or contact Finance Manager on 01305 252292.

Notes for Guidance

1. A responsible authority includes the local police, fire and rescue authority and other statutory bodies which exercise specific functions in the local area.
2. The ground(s) for review must be based on one of the licensing objectives.
3. Please list any additional information or details for example dates of problems which are included in the grounds for review if available.
4. The application form must be signed.
5. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
6. This is the address which we shall use to correspond with you about this application.

Licensing Act 2003
Premises Licence
59778

Part 1 – Premises Details

POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDNANCE SURVEY MAP REFERENCE OR DESCRIPTION

Meram Kitchen, Unit 3, Ground Floor And Basement, Brewery Square, Dorchester, DT1 1HX

WHERE THE LICENCE IS TIME LIMITED THE DATES

Not Applicable

LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE

Playing of Recorded Music
Provision of Late Night Refreshment
Sale of Alcohol by Retail

THE TIMES THE LICENCE AUTHORIZES THE CARRYING OUT OF THE LICENSABLE ACTIVITIES

F Recorded Music: Indoors

	From	To
Monday	10:00:00	01:00:00
Tuesday	10:00:00	01:00:00
Wednesday	10:00:00	01:00:00
Thursday	10:00:00	01:00:00
Friday	10:00:00	01:00:00
Saturday	10:00:00	01:00:00
Sunday	10:00:00	01:00:00
<u>Further details</u>		

Provision of Late Night Refreshment Indoors and Outdoors

	From	To
Monday	23:00:00	01:00:00
Tuesday	23:00:00	01:00:00
Wednesday	23:00:00	01:00:00
Thursday	23:00:00	01:00:00
Friday	23:00:00	01:00:00
Saturday	23:00:00	01:00:00
Sunday	23:00:00	01:00:00
<u>Further details</u>		

Supply of Alcohol For consumption on and off the premises		
	From	To
Monday	11:00:00	01:00:00
Tuesday	11:00:00	01:00:00
Wednesday	11:00:00	01:00:00
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Sunday	11:00:00	01:00:00
Further details		

Opening Hours of the Premises		
	From	To
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

WHERE THE LICENCE AUTHORISES SUPPLIES TO ALCOHOL WHETHER THESE ARE ON AND/OR OFF SUPPLIES
For consumption on and off the premises

Part 2

NAME, (REGISTERED) ADDRESS, TELEPHONE NUMBER AND EMAIL (WHERE RELEVANT) OF HOLDER OF PREMISES LICENCE
Mr Hamit Kircal [REDACTED] [REDACTED]

REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER (WHERE APPLICABLE)
NAME, ADDRESS AND TELEPHONE NUMBER OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES THE SUPPLY OF ALCOHOL
Mr Hamit Kircal [REDACTED]

PERSONAL LICENCE NUMBER AND ISSUING AUTHORITY OF PERSONAL LICENCE HELD BY DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES THE SUPPLY OF ALCOHOL
BH18922 Bournemouth, Christchurch and Poole

Annex 1 – Mandatory Conditions

SUPPLY OF ALCOHOL (s19(2)&(3))

1. No supply of alcohol may be made under the premises licence –
 - (a) at a time when there is no designated premises supervisor, or
 - (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence has been suspended

Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence

DRINKS PROMOTIONS

2.
 - (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises
 - (2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—
 - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—
 - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
 - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
 - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
 - (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
 - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
3. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
4.
 - (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
 - (2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
 - (3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—
 - (a) a holographic mark, or
 - (b) an ultraviolet feature.
5. The responsible person must ensure that—
 - (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures —
 - (i) beer or cider: ½ pint;
 - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
 - (iii) still wine in a glass: 125 ml;
 - (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
 - (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.”

MINIMUM PRICING

6. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.
7. For the purposes of the condition set out in paragraph 6—
 - (a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979
 - (b) “permitted price” is the price found by applying the formula - $P=D+(D \times V)$
 - (i) P is the permitted price,

- (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
 - (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
 - (c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence—
 - (i) the holder of the premises licence,
 - (ii) the designated premises supervisor (if any) in respect of such a licence, or
 - (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;
 - (d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
 - (e) "value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994.
8. Where the permitted price given by Paragraph (b) of paragraph 7 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub- paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
9. (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 7 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.
- (2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

Annex 2 – Conditions consistent with the Operating Schedule

The prevention of crime and disorder

1. A suitable and sufficient CCTV system with recording facilities will be in place at site and will operate at all times the premises is open for licensable activities. Images can be made available upon reasonable request by the Police or other relevant officers of a responsible authority.
2. Staff will be trained with regard to their responsibilities in the retail sale of alcohol and regular refresher training will also be undertaken. Training records can be made available for inspection upon reasonable request by the Police or other relevant officers of a responsible authority.
3. A refusals book will be operated and maintained and will be produced to a relevant officer of the Police or other relevant officers of a responsible authority upon request.
4. A Challenge 25 policy will be operated at the premise, acceptable forms of identification are a passport, photocard driving licence and PASS accredited identification card.
5. Notices will be displayed informing customers that open bottles or glasses may not be taken off the premises.
6. All drinks will be consumed on the premises by persons seated at tables.

The prevention of public nuisance

7. Clear and legible notices will be displayed at the exit(s) to the premises requesting patrons to leave quietly and have regard for local residents

None.

**Licensing Act 2003
Premises Licence Summary
59778**

Part 1 – Premises Details

POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDANCE SURVEY MAP REFERENCE OR DESCRIPTION

Meram Kitchen ,Unit 3, Ground Floor And Basement, Brewery Square, Dorchester, DT1 1HX

WHERE THE LICENCE IS TIME LIMITED THE DATES

Not Applicable

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Provision of Late Night Refreshment
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<u>Further details</u>		

Opening Hours of the Premises		
	From	To
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
<u>Non-Standard Times – Bank holidays, Christmas & New Year</u>		

WHERE THE LICENCE AUTHORISES SUPPLIES TO ALCOHOL WHETHER THESE ARE ON AND/OR OFF SUPPLIES
For consumption on and off the premises

Part 2

NAME, (REGISTERED) ADDRESS, TELEPHONE NUMBER AND EMAIL (WHERE RELEVANT) OF HOLDER OF PREMISES LICENCE
Mr Hamit Kircal

REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER (WHERE APPLICABLE)
NAME OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES THE SUPPLY OF ALCOHOL
Mr Hamit Kircal

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FW: Consultation Email

From Susan Ashford [REDACTED]
Date Tue 07/04/2026 15:17
To Licensing <licensing@dorsetcouncil.gov.uk>

Dear Licensing

In January and February 2026, Environmental Health responded to 11 complaints about noise from music, bass and people noise from XO Lounge, Meram Kitchen, 2 Brewery Square, Dorchester, Dorset, DT1 1HX. Of these 11, diary sheets were then sent to 4 complainants. To date, completed diary sheets have been received from one of these complainants.

Noise monitoring equipment was installed over the weekend of 20 February 2026. Music and bass were audible on the recordings made. Environmental Health have offered to install the noise monitoring equipment again and await a reply from the complainant.

At this stage, in my opinion, there is no evidence of a Statutory Nuisance or evidence of a breach of the prevention of public nuisance objective.

Environmental Health reserve the right to add to this submission prior to the Licensing hearing. Whilst the investigation is drawing to a close, should further information be received and/or the noise monitoring equipment be installed again, further evidence may be able to be provided.

Kind regards
Susan

Susan Ashford
Environmental Health Officer
Public Health & Prevention
Dorset Council

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



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A review

From: .Licensing [REDACTED]
Sent: 31 March 2026 11:27 AM
To: Aileen Powell [REDACTED] Kathryn Miller [REDACTED]
Cc: Travers, Tim [REDACTED]
Subject: FW: A review

Hi Aileen/Kathryn
This is from the NPT Sgt.
It does not appear that there has been anything of note on a police side for this location.

Many Thanks
Craig

cc. Tim so you are aware this has been passed on.

From: SCHOFIELD Ian 1148 [REDACTED]
Sent: 31 March 2026 11:24
To: TRAVERS Tim 0760 [REDACTED]
Cc: .Licensing [REDACTED] BARBER Gemma 2637 [REDACTED]
Subject: RE: A review

Hi Tim, this premises is not on my radar at all, sounds like an environmental issue over noise not disorder?? I cant find any niche entries relating to the XO lounge. There is nothing I can add. Asking around the station no one can say the place is causing ASB or disorder, nothing has been reported to us. Looks like an issue to be dealt with by the management company with regards to abuse of the lease conditions.

Ian

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Representations received in support of the review for Meram Kitchen/XO Lounge

1

I am writing to support the review of the premises licence for XO Lounge on the grounds of Prevention of Public Nuisance and Prevention of Crime and Disorder. 1. Public Nuisance (Noise): Every weekend (typically Fridays 19:00–00:00 and Saturdays 19:00–01:00), intrusive low-frequency noise and vibrations from the DJ booth are clearly audible within first and second-floor apartments. The use of the outside terrace also results in loud shouting that is not effectively managed by staff. This persists even with windows closed, preventing the quiet enjoyment of my home and disturbing sleep. 2. Crime and Disorder: I have witnessed alcohol-related disorder, including swearing, shouting, and physical altercations involving patrons leaving the premises. This has resulted in criminal damage to communal property, such as the Brewery Square planters. 3. Direct Engagement: Attempts to resolve these issues directly with the management have resulted in intimidating and threatening behavior toward residents. Due to this, I request that the Licensing Sub-Committee considers my safety when publishing this representation."

██████████

2

Public nuisance - loud intrusive noise, both from music and customers occupying the external terrace, after the time when residents are trying to go to sleep in the apartments above (22.00 in my case). This is a situation where a nightclub has now been installed in The Brewery following the initial granting of a licence to a restaurant, with residential apartments on three floors above,, unable to escape the noise. It would be reasonable to apply conditions so that - 1. No music can be heard in the apartments above, by limiting the decibel level to a stated reasonable number. 2. No music is permitted after 22.00. 3. No occupation of the outside terrace is permitted after 22.00.

██████████

3

As a resident, I am supporting the licence review for XO Lounge due to ongoing issues with Public Nuisance and Crime and Disorder. Noise Impact: Every Friday and Saturday evening, intense bass and music from the venue's DJ booth penetrate my second-floor apartment. This, combined with unmanaged noise from the terrace, makes it impossible to sleep or relax at home. Anti-Social Behaviour: I have witnessed patrons engaging in swearing, shouting, and fighting upon leaving the venue, which has led to criminal damage within Brewery Square. Management Conduct: Because previous attempts to engage with the venue have resulted in intimidating behaviour toward residents, I ask the committee to ensure my details are handled with discretion to protect my safety

██████████

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Representations received against the review of Meram Kitchen/XO Lounge, Brewery Square

1

Good Evening,

I understand a noise complaint has been received regarding XO in Dorchester.

We have attended this venue on several occasions and on all times upon approaching the venue we couldn't hear the music at all.

Being registered blind it's an honour to attend this venue, the staff are extremely helpful, help was offered from the second I arrived to the second I left. There was staff available at the top and bottom of the stairs, even someone on the door.

At no point while we approaching or leaving the venue could we hear any noise.

Dorchester lacks venues with this experience and in my opinion we very much look forward to attending again to support them. It was fantastic to attend a venue that had music and cocktails keeping our evening going into the early hours!

We really do hope that this lovely venue is given the chance to continue to operate.

Thank you

██████████

2

Good evening.

I have become aware that the new bar/club in Brewery square, XO lounge, is currently undergoing a licensing review due to a complaint of noise.

I am very sorry and surprised to hear this.

When I was there, a month or so ago, our group of friends even commented on what a perfect venue it was. Not just because the staff are friendly and the owners seem like decent, hard working people. And not because the food in the restaurant above is so delicious and reasonably priced. But because it is **underground**!

This underground bar gives off a cosy vibe and being underground means music can be played without it being too much in the restaurant above. In fact we all commented that we couldn't even hear the music while we were eating and we were surprised at how loud it actually was when entering the XO lounge. It was perfect. The music created a wonderful club like ambience.

We couldn't hear the music while eating, and we definitely couldn't hear it outside as we left, we even all commented on it, "finally a bar/club in town for grown ups that won't get denied a late night license or get closed down due to petty noise complaints" we said. We were wrong clearly and this can only suggest that the complaint was made because people are being noisy as they leave the club.

This is by no means the clubs fault. There isn't even anywhere where you can just "hang around" outside so they must be moving on quite quickly as they leave. And frankly people can make drunken noise anywhere at anytime in Dorchester, especially as all our decent pubs are so spread out.

To lose the only decent late night opening bar/club in Dorchester would be an absolute disaster. It's been needed for so long. Especially a higher class type of venue. And it's great to support a small family run bar. My Son's all prefer The Weatherspoon's, which really is a noisy, dirty venue where people hang around outside for hours on end shouting and fighting.

I don't see the XO causing anywhere near as much noise as any of the other bars/clubs in town.

I urge you please, do not let us lose this small, decent, respectable and fun family run bar due to petty complaints.

Yours sincerely

[REDACTED]

3

Dear Sir/Madam,

I am writing to provide my feedback in support of Bar XO and its role within the Dorchester and Weymouth community.

From my personal experience, Bar XO is a well-managed and responsible venue that offers a safe, welcoming and respectful environment for people to spend their leisure time. It is a pleasant and culturally appropriate place for socialising within the local area.

The atmosphere inside the venue is consistently friendly and well supervised. The staff are attentive, professional and clearly committed to ensuring that guests feel safe and comfortable. I have never witnessed conflicts or inappropriate behaviour between customers during my visits.

The management maintains a high standard of cleanliness, organisation and security. The venue is carefully managed, and there is always a clear sense that the environment is being monitored to ensure that everything runs smoothly and respectfully.

Importantly, I have not experienced any excessive noise or disturbance associated with the venue. From what I have personally observed, customers leave the premises calmly and respectfully after closing time. People do not remain outside the venue late at night creating noise, and the surrounding area remains quiet and orderly.

I would also like to highlight that Bar XO contributes positively to the local economy by providing employment opportunities in the area. In addition, it is clear that the management treats its staff with respect and professionalism, creating a supportive and well-run working environment.

In my opinion, Bar XO represents a positive, well-managed and responsible venue for the Dorchester and Weymouth area, where people can spend time socially in a safe and respectful setting without causing disruption to the neighbourhood.

Thank you for taking the time to consider my feedback.

Yours faithfully



4

Good evening

I am writing in response to the post that I saw regarding a complaint regarding the noise at XO, I was surprised to hear that there has been a complaint given there are other restaurants/ drinking venues in the area which don't appear to have experienced the same issues?

I have visited XO premises on 3 occasions and each time it has been a positive experience, the venue is very inclusive and as a 50 year old female I don't feel judged by the younger customers. I have never noticed any significant noise levels and feel that the establishment is well managed.

I hope that the venue continues to operate as Dorchester very much needs somewhere like this. The only other option is to travel to Weymouth which takes away the business and community from Dorchester Town.

Kind regards,

■

5

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Thank you for taking the time to consider my feedback.

Yours faithfully,

6

Good evening

I've had a fantastic experience at XO Lounge. The staff are absolutely amazing—friendly, professional, and they really make you feel welcome from the moment you arrive. It's clear they take a lot of pride in what they do, and the service is always top quality.

The drinks are excellent as well—great selection and always made perfectly. It's honestly refreshing to have somewhere in Dorchester where you can enjoy high-quality drinks in a really nice environment.

The atmosphere is brilliant. It feels safe, well-run, and has a great vibe without ever feeling rowdy or uncomfortable. It's a huge positive for Dorchester's nightlife to have a place like XO Lounge that offers a more stylish and enjoyable option for a night out rather than the usual dive-type venues.

I've personally never experienced any noise issues, and everything always feels well managed. Overall, it's a fantastic addition to Dorchester and somewhere I'm always happy to recommend.

Kind regards

[REDACTED]

7

Dear Sir/ Madam

I am writing to add my support to the restaurant/ Bar in Brewery square, Dorchester called

XO which is currently having its licence renewed.
It is exactly what the area needs, giving a fantastic, safe area for people of all ages in
Dorchester.
I implore you to renew this licence in a positive way.

Regards

██████████

Dorchester resident.

8

I am writing in support of XO bar in Brewery Square, run by a dedicated team to bring joy
and social connection to the people of Dorchester.

Never has this been more important.

It would be a huge shame if, once again, the joy of many was trumped by the unhappiness of
a few.

Yours sincerely

██████████

9

Dear Sir/Madam,

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time. It is a pleasant and culturally appropriate place for socialising within the local area.

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comfortable. I have never witnessed conflicts or inappropriate behaviour between
customers during my visits.

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and respectfully after closing time. People do not remain outside the venue late at night creating noise, and the surrounding area remains quiet and orderly.

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In my opinion, Bar XO represents a positive, well-managed and responsible venue for the Dorchester and Weymouth area, where people can spend time socially in a safe and respectful setting without causing disruption to the neighbourhood.

Thank you for taking the time to consider my feedback.

Yours faithfully

[REDACTED]

10

Dear Licensing,

I am emailing to show support for the XO Bar at Brewery Square.

It is a welcome addition to the non-existent nightlife of Dorchester. I have enjoyed a couple of nights here after a meal at Brewery Square. It is well needed in Dorchester as there is no-where nice for people to go to enjoy themselves after 11pm. It is friendly welcoming and an enjoyable experience, as it is in the basement I assumed there would be less noise.

There is nothing to do for people in Dorchester in the evening aged over 18, this will also bring more money to the area, instead of everyone going to Weymouth or even Bournemouth to eat and have a night out.

The staff speak to you when you arrive and as you leave and are very helpful.

It has also created much needed jobs for the area.

If you need anything further please let me know.

Many Thanks

[REDACTED]

11

Dear Sir/Madam,

I am writing in response to the current review of the licence for XO Lounge. I was very disappointed to hear that complaints have led to this situation.

I have visited XO Lounge on several occasions and have always found it to be an enjoyable and well-run venue. As someone in my fifties, I have appreciated having somewhere locally where I can meet friends for drinks, as well as a place that appeals across generations, including my three sons.

What makes XO Lounge particularly valuable is its wide appeal. I have seen a real mix of ages there, from younger people to older residents like myself, all enjoying the same space. It provides a safe and social environment for young people in Dorchester, which is especially important. My son has recently turned 18 and is really pleased to have somewhere local to go, rather than needing to travel further afield.

It would be a great shame if the enjoyment of the majority were affected by a small number of complaints. Venues like XO Lounge play an important role in bringing the community together and supporting the local night-time economy.

While I understand that concerns should always be taken seriously, it is also important to recognise that living in a central location such as Brewery Square naturally comes with some level of noise and activity. I would respectfully ask that you take into account the positive contribution XO Lounge makes to the community and allow them to retain their licence.

Yours faithfully,



12

Dear Sir/Madam,

I am writing to express my strong disappointment that a complaint has led to the reconsideration of XO Lounge's licence.

As a lifelong resident of Dorchester, I have seen far too many venues forced to close over the years, often as a result of complaints from a small number of residents. It is extremely frustrating to see this pattern repeating itself yet again.

Brewery Square is the heart of the town's social scene. It is not, and has never been, a quiet residential area. Anyone choosing to live in the

centre of Dorchester must reasonably expect a level of noise and activity—this is simply part of living in a vibrant town centre.

It is neither fair nor reasonable that a popular and well-supported venue should be put at risk due to the objections of a handful of individuals. XO Lounge provides an important social space for a wide range of people and contributes positively to the town's atmosphere and economy.

Decisions like this should reflect the interests of the wider community, not just the loudest voices. To allow yet another venue to be restricted or lost under these circumstances would be a significant mistake.

I urge you to take a balanced and realistic view and allow XO Lounge to retain its licence.

Yours faithfully,

[REDACTED]

13

Hi,

I noticed the poster on the door at Meram Kitchen, which acts as the door to the XO Lounge too, on 18th March.

Since then I have been observing the situation there.

I live [REDACTED] properties, in [REDACTED], [REDACTED] outdoor seating area.

Since the 18th and all the time before, I have only noticed one occasion when there was any noise. Then it was only people leaving and it was quite short, not enough to bother me.

The actual XO Lounge is in the basement so is of very little problem.

So, personally, I don't have a problem with their license.

I see them as a benefit to Brewery Square and the prosperity of Dorchester.

Regards,

[REDACTED]

[REDACTED]

[REDACTED]

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Re: Notice of hearing - Meram Kitchen (XO Lounge), Unit 3 Brewery Square, Dorchester.

From [REDACTED]

Date Mon 20/04/2026 20:05

To Licensing [REDACTED]

Caution - Attachments:

Do not open attachments in this email unless you are sure the email is genuine (please see the [intranet](#) for more guidance).

Caution - External links:

Do not click on links in this email unless you are sure the email is genuine (please see the [intranet](#) for more guidance).

To whom it may concern,

I wish to submit additional comments regarding the licence review for Meram Kitchen/XO Lounge.

I understand the licensee has circulated a form to customers claiming that the Brewery residents want the venue shut down. I would like to clarify that my representation is not intended to close the business, but to ensure that the conditions of the licence and lease are respected.

My complaint concerns the noise levels experienced within the flats—specifically from customers leaving late at night, the use of the outside terrace, and the sound system in the basement. Although external noise is minimal, vibrations from drums and bass are felt as high as the second floor.

Noise recording equipment was recently installed in my flat; I have been informed that these recordings captured the bass levels and that the investigation is ongoing.

While noise and vibrations have slightly reduced recently due to the DJ booth being relocated, they remain audible, and I still require earplugs to sleep. A permanent solution to prevent sound propagation through the building's structure is necessary.

Furthermore, noise from departing customers has not improved despite new signage. There is currently no active management of the street area, leaving the residents' peace to the "common sense" of customers. This continues to cause significant disturbance, and smashed glassware is sometimes found outside the following morning.

To conclude, I am not asking for Meram Kitchen/XO Lounge to close. I am simply requesting that the venue adheres to its licence and lease conditions to prevent further nuisance to the residents living above.

Also, I can confirm that I won't be able to attend the hearing as I have work commitments.

Kind regards,

[REDACTED]

On Thu, 16 Apr 2026, 15:41 Licensing, [REDACTED] wrote:

Notice of Hearing – Meram Kitchen (XO Lounge), [Unit 3 Brewery Square, Dorchester](#).

[Dorset](#) Council as the Licensing Authority hereby gives notice that a hearing under the Licensing Act 2003 will be held in the Council Chamber, Dorset Council, County Hall, Dorchester, Dorset, DT1 1XJ on **5 May 2026** starting at **10:30 hours** to consider the application for a review of a premises licence for **Meram Kitchen (XO Lounge), Unit 3 Brewery Square, Dorchester**.

The application and all the representations will be included in a report that will be available on line five working days before the hearing on the Council's Web Site, the link for which will be sent to you when it is published.

If you would like to add anything to that which you have already submitted, please e-mail it to us at least 24 hours before the date of the hearing.

As you have either made a representation or are the applicant / agent for the applicant you are entitled to attend this hearing. If you would like to participate you will need to send us a "Notice of Attendance" under the Licensing Act 2003 (Hearings) Regulations 2005.

You can send us your "**Notice of Attendance**" by replying to this letter and answer the following questions no later than **23 April 2026**. ****Please note if you do not respond by the end of this date, you will not be able to speak at the hearing.****

Name:

1. Will you be attending the hearing?
2. Do you want to speak at the hearing?
3. Will you be bringing anyone to speak on your behalf? If so, please supply the name.

If you wish to attend the hearing remotely, please let me know and I will arrange for a Teams link to be sent to you.

If you do not wish to attend this meeting but would like to watch it, it will be available on the Council's Web Site - [Browse meetings - Licensing Sub-Committee - Dorset Council](#)

Many thanks

Kathryn Miller
Senior Licensing Officer

Licensing Team
Public Health & Prevention
Dorset Council

[REDACTED]
Lines are open:
Mon – Fri, 9am-12pm

dorsetcouncil.gov.uk



Licensing and Gambling Act Sub-Committee

5 May 2026

Application for a New Premises Licence for Skyglow Dorset For Decision

Cabinet Member:

Cllr G Taylor, Health and Housing

Local Councillor(s):

Cllr. David Taylor

Senior Leadership Team:

S Crowe - Executive, Housing, Prevention and Communities

Report author and job title: Aileen Powell, Licensing Team Leader

Email: Aileen.Powell@dorsetcouncil.gov.uk

Statutory Authority: Licensing Act 2003

Report status: Public [Choose an item.](#)

Executive summary

An application has been made for a new Premises Licence for the Skyglow Dorset music festival at Dorchester Showground. The application has been out to public consultation and a representation has been received. A Licensing Sub-Committee must consider the application and representation at a public hearing.

1. Recommendation(s)

The Sub-Committee determines the application in the light of written and oral evidence and resolves to take such steps as it considers appropriate and proportionate for the promotion of the licensing objectives which are:

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

2. Reason for the recommendation(s)

The Sub-Committee must consider all the written representations, the oral representations made at the hearing, and any other information given at the hearing before making a decision.

3 Statutory Authority

- 3.1. Section 4 of the Licensing Act 2003 sets out the duties of the Licensing Authority. It states that a Council's licensing functions must be carried out with a view to promoting the four licensing objectives of: -

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

- 3.2. All applications and decisions must be made with due regard to the [Licensing Act 2003](#) (the Act), the [Revised Guidance issued under Section 182 of the Licensing Act 2003](#) (the Guidance) and the [Dorset Council Statement of Licensing Policy](#) (the DC Policy).

4. Details of the review application

- 4.1. Nationwide Festivals Ltd have made an application for a new premises licence for a music festival at Dorchester Showground on 3rd to 5th July 2026. The application form is attached at Appendix 1.

- 4.2. The event is described as a "3-day, open-air food and music event taking place between 3rd July to 5th July 2026, inclusive. The family event will feature a diverse array of entertainment, including food, music (tribute bands), Kids entertainment area, funfair, stunt shows and hot air balloon displays. There will be a number of marquees and a temporary outdoor stage structure for the provision of regulated entertainment facilities. Within the licensed area there will be a number of mobile food outlets for the provision of refreshments and there will also be 2 bars, from which the sale of alcohol will take place"

- 4.3. The application is for: -

Live Music (outdoors)

Friday	16:00 – 21:45
Saturday	12:00 – 21:30
Sunday	12:00 – 20:00

Recorded Music (outdoors)

Friday	16:00 – 22:00
Saturday	12:00 – 22:00
Sunday	12:00 – 20:00

Supply of Alcohol on the premises only

Friday	16:00 – 21:30
Saturday	12:00 – 21:30
Sunday	12:00 – 19:30

- 4.4. The application contains the steps that the applicant intends to take to promote the Licensing Objectives, these steps would become conditions if a licence is granted. A copy of the offered conditions is attached at Appendix 2.

5. Representations to the Review from Responsible Authorities

- 5.1. Section 13 of the Licensing Act contains the list of Responsible Authorities who must be consulted on each application. Dorset Police, Dorset and Wiltshire Fire Service, Public Health Dorset, the Immigration Authority, Dorset Council Trading Standards, Dorset Council Children's Services, Dorset Council Planning, Dorset Council Licensing, Dorset Council Environmental Protection and Dorset Council Health and Safety have all been consulted.
- 5.2. Dorset Council Environmental Protection made a representation requesting the addition of nine extra conditions. The applicant has agreed to these and so the representation has been withdrawn. The extra conditions are attached at Appendix 3.
- 5.3. There were no representations from any of the other Responsible Authorities.

6. Representations from other people

- 6.1. The Safety Advisory Group (SAG), which is made up of representatives from a number of different bodies have made a representation which states: -

The SAG considers that the conditions offered within the licence application fail to provide sufficient detail to demonstrate how the licencing objectives will be promoted or how public safety will be ensured. Furthermore, the event management documents provided to the SAG contain many aspirational ideas but provide very little details as to how those ideas may be realised.

The SAG is also concerned that the event proposals do not reflect the fact that resources for all regulatory authorities and emergency services during that weekend may be under pressure from other well attended events that are also running.

The full representation is included at Appendix 4.

7. Guidance and Policy

- 7.1. Paragraphs 1.2 to 1.5 of the Revised Guidance issued under Section 182 of the Licensing Act 2003 issued in February 2026 (The Guidance) sets out the Licensing Objectives and aims;

The legislation provides a clear focus on the promotion of four statutory objectives which must be addressed when licensing functions are undertaken.

Each objective is of equal importance. There are no other statutory licensing objectives, so that the promotion of the four objectives is a paramount consideration at all times.

However, the legislation also supports a number of other key aims and purposes. These are vitally important and should be principal aims for everyone involved in licensing work. They include:

- protecting the public and local residents from crime, anti-social behaviour and noise nuisance caused by irresponsible licensed premises;

- giving the police and licensing authorities the powers they need to effectively manage and police the night-time economy and take action against those premises that are causing problems;
- recognising the important role which pubs and other licensed premises play in our local communities by minimising the regulatory burden on business, encouraging innovation and supporting responsible premises;
- providing a regulatory framework for alcohol which reflects the needs of local communities and empowers local authorities to make and enforce decisions about the most appropriate licensing strategies for their local area; and
- encouraging greater community involvement in licensing decisions and giving local residents the opportunity to have their say regarding licensing decisions that may affect them.

7.2. Paragraph 1.16 of the Guidance sets out how conditions should be formulated;

Conditions on a premises licence or club premises certificate are important in setting the parameters within which premises can lawfully operate. The use of wording such as “must”, “shall” and “will” is encouraged. Licence conditions:

- must be appropriate for the promotion of the licensing objectives;
- must be precise and enforceable;
- must be unambiguous and clear in what they intend to achieve;
- should not duplicate other statutory requirements or other duties or responsibilities placed on the employer by other legislation;
- must be tailored to the individual type, location and characteristics of the premises and events concerned;
- should not be standardised and may be unlawful when it cannot be demonstrated that they are appropriate for the promotion of the licensing objectives in an individual case;
- should not replicate offences set out in the 2003 Act or other legislation;
- should be proportionate, justifiable and be capable of being met;
- cannot seek to manage the behaviour of customers once they are beyond the direct management of the licence holder and their staff, but may impact on the behaviour of customers in the immediate vicinity of the premises or as they enter or leave; and
- should be written in a prescriptive format.

7.3. Paragraph 1.21 states;

While licence conditions should not duplicate other statutory provisions, licensing authorities and licensees should be mindful of requirements and responsibilities placed on them by other legislation.

7.4. Paragraphs 9.42 – 9.44 of the Guidance set out how the Licensing Authority will determine an application;

Licensing authorities are best placed to determine what actions are appropriate for the promotion of the licensing objectives in their areas. All licensing determinations should be considered on a case by-case basis. They should take into account any representations or objections that have been received from responsible authorities or other persons, and representations made by the applicant or premises user as the case may be.

The authority's determination should be evidence-based, justified as being appropriate for the promotion of the licensing objectives and proportionate to what it is intended to achieve.

Determination of whether an action or step is appropriate for the promotion of the licensing objectives requires an assessment of what action or step would be suitable to achieve that end. While this does not therefore require a licensing authority to decide that no lesser step will achieve the aim, the authority should aim to consider the potential burden that the condition would impose on the premises licence holder (such as the financial burden due to restrictions on licensable activities) as well as the potential benefit in terms of the promotion of the licensing objectives. However, it is imperative that the authority ensures that the factors which form the basis of its determination are limited to consideration of the promotion of the objectives and nothing outside those parameters. As with the consideration of licence variations, the licensing authority should consider wider issues such as other conditions already in place to mitigate potential negative impact on the promotion of the licensing objectives and the track record of the business. Further advice on determining what is appropriate when imposing conditions on a licence or certificate is provided in Chapter 10. The licensing authority is expected to come to its determination based on an assessment of the evidence on both the risks and benefits either for or against making the determination."

8. Options

8.1. The Sub-Committee will determine the application in the light of all the written representations and any oral evidence from the hearing. They will take such steps as they consider 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

8.2. The steps that the Sub-Committee may take are; -

- a) to grant the licence subject to -
 - i. conditions consistent with the operating schedule accompanying the application modified to such extent as the authority considers appropriate for the promotion of the licensing objectives, and,,
 - ii. any mandatory conditions
- b) to exclude from the scope of the licence any of the licensable activities to which the application relates,
- c) to refuse to specify an individual as the premises supervisor, or,
- d) to reject the application.

9. Financial Implications

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

10. Environmental Implications

None.

11. Well-being and Health Implications

None.

12. Other Implications

None.

13. Risk Assessment

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

Current Risk: Medium

Residual Risk: Medium

14. Equalities Impact Assessment

Not applicable

15. Appendices

Appendix 1 – Application

Appendix 2 – Conditions from Operating Schedule

Appendix 3 – Conditions from Environmental Protection

Appendix 4 – Representation

16. Background Papers

[Licensing Act 2003](#)

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

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

Online Application Details

General Details				
Licence Type	Premises Licence			
Application Type	New premises application			
Fees	Type	Detail	Fee Multiplier	Total
	Business Rateable Value	Band A £0-£4300	x1	£100.00
	Capacity at the Venue	0 to 4,999	x1	£0.00
Total Fee(s)	£100.00			
Location to be Licenced	Dorchester Showground, , Birch Lane, dorchester, DT2 7SD			
Trading Name	Nationwide Festivals Ltd			
I am the	Proposed Licence Holder			
Agent Details				
Proposed Licence Holder Details	Nationwide Festivals Ltd Unit 8 Bowker House Lee Mill Bridge Ivybridge Ivybridge England PL21 9EF Tel: 07500111244 Email: davidjohnrowland@gmail.com			
Additional Proposed Licence Holder(s)				
Additional Contacts				
Premise Alcohol Licence				
Please give a general description of the premises	Established agricultural showground, mainly grass with existing tarmac and hardcore internal roads. The licensed premises will be a temporary event site, wholly located within these areas, demarcated by temporary fencelines and existing boundary fences. The 3-day, open-air food and music event taking place between 3rd July to 5th July 2026, inclusive. The family event will feature a diverse array of entertainment, including food, music (tribute bands), Kids entertainment area, funfair, stunt shows and hot air balloons displays. There will be a number of marquees and a temporary outdoor stage structure for the provision of regulated entertainment facilities. Within the licensed area there will be a number of mobile food outlets for the provision of refreshments and there will also be 2 bars, from which the sale of alcohol will take place			
If the premises will be open 24 hours every day please indicate what group this falls into				

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend	
Plays	No
If you only want a part of the premises covered for plays please tell us which part should be covered. If you want the whole area covered please leave blank.	
Will the activity be indoors or outdoors?	
Plays Standard Start Monday	
Plays Standard End Monday	
Plays Standard Start Tuesday	
Plays Standard End Tuesday	
Plays Standard Start Wednesday	
Plays Standard End Wednesday	
Plays Standard Start Thursday	
Plays Standard End Thursday	
Plays Standard Start Friday	
Plays Standard End Friday	
Plays Standard Start Saturday	
Plays Standard End Saturday	
Plays Standard Start Sunday	
Plays Standard End Sunday	
Plays Non Standard Times	
Plays Seasonal Variations	
Plays Further Details	
Films	No
Films Area	
Will the activity be indoors or outdoors?	
Films Standard Start Monday	
Films Standard End Monday	
Films Standard Start Tuesday	
Films Standard End Tuesday	
Films Standard Start Wednesday	
Films Standard End Wednesday	
Films Standard Start Thursday	
Films Standard End Thursday	
Films Standard Start Friday	
Films Standard End Friday	
Films Standard Start Saturday	
Films Standard End Saturday	
Films Standard Start Sunday	
Films Standard End Sunday	
Films Non Standard Times	

Films Seasonal Variations	
Films Further Details	
Indoor Sporting Events	No
Indoor Sporting Events Area	
Indoor Sporting Events Standard Start Monday	
Indoor Sporting Events Standard End Monday	
Indoor Sporting Events Standard Start Tuesday	
Indoor Sporting Events Standard End Tuesday	
Indoor Sporting Events Standard Start Wednesday	
Indoor Sporting Events Standard End Wednesday	
Indoor Sporting Events Standard Start Thursday	
Indoor Sporting Events Standard End Thursday	
Indoor Sporting Events Standard Start Friday	
Indoor Sporting Events Standard End Friday	
Indoor Sporting Events Standard Start Saturday	
Indoor Sporting Events Standard End Saturday	
Indoor Sporting Events Standard Start Sunday	
Indoor Sporting Events Standard End Sunday	
Indoor Sporting Events Non Standard Times	
Indoor Sporting Events Seasonal Variations	
Indoor Sporting Events Further Details	
Boxing Or Wrestling Entertainment	No
Boxing Or Wrestling Entertainment Area	
Will the activity be indoors or outdoors?	
Boxing Or Wrestling Entertainment Standard Start Monday	
Boxing Or Wrestling Entertainment Standard End Monday	
Boxing Or Wrestling Entertainment Standard Start Tuesday	
Boxing Or Wrestling Entertainment Standard End Tuesday	
Boxing Or Wrestling Entertainment Standard Start Wednesday	
Boxing Or Wrestling Entertainment Standard End Wednesday	
Boxing Or Wrestling Entertainment Standard Start Thursday	
Boxing Or Wrestling Entertainment Standard End Thursday	
Boxing Or Wrestling Entertainment Standard Start Friday	
Boxing Or Wrestling Entertainment Standard End Friday	
Boxing Or Wrestling Entertainment Standard Start Saturday	

Boxing Or Wrestling Entertainment Standard End Saturday	
Boxing Or Wrestling Entertainment Standard Start Sunday	
Boxing Or Wrestling Entertainment Standard End Sunday	
Boxing Or Wrestling Entertainment Non Standard Times	
Boxing Or Wrestling Entertainment Seasonal Variations	
Boxing Or Wrestling Entertainment Further Details	
Live Music	Yes
Live Music Area	ON THE MAIN STAGE
Will the activity be indoors or outdoors?	Outdoors
Live Music Standard Start Monday	
Live Music Standard End Monday	
Live Music Standard Start Tuesday	
Live Music Standard End Tuesday	
Live Music Standard Start Wednesday	
Live Music Standard End Wednesday	
Live Music Standard Start Thursday	
Live Music Standard End Thursday	
Live Music Standard Start Friday	16:00
Live Music Standard End Friday	21:45
Live Music Standard Start Saturday	12:00
Live Music Standard End Saturday	21:30
Live Music Standard Start Sunday	12:00
Live Music Standard End Sunday	20:00
Live Music Non Standard Times	
Live Music Seasonal Variations	
Live Music Further Details	
Recorded Music	Yes
Recorded Music Area	FUNFAIR
Will the activity be indoors or outdoors?	Outdoors
Recorded Music Standard Start Monday	
Recorded Music Standard End Monday	
Recorded Music Standard Start Tuesday	
Recorded Music Standard End Tuesday	
Recorded Music Standard Start Wednesday	
Recorded Music Standard End Wednesday	
Recorded Music Standard Start Thursday	
Recorded Music Standard End Thursday	
Recorded Music Standard Start Friday	16:00
Recorded Music Standard End Friday	22:00

Recorded Music Standard Start Saturday	16:00
Recorded Music Standard End Saturday	22:00
Recorded Music Standard Start Sunday	12:00
Recorded Music Standard End Sunday	20:00
Recorded Music Non Standard Times	
Recorded Music Seasonal Variations	
Recorded Music Further Details	
Performance Of Dance	No
Performance Of Dance Area	
Will the activity be indoors or outdoors?	
Performance Of Dance Standard Start Monday	
Performance Of Dance Standard End Monday	
Performance Of Dance Standard Start Tuesday	
Performance Of Dance Standard End Tuesday	
Performance Of Dance Standard Start Wednesday	
Performance Of Dance Standard End Wednesday	
Performance Of Dance Standard Start Thursday	
Performance Of Dance Standard End Thursday	
Performance Of Dance Standard Start Friday	
Performance Of Dance Standard End Friday	
Performance Of Dance Standard Start Saturday	
Performance Of Dance Standard End Saturday	
Performance Of Dance Standard Start Sunday	
Performance Of Dance Standard End Sunday	
Performance Of Dance Non Standard Times	
Performance Of Dance Seasonal Variations	
Performance Of Dance Further Details	
Other Standard Activities	No
Other Standard Activities Description	
Other Standard Activities Area	
Will the activity be indoors or outdoors?	
Other Standard Activities Standard Start Monday	
Other Standard Activities Standard End Monday	
Other Standard Activities Standard Start Tuesday	
Other Standard Activities Standard End Tuesday	
Other Standard Activities Standard Start Wednesday	
Other Standard Activities Standard End Wednesday	
Other Standard Activities Standard Start Thursday	
Other Standard Activities Standard End Thursday	
Other Standard Activities Standard Start Friday	
Other Standard Activities Standard End Friday	
Other Standard Activities Standard Start Saturday	

Other Standard Activities Standard End Saturday	
Other Standard Activities Standard Start Sunday	
Other Standard Activities Standard End Sunday	
Other Standard Activities Non Standard Times	
Other Standard Activities Seasonal Variations	
Other Standard Activities Further Details	
Late Night	No
Late Night Area	
Will the food or drink be consumed indoors or outdoors?	
Late Night Standard Start Monday	
Late Night Standard End Monday	
Late Night Standard Start Tuesday	
Late Night Standard End Tuesday	
Late Night Standard Start Wednesday	
Late Night Standard End Wednesday	
Late Night Standard Start Thursday	
Late Night Standard End Thursday	
Late Night Standard Start Friday	
Late Night Standard End Friday	
Late Night Standard Start Saturday	
Late Night Standard End Saturday	
Late Night Standard Start Sunday	
Late Night Standard End Sunday	
Late Night Non Standard Times	
Late Night Seasonal Variations	
Late Night Further Details	
Supply Of Alcohol	Yes
Supply Of Alcohol Area	
Is the alcohol for consumption on or off the area covered by the licence	For consumption on the premises
Supply Of Alcohol Standard Start Monday	
Supply Of Alcohol Standard End Monday	
Supply Of Alcohol Standard Start Tuesday	
Supply Of Alcohol Standard End Tuesday	
Supply Of Alcohol Standard Start Wednesday	
Supply Of Alcohol Standard End Wednesday	
Supply Of Alcohol Standard Start Thursday	
Supply Of Alcohol Standard End Thursday	
Supply Of Alcohol Standard Start Friday	16:00
Supply Of Alcohol Standard End Friday	21:30
Supply Of Alcohol Standard Start Saturday	12:00
Supply Of Alcohol Standard End Saturday	21:30
Supply Of Alcohol Standard Start Sunday	12:00

Supply Of Alcohol Standard End Sunday	19:30
Supply Of Alcohol Non Standard Times	
Supply Of Alcohol Seasonal Variations	
Opening Hours Standard Start Monday	
Opening Hours Standard End Monday	
Opening Hours Standard Start Tuesday	
Opening Hours Standard End Tuesday	
Opening Hours Standard Start Wednesday	
Opening Hours Standard End Wednesday	
Opening Hours Standard Start Thursday	
Opening Hours Standard End Thursday	
Opening Hours Standard Start Friday	16:00
Opening Hours Standard End Friday	22:00
Opening Hours Standard Start Saturday	12:00
Opening Hours Standard End Saturday	22:00
Opening Hours Standard Start Sunday	12:00
Opening Hours Standard End Sunday	20:00
Opening Hours Non Standard Times	
Opening Hours Seasonal Variations	
Please supply the general steps that would apply to all four licensing objectives	This is an application for a single event held over 3 consecutive days. See attached Event Management Plan regards the four licensing objectives. The Licence Holder must fully comply throughout the duration of the licence with the Event Management Plan submitted. 1. Licensable activities will be limited to Nationwide Festivals Ltd held at the premises and will not be for general use. 2. The Premises Licence Holder will notify the Licensing Authority a minimum of 3 months in advance of the proposed event 3. The Premises Licence Holder will liaise with the Safety Advisory Group (SAG) appointed by the Licensing Authority and shall comply with the reasonable requests of that group. 4.. The Premises Licence Holder will notify the Licensing Authority a minimum of 3 months in advance of historical and estimated attendance figures for the proposed event 5. The Premises Licence Holder will produce a traffic management plan to be agreed with the Licensing Authority and Dorset Council 6.. The Designated Premises Supervisor will be present during the licensed Event period.
The steps you will be taking to promote the prevention of crime and disorder	Please See attached Event Management Plan section 26 1. The licence holder will engage the services of an accredited security/stewarding company who are experienced in events of this nature and will operate at all times in accordance with the documented crowd management plan developed for the Event. The security provider will make adequate provisions for monitoring and controlling the number of persons entering the licensed premises and any restricted areas or temporary

	structures within it. 2. In advance of the event, the licence-holder will advise ticket-holders of terms and conditions of entry, including details of restricted items, accepted behaviour and the requirements for search as a condition of entry. 3. A responsible drinking policy will be enforced at the event
The steps you will be taking to promote the prevention of public nuisance	Please See attached Event Management Plan A suitably qualified and/or experienced noise consultant will monitor noise at the event (including at agreed off-site locations) and keep levels within the licensed limits set in accordance with the arrangements documented in the Noise Management Plan. 2."Off site noise sensitive premises" shall include premises used for residential purposes, hospitals or similar institutions, educational establishments (when in use), places of worship (during recognised times and days of worship) and any premises used for any other purposes likely to be affected by music noise 3. A traffic management plan will be devised to minimise disruption to local residents and implemented by an experienced Traffic Management company in accordance with the EMP. 4. A waste management contractor will be employed to manage waste generated by the event
The steps you will be taking to promote public safety	Please See attached Event Management Plan 1. The licence-holder will appoint a suitably experienced Safety Coordinator to ensure compliance with the EMP for the event. 2. Suitable risk assessments (including fire risk assessments) will be undertaken for all stages of the event (including the build, event and de-rig periods). The findings of these risk assessments will be communicated to all appropriate staff, contractors and event personnel. 3. The licence-holder will engage a medical services team to provide suitable medical cover during the event in compliance with the arrangements documented in the EMP. 4. Exits and agreed emergency vehicle access routes will be kept clear at all times and adequately illuminated during periods of darkness. 6. Sufficient, appropriate fire-fighting equipment will be provided throughout the licensed premises and adequate fire safety arrangements will be made in compliance with the documented arrangements within the EMP. 7. Appropriate arrangements (by way of fencing, gate systems, security) will be made to prevent unauthorised access to the licensed premises. The numbers of persons on the premises shall not exceed the licensed capacity of 4,999. 9. All structures will be subject to sign-off by the contractor. 10. All electrical installations and equipment will comply with the general requirements of the Electricity at Work Regulations 1989 and to the general provisions of the Event Safety Guide (or any replacement guidance subsequently used). 11. A 'no glass' policy will be enforced at the event in accordance with the EMP.
The steps you will be taking to promote the protection Of children from harm	Please See attached Event Management Plan 1. Age restrictions will apply at the event: under 16-year-olds to be accompanied by a responsible adult. 2. Kids Area will be provided within the Event. Staff working in this area

	will be suit-ably qualified and checked (DBS) to work with children. 3. Bars will operate a 'Challenge 25' policy and bar staff will be thoroughly briefed on the mixed age group in the audience and on the refusals policy and refusals will be documented at each bar or point of sale. 4. A Lost Person procedure will be developed and operated on site, staffed by ap-propriately qualified and accredited staff
Personal Alcohol Licence Holder	
Personal Alcohol Licence	
Contact	
Please supply the name of the DPS	Chanel Manders
Please supply the address of the DPS	Newhouse Farm, Ilton, Ilminster, Somerset TA19 9HL
Please supply their personal licence number	075362
Please supply the name of the council that issued the personal licence	The Licensing Unit Somerset Council The Council Offices Brympton Way Yeovil BA20 2HT
Dps	
Start Date	
End Date	
Licence Type Additional Data Setting	
How will you be providing evidence of your right to work in the UK	I am applying on behalf of a company so this is not required
Right to work sharecode	

Customer Comments: Start Date 3rd July 2026 End Date 5th July 2026

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General

1. Licensable activities will be limited to Nationwide Festivals Ltd held at the premises and will not be for general use.
2. The Premises Licence Holder will notify the Licensing Authority a minimum of 3 months in advance of the proposed event
3. The Premises Licence Holder will liaise with the Safety Advisory Group (SAG) appointed by the Licensing Authority and shall comply with the reasonable requests of that group.
4. The Premises Licence Holder will notify the Licensing Authority a minimum of 3 months in advance of historical and estimated attendance figures for the proposed event.
5. The Premises Licence Holder will produce a traffic management plan to be agreed with the Licensing Authority and Dorset Council.
6. The Designated Premises Supervisor will be present during the licensed Event period.

Prevention of Crime and Disorder

7. The licence holder will engage the services of an accredited security/stewarding company who are experienced in events of this nature and will operate at all times in accordance with the documented crowd management plan developed for the Event. The security provider will make adequate provisions for monitoring and controlling the number of persons entering the licensed premises and any restricted areas or temporary structures within it.
8. In advance of the event, the licence-holder will advise ticket-holders of terms and conditions of entry, including details of restricted items, accepted behaviour and the requirements for search as a condition of entry.
9. A responsible drinking policy will be enforced at the event

Public Safety

10. The licence-holder will appoint a suitably experienced Safety Coordinator to ensure compliance with the EMP for the event.
11. Suitable risk assessments (including fire risk assessments) will be undertaken for all stages of the event (including the build, event and de-rig periods). The findings of these risk assessments will be communicated to all appropriate staff, contractors and event personnel.
12. The licence-holder will engage a medical services team to provide suitable medical cover during the event in compliance with the arrangements documented in the EMP.

13. Exits and agreed emergency vehicle access routes will be kept clear at all times and adequately illuminated during periods of darkness.
14. Sufficient, appropriate fire-fighting equipment will be provided throughout the licensed premises and adequate fire safety arrangements will be made in compliance with the documented arrangements within the EMP.
15. Appropriate arrangements (by way of fencing, gate systems, security) will be made to prevent unauthorised access to the licensed premises. The numbers of persons on the premises shall not exceed the licensed capacity of 4,999.
16. All structures will be subject to sign-off by the contractor.
17. All electrical installations and equipment will comply with the general requirements of the Electricity at Work Regulations 1989 and to the general provisions of the Event Safety Guide (or any replacement guidance subsequently used).
18. A 'no glass' policy will be enforced at the event in accordance with the EMP.

Public Nuisance

19. A suitably qualified and/or experienced noise consultant will monitor noise at the event (including at agreed off-site locations) and keep levels within the licensed limits set in accordance with the arrangements documented in the Noise Management Plan.
20. "Off site noise sensitive premises" shall include premises used for residential purposes, hospitals or similar institutions, educational establishments (when in use), places of worship (during recognised times and days of worship) and any premises used for any other purposes likely to be affected by music noise.
21. A traffic management plan will be devised to minimise disruption to local residents and implemented by an experienced Traffic Management company in accordance with the EMP.
22. A waste management contractor will be employed to manage waste generated by the event

Protection of Children from Harm

23. Age restrictions will apply at the event: under 16-year-olds to be accompanied by a responsible adult.
24. Kids Area will be provided within the Event. Staff working in this area will be suitably qualified and checked (DBS) to work with children.
25. Bars will operate a 'Challenge 25' policy and bar staff will be thoroughly briefed on the mixed age group in the audience and on the refusals policy and refusals will be documented at each bar or point of sale.

26. A Lost Person procedure will be developed and operated on site, staffed by appropriately qualified and accredited staff

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Appendix 3 – Conditions added by Environmental Protection

1. A Noise Management Plan (NMP) must be submitted and agreed, in writing, with the Dorset Council Environmental Health department a minimum of 12 weeks before the event via Licensing@dorsetcouncil.gov.uk. The NMP shall include, but is not limited to, details of controls / mitigation measures which will be implemented to reduce the potential for public nuisance. A monitoring plan including locations on a scaled map and methodology, persons monitoring, monitoring locations, frequency and duration of monitoring, complaints line, actions taken following complaints etc.
2. The NMP shall be produced, managed, and supervised during the event by a suitably qualified and appropriate person. For the purposes of an outside music festival that could be attended by up to 4999 people, suitably qualified is a person with as a minimum a Diploma in Acoustics and a member of the Institute of Acoustics (IOA) or equivalent.
3. The noise level from the event shall not exceed 65dB LAeq 15min when measured at the façade of any nearby noise sensitive property. There should be no discernable low frequency bass beat that is likely to cause intrusion into the property.
4. All noise monitoring data shall be submitted to the Licensing Authority no later than 14 days after the final day of the event.
5. No fireworks shall be used.
6. The funfair should not be audible beyond the site boundary after 21:00hrs.
7. Tannoy use to be restricted to health and safety announcements.
8. Lighting banks shall be suitably positioned to not spill beyond the site and shall only remain on in appropriate areas such as in the overnight camping area and areas requiring high security to aid staff.
9. The overnight electrical use shall be by silenced generators, batteries or the provision of mains electricity or similar.

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On behalf of the Dorset Council Safety Advisory Group, I am making a representation in respect of the following application for a premises licence to be granted under the Licensing Act 2003

Applicant: Nationwide Festivals Ltd

Premises: Dorchester Showground, DT2 7SD

This representation relates to the following licensing objectives:

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

Reasons for representation

Extracts from relevant legislation, policies, and guidance

Dorset Council Statement of Licensing Policy 2026 -2031 published February 2026

1.4 The council will carry out its functions under the Licensing Act 2003 with a view to promoting the licensing objectives namely:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

5.20 The promotion and the organisation of live musical and similar entertainment in the open air or in temporary structures like marquees etc. can provide opportunities for community involvement, civic pride and can attract visitors to the Dorset Council area.

5.21 However, the success of such events by way of contribution to the council's cultural and tourist strategies depends upon the quality, levels of safety and consideration for the rights of people who live or work in the vicinity and the standard of provision of facilities for those coming to enjoy the event.

Revised guidance issued under section 182 of the Licensing Act 2003 (February 2026)

1.16 Licence conditions:

must be appropriate for the promotion of the licensing objectives;

must be precise and enforceable;

must be unambiguous and clear in what they intend to achieve;

should be proportionate, justifiable and be capable of being met;

8.47 Applicants are expected to provide licensing authorities with sufficient information in this section to determine the extent to which their proposed steps are appropriate to promote the licensing objectives in the local area. Applications must not be based on providing a set of standard conditions to promote the licensing objectives and applicants are expected to make it clear why the steps they are proposing are appropriate for the premises.

Dorset Council Public Events Planning Webpage

Event Guidance

To assist event organisers and applicants the council publishes guidance and document templates on its public events planning webpage.

Representation

The SAG considers that the conditions offered within the licence application fail to provide sufficient detail to demonstrate how the licencing objectives will be promoted or how public safety will be ensured. Furthermore, the event management documents provided to the SAG contain many aspirational ideas but provide very little details as to how those ideas may be realised.

The SAG is also concerned that the event proposals do not reflect the fact that resources for all regulatory authorities and emergency services during that weekend may be under pressure from other well attended events that are also running.

Suggested conditions that could be added to the licence to remedy this representation:

To assist the applicant in the type of detail required to address these concerns the SAG directs them to the guidance published within the council's public events planning page and to the licensing authority's statement of licensing policy.

Suggested actions that could be undertaken to remedy this representation.

As above.

A handwritten signature in black ink, consisting of several overlapping, fluid strokes that form a stylized representation of the name Ian Carter.

Ian Carter

Senior Licensing Officer / Chair - Dorset Council Safety Advisory Group

sag@dorsetcouncil.gov.uk 01929 557220

Licensing and Gambling Act Sub-Committee

5 May 2026

Application for a New Premises Licence Don't Panic Festival, Stalbridge Recreation Ground, Park Grove, Stalbridge For Decision

Cabinet Member:

Cllr G Taylor, Health and Housing

Local Councillor(s):

Cllr J Vitali

Senior Leadership Team:

S Crowe - Executive, Housing, Prevention and Communities

Report author and job title: Kathryn Miller, Senior Licensing Officer

Email: Kathryn.miller@dorsetcouncil.gov.uk

Statutory Authority: Licensing Act 2003

Report status: Public [Choose an item.](#)

Executive summary

An application has been made for a new Premises Licence for the Don't Panic Festival at Stalbridge Recreation Ground, Park Grove, Stalbridge, Dorset. The application has been out to public consultation, and a representation has been received. A Licensing Sub-Committee must consider the application and representation at a public hearing.

1. Recommendation(s)

The Sub-Committee determines the application in the light of written and oral evidence and resolves to take such steps as it considers appropriate and proportionate for the promotion of the licensing objectives which are:

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

2. Reason for the recommendation(s)

The Sub-Committee must consider all the written representations, the oral representations made at the hearing, and any other information given at the hearing before making a decision.

3 Statutory Authority

- 3.1. Section 4 of the Licensing Act 2003 sets out the duties of the Licensing Authority. It states that a Council's licensing functions must be carried out with a view to promoting the four licensing objectives of: -

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

- 3.2. All applications and decisions must be made with due regard to the [Licensing Act 2003](#) (the Act), the [Revised Guidance issued under Section 182 of the Licensing Act 2003](#) (the Guidance) and the [Dorset Council Statement of Licensing Policy](#) (the DC Policy).

4. Details of the application

- 4.1. Guggleton Farm Arts CIC have made an application for a new premises licence for a festival at Stalbridge Recreation Ground on 25 May. The application form and supporting documents are attached at Appendix 1.

The event is described as “the inaugural Don’t Panic Festival is a celebration of Douglas Adams extraordinary global contribution to literature, culture, technology, environmental thinking of his life and his legacy. This will be a festival weekend building up to a Towel Day of Celebration

On the weekend of 23rd to 25th of May 2026, Stalbridge, Dorset will come alive. There will be events in the town, including a Vagon Poetry Jam, a Pan-Galactic cocktail competition and an evening open air cinema picnic, showing the Hitchhikers’ Guide To The Galaxy film.

On towel Day itself, Monday 25th of May 2026, a Douglas Adams themed fancy-dress parade will wind its way to Lydden Cottage for the unveiling of a Blue Plaque, before celebrations continue at nearby Stalbridge Recreation Ground with music, performances, storytelling, crafty science, environmental action, playful invention, food and drink.

It will be a joyful, inclusive celebration of creativity, curiosity and collective possibility, ending at teatime, because a properly made cup of tea is as important as a Pan Galactic Gargleblaster.”

- 4.2. The application is for: -

Plays (outdoors)

Monday 1200-1800 hours

Films (outdoors)

Monday 1200-1800 hours

Live Music (outdoors)

Monday 1200-1800 hours

Recorded Music (outdoors)

Monday 1200-1800 hours

Performance of dance (outdoors)

Monday 1200-1800 hours

Supply of Alcohol on the premises only

Monday 12:00 – 18:00

- 4.4. The applicant has confirmed that the event will be taking place each year and has agreed to have the following added as a condition on the licence if it is granted:

The premises licence is used for a one day event called the Don't Panic Festival that is to take place on the Late May Bank Holiday each year with the first event taking place on 25 May 2026.

- 4.6 The email confirming this additional condition can be found at Appendix 2. There were minimal details initially supplied regarding the operating schedule and the conditions from it. The Applicants had stated that risk assessments, for example will be available.

5. Representations to the Review from Responsible Authorities

- 5.1. Section 13 of the Licensing Act contains the list of Responsible Authorities who must be consulted on each application. Dorset Police, Dorset and Wiltshire Fire Service, Public Health Dorset, the Immigration Authority, Dorset Council Trading Standards, Dorset Council Children's Services, Dorset Council Planning, Dorset Council Licensing, Dorset Council Environmental Protection and Dorset Council Health and Safety have all been consulted.

- 5.2. There were no representations from any of the Responsible Authorities.

6. Representations from other people

- 6.1. The Safety Advisory Group (SAG), which is made up of representatives from a number of different bodies have made a representation which states: -

The SAG considers that there is insufficient detail within the application to determine how the steps proposed to promote the licensing objectives will be implemented. Furthermore, the event management documents submitted to the SAG only provide aspirational comments from the applicants as to how they will protect public safety, mitigate risks and promote best practice.

The applicants have met with representatives of the SAG and agreed to submit additional information and provide an opportunity for all responsible and other regulatory authorities to gain certainty that whatever is conditioned on the licence can be satisfactorily delivered.

The SAG asks that the licensing authority, in the public interest, uses its powers under the Licensing Act 2003 (Hearings) Regulations 2005 to extend the timescales for a hearing be held so that the SAG may consider the additional details and reach a position where it can advise the authority that the licence when issued will be clear, concise, appropriate, and proportionate.

- 6.2 The full representation is included at Appendix 3.

- 6.3** The applicant has submitted additional documents that were presented to a recent Safety Advisory Group panel. In addition to these documents, the SAG suggested the following; a separate fire risk assessment and four first aiders instead of two that were originally planned. The applicant has confirmed that these matters are in hand and they hope to have them confirmed by the time this application is heard. The additional documents and the email from the applicant are at Appendix 4.7.

7. Guidance and Policy

- 7.1.** Paragraphs 1.2 to 1.5 of the Revised Guidance issued under Section 182 of the Licensing Act 2003 issued in February 2026 (The Guidance) sets out the Licensing Objectives and aims;

The legislation provides a clear focus on the promotion of four statutory objectives which must be addressed when licensing functions are undertaken.

Each objective is of equal importance. There are no other statutory licensing objectives, so that the promotion of the four objectives is a paramount consideration at all times.

However, the legislation also supports a number of other key aims and purposes. These are vitally important and should be principal aims for everyone involved in licensing work. They include:

- protecting the public and local residents from crime, anti-social behaviour and noise nuisance caused by irresponsible licensed premises;
- giving the police and licensing authorities the powers they need to effectively manage and police the night-time economy and take action against those premises that are causing problems;
- recognising the important role which pubs and other licensed premises play in our local communities by minimising the regulatory burden on business, encouraging innovation and supporting responsible premises;
- providing a regulatory framework for alcohol which reflects the needs of local communities and empowers local authorities to make and enforce decisions about the most appropriate licensing strategies for their local area; and
- encouraging greater community involvement in licensing decisions and giving local residents the opportunity to have their say regarding licensing decisions that may affect them.

- 7.2.** Paragraph 1.16 of the Guidance sets out how conditions should be formulated;

Conditions on a premises licence or club premises certificate are important in setting the parameters within which premises can lawfully operate. The use of wording such as “must”, “shall” and “will” is encouraged. Licence conditions:

- must be appropriate for the promotion of the licensing objectives;
- must be precise and enforceable;
- must be unambiguous and clear in what they intend to achieve;

- should not duplicate other statutory requirements or other duties or responsibilities placed on the employer by other legislation;
- must be tailored to the individual type, location and characteristics of the premises and events concerned;
- should not be standardised and may be unlawful when it cannot be demonstrated that they are appropriate for the promotion of the licensing objectives in an individual case;
- should not replicate offences set out in the 2003 Act or other legislation;
- should be proportionate, justifiable and be capable of being met;
- cannot seek to manage the behaviour of customers once they are beyond the direct management of the licence holder and their staff, but may impact on the behaviour of customers in the immediate vicinity of the premises or as they enter or leave; and
- should be written in a prescriptive format.

7.3. Paragraph 1.21 states:

While licence conditions should not duplicate other statutory provisions, licensing authorities and licensees should be mindful of requirements and responsibilities placed on them by other legislation.

7.4. Paragraphs 9.42 – 9.44 of the Guidance set out how the Licensing Authority will determine an application:

Licensing authorities are best placed to determine what actions are appropriate for the promotion of the licensing objectives in their areas. All licensing determinations should be considered on a case by-case basis. They should take into account any representations or objections that have been received from responsible authorities or other persons, and representations made by the applicant or premises user as the case may be.

The authority's determination should be evidence-based, justified as being appropriate for the promotion of the licensing objectives and proportionate to what it is intended to achieve.

Determination of whether an action or step is appropriate for the promotion of the licensing objectives requires an assessment of what action or step would be suitable to achieve that end. While this does not therefore require a licensing authority to decide that no lesser step will achieve the aim, the authority should aim to consider the potential burden that the condition would impose on the premises licence holder (such as the financial burden due to restrictions on licensable activities) as well as the potential benefit in terms of the promotion of the licensing objectives. However, it is imperative that the authority ensures that the factors which form the basis of its determination are limited to consideration of the promotion of the objectives and nothing outside those parameters. As with the consideration of licence variations, the licensing authority should consider wider issues such as other conditions already in place to mitigate potential negative impact on the promotion of the licensing objectives and the track record of the business. Further advice on determining what is appropriate when imposing conditions on a licence or certificate is provided in Chapter 10. The licensing authority is expected to come to its determination based on an assessment of the evidence on both the risks and benefits either for or against making the determination."

8. Options

8.1. The Sub-Committee will determine the application in the light of all the written representations and any oral evidence from the hearing. They will take such steps as they consider 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

8.2. The steps that the Sub-Committee may take are; -

- a) to grant the licence subject to -
 - i. conditions consistent with the operating schedule accompanying the application modified to such extent as the authority considers appropriate for the promotion of the licensing objectives, and,,
 - ii. any mandatory conditions
- b) to exclude from the scope of the licence any of the licensable activities to which the application relates,
- c) to refuse to specify an individual as the premises supervisor, or,
- d) to reject the application.

9. Financial Implications

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

10. Environmental Implications

None.

11. Well-being and Health Implications

None.

12. Other Implications

None.

13. Risk Assessment

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

Current Risk: Medium

Residual Risk: Medium

14. Equalities Impact Assessment

Not applicable

15. Appendices

Appendix 1 – Application and supporting documents

Appendix 2 – Condition to be added if granted

Appendix 3 – Representation from Safety Advisory Group

Appendix 4 – Email from the Applicant, additional information and policies

16. 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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Online Application Details

General Details				
Licence Type	Premises Licence			
Application Type	New premises application			
Fees	Type	Detail	Fee Multiplier	Total
	Business Rateable Value	Band A £0-£4300	x1	£100.00
	Capacity at the Venue	0 to 4,999	x1	£0.00
Total Fee(s)	£100.00			
Location to be Licenced	STALBRIDGE RECREATION GROUND, PARK GROVE, STALBRIDGE, DT10 2RG			
Trading Name	GUGGLETON FARM ARTS CIC			
I am the	Proposed Licence Holder			
Agent Details				
Proposed Licence Holder Details	GUGGLETON FARM ARTS CIC Cow Barn Sally Lovells Lane yenston somerset BA8 0NE [REDACTED] [REDACTED] [REDACTED]			
Additional Proposed Licence Holder(s)				
Additional Contacts				
Premise Alcohol Licence				
Please give a general description of the premises	PLAYING FIELDS WITH SMALL PAVILLION, TENNIS COURT AND PLAY AREA			
If the premises will be open 24 hours every day please indicate what group this falls into	Other type of premises including clubs			
If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend				
Plays	Yes			
If you only want a part of the premises covered for plays please tell us which part should be covered. If you want the whole area covered please leave blank.				
Will the activity be indoors or outdoors?	Outdoors			
Plays Standard Start Monday	12:00			
Plays Standard End Monday	18:00			

Plays Standard Start Tuesday	
Plays Standard End Tuesday	
Plays Standard Start Wednesday	
Plays Standard End Wednesday	
Plays Standard Start Thursday	
Plays Standard End Thursday	
Plays Standard Start Friday	
Plays Standard End Friday	
Plays Standard Start Saturday	
Plays Standard End Saturday	
Plays Standard Start Sunday	
Plays Standard End Sunday	
Plays Non Standard Times	
Plays Seasonal Variations	
Plays Further Details	
Films	Yes
Films Area	
Will the activity be indoors or outdoors?	Outdoors
Films Standard Start Monday	12:00
Films Standard End Monday	18:00
Films Standard Start Tuesday	
Films Standard End Tuesday	
Films Standard Start Wednesday	
Films Standard End Wednesday	
Films Standard Start Thursday	
Films Standard End Thursday	
Films Standard Start Friday	
Films Standard End Friday	
Films Standard Start Saturday	
Films Standard End Saturday	
Films Standard Start Sunday	
Films Standard End Sunday	
Films Non Standard Times	
Films Seasonal Variations	
Films Further Details	
Indoor Sporting Events	No
Indoor Sporting Events Area	
Indoor Sporting Events Standard Start Monday	
Indoor Sporting Events Standard End Monday	
Indoor Sporting Events Standard Start Tuesday	
Indoor Sporting Events Standard End Tuesday	
Indoor Sporting Events Standard Start Wednesday	

Indoor Sporting Events Standard End Wednesday	
Indoor Sporting Events Standard Start Thursday	
Indoor Sporting Events Standard End Thursday	
Indoor Sporting Events Standard Start Friday	
Indoor Sporting Events Standard End Friday	
Indoor Sporting Events Standard Start Saturday	
Indoor Sporting Events Standard End Saturday	
Indoor Sporting Events Standard Start Sunday	
Indoor Sporting Events Standard End Sunday	
Indoor Sporting Events Non Standard Times	
Indoor Sporting Events Seasonal Variations	
Indoor Sporting Events Further Details	
Boxing Or Wrestling Entertainment	No
Boxing Or Wrestling Entertainment Area	
Will the activity be indoors or outdoors?	
Boxing Or Wrestling Entertainment Standard Start Monday	
Boxing Or Wrestling Entertainment Standard End Monday	
Boxing Or Wrestling Entertainment Standard Start Tuesday	
Boxing Or Wrestling Entertainment Standard End Tuesday	
Boxing Or Wrestling Entertainment Standard Start Wednesday	
Boxing Or Wrestling Entertainment Standard End Wednesday	
Boxing Or Wrestling Entertainment Standard Start Thursday	
Boxing Or Wrestling Entertainment Standard End Thursday	
Boxing Or Wrestling Entertainment Standard Start Friday	
Boxing Or Wrestling Entertainment Standard End Friday	
Boxing Or Wrestling Entertainment Standard Start Saturday	
Boxing Or Wrestling Entertainment Standard End Saturday	
Boxing Or Wrestling Entertainment Standard Start Sunday	
Boxing Or Wrestling Entertainment Standard End Sunday	
Boxing Or Wrestling Entertainment Non Standard Times	
Boxing Or Wrestling Entertainment Seasonal Variations	
Boxing Or Wrestling Entertainment Further Details	
Live Music	Yes

Live Music Area	
Will the activity be indoors or outdoors?	Outdoors
Live Music Standard Start Monday	12:00
Live Music Standard End Monday	18:00
Live Music Standard Start Tuesday	
Live Music Standard End Tuesday	
Live Music Standard Start Wednesday	
Live Music Standard End Wednesday	
Live Music Standard Start Thursday	
Live Music Standard End Thursday	
Live Music Standard Start Friday	
Live Music Standard End Friday	
Live Music Standard Start Saturday	
Live Music Standard End Saturday	
Live Music Standard Start Sunday	
Live Music Standard End Sunday	
Live Music Non Standard Times	
Live Music Seasonal Variations	
Live Music Further Details	
Recorded Music	Yes
Recorded Music Area	
Will the activity be indoors or outdoors?	Outdoors
Recorded Music Standard Start Monday	12:00
Recorded Music Standard End Monday	18:00
Recorded Music Standard Start Tuesday	
Recorded Music Standard End Tuesday	
Recorded Music Standard Start Wednesday	
Recorded Music Standard End Wednesday	
Recorded Music Standard Start Thursday	
Recorded Music Standard End Thursday	
Recorded Music Standard Start Friday	
Recorded Music Standard End Friday	
Recorded Music Standard Start Saturday	
Recorded Music Standard End Saturday	
Recorded Music Standard Start Sunday	
Recorded Music Standard End Sunday	
Recorded Music Non Standard Times	
Recorded Music Seasonal Variations	
Recorded Music Further Details	
Performance Of Dance	Yes
Performance Of Dance Area	

Will the activity be indoors or outdoors?	Outdoors
Performance Of Dance Standard Start Monday	12:00
Performance Of Dance Standard End Monday	18:00
Performance Of Dance Standard Start Tuesday	
Performance Of Dance Standard End Tuesday	
Performance Of Dance Standard Start Wednesday	
Performance Of Dance Standard End Wednesday	
Performance Of Dance Standard Start Thursday	
Performance Of Dance Standard End Thursday	
Performance Of Dance Standard Start Friday	
Performance Of Dance Standard End Friday	
Performance Of Dance Standard Start Saturday	
Performance Of Dance Standard End Saturday	
Performance Of Dance Standard Start Sunday	
Performance Of Dance Standard End Sunday	
Performance Of Dance Non Standard Times	
Performance Of Dance Seasonal Variations	
Performance Of Dance Further Details	
Other Standard Activities	No
Other Standard Activities Description	
Other Standard Activities Area	
Will the activity be indoors or outdoors?	
Other Standard Activities Standard Start Monday	
Other Standard Activities Standard End Monday	
Other Standard Activities Standard Start Tuesday	
Other Standard Activities Standard End Tuesday	
Other Standard Activities Standard Start Wednesday	
Other Standard Activities Standard End Wednesday	
Other Standard Activities Standard Start Thursday	
Other Standard Activities Standard End Thursday	
Other Standard Activities Standard Start Friday	
Other Standard Activities Standard End Friday	
Other Standard Activities Standard Start Saturday	
Other Standard Activities Standard End Saturday	
Other Standard Activities Standard Start Sunday	
Other Standard Activities Standard End Sunday	
Other Standard Activities Non Standard Times	
Other Standard Activities Seasonal Variations	
Other Standard Activities Further Details	
Late Night	No
Late Night Area	
Will the food or drink be consumed indoors or outdoors?	

Late Night Standard Start Monday	
Late Night Standard End Monday	
Late Night Standard Start Tuesday	
Late Night Standard End Tuesday	
Late Night Standard Start Wednesday	
Late Night Standard End Wednesday	
Late Night Standard Start Thursday	
Late Night Standard End Thursday	
Late Night Standard Start Friday	
Late Night Standard End Friday	
Late Night Standard Start Saturday	
Late Night Standard End Saturday	
Late Night Standard Start Sunday	
Late Night Standard End Sunday	
Late Night Non Standard Times	
Late Night Seasonal Variations	
Late Night Further Details	
Supply Of Alcohol	Yes
Supply Of Alcohol Area	
Is the alcohol for consumption on or off the area covered by the licence	For consumption on the premises
Supply Of Alcohol Standard Start Monday	12:00
Supply Of Alcohol Standard End Monday	18:00
Supply Of Alcohol Standard Start Tuesday	
Supply Of Alcohol Standard End Tuesday	
Supply Of Alcohol Standard Start Wednesday	
Supply Of Alcohol Standard End Wednesday	
Supply Of Alcohol Standard Start Thursday	
Supply Of Alcohol Standard End Thursday	
Supply Of Alcohol Standard Start Friday	
Supply Of Alcohol Standard End Friday	
Supply Of Alcohol Standard Start Saturday	
Supply Of Alcohol Standard End Saturday	
Supply Of Alcohol Standard Start Sunday	
Supply Of Alcohol Standard End Sunday	
Supply Of Alcohol Non Standard Times	
Supply Of Alcohol Seasonal Variations	
Opening Hours Standard Start Monday	12:00
Opening Hours Standard End Monday	18:00
Opening Hours Standard Start Tuesday	
Opening Hours Standard End Tuesday	
Opening Hours Standard Start Wednesday	
Opening Hours Standard End Wednesday	

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NOISE MANAGEMENT PLAN

Event: DON'T PANIC FESTIVAL

Location: STALBRIDGE RECREATION GROUND

Date: 25/5/26

Prepared by: DEANNE TREMLETT – GUGGLETON FARM ARTS CIC

Contact number during event: 07947 361085

1. Event Overview

Brief description of event:

Type of event: music festival and community event

Expected attendance: 1500

Event timings: 12-6pm

Music performance times: 12-6pm

Event finish and site closure times: 7pm

2. Noise Management Objectives

The event will:

- Provide entertainment while minimising disturbance to residents
- Monitor and control sound levels throughout performances
- Respond quickly to any noise complaints
- Work with council Environmental Health if required

3. Sensitive Receptors (Nearby Premises)

Identify nearby properties potentially affected:

Location	Distance from stage	Monitoring required
Nearest housing	1000m	Yes
Care facility	1 mile	No

4. Stage & Speaker Positioning

Control measures:

- Stage positioned facing away from housing where possible
- Speakers angled downward toward audience
- Bass levels controlled to reduce sound travel
- No unnecessary speaker stacks directed off site

5. Sound Level Control

Measures include:

- Professional sound engineers engaged
- Volume limits agreed with event management
- Bass frequencies controlled if disturbance occurs
- Volume gradually increased rather than sudden peaks

6. Noise Monitoring Procedure

Monitoring will occur:

- At Front of House (audience mix point)
- At site boundary
- At nearest residential properties

Monitoring frequency:

- At start of performances
- During headline acts
- When wind/weather changes
- If complaints received

Monitoring equipment:

- Calibrated sound level meter

7. Complaint Handling Procedure

A dedicated contact person will:

- Receive complaints via phone or event control
- Immediately check sound levels
- Adjust volume if necessary
- Log complaint and action taken

Contact number for residents: 07941 642844

8. Event Timing Controls

- Sound checks limited to agreed hours
- Music finishes by: 6pm
- Bars close by: 6pm
- Site cleared gradually to reduce dispersal noise

9. Crowd Dispersal Noise Management

Measures include:

- Stewarded exit routes
- Lighting guiding audience away from residential areas
- Taxi pick-up points away from housing
- Staff encouraging quiet dispersal

10. Record Keeping

Event control will log:

- Sound level readings
- Adjustments made
- Complaints received
- Actions taken

Logs will be retained for future planning.

11. Responsible Person During Event

Noise Manager Name: Steve Tomkinson

Mobile Contact: 07941 642844



FESTIVAL 2026 25/5/26

Full Event Risk Assessment & Safety Management Plan

Event Details

Event: DON'T PANIC Festival

Date: Monday 25 May 2026 (International Towel Day)

Location: Parade through Stalbridge ending at Stalbridge Recreation Ground, Dorset

Organiser: Guggleton Farm Arts CIC (GFACIC) THE GUGG

Event Type: Family-friendly, community, environmental, arts festival.

1. Event Overview & Purpose

DON'T PANIC celebrates the legacy of Douglas Adams, whose work *The Hitchhiker's Guide to the Galaxy* came into being in its first iteration in Stalbridge. The festival uses creativity, humour, storytelling and environmental awareness to encourage optimism, community agency and positive environmental action.

The event is inclusive and community-led, encouraging intergenerational participation and local pride while promoting sustainability and resilience. A celebratory event to promote a sense of civic pride and cohesion in a town that has seen much change over the last few years.

Main Event Elements

- Fancy dress community parade from The Hub car park
- Heritage England Blue Plaque unveiling at Lydden Cottage
- Live music and performance stage
- Environmental information and engagement stalls
- Science and innovation tent
- Storytelling and creative writing spaces
- Community art installations
- Local artisan and food stalls
- Youth and community performances
- Competitions and installations
- Live streaming with local school involvement

Activities conclude at teatime due to the following working day.

The event is organised in accordance with UK legislation and current Health and Safety Executive (HSE) guidance.

Key Legislation:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Electricity at Work Regulations 1989
- Regulatory Reform (Fire Safety) Order 2005
- RIDDOR 2013
- Safeguarding legislation and GFACIC safeguarding policy

HSE Event Guidance Applied

Event planning aligns with current HSE event safety guidance, including:

- HSE Event Safety Planning
- Managing Crowds Safely
- Transport & Traffic Management at Events
- Fire Safety at Events
- Electrical Safety at Events
- Temporary Demountable Structures Guidance
- Slips and Trips Prevention
- Worker & Volunteer Welfare Requirements

Where applicable, additional requirements from local authorities and Safety Advisory Groups will be followed.

3. Event Timings

Site Access

- Site setup: 23–24 May 2026
- Event Day: 25 May 2026
- Pack-down: evening 25 May & 26 May

Programme (approx.)

- Parade assembly: 11:45
- Parade start: 12:00 unveiling of Blue Plaque 12:15
- Arrival at Rec: approx. 12:30
- Festival programme: 12:00–17:30
- Site closure: approx. 18:30

4. Attendance Profile

- Estimated attendance: 1,000–2,000 throughout the day
- Predominantly local residents
- Family audience including children and older attendees

Walking, cycling and shared transport are encouraged.

5. Event Management Structure

Key operational roles:

- Event Manager – overall responsibility DEANNE TREMLETT
- Onsite Safety Officer (competent person) JOHN STANLEY
- Safeguarding Lead DEANNE TREMLETT
- Parade Marshal Lead RACHELLE FREEGUARD and Stalbridge Youth Club

- Parking Manager (Volunteer Centre Dorset) PAUL WHITTAKER
- First Aid Lead DEBBIE BERNARD
- Volunteer Manager RACHELLE FREEGUARD
- Stage & Technical Manager WILL GEESON
- Environmental/Sustainability Lead SAM FORREST and ALEX PEACH
- Communications Lead PATRICK MALLOY

Event stewarding provided by volunteers, committee members and Army Cadets.

6. Volunteer Training & Briefing

All volunteers and marshals will receive:

- Safeguarding training
- Health & Safety training
- Stewarding and incident response briefing
- Emergency procedures briefing
- Communication protocols
- Crowd awareness guidance

Training delivered by committee leads prior to the event and reinforced via onsite briefings.

7. Risk Assessment Methodology

Risk scoring:

Likelihood: 1–5

Severity: 1–5

Risk score = Likelihood × Severity

Control measures reduce risk to acceptable residual levels.

8. Key Risk Assessments & Controls

A. Parade Route Safety

Hazards include traffic interaction, slips and child separation.

Controls:

- Stewards along entire route
- Crossing marshals
- Pre-event route inspection
- Lost child protocol
- Police/local authority liaison where required

Residual risk: Low

B. Crowd Management on Site

Hazards include overcrowding and congestion.

Controls:

- Open layout
- Multiple exits
- Queue management
- Continuous steward monitoring
- Crowd flow management

Residual risk: Low

C. Traffic & Vehicle Movements

Hazards include vehicle/pedestrian conflict.

Controls:

- Defined vehicle routes for entering and exiting Stalbridge.
- Controlled delivery windows for stallholders and suppliers – Quad bikes will be used to ferry supplies and no vehicles will be allowed onto the playing surfaces.
- Emergency access routes maintained by cones

Residual risk: Low

D. Parking & Neighbour Impact

Hazards include unsafe pedestrian movement and nuisance parking.

Controls:

- Field parking with marshals
- Disabled parking provision
- Residents informed in plenty of time. All music to cease at 6pm.
- Driveway cones provided for Park Road and Park Grove
- Pedestrian corridors established

Residual risk: Low

E. Slips, Trips & Ground Hazards

Hazards from uneven ground and cables.

Controls:

- Pre-event inspection
- Cable protection ramps
- Hazard marking
- Litter sweeps and Re-cycling Marshalls

Residual risk: Low to Medium depending on weather.

F. Temporary Structures

Hazards include structural failure or wind impact.

Controls:

- Competent contractors
- Supplier RAMS required
- Wind monitoring and evacuation triggers
- Safe erection and dismantling

Residual risk: Low to Medium depending on weather.

G. Electrical Safety

Hazards include electric shock and fire.

Controls:

- Competent installation
- RCD protection
- Generator fencing
- PAT testing
- Cable routing protection

Residual risk: Low

H. Fire Safety

Hazards from catering and electrical equipment.

Controls:

- No uncontrolled open fires
- Fire extinguishers at cooking points
- LPG safety controls
- Fire lanes maintained
- Emergency procedures established

Residual risk: Low

I. Medical Provision

Hazards include injuries or illness.

Controls:

- Professional first aid provider – St John's Ambulance
- Signed treatment point
- Radio contact
- Ambulance access maintained

Residual risk: Low

J. Safeguarding & Lost Children

Controls:

- GFACIC safeguarding code applied
- Safeguarding Lead on site
- Lost child meeting point
- Volunteer training
- Incident reporting procedure

Residual risk: Low

K. Severe Weather & Ground Protection

Hazards include high winds, heavy rain and pitch damage.

Controls:

- Weather monitoring
- Event modification or cancellation possible
- Ground protection measures – potential high traffic areas will be matted for accessibility and protection
- Post-event restoration plan

Residual risk: Medium → Low with controls.

L. Waste & Environmental Management

Controls:

- Reusable cup deposit system – or sponsored multiple use cups for free.
- Ban on single-use plastics
- Recycling & compost systems
- Waste stewards deployed
- Contractor waste removal
- Pre and post event environmental survey and post-event cleanup

Residual risk: Low

M. Water & Sanitation

Controls:

- Refill water points
- Portable toilets including accessible units
- Servicing schedule
- Hand sanitation provision

Residual risk: Low

N. Land & Biodiversity Protection

Controls:

- Vehicle route restrictions
- Habitat protection zones
- Post-event soil restoration
- Inspection & repair of surfaces

Residual risk: Low

O. Playing Field Protection

Controls:

- Restricted vehicle access
- Cricket square fenced
- Surface inspection post-event – the match pitch will be a picnic area in front of the main stage with benches provided. No fences will be removed.
- Organisers accept repair liability if damage occurs

Residual risk: Low

P. Food Vendor Sustainability & Safety

Controls:

- Preference for local sustainable vendors
- Allergen & hygiene compliance required
- Sustainable sourcing encouraged
- Surplus food redistribution planned

Residual risk: Low

Q. Alcohol & Glass Controls

Controls:

- No glass containers permitted
- Alcohol consumption monitored
- Family-friendly environment messaging
- Stewards intervene if necessary

Residual risk: Low

9. Emergency Procedures

Plans cover:

- Medical incidents
- Fire incidents
- Severe weather
- Crowd evacuation
- Lost child situations

Incident control coordinated by Event Manager and Safety Officer.

Emergency access routes remain unobstructed.

10. Post Event Restoration

- Full litter sweep
- Waste removal
- Inspection of grounds
- Repair of damage if required
- Removal of infrastructure

11. Cancellation & Adverse Weather Plan

Event may be modified or cancelled if:

- Weather creates unsafe conditions
- Ground damage risk becomes unacceptable
- Emergency services advise cancellation

Decision authority rests with Event Manager and Safety Officer.

12. Insurance & Liability

Organisers maintain:

- Public Liability Insurance

- Employer's Liability Insurance
- Event insurance cover

Playing Field Trust indemnified where required.

13. Required Supporting Documents (Held Separately)

- Event Management Plan - DEANNE TREMLETT and JON PAYNE
- Site Layout Map - PATRICK MALLOY and RACHELLE FREEGUARD
- Traffic & Parking Plan - PAUL and KATE WHITTAKER
- Emergency Plan - DEANNE TREMLETT and JON PAYNE
- Steward Handbook - RACHELLE FREEGUARD
- Safeguarding Policy - DEANNE TREMLETT
- Contractor RAMS - JON PAYNE

14. Outstanding Confirmations Required

Prior to approval:

- Attendance capacity confirmation
- Final site layout approval
- Police/local authority notification confirmation
- Toilet and servicing calculations
- Contractor documentation submission

15. Overall Event Risk Rating

Residual overall event risk: LOW, provided controls are implemented and monitored.

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Dorset Council Safety Advisory Group – Event Notification

Please use this form to notify the Safety Advisory Group (SAG) of your event.

Ideally this form should be submitted at least four weeks before your event to allow for your event to be assessed and for a safety advisory group (SAG) meeting to take place if necessary.

To enable the SAG to ensure that event documentation including any risk assessments are of a suitable standard please email your event documents along with, this completed event notice to the email address below.

The safety advisory group (SAG) is an advisory body established for the purpose of ensuring, as far as possible, the safety of those persons attending, performing, and working at events held within the Dorset Council area, and always has public safety as its priority. Its membership includes council services and partner agencies including Public Health Dorset.

Once the SAG has considered your proposals and you have had the chance to respond to any comments or questions the SAG will be able to advise both you and the council as to whether it considers that your proposals would meet the requirements of all current regulations and guidance.

Any guidance issued by the SAG is advisory only

Contact details

Email: sag@dorsetcouncil.gov.uk

Tel: 01929 557220

Address: Licensing Team, Westport House, Worgret Road, Wareham, Dorset, BH20 4PP

Further Information: [Safety Advisory Group \(dorsetcouncil.gov.uk\)](http://dorsetcouncil.gov.uk/sag)

Privacy Statement

The Licensing Privacy Notice can be found within the council's webpages at <https://www.dorsetcouncil.gov.uk/your-council/about-your-council/data-protection/service-privacy-notices/licensing.aspx>

Important

The SAG will not undertake any role associated with the organisation or management of any event and submission of this form does not remove the need to obtain any relevant consents or licences, responsibility for which rests with the event organiser.

Notifying the SAG of an event in no way absolves the organiser from any health safety responsibility nor does it infer that Dorset Council has any responsibility for health and safety in relation to the event.

Name of Event	DON'T PANIC FESTIVAL		
Postal Address or location of venue	STALBRIDGE RECREATION GROUND PARK GROVE STALBRIDGE DT10		
Date(s) of the event	25/5/26		
Event start time	MIDDAY	Event finish time	6PM

Contact Name	DEANNE TREMLETT
Email	deanne@guggletonfarmarts.com
Telephone	07947361085

Please provide a brief description of event and type of activities
We've only just received a grant from the Dorset Council Culture and Community Fund. We had anticipated that this would be a much smaller affair, but with the backing of the Author's family, fan club and support of the town we now feel it could become much bigger than our usual TENs event applications would allow! Our festival will include: Fancy Dress Parade up Grove Lane and Park Grove to the Playing fields Blue Plaque unveiling on Grove Lane Music, art and performance Craft stalls Food and Drink Community activities Environmental Talks, info and activities The reason for the Festival is: In late 1976, in a small Dorset town, something improbably important happened. At Lydden Cottage, in Stalbridge, Douglas Adams began writing The Hitchhiker's Guide to the Galaxy, in response to seeing an historic building being demolished behind his home, which was at the time called Linnets, with what seemed like little care for the environment of the town. The Hitchhiker's Guide to the Galaxy was a multimedia phenomenon, that made the universe laugh, while quietly asking some urgent questions about anxiety, about our destruction of the natural world, about whether we really are mostly harmless... or if we're capable of much more. On the weekend of 23rd to 25th of May 2026, Stalbridge will once again become The Centre Of The Galaxy. The inaugural DON'T PANIC Festival is a celebration of Douglas Adams' extraordinary Global contribution to literature, culture, technology, environmental thinking, of his life and of his legacy.

We're now in a world without Douglas, a world full of climate fear, a world where the problems are too big, and we are too small..... but Douglas never believed that. And neither do we.

Why “DON'T PANIC”?

We all know that Douglas Adams' genius lay in using comedy to make us think about life, the universe and everything. He did so with wit, warmth and prescience. He understood that fear paralyses, but imagination can set you free, allowing you to stay curious, with a sense of humour.

We will celebrate Douglas as a true pioneer. His work transcended an astounding array of media, encompassing science fiction, comedy, technology and environmental activism. He was prophetic,

“The Man Who Imagined Our Future” (Sky Arts documentary, directed by Todd Austin); his science fiction is increasingly science fact. His ideas continue to resonate, inspiring people as diverse as Stephen Fry, George Lucas, you and me. He showed us that creativity matters. That humour disarms fear. That people, working together, can make a real difference to this World.

We're once again harnessing the power of collective action to affect real change; social change, environmental change & creative, generational change.

Where is DON'T PANIC?

DON'T PANIC is rooted in Stalbridge, Dorset, and is the brainchild of *Guggleton Farm Arts. This festival is part of a broader strategy to engage local people in creative activity and to foster pride in a shared creative identity.

What is DON'T PANIC?: A Festival With Its Feet on the Ground

The Festival is designed to be as environmentally responsible as possible.

Ticketing will encourage walking, cycling, public transport and car sharing. Local residents will attend free of charge; those travelling from further afield will pay for a festival ticket, gently discouraging interstellar travel.

The festival will also be live streamed globally and interactively, to give the rest of The Galaxy an opportunity to participate in the festival. It will include the unveiling of a Commemorative Blue Plaque at Lydden Cottage, Douglas' former home, as well as music, performances, interviews, and moments of joyful unpredictability, including Marvin the Paranoid Android. There will be inspirational local arts and crafts, music and food.

Who's appearing at DON'T PANIC?

Mark Carwardine will join the festival*, reliving the year he spent with Douglas, bringing those stories of loss, humour & hope to new audiences. *Notwithstanding an environmental issue that may see him have to be elsewhere. Plus we will have a visitor From the Future, environmental activist and author, Rob Hopkins will appear as a time-travelling reporter from 2030 —bringing news from an Earth that we have collectively saved. His hopeful, imaginative approach offers an antidote to climate doom, particularly for young people.

Had he met Douglas Adams, they would almost certainly have got on like a planet on fire. Oooo and a certain paranoid android.....

The headline music act will be “Disaster Area”.

This will be a festival weekend building up to a **Towel Day of Celebration**

On the weekend of 23rd to 25th of May 2026, Stalbridge, Dorset will come alive. There will be events in the town, including a Vogon Poetry Jam, a Pan-Galactic cocktail competition and an evening open air cinema picnic, showing the Hitchhikers' Guide To The Galaxy film.

On towel Day itself, Monday 25th of May 2026, a Douglas Adams themed fancy-dress parade will wind its way to Lydden Cottage for the unveiling of a Blue Plaque, before celebrations continue at nearby Stalbridge Recreation Ground with music, performances, storytelling, crafty science, environmental action, playful invention, food and drink.

It will be a joyful, inclusive celebration of creativity, curiosity and collective possibility, ending at teatime, because a properly made cup of tea is as important as a Pan Galactic Gargleblaster.

What will DON'T PANIC achieve?

- It will get more people making, creating and storytelling
- More people, of all ages, will be recognising their own power to make a difference
- More people will be increasing their happiness through doing and achieving together

By celebrating the social themes within Douglas' work, and the real-world impact he had, we aim to show what a creative community can achieve together. Douglas' legacy shows that collaborative action can help to overcome the climate anxiety present in young people today.

Why DON'T PANIC Festival Matters Now

This is an unashamedly ambitious project. In an era of climate anxiety, uncertainty and fragmentation, DON'T PANIC offers a different response: imagination instead of despair, humour instead of fear, and collaboration instead of isolation. All inspired by Douglas. Change is possible when people come together with creativity and care. Douglas Adams showed us that one voice can ripple outward through The Universe in astonishing ways. This festival invites an entire town, and everyone watching from afar, to step into that possibility, to take part and to have fun.

Remember that wherever you are in the galaxy, you can make a difference—especially if you do it together. Don't forget your towel and DON'T PANIC.

***Guggleton Farm Arts, aka The Gugg,** is a not-for-profit Community-Interest-Company that proactively seeks to provide many forms of art, to anyone in the local community, and beyond; in a supportive, non-judgemental and safe environment, to enhance the wellbeing and abilities of all involved.

GUGGLETON FARM ARTS is a Certified Social Enterprise and accredited member of SOCIAL ENTERPRISE UK.

Approximate number of people attending	1500-2000	
Have you held this event within Dorset before?		No
If Yes - has the nature or scale of the event changed?		
If yes, please provide details of the changes		

Please indicate if you intend to have any of the following at your event and if so, please provide brief details

Sale or supply of alcohol	Yes
Live and/or recorded music	Yes
Catering	Yes

Temporary structures (i.e., marquees, stages)	Yes
Fairground rides and/or inflatables	No
PA system	Yes
Procession	Yes
Road closures / traffic diversion	Yes
Animals	No
Motor vehicles	Yes
Drones	Yes
Bonfire / fireworks / pyrotechnics	No
Camping / Caravans	No

Please provide details or reference where details can be found within your event management documents about the following matters:
Fire risk assessment (including fire safety measures and exit calculations for structures / full site) Risk assessment attached Site plan attached All structures are to be open sided The stage will have its own risk management provision and is being supplied as a single unit by GSL events www.gslevents.co.uk
Medical Plan (including first aid provision and Covid-19 control measures) Supplied by St John's Ambulance
Noise Management Plan All music levels will be monitored and cease by 6pm, the stage is to be positioned at the furthest point from the town that is possible.
Protect Duty (counter terrorism training & preparedness) Full training for all volunteers will be provided, schedule attached
Toilet & sanitary facilities External contractor supplying and removing composting toilets
Temporary drinking water supplies Water cubes have been sourced plus drinking water is available from the Pavilion
Security & or Stewarding

A full complement of Volunteers will be trained and Events Crew will be overseeing security www.eventscrew.com
Car parking provision & management As above, parking will be on adjacent, private land and all traffic will be directed to it from outside the town boundary
Waste disposal A full waste disposal and recycling plan is in effect and a festival ecologist has been appointed
Traffic Management Plan Will be developed with the TTRO and enquiries have been made

We ask that any completed risk assessments and event management documents supporting the above be sent along with this notification form.

A site plan showing, where relevant, the position of temporary structures, toilets, first aid points, access/egress routes for emergency vehicles and car parking should also be submitted.

GUGGLETON FARM ARTS

Adult Safeguarding Policy

Guggleton Farm Arts CIC, Station Road, Stalbridge, Dorset DT10 2RQ, 01963 363456

<http://www.guggletonfarmarts.com>

Guggleton Farm Arts, aka The Gugg, is a not-for-profit Community-Interest-Company that proactively seeks to provide many forms of art, to anyone in the local community, and beyond; in a supportive, non-judgemental and safe environment, to enhance the wellbeing and abilities of all involved. GUGGLETON FARM ARTS is a CERTIFIED SOCIAL ENTERPRISE and accredited member of SOCIAL ENTERPRISE UK. Company No:12405322

Adult Safeguarding Policy for GUGGLETON FARM ARTS CIC

Introduction:

This policy is to ensure that Guggleton Farm Arts CIC [hereafter GFACIC] has all the correct procedures in place to protect and safeguard adults.

The GFACIC believes in protecting an adult's right to live in safety, free from abuse and neglect. This policy sets out the roles and responsibilities of GFACIC in working together in promoting the adult's welfare and safeguarding them from abuse and neglect. Employees, directors and volunteers have been made aware of how this policy can be accessed.

This policy and related procedures are applicable to the Directors, employees and volunteers of GFACIC. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Care Act 2014 Definition of an Adult at Risk of Abuse:

Where a local authority has reasonable cause to suspect that an adult in its area (whether or not ordinarily resident there)

- (a) has needs for care and support (whether or not the authority is meeting any of those needs),
- (b) is experiencing, or is at risk of, abuse or neglect, and
- (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Safeguarding as Part of the Safeguarding Adults Review [SARs]:

In safeguarding adults GFACIC is committed to the principles to the Dorset County Council Safeguarding Adults Board.

<https://www.dorsetcouncil.gov.uk/care-and-support-for-adults/dorset-safeguarding-adults-board/dorset-safeguarding-adults-board>

Key Principles of Adult Safeguarding:

In the safeguarding of adults, GFACIC are guided by the six key principles set out in The Care Act 2014 and Making Safeguarding Personal. GFACIC aims to demonstrate and promote these six principles in our work:

- Empowerment – People being supported and encouraged to make their own decisions and informed consent
- Prevention – It is better to take action before harm occurs.
- Proportionality – The least intrusive response appropriate to the risk presented.
- Protection – Support and representation for those in greatest need.
- Partnership – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- Accountability – Accountability and transparency in delivering safeguarding.

Recognising the signs of abuse:

Employees, directors and volunteers are well-placed to identify abuse; the adult may say or do things that let you know something is wrong. It may come in the form of a disclosure, complaint, or an expression of concern. Everyone within the organisation should understand what to do, and where to go to get help, support and advice.

Types of Abuse:

The Care Act 2014 defines the following ten areas of abuse. Wigan borough also includes self-neglect as an additional category. These are not exhaustive but are a guide to behaviour that may lead to a safeguarding enquiry. This includes:

- Physical abuse - Including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- Domestic Violence/ Domestic Abuse - Including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.
- Exploitation- Including sexual and/or criminal exploitation
- Sexual abuse - Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography. Witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- Psychological abuse - Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- Financial or material abuse - Including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- Modern slavery - Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and those who coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- Discriminatory abuse - Including forms of harassment, slurs or similar treatment because you are, or are perceived to be different due to race, gender and gender identity, age, disability, sexual orientation or religion.
- Organisational abuse - Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example or in relation to care provided in one's own home. This may range from one off incidents to long-term ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes or practices within an organisation.
- Neglect and acts of omission - Including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- Self-neglect - This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Radicalisation to Terrorism:

The Government through its PREVENT programme has highlighted how some adults may be vulnerable to exploitation and radicalisation and involvement in terrorism. Signs and indicators of radicalisation may include:

- Being in contact with extremist recruiters.
- Articulating support for violent extremist causes or leaders.
- Accessing violent extremist websites, especially those with a social networking element.

- Possessing violent extremist literature.
- Using extremist narratives to explain personal disadvantage.
- Justifying the use of violence to solve societal issues.
- Joining extremist organisations.
- Significant changes to appearance and/or behaviour.

Reporting Concerns:

Any employee, director or volunteer who becomes aware that an adult is or is at risk of, being abused must raise the matter immediately with their supervisor /or with the organisation's designated safeguarding person. If the adult requires immediate protection from harm, contact the police and Adult Social Care.

Early sharing of information is the key to providing an effective response where there are emerging concerns. To ensure effective safeguarding arrangements no one should assume that someone else will do it.

Safe Recruitment & Selection:

GFACIC is committed to safe volunteer, employment and safe recruitment practices, that reduce the risk of harm to adults with care and support needs from people unsuitable to work with them.

Social Media:

All employees and volunteers should be aware of GFACIC social media policy and procedures [GFA Social Media Standard Operating Procedure] and the code of conduct for behaviour towards the adults we support.

Is there a Person in a Position of Trust Involved?

In any instance of safeguarding, consideration must be given as to whether an allegation has been made against a person in a position of trust (PiPoT) and who may be a risk to others. This can be anyone from a formal employee or volunteer, to an informal carer. In such an instance referral to the Safeguarding lead mentioned at the end of this report should be immediate.

Training and Awareness:

For all employees who are working or volunteering with adults at risk this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in Safeguarding Adults.
- Recognise an adult potential in need of safeguarding and take action.
- Understand how to report a safeguarding Alert.
- Understand dignity and respect when working with individuals.
- Have knowledge of the Safeguarding Adults Policy.

If an individual feels lacking in this area of knowledge then training and advice is available here:

<https://www.dorsetcouncil.gov.uk/care-and-support-for-adults/dorset-safeguarding-adults-board/learning-and-development-3>

Similarly, employees and volunteers may encounter concerns about the safety and wellbeing of children/young people. For more information about children's safeguarding, refer to GFACIC Children and Young People's Safeguarding Policy.

Mental Capacity:

The MCA defines someone is lacking capacity, because of an illness or disability such as a mental health problem, dementia or a learning disability, who cannot do one or more of the following four things:

- Understand information given to them about a particular decision
- Retain that information long enough to be able to make the decision
- Weigh up the information available to make the decision
- Communicate their decision.

For more information on dealing with issues related to mental capacity refer to the Mental Capacity Act Code of Practice:

<https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice>

GFACIC undertakes to involve an advocate if a person lacks capacity to make decisions about a safeguarding concern. Support and guidance will be sought from Dorset Adult Social Care should anyone have concerns regarding an adult's capacity.

<https://www.dorsetcouncil.gov.uk/care-and-support-for-adults/care-and-support-for-adults>

Confidentiality and Information Sharing:

GFACIC expects all employees, volunteers and directors to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if an adult is deemed to be at risk of harm or contact the police if they are in immediate danger, or a crime has been committed. You can report abuse here:

<https://adultsocialcare.dorsetcouncil.gov.uk/feeling-safe-and-in-control/report-abuse-of-an-adult-safeguarding/>

Recording and Record Keeping:

A written record must be kept about any concern regarding an adult with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR).

Whistleblowing:

GFACIC is committed to ensuring that employees and volunteers who in good faith whistle-blow in the public interest, will be protected from reprisals and victimisation.

Important Contacts:

Designated Senior Lead for Safeguarding
Name: Deanne Tremlett
Email address: deannetremlett@btinternet.com
Telephone number: 07947361085

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on:
...9/6/2025..... (date)

Signed:
.....

Dorset Council Specialist Assessment Team (Adult Social Care Referral Team)

<https://adultsocialcare.dorsetcouncil.gov.uk/contact-us/report-a-concern-about-an-adult/>

Police Emergency –
999 Non-emergency –
101
Telephone: 0808 2000 247
<https://www.nationaldahelpline.org.uk/>

Children and Young Person Safeguarding Policy

Guggleton Farm Arts CIC, Station Road, Stalbridge, Dorset DT10 2RQ, 01963 363456

<http://www.guggletonfarmarts.com>

Guggleton Farm Arts, aka The Gugg, is a not-for-profit Community-Interest-Company that proactively seeks to provide many forms of art, to anyone in the local community, and beyond; in a supportive, non-judgemental and safe environment, to enhance the wellbeing and abilities of all involved.

GUGGLETON FARM ARTS is a CERTIFIED SOCIAL ENTERPRISE and accredited member of SOCIAL ENTERPRISE UK. Company No:12405322

Children and Young Person Safeguarding Policy:

GUGGLETON FARM ARTS CIC [hereafter GFACIC], whilst providing its services and events for the community, undertakes:

- to protect children and young people who receive GFACIC'S services from harm. This includes the children of adults who use our services
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of GFACIC including directors, tutors, paid staff, volunteer staff and students

Legal framework

This policy has been drawn up using legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from [nspcc.org.uk/learning](https://www.nspcc.org.uk/learning).

Supporting documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents. [see Appendix A].

- Role description for the designated safeguarding officer
- Dealing with disclosures and concerns about a child or young person
- Managing allegations against staff and volunteers
- Recording concerns and information sharing
- Child protection records retention and storage
- Code of conduct for staff and volunteers
- Behaviour codes for children and young people
- Photography and sharing images guidance
- Whistleblowing
- Adult to child supervision ratios

We believe that:

- Children and young people should never experience abuse of any kind.
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practice in a way that protects them.

We recognise that:

- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.
- The welfare of children is paramount in all the work we do and in all the decisions we take.
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation have an equal right to protection from all types of harm and abuse.

We will seek to keep children and young people safe by:

- valuing, listening to and respecting them.
- appointing a nominated child protection lead for children and young people, a deputy and a lead trustee/board member for safeguarding.
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers.
- developing and implementing an effective online safety policy and related procedures.
- providing effective support for staff and volunteers through supervision and training [where necessary] so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently.
- recording, storing and using information professionally and securely, in line with data protection legislation and guidance.
- sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions.
- making sure that children, young people and their families know where to go for help if they have a concern.
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

In partnership with:

Children's Advice and Duty Service (ChAD)

Name: Single point of contact for safeguarding concerns

Tel: [01305228866](tel:01305228866)

<https://www.dorsetcouncil.gov.uk/-/childrens-advice-and-duty-service-chad>

Westport House

Worgret Road

Wareham

BH20 4PP

Supported by:

nspcc.org.uk/learning

g 0116 234 7246

learning@nspcc.org.uk

@NSPCCLearning

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NSPCC Helpline: 0808 800 5000

Designated Senior Lead for Safeguarding

Name: Deanne Tremlett

Email address: deannetremlett@btinternet.com

Telephone number: 07947361085

APPENDIX

• Role description for the designated safeguarding officer:

Purpose of the role

To take the lead in ensuring that appropriate arrangements for keeping children and young people safe are in place at GFACIC

To promote the safety and welfare of children and young people involved in GFACIC's activities at all times.

Duties and responsibilities

1. Take a lead role in developing and reviewing's GFACIC's safeguarding and child protection policies and procedures.
2. Take a lead role in implementing GFACIC's safeguarding and child protection policies and procedures: ensuring all safeguarding and child protection issues concerning children and young people who take part in GFACIC's activities are responded to appropriately.
3. Make sure that everyone working or volunteering with or for children and young people at GFACIC, including the directors and management committee members, understands the safeguarding and child protection policy and procedures and knows what to do if they have concerns about a child's welfare.
4. Make sure children and young people who are involved in activities at GFACIC and their parents know who they can talk to if they have a welfare concern and understand what action the organisation will take in response.
5. Receive and record information from anyone who has concerns about a child who takes part in GFACIC's activities.
6. Take the lead on responding to information that may constitute a child protection concern, including a concern that an adult involved with GFACIC may present a risk to children or young people. This includes:
 1. assessing and clarifying the information
 2. making referrals to statutory organisations as appropriate
 3. consulting with and informing the relevant members of the organisation's management
 4. following the organisation's safeguarding policy and procedures.
7. Liaise with, pass on information to and receive information from statutory child protection agencies such as:
 1. the local authority child protection services
 2. the police.

This includes making formal referrals to agencies when necessary.
8. Consult the NSPCC Helpline when support is needed, by calling [0808 800 5000](tel:08088005000) or emailing help@nspcc.org.uk.
9. Store and retain child protection records according to legal requirements and the organisation's safeguarding and child protection policy and procedures.
10. Work closely with the directors and management committee to ensure they are kept up to date with safeguarding issues and are fully informed of any concerns about organisational safeguarding and child protection practice.
11. Report regularly to the directors and management committee on issues relating to safeguarding and child protection, to ensure that child protection is seen as an ongoing priority issue and that safeguarding and child protection requirements are being followed at all levels of the organisation.
12. Be familiar with and work within inter-agency child protection procedures developed by the local child protection agencies.
13. Be familiar with issues relating to child protection and abuse, and keep up to date with new developments in this area.
14. Complete regular training in issues relevant to child protection and share knowledge from that training with everyone who works or volunteers with or for children and young people at GFACIC.
15. Attend team meetings, supervision sessions and management meetings as arranged.
16. Work flexibly as may be required and carry out any other reasonable duty.

Appointment to this role is subject to satisfactory vetting and barring checks.

Helpful resources for a nominated child protection lead:

- Training for nominated child protection leads: learning.nspcc.org.uk/training/designated-and-lead-officer-training-and-refresher-courses.
- Child abuse and neglect learning.nspcc.org.uk/key-topics/child-abuse-and-neglect/
- Recognising and responding to abuse learning.nspcc.org.uk/child-abuse-and-neglect/recognising-and-responding-to-abuse/
- Safeguarding and child protection learning.nspcc.org.uk/key-topics/safeguarding-and-child-protection/

• Dealing with disclosures and concerns about a child or young person:

What to say to a child and how to respond:

1. **Listen carefully to what they're saying**
Be patient and focus on what you're being told. Try not to express your own views and feelings. If you appear shocked or as if you don't believe them it could make them stop talking and take back what they've said.
2. **Give them the tools to talk**
If they're struggling to talk to you, show them [Childline's letter builder tool](#). It uses simple prompts to help them share what's happening and how they're feeling.
3. **Let them know they've done the right thing by telling you**
Reassurance can make a big impact. If they've kept the abuse a secret it can have a big impact knowing they've shared what's happened.
4. **Tell them it's not their fault**
Abuse is never a child's fault. It's important they hear, and know, this.
5. **Say you'll take them seriously**
They may have kept the abuse secret because they were scared they wouldn't be believed. Make sure they know they can trust you and you'll listen and support them.
6. **Don't confront the alleged abuser**
Confronting the alleged abuser could make the situation worse for the child.
7. **Explain what you'll do next**
For younger children, explain you're going to speak to someone who will be able to help. For older children, explain you'll need to report the abuse to someone who can help.
8. **Report what the child has told you as soon as possible**
Report the situation as soon after you've been told about the abuse so the details are fresh in your mind and action can be taken quickly. It can be helpful to take notes as soon after you've spoken to the child. Try to keep these as accurate as possible.

• Managing allegations against staff and volunteers

The latest guidance on proper procedures can be referred to in pdf form here: <https://www.nspcc.org.uk/globalassets/documents/volunteering/essential-resources-for-volunteers/managing-allegations-against-staff-and-volunteers.pdf>

• Recording concerns and information sharing

Up to the minute guidance on how to go about recording, and subsequently reporting, your concerns about a child or young person can be read here:

<https://www.nspcc.org.uk/globalassets/documents/volunteering/essential-resources-for-volunteers/what-to-do-if-you-have-a-concern-about-a-child--for-those-who-dont-work-directly-with-children-or-adults-at-risk.pdf>

Why information sharing is important:

Sharing information about a child's welfare helps professionals build a clearer picture of the child's life and gain a better understanding of any risks the child is facing.

Information sharing helps to ensure that an individual receives the right services at the right time and prevents a need from becoming more acute and difficult to meet.

General principles of best practice for information sharing are outlined below. When

to share information:

Timely information sharing is key to safeguarding and promoting the welfare of children.

People who work with children, whether in a paid or voluntary role, may need to share information about the children and families they are involved with for a number of reasons. These include:

- you are making a referral to arrange additional support for someone in the family
- someone from another agency has asked for information about a child or family
- someone in the family has asked to be referred for further help
- a statutory duty or court order requires information to be shared
- you are concerned that a child or a member of their family may be at risk of significant harm
- you think a serious crime may have been committed or is about to be committed which involves someone in the family.

You must always have a clear and legitimate purpose for sharing a child's personal information. Keep a record of the reasons why you are sharing or requesting information about a child or their family.

You should also make sure you are not putting a child's safety and welfare at risk by sharing information about them.

Always seek consent to share information about a child and their family. However if consent isn't given, you can still share information with relevant professionals under certain circumstances, for example if you are protecting a child from significant harm..

What information to share:

You need to decide what specific information is appropriate to share and who to share it with.

- Prioritise the safety and welfare of the child and anyone else who may be affected by the situation.
- Make sure you share the information quickly and securely. The sooner you report your concerns the better. This means the details will be fresh in your mind and action can be taken quickly.
- Identify how much information should be shared. This will depend on the reasons for sharing it.
- Use language that is clear and precise. Different agencies may use and understand terminology differently.
- Make sure the information you are sharing is accurate. Make it clear what information is factual and what is based on opinion (yours or other people's).

Facts and opinions:

When working with children and families you will gather information from a variety of sources. How you interpret this information can depend on:

- any previous information received
- your knowledge of research and theory
- your own frame of reference.

When recording information you should be as factual as possible. If you need to give your own or somebody else's opinion make sure it is clearly differentiated from fact. You should identify whose opinion is being given and record their exact words.

•Child protection records retention and storage:

An up to date pdf on this subject can be read here:

<https://learning.nspcc.org.uk/media/1442/child-protection-records-retention-and-storage-guidelines.pdf>

•Code of conduct for staff and volunteers:

CODE OF CONDUCT

This behaviour code outlines the conduct expected of Guggleton Farm Arts CIC's [hereafter GFACIC] directors, committee members, staff and volunteers, and staff from other organisations who engage with children and young people through GFACIC and its activities.

PURPOSE:

Following this code will help to protect children from abuse and inappropriate behaviour from adults. It will also help staff and volunteers to maintain the standard of behaviour expected of them and will reduce the possibility of unfounded allegations of abuse being made against them.

UPHOLDING THIS CODE OF BEHAVIOUR:

All members of staff and volunteers are expected to report any breaches of this code to the Directors. Staff and volunteers who breach this code of behaviour may be subject to GFACIC's disciplinary procedures. Any breach of the code involving a volunteer or member of staff from another agency may result in them being asked to leave GFACIC premises.

Serious breaches may also result in a referral being made to a statutory agency such as the police, the local authority children's social care department and/or the Independent Safeguarding Authority.

THE ROLE OF STAFF AND VOLUNTEERS:

When working with children and young people for GFACIC all staff and volunteers are acting in a position of trust. It is important that staff and volunteers are aware that they may be seen as role models by children and young people, and must act in an appropriate manner at all times.

When working with children and young people, it is important to:

- Operate within GFACIC's principles and guidance and any specific procedures.
- Follow GFACIC's child protection policy and online policy and procedures at all times.
- Listen to and respect children at all times.
- Avoid favouritism.
- Treat children and young people fairly and without prejudice or discrimination.
- Value and take children's contributions seriously, actively involving children and young people in planning activities wherever possible.
- Ensure any contact with children and young people is appropriate and in relation to the work of the CIC.
- Always ensure language is appropriate and not offensive or discriminatory.
- Always ensure equipment is used safely and for its intended purpose.

- Provide examples of good conduct you wish children and young people to follow.
- Challenge unacceptable behaviour and report all allegations/suspensions of abuse.
- Ensure that whenever possible, there is more than one adult present during activities with children and young people or if this isn't possible, that you are within sight or hearing of other adults.
- Be close to where others are working. If a child specifically asks for or needs some private time with you, ensure other staff know where you and the child are.
- Respect a young person's right to personal privacy.
- Encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like.
- Recognise that special caution is required when you are discussing sensitive issues with children or young people.

YOU MUST NOT

- Patronise or treat children and young people as if they are silly.
- Allow allegations to go unreported.
- Develop inappropriate relationships such as contact with children and young people that is not a part of the work of GFACIC or agreed with the manager or leader.
- Conduct a sexual relationship with a child or young person or indulge in any form of sexual contact with a child or young person. Any such behaviour between an adult member of staff or volunteer and a child or young person using the services of GFACIC represents a serious breach of trust on the part of the staff member or volunteer and is not acceptable under any circumstances.
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.
- Act in a way that can be perceived as threatening or intrusive.
- Make inappropriate promises to children and young people, particularly in relation to confidentiality.
- Jump to conclusions about others without checking facts.
- Either exaggerate or trivialise child abuse issues.
- Rely on your reputation or that of the organisation to protect

you. THE ROLE OF PARENTS AND CARERS:

GFACIC welcomes and encourages parental involvement. Parents and carers are regarded as valuable partners in promoting positive behaviour and will be involved as appropriate. In the event of their child becoming the subject of behaviour sanctions, parents/carers will be informed and involved.

•Behaviour codes for children and young people:

GFACIC is fully committed to safeguarding and promoting the wellbeing of all its visitors, users, staff, directors and volunteers.

GFACIC believes that it is important that at all times visitors, users, staff, directors and volunteers show respect and understanding for the safety and welfare of others.

Therefore, visitors, users, staff, directors and volunteers are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of GFACIC.

GFACIC should offer a positive experience for children and young people; where they can learn new things in a safe and positive environment.

In return children and young people are expected to:

- Be loyal and give their friends a second chance.
- Be friendly.
- Be supportive and committed to others.
- Report inappropriate behaviour or risky situations.
- Be fair and trustworthy.
- Not be violent and aggressive.
- Behave and listen to all instructions; as these may have implications for their safety
- Show respect to others.
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity.
- Refrain from the use of bad language or racial/discriminatory references. This includes bullying using new technologies such as social media, chatrooms or texts.
- Not get involved in inappropriate peer pressure and push others into something they do not want to do.
- Not smoke, consume alcohol or drugs of any kind on the GFACIC site.

Any minor misdemeanours and general misbehaviour will be addressed by the appropriate adult and reported verbally to the designated Child Protection Lead. More serious or persistent misbehaviour may result exclusion from the site. Parents will be informed at all stages.

•Photography and sharing images guidance:

It's important that children and young people feel happy with their achievements and have photographs and films of their special moments. Family and friends also want to be able to share the successes of their children when they have been part of a special event or activity.

However, some children, parents or carers may not be comfortable with images of themselves or their children being shared. For example:

- if a child and/or their family have experienced abuse they may worry about the perpetrator tracing them online
- children who choose not to have contact with some members of their family may decide to minimise their online presence
- families may have religious or cultural reasons for choosing not to be photographed.

It's important to be aware of child protection and safeguarding issues when taking photos of or filming children and young people. The potential for misuse of images can be reduced via awareness and consideration of the data protection implications of making, using and storing images of children and young people.

Sharing photographs and images of children on social media or other online platforms carries potential risks. For example:

- children may become vulnerable to grooming if a photograph is shared alongside information that makes them identifiable. This includes personal details; a tag with location information; visual details such as a school uniform
- inappropriate images of children may be shared online
- images may be copied, downloaded, screenshotted or shared by anyone
- images of children may be adapted and used inappropriately
- photos or videos may appear in internet search results

- depending on the terms and conditions of using an online platform, the image may be owned by the platform once it's been posted. Platforms may then license images for use by third parties – such as for commercial purposes
- each photo or video, and any comments on them, become a part of a child's public image. This may affect them later in life – for example, it may affect how they see themselves, or how they are viewed when applying for a job

Before sharing images of children on social media, you should consider how widely images may be shared, how long they may remain available and how this may affect the children's long-term wellbeing.

• Whistleblowing:

The Whistleblowing Advice Line offers free advice and support to volunteers and professionals with concerns about how child protection issues are being handled in their own or another organisation.

[0800 028 0285](tel:08000280285)

email_help@nspcc.org.uk

<https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/dedicated-helplines/>

• Adult to child supervision ratios:

When working with groups of children and young people there must be enough adults to provide the appropriate level of supervision.

Staffing and supervision ratios can sometimes be difficult to judge. You need to make sure you have enough staff and volunteers to ensure children are safe – and that these adults are suitable to undertake various tasks as needed.

There is no specific guidance about supervision ratios for organisations that are not in the education or early years sectors. We've put together some best practice guidance to help other organisations work out how many adults are needed to supervise children safely.

The NSPCC recommend having at least two adults present when working with or supervising children and young people.

They also recommend the following adult to child ratios as the minimum numbers to help keep children safe:

- 0 - 2 years - one adult to three children
- 2 - 3 years - one adult to four children
- 4 - 8 years - one adult to six children
- 9 - 12 years - one adult to eight children
- 13 - 18 years - one adult to ten children

Depending on the needs and abilities of the children, and the nature of the activity, you may need to have more adults than the minimum.

If young people are helping to supervise younger children only people aged 18 or over should be included as adults when calculating adult to child ratios.

Toilet ratios

Adults who haven't previously volunteered and haven't had the necessary vetting checks shouldn't be left alone with children or take them to the toilet unaccompanied.

In larger groups of children, encourage groups to take a comfort break together with one responsible adult while the other adult(s) supervises the remaining children and keep a head count.

Designated Senior Lead for Safeguarding

Name: Deanne Tremlett

Email address: deannetremlett@btinternet.com

Telephone number: 07947361085

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on:

9/6/2025

.....

Signed:



Re: Stalbridge Recreation Ground - blue notice

From deanne [REDACTED]
 Date Fri 06/03/2026 12:07
 To Kathryn Miller [REDACTED]

You don't often get email from [REDACTED] [Learn why this is important](#)

Caution - Attachments:

Do not open attachments in this email unless you are sure the email is genuine (please see the [intranet](#) for more guidance).

Caution - External links:

Do not click on links in this email unless you are sure the email is genuine (please see the [intranet](#) for more guidance).

Hi again Kathryn,

Good to speak to you just now, could you please amend our license application to accommodate the conversation we just had.

I confirm that the DON'T PANIC FESTIVAL will be an annual event taking place on the late May Bank Holiday commencing this year, 2026.

Have a great week off.

Deanne Tremlett

Creative Director
 Guggleton Farm Arts CIC
<http://www.guggletonfarmarts.com>
 BUSINESS FOR GOOD

Facebook: @theguggleton
 Instagram: guggletonfarmarts

Company No:12405322

Guggleton Farm Arts, aka The Gugg, is a not-for-profit Community-Interest-Company that proactively seeks to provide many forms of art, to anyone in the local community, and beyond; in a supportive, non-judgemental and safe environment, to enhance the wellbeing and abilities of all involved.

GUGGLETON FARM ARTS is a Certified Social Enterprise and accredited member of SOCIAL ENTERPRISE UK.

THE GUGG



**DON'T
PANIC**
FESTIVAL
STALBRIDGE 2026
JANUARY - MAY



Social Enterprise UK
Certified Member



Stalbridge
COMMUNITY LAND TRUST

On behalf of the Dorset Council Safety Advisory Group, I am making a representation in respect of the following application for a premises licence to be granted under the Licensing Act 2003

Applicant: Guggleton Farm Arts CIC

Premises: Stalbridge Recreation Ground, Park Grove, DT10 2RG

This representation relates to the following licensing objectives:

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

Reasons for representation

Extracts from relevant legislation, policies, and guidance

Dorset Council Statement of Licensing Policy 2026 -2031 published February 2026

1.4 The council will carry out its functions under the Licensing Act 2003 with a view to promoting the licensing objectives namely:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

5.20 The promotion and the organisation of live musical and similar entertainment in the open air or in temporary structures like marquees etc. can provide opportunities for community involvement, civic pride and can attract visitors to the Dorset Council area.

5.21 However, the success of such events by way of contribution to the council's cultural and tourist strategies depends upon the quality, levels of safety and consideration for the rights of people who live or work in the vicinity and the standard of provision of facilities for those coming to enjoy the event.

Revised guidance issued under section 182 of the Licensing Act 2003 (February 2026)

1.16 Licence conditions:

must be appropriate for the promotion of the licensing objectives;

must be precise and enforceable;

must be unambiguous and clear in what they intend to achieve;

should be proportionate, justifiable and be capable of being met;

8.47 Applicants are expected to provide licensing authorities with sufficient information in this section to determine the extent to which their proposed steps are appropriate to promote the licensing objectives in the local area. Applications must not be based on providing a set of standard conditions to promote the licensing objectives and applicants are expected to make it clear why the steps they are proposing are appropriate for the premises.

Dorset Council Public Events Planning Webpage

Event Guidance

To assist event organisers and applicants the council publishes guidance and document templates on its public events planning webpage.

Representation

The SAG considers that there is insufficient detail within the application to determine how the steps proposed to promote the licensing objectives will be implemented. Furthermore, the event management documents submitted to the SAG only provide aspirational comments from the applicants as to how they will protect public safety, mitigate risks and promote best practice.

The applicants have met with representatives of the SAG and agreed to submit additional information and provide an opportunity for all responsible and other regulatory authorities to gain certainty that whatever is conditioned on the licence can be satisfactorily delivered.

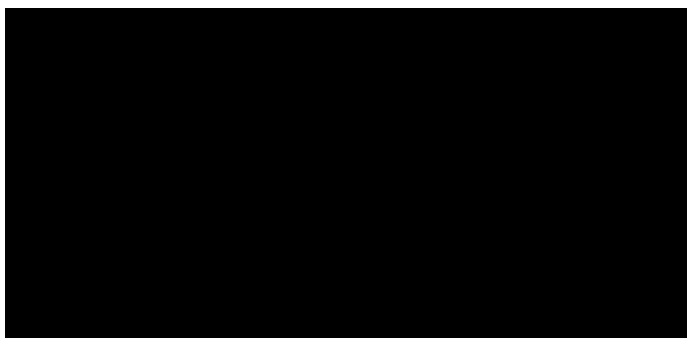
The SAG asks that the licensing authority, in the public interest, uses its powers under the Licensing Act 2003 (Hearings) Regulations 2005 to extend the timescales for a hearing be held so that the SAG may consider the additional details and reach a position where it can advise the authority that the licence when issued will be clear, concise, appropriate, and proportionate.

Suggested conditions that could be added to the licence to remedy this representation:

There are no suggested conditions that would serve to remedy this representation.

Suggested actions that could be undertaken to remedy this representation.

That the determination of the application be postponed until such time as the SAG have formally assessed the event proposals and issued a notice of positive assessment.



Ian Carter

Senior Licensing Officer / Chair - Dorset Council Safety Advisory Group

sag@dorsetcouncil.gov.uk



SECTION 1.5

DON'T PANIC FESTIVAL

Volunteer Handbook & Advocacy Guide

Event Date: Monday 25 May 2026

Location: Stalbridge Parade Route & Recreation Ground

Organiser: Guggleton Farm Arts CIC (GFACIC)

Welcome!

Thank you for volunteering at the DON'T PANIC Festival. Volunteers are the heart of this event. Your role helps create a safe, welcoming and memorable day for the community while supporting a festival that celebrates creativity, sustainability and collective action.

This handbook explains:

- What the festival is about
- Your role and responsibilities
- Health & safety expectations
- Safeguarding responsibilities
- Emergency procedures
- How to answer public questions about the event

Please read carefully and ask questions if anything is unclear.

PART 1 – FESTIVAL OVERVIEW (Volunteer Advocacy Guide)

This section helps you confidently explain the festival to others.

What is DON'T PANIC Festival?

DON'T PANIC is a family-friendly community arts and environmental festival celebrating Douglas Adams' connection to Stalbridge, where he was inspired to begin writing The Hitchhiker's Guide to the Galaxy after witnessing an historic building demolished behind his family home on Grove Lane.

See this video on YouTube for more information: https://youtu.be/Hc_IsKaYDvk?feature=shared

The festival uses humour, creativity and environmental action to help people feel hopeful and empowered about the future.

Why is the festival happening?

The event aims to:

- Celebrate Stalbridge's cultural history
- Bring the community together
- Encourage creativity and storytelling
- Address climate anxiety with optimism and action
- Promote sustainable living and local collaboration

It is about pride of place and positive community action.

What happens on the day?

Key elements include:

- Fancy dress parade through town
- Blue Plaque unveiling at Lydden Cottage
- Live music and performances
- Environmental and community stalls
- Science & innovation tent
- Storytelling and creative activities
- Youth performances and competitions
- Local food and artisan stalls
- Sustainability workshops
- Community art installations

As it is a 'school night' the event finishes by early evening.

Who is the festival for?

The festival is designed for:

- Families and children
- Young people
- Older residents
- Local community groups
- Visitors interested in arts and sustainability

It is welcoming, inclusive and community-led.

How can volunteers advocate for the festival?

If people ask you about the event, then please say:

- It's a free to the immediate community festival celebrating creativity and sustainability.
- It brings people together in a positive way.
- It supports local groups, artists and organisations.
- It promotes optimism and action on environmental issues.

Encourage people to attend, volunteer or get involved in future projects.

PART 2 – VOLUNTEER ROLE & EXPECTATIONS

Your Role - Volunteers help ensure:

- Visitors feel welcomed and supported
- Crowd movement is safe
- Hazards are reported quickly
- Safeguarding standards are maintained
- Emergency procedures run smoothly

Volunteer Expectations - Volunteers should:

- Be friendly, calm and approachable
- Wear volunteer identification
- Follow instructions from supervisors
- Report hazards and incidents
- Treat everyone respectfully
- Stay within their assigned role

Volunteers Must NOT

- Attempt physical intervention
- Put themselves in danger
- Investigate incidents
- Give medical treatment unless qualified
- Leave their post without informing a supervisor

PART 3 – HEALTH & SAFETY

Key Principles - Everyone shares responsibility for safety.

Volunteers should:

- Watch for trip hazards and unsafe behaviour
- Keep exits and access routes clear
- Report problems immediately
- Look after their own wellbeing

Common Hazards - Watch for:

- Slips or uneven ground
- Crowd congestion
- Vehicle movement areas
- Cables and equipment
- Weather impacts

If unsure, report concerns.

PART 4 – SAFEGUARDING

All volunteers have safeguarding responsibilities.

Safeguarding Principles

- Children and vulnerable adults must be protected.
- Volunteers must act responsibly and respectfully.
- Concerns must always be reported.

If Someone Discloses a Concern

Do:

- Stay calm and listen
- Reassure them they did the right thing
- Report immediately

Do NOT:

- Promise secrecy
- Ask leading questions
- Investigate yourself

Lost Child Procedure

1. Stay calm.
2. Escort child to Lost Child Point.
3. Notify control via radio.
4. Keep child supervised.

5. Log incident.

PART 5 – INCIDENT REPORTING

Report immediately:

- Injuries
- Hazards
- Crowd problems
- Safeguarding concerns
- Lost children
- Fire or safety risks

Provide:

- Location
- Nature of incident
- Any assistance required

Record details afterwards.

PART 6 – EMERGENCY PROCEDURES

In emergencies:

- Follow Safety Officer instructions
- Stay calm
- Guide people safely
- Keep emergency routes clear

Do not create panic.

Fire

- Report fire immediately
- Do not fight fire
- Help guide evacuation if instructed

Severe Weather - Possible responses:

- Pause activities
- Move people to safer areas
- Event suspension or closure

Follow instructions calmly.

PART 7 – ENVIRONMENTAL RESPONSIBILITIES

The festival promotes sustainability.

Volunteers help by:

- Directing people to recycling stations
- Promoting reusable cup returns
- Encouraging refill water use
- Protecting grass and habitats

PART 8 – COMMUNICATION & TEAMWORK

Volunteers are part of a team.

Remember:

- Ask for help when unsure
- Support fellow volunteers
- Keep communication calm and clear
- Take breaks when needed

PART 9 – PERSONAL WELLBEING

Volunteers should:

- Stay hydrated
- Wear suitable clothing
- Take breaks when required
- Inform supervisors if unwell

Your safety matters too.

PART 10 – THANK YOU!

By volunteering you are:

- Supporting community pride
- Enabling a safe event
- Helping celebrate creativity and sustainability
- Making the festival possible

Thank you for being part of DON'T PANIC Festival 2026.

Email: galactichq@dontpanicfestival.org

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Re: Notice of Hearing – Stalbridge Recreation Ground, Park Grove, Stalbridge

From [REDACTED]

Date Tue 21/04/2026 15:26

To Licensing [REDACTED]

1 attachment (3 MB)

SAG DOCUMENTS.zip;

	Caution - Attachments:
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	Do not open attachments in this email unless you are sure the email is genuine (please see the intranet for more guidance).
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Good afternoon Kathryn, and thank you for your email, I hope you had a great Easter and whatnot.

I can confirm that i will be attending the licensing hearing on the 5th of May.

I attach a Zip file containing additional documents that were presented at the recent SAG panel pertaining to this request.

Additions suggested by that panel were:

A seperate fire risk assessment

4 First Aiders instead of the two we had planned for.

These matters are in hand and I hope to have them confirmed by the time of the hearing.

Thanks so much for your assistance in this matter.

Deanne Tremlett

Creative Director

Guggleton Farm Arts CIC

<http://www.guggletonfarmarts.com>

BUSINESS FOR GOOD


Facebook: @theguggleton

Instagram: guggletonfarmarts

Company No:12405322

Guggleton Farm Arts, aka The Gugg, is a not-for-profit Community-Interest-Company that proactively seeks to provide many forms of art, to anyone in the local community, and beyond; in a supportive, non-judgemental and safe environment, to enhance the wellbeing and abilities of all involved.

GUGGLETON FARM ARTS is a Certified Social Enterprise and accredited member of SOCIAL ENTERPRISE UK.



On 16 Apr 2026, at 16:25, Licensing [REDACTED] wrote:

Notice of Hearing – Stalbridge Recreation Ground, Park Grove, Stalbridge

Dorset Council as the Licensing Authority hereby gives notice that a hearing under the Licensing Act 2003 will be held in the Council Chamber, Dorset Council, County Hall, Dorchester, Dorset, DT1 1XJ on **5 May 2026** starting at **10:30 hours** to consider the application for a new premises licence for **Stalbridge Recreation Ground, Park Grove, Stalbridge**. Please note there is a hearing before this one so you will be called when ready.

The application and all the representations will be included in a report that will be available on line five working days before the hearing on the Council's Web Site, the link for which will be sent to you when it is published.

If you would like to add anything to that which you have already submitted, please e-mail it to us at least 24 hours before the date of the hearing.

As you have either made a representation or are the applicant / agent for the applicant you are entitled to attend this hearing. If you would like to participate you will need to send us a "Notice of Attendance" under the Licensing Act 2003 (Hearings) Regulations 2005.

You can send us your "**Notice of Attendance**" by replying to this letter and answer the following questions no later than **23 April 2026**. ****Please note if you do not respond by the end of this date, you will not be able to speak at the hearing.****

Name:

1. Will you be attending the hearing?
2. Do you want to speak at the hearing?
3. Will you be bringing anyone to speak on your behalf? If so, please supply the name.

If you wish to attend the hearing remotely, please let me know and I will arrange for a Teams link to be sent to you.

If you do not wish to attend this meeting but would like to watch it, it will be available on the Council's Web Site - [Browse meetings - Licensing Sub-Committee - Dorset Council](#)

Many thanks

Kathryn Miller

**Licensing Team
Public Health & Prevention
Dorset Council**

**Lines are open:
Mon – Fri, 9am-12pm**

dorsetcouncil.gov.uk

[<Outlook-Dorset Cou.png>](#)

[<Outlook-Facebook.png>](#) [<Outlook-Instagram.png>](#) [<Outlook-x.png>](#)

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SECTION 1.5

DON'T PANIC FESTIVAL 2026 Volunteer Training Schedule

Purpose - To equip volunteers and stewards with the knowledge, skills and confidence to:

- deliver safe and welcoming crowd management
- prevent and respond to incidents
- safeguard children and vulnerable persons
- support emergency procedures
- reflect statutory guidance (HSE / UK best practice) in all duties

Training Structure

Volunteers will be trained through a three-tier delivery:

1. Pre-Event Online Induction
 - Self-paced online learning modules
 - Completion quiz and acknowledgement
2. Pre-Event In-Person Workshop
 - Interactive briefing with committee leads
 - Roleplay and walkthroughs
3. On-Site Briefing (Event Day)
 - Radio procedures, weather update, lastminute checks

Training duration is approximately 3.5–4 hours, delivered over 1–2 sessions.

Module 1 — Welcome & Programme Overview

Objective: Introduce volunteers to the event's purpose, structure and ethos.

Covers:

- Festival vision and themes (Douglas Adams + sustainability)
- Volunteer roles and responsibilities
- Organiser contact list and escalation routes
- Code of conduct expectations
- Why ALL volunteers matter
- Safeguarding culture and inclusion

Module 2 — Health & Safety at Events

2A — UK Statutory Foundations

Explains:

- Health and Safety at Work etc. Act 1974 (volunteers included)
- Management of Health & Safety Regulations 1999
- RIDDOR 2013 (reporting incidents)
- Duties under HSE Event Safety Guidance

Participants introduced to core principles:

- Risk assessment familiarity
- Incident reporting and records
- Personal safety & hazard awareness

2B — Hazard Identification

To ensure volunteers can recognise and respond to:

- Slip, trip and fall hazards (HSE slips guidance)
- Vehicle/pedestrian interface risks
- Crowd pressure points
- Uneven ground and lighting hazards
- Temporary structure areas

Module 3 — Crowd Management & Public Interaction

Goal: Equip stewards with practical crowd control skills.

Topics:

- Principles of safe crowd movement (HSE crowd guidance)
- Active observation and communication techniques
- Handling bottlenecks and queues
- Directional and informational signage
- De-escalation and friendly communication
- Working with event infrastructure (stage edge, exits, boundaries)

Module 4 — Safeguarding Children & Vulnerable Adults

4A — UK Statutory Safeguarding Framework

Volunteers introduced to:

- Working Together to Safeguard People (UK statutory guidance)
- GFACIC Code of Conduct
- Signs of concern and risk indicators

Mandatory topics:

- Recognising signs of abuse or neglect
- Responding to disclosures safely
- Reporting concerns through proper channels
- Confidentiality and record keeping
- Personal boundaries and role limits

Important: Volunteers must not investigate or interrogate — only report concerns.

4B — Lost Child & Vulnerable Person Protocol

Learners practice:

- Lost child procedures
- Reuniting children with carers
- Logging all such incidents
- Maintaining visibility and calm

Module 5 — Incident Reporting & Communications

Core skills:

- Use of radios / escalation codes
- Logging incidents (time, location, description, action taken)
- Reporting to Safety Officer
- Confidential reporting expectations
- Team communication etiquette

Emphasis on clearly communicating:

- area hazards
- crowd movement issues
- medical / first aid requests
- lost child/vulnerable person concerns
- emergency services needs

Module 6 — Emergency Procedures & Response

Aligned with HSE event safety principles.

Topics:

- Identifying emergency scenarios
 - fire
 - severe weather
 - medical emergency
 - crowd pressure points
- Emergency access routes
- Evacuation procedures
- Assembly points
- Role of stewards during emergencies
- Do's' & don'ts in crisis situations

Stewards practice:

- simulated evacuation callout
- radio check-ins
- safe movement guidance

Module 7 — Fire Safety Awareness

Mandatory understanding of:

- Fire alarm points
- Fire extinguisher types and placement
- LPG/cooking unit precautions
- Safe distance from flammable structures
- Fire lane maintenance
- Reporting fire risks

Note: volunteers do not fight fires — only report and assist in evacuation.

Module 8 — Electrical Safety & Temporary Infrastructure Awareness

Volunteers introduced to:

- seeing electrical hazards (trip hazards, cables, power boxes)
- safe distance from generators
- interaction with authorised technical staff only
- what to report immediately

Emphasis:

“If you see it, report it”

“Do not touch electrical hazards”

Module 9 — Environmental & Sustainability Responsibilities

Reinforcing festival ethos:

- reusable cup deposit systems
- waste sorting guidance
- bin station locations
- water refill station locations
- biodiversity protection zones
- protecting grass & sport surfaces

Volunteers help promote:

- sustainable behaviours
- waste minimisation messages

Module 10 — Conduct, Inclusivity & Professionalism

Topics:

- Friendly presence
- Cultural competence and inclusive language
- Respectful interaction
- Supporting people with additional needs
- Zero tolerance for harassment or discrimination

Certificates awarded on completion.

Training Delivery Formats

Format	Duration	Content
Online mode (pre-event)	1 hour	Modules 1–4 base knowledge
In person workshop	2.5 hours	Practical scenarios, walkthroughs
Onsite briefing	30–45 min	Day of reminders & radios

Volunteers must complete online only + one in-person workshop + onsite briefing before deployment.

Assessment & Competence

At the end of training volunteers must:

- Pass a short knowledge check
- Sign a Volunteer Code of Conduct
- Acknowledge understanding
- Badge/ID allocated after completion

Training Materials / Tools

Suggested materials:

- Slide decks for each module
- Volunteer handbook
- Scenario and roleplay scripts
- Incident log templates
- Steward pocket cards
- Radio ESL (escalation) cheat-sheet

Safeguarding Protocols – Quick Reference

If you see something concerning:

1. Keep the person safe
2. Do not investigate — listen calmly
3. Record the concern
4. Report immediately to the Safeguarding Lead
5. Log details confidentially

If a child is lost:

1. Escort to Lost Child Meeting Point
2. Notify via radio
3. Ask for carer details only in neutral nonleading way
4. Do not remove child from supervision except to Lost Child Point
5. Keep child calm and visible

HSE & UK Statutory Guidance References (Core)

- HSE Event Safety guidance
- HSE Crowd management guidance
- HSE Electrical & Fire safety modules
- HSE Slips & Trips guidance
- WTA (Working Together to Safeguard People) guidance
- RIDDOR reporting duty
- Safeguarding statutory requirements (children & vulnerable adults)

This training ensures volunteers are competent, confident and compliant with UK health and safety legal duties and statutory guidance, safeguarding standards, and event management best practice for public festivals in 2026.

Email: galactichq@dontpanicfestival.org

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SECTION 2.3

VENDOR SAFETY & COMPLIANCE SHEET

DON'T PANIC FESTIVAL 2026

All vendors must read, sign, and display this sheet within their unit.

1. ARRIVAL & SETUP (SUNDAY/MONDAY)

- **Access:** All vehicle movements must be marshalled. Max speed: **5mph**.
- **Timing:** All units must be in position and vehicles removed to the designated trader parking by **09:30 AM Monday**.
- **Ground Protection:** Use boards if the ground is soft. You are responsible for any significant turf damage in your pitch.

2. FIRE SAFETY & LPG

- **Extinguishers:** Every vendor **must** provide their own serviced fire extinguisher (Dry Powder for general, Foam/Wet Chemical for fats/oils) and a Fire Blanket.
- **LPG Cylinders:** Must be stored upright, outside the unit, in a well-ventilated area, and secured against falling.
- **Gas Safety:** You must have a valid **Gas Safe (LPG) Certificate** available for inspection by the Safety Officer (John Stanley).

3. ELECTRICAL SAFETY

- **PAT Testing:** All electrical equipment must have a current PAT test sticker.
- **Cables:** No "daisy-chaining" of leads. All outdoor cables must be protected by cable ramps or matting to prevent trip hazards.

4. HEALTH & HYGIENE

- **Documentation:** You must have your Food Hygiene Rating (min. 4 stars preferred) and Public Liability Insurance (min. £5m) available on-site.
- **Handwashing:** Dedicated handwashing facilities with hot water, soap, and paper towels are mandatory for food prep.

5. ENVIRONMENTAL (THE 'TOWEL DAY' PROMISE)

- **No Single-Use Plastics:** Plastic straws, stirrers, and polystyrene containers are prohibited. Use compostable alternatives.
- **Waste:** You are responsible for your own greywater and oil disposal. **Do not** pour anything into the recreation ground drains or hedgerows.
- **Bin Bags:** Please clear your pitch of all litter before leaving on Tuesday.

6. RISK ASSESSMENTS

- IF YOU DO NOT HAVE YOUR OWN RAMS THEN PLEASE USE EITHER OF THE THE TEMPLATES PROVIDED BELOW.*

7. INCIDENTS & EMERGENCIES

- **Medical:** Report any customer injuries at your stall to **Event Control** immediately via a steward.
- **Emergency:** If you need to evacuate, turn off all gas/power and move to the field boundaries. **Do not** attempt to move your vehicle until authorized by a Marshal.

VENDOR ACKNOWLEDGMENT

I confirm that I have read the Don't Panic Festival Safety Requirements and that my unit complies with all UK Fire and Food Safety legislation.

Trading Name: _____

Print Name: _____ **Sign:** _____

DON'T PANIC FESTIVAL RISK ASSESSMENT TEMPLATE

Risk Charts (1–5 Index)

Method - each risk is scored on:

- Likelihood (chance of occurring)
- Impact (severity if it occurs)

Risk Score = Likelihood × Impact

Scores help prioritise mitigation actions.

Likelihood Scale

Score	Likelihood	Description
1	Rare	Very unlikely to occur
2	Unlikely	Possible but not expected
3	Possible	Could occur occasionally
4	Likely	Expected to occur sometimes
5	Almost Certain	Expected to occur regularly

Impact Scale

Score	Impact	Description
1	Minor	Minimal disruption or cost
2	Low	Small operational impact
3	Moderate	Noticeable disruption or cost
4	Major	Serious operational or financial effect
5	Severe	Threatens viability or delivery

Risk Rating Matrix

Impact / Likelihood	1	2	3	4	5
5 Severe	5	10	15	20	25

4 Major	4	8	12	16	20
3 Moderate	3	6	9	12	15
2 Low	2	4	6	8	10
1 Minor	1	2	3	4	5

Risk Level Guide

Score	Risk Level	Action Required
1 - 4	Low	Monitor
5 - 9	Moderate	Manage with controls
10 - 15	High	Active mitigation needed
16 – 25.	Critical	Immediate management required

Risk CHART TEMPLATE example

Risk	L/hood	Impact	Score	Level	Mitigation
Key staff loss/illness	2	5	10	High	Cross-training / Standby staff
Supply cost increases	2	3	6	Mod	Shop in bulk / change supplier



GUGGLETON FARM ARTS

Health and Safety
Executive

Assessment carried out by:

Date assessment was carried out:

Date of next review:

ACTIVITY:

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done

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SECTION 2.6

DON'T PANIC FESTIVAL EMERGENCY ACTION PLAN (EAP)

1. PURPOSE & COMMAND STRUCTURE

This plan ensures a coordinated response to protect life and support emergency services. It operates under a **Gold-Silver-Bronze** hierarchy.

1.1 Command Team

- **Gold (Strategic):** Event Director (**Deanne Tremlett**) – Overall command and emergency service liaison.
- **Silver (Tactical):** Site Manager (**Rachelle Freeguard/Patrick Molloy**) – Coordinates the physical response and resource deployment.
- **Bronze (Operational):** Zone Leads (Stage, Parking, Traders) – Executes instructions on the ground.

1.2 Event Control Point (ECP)

Located at the **Pavilion/Central Control Tent**. This serves as the communications hub for radio traffic, incident logging, and emergency dispatch.

2. COMMUNICATIONS & ACCESS

2.1 Emergency Radio Protocols

- **Priority Call:** *"CONTROL, CONTROL, CONTROL – [Nature of Incident]"*
- **Coded Messages (To prevent public panic):**
 - **"Mr. Sands":** Suspected Fire.
 - **"Plan Star":** Full Site Evacuation.
 - **"Code Zero":** Serious Medical Emergency.
- **Backup:** Mobile phones and the Stage PA system.

2.2 Emergency Access Route

- **Primary:** A **3.7m wide corridor** maintained from the Park Grove entrance through the center of the site.
- **Protocol:** Marshals will halt all incoming contractor/public traffic and escort emergency vehicles directly to the scene.

3. RESPONSE SCENARIOS

3.1 Fire Safety (The "Don't Panic" Protocol)

1. **Raise Alarm:** Use the priority radio call.
2. **Clear Area:** Maintain a **20m exclusion zone** (50m if LPG is involved).

3. **Tackle Fire:** Only if safe and trained. Traders must have 1x Fire Blanket and 1x Extinguisher (Dry Powder/CO2) as a condition of entry.
4. **Escalate:** If the fire spreads, Silver orders a partial or full evacuation.

3.2 Medical Response (Serious Injury/Mass Casualty) 🚑

1. **Notification:** Report location and nature to ECP.
2. **Dispatch:** On-site Medical Lead (SWAST-standard provider) attends.
3. **999 Protocol:** Only the Medical Lead or Event Director authorizes a 999 call to prevent duplicate/unnecessary ambulance dispatch.
4. **Triage:** In mass incidents, use **Ten Second Triage** (TST) to prioritize life-saving interventions.

3.3 Counter-Terrorism (Martyn's Law / ProtectUK)

Aligned with **Run-Hide-Tell** principles:

- **Suspicious Items:** Do not touch. Clear a 100m radius. Inform Police via ECP.
- **Hostile Vehicle/Individual:** Use PA to instruct public to **Run** (evacuate) or **Hide** (in vacate/lockdown) based on threat location.
- **Vigilance:** All stewards trained in **See-Check-Notify** for hostile reconnaissance.

3.4 Adverse Weather

- **Monitoring:** Event Director monitors wind speeds via an on-site anemometer.
- **Triggers:**
 - **25mph:** Monitor structural stability of gazebos/stage.
 - **35mph+:** Suspend stage activity; lower temporary structures.
 - **Lightning:** Follow the **30/30 rule** (suspend event if lightning is within 6 miles).

4. EVACUATION & ASSEMBLY

4.1 Evacuation Types

- **Full:** Entire site cleared via all available exits.
- **Partial:** Specific zone (e.g., Food Court) cleared to a secondary assembly point.
- **Invacuation:** Moving the crowd to the centre of the field (away from trees or perimeter threats).

4.2 Assembly Areas

- **Primary RVP:** Stalbridge Recreation Ground Perimeter (North-West).
- **Secondary RVP:** Stalbridge Primary School Car Park (off-site).

5. CROWD & SAFEGUARDING INCIDENTS

5.1 Overcrowding/Surge

- **Stage Manager** has the authority to "Stop the Show" immediately if a surge is detected.

- Stewards to open additional space by moving perimeter fencing if safe.

5.2 Lost Children / Vulnerable Persons

- **Location:** Report to the **Lost Child/Information Point**.
- **Protocol:** Use the "Two-Adult" rule at all times. Log the physical description. **Do not** broadcast the child's name over the PA system.

6. POST-INCIDENT & LOGGING

1. **Scene Preservation:** In the event of a serious accident (RIDDOR), do not move equipment until Police/HSE authorize.
2. **Incident Log:** All timings and decisions must be recorded at ECP for legal and insurance purposes.
3. **Debrief:** Conduct a "hot debrief" with all staff immediately following the event.

7. STAFF QUICK-REFERENCE SUMMARY

- **Stay Calm:** Panic is infectious; you are the "calm anchor" for the public.
- **Communicate:** If you see something, say something on the radio.
- **Know Your Route:** Always know where the nearest exit and extinguisher are from your position.
- **Prioritize:** Life safety always comes before equipment or schedule.

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SECTION 2

Guggleton Farm Arts CIC: Safeguarding Policy and Guidance Document

Including DON'T PANIC FESTIVAL specific section

PART 1: ORGANISATIONAL INFORMATION AND APPLICABILITY

Organisation Details:

Name: Guggleton Farm Arts CIC (aka The Gugg)

Address: Station Road, Stalbridge, Dorset DT10 2RQ

Telephone: 01963 363456

Website: <http://www.guggletonfarmarts.com> <http://www.thegugg.org>

Company No: 12405322

Status: Certified Social Enterprise and accredited member of SOCIAL ENTERPRISE UK.

Mission and Scope:

Guggleton Farm Arts, aka The Gugg, is a notforprofit CommunityInterestCompany that proactively seeks to provide many forms of art to anyone in the local community, and beyond. We operate in a supportive, nonjudgemental, and safe environment to enhance the wellbeing and abilities of all involved.

Applicability:

These policies and related procedures apply to all Directors, employees, tutors, volunteers, and students working on behalf of Guggleton Farm Arts CIC (hereafter GFACIC). Failure to comply with these policies will be addressed without delay and may ultimately result in dismissal or exclusion from the organisation.

Designated Safeguarding Leads:

Designated Senior Lead for Safeguarding: Deanne Tremlett

Email address: deannetremlett@btinternet.com

Telephone number: 07947361085

Policy Review:

We are committed to reviewing our policy and good practice annually.

Last Reviewed Date: 15/2/2026

Signed:

PART 2: ADULT SAFEGUARDING POLICY

1. Introduction and Core Principles

This policy ensures GFACIC has the correct procedures in place to protect and safeguard adults. We believe in protecting an adult's right to live in safety, free from abuse and neglect.

We are guided by the six key principles set out in The Care Act 2014 and Making Safeguarding Personal:

Empowerment: People being supported and encouraged to make their own decisions and informed consent.

Prevention: It is better to take action before harm occurs.

Proportionality: The least intrusive response appropriate to the risk presented.

Protection: Support and representation for those in greatest need.

Partnership: Local solutions through services working with their communities.

Accountability: Accountability and transparency in delivering safeguarding.

2. Legal Framework and Definitions

Care Act 2014 Definition of an Adult at Risk of Abuse:

Where a local authority has reasonable cause to suspect that an adult in its area:

- (a) has needs for care and support (whether or not the authority is meeting any of those needs),
- (b) is experiencing, or is at risk of, abuse or neglect, and
- (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

GFACIC is committed to the principles of the Dorset County Council Safeguarding Adults Board.

3. Recognising Signs and Types of Abuse

Staff and volunteers must be vigilant. Concerns may arise from direct disclosure, complaints, or observations.

Types of Abuse (as defined by The Care Act 2014 and local guidance):

Physical abuse: Assault, hitting, slapping, misuse of medication, inappropriate restraint.

Domestic Violence/Domestic Abuse: Psychological, physical, sexual, financial, emotional abuse; 'honour'based violence.

Exploitation: Sexual and/or criminal exploitation.

Sexual abuse: Rape, sexual harassment, inappropriate touching, witnessing sexual acts, pornography, or nonconsented acts.

Psychological abuse: Emotional abuse, threats, humiliation, controlling behaviour, intimidation, coercion, verbal abuse, cyber bullying, isolation.

Financial or material abuse: Theft, fraud, internet scamming, coercion regarding financial affairs, misuse of property.

Modern slavery: Human trafficking, forced labour or domestic servitude.

Discriminatory abuse: Harassment or slurs due to race, gender, age, disability, sexual orientation, or religion.

Organisational abuse: Neglect and poor care practice within an institution (hospital, care home) or within one's own home.

Neglect and acts of omission: Ignoring medical, emotional, or physical care needs; withholding necessities (medication, nutrition, heating).

Selfneglect: Neglecting personal hygiene, health, surroundings, and hoarding.

Radicalisation to Terrorism (PREVENT):

Adults may be vulnerable to radicalisation. Signs include: contact with extremist recruiters, articulating support for extremist causes, accessing extremist websites, possessing extremist literature, significant changes to appearance or behaviour.

4. General Procedures for Adult Safeguarding

4.1 Reporting Concerns

Any individual who becomes aware that an adult is or is at risk of, being abused must raise the matter immediately with their supervisor or the Designated Safeguarding Lead (Deanne Tremlett).

Immediate Danger: Contact the Police (999) and Adult Social Care immediately.

No one should assume that someone else will report the issue.

4.2 Safe Recruitment & Selection

GFACIC is committed to safe recruitment practices that reduce the risk of harm to adults with care and support needs from people unsuitable to work with them.

4.3 Social Media

Employees and volunteers must adhere to the GFA Social Media Standard Operating Procedure and the code of conduct regarding behaviour towards adults we support.

4.4 Persons in Positions of Trust (PiPoT)

If an allegation is made against an employee, volunteer, or formal/informal carer who may be a risk to others, this must be referred to the Safeguarding Lead immediately.

4.5 Training and Awareness

As a minimum, all staff/volunteers working with adults at risk must have awareness training to:

Understand safeguarding roles.

Recognise an adult in need of safeguarding.

Know how to report a safeguarding Alert.

Understand dignity and respect.

Know the Safeguarding Adults Policy.

4.6 Mental Capacity and Advocacy

The Mental Capacity Act (MCA) defines someone lacking capacity if they cannot understand, retain, weigh up, or communicate information regarding a decision due to illness or disability.

GFACIC will involve an advocate if a person lacks capacity to make decisions about a safeguarding concern.

Support will be sought from Dorset Adult Social Care regarding capacity concerns.

4.7 Confidentiality and Information Sharing

Information is shared in line with GDPR. However, information must be shared with the Local Authority if an adult is at risk of harm, or with the Police if they are in immediate danger or a crime has been committed.

4.8 Whistleblowing

GFACIC protects employees and volunteers who whistleblow in good faith in the public interest from reprisals.

4.9 Recording

A written, signed, and dated record must be kept of any safeguarding concern, including details of the persons involved, the nature of the concern, actions taken, and decisions made. Records must be securely and confidentially stored.

PART 3: CHILDREN AND YOUNG PERSON SAFEGUARDING POLICY

1. Purpose and Undertaking

Whilst providing services and events, GFACIC undertakes:

To protect children and young people who receive GFACIC'S services (including children of adults using our services) from harm.

To provide staff, volunteers, children, young people, and families with overarching principles to guide our approach to child protection.

2. Core Beliefs and Recognition

We believe that:

Children and young people should never experience abuse of any kind.

We have a responsibility to promote the welfare of all children and young people to keep them safe.

We recognise that:

The welfare of children is paramount in all work and decisions.

All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have an equal right to protection.

Some children are additionally vulnerable due to previous experiences, dependency levels, or communication needs.

Working in partnership with children, families, and other agencies is essential.

3. Procedures for Keeping Children and Young People Safe

We will seek to keep children and young people safe by:

Valuing, listening to, and respecting them.

Appointing a nominated child protection lead (Deanne Tremlett), a deputy, and a lead trustee/board member for safeguarding.

Adopting safeguarding best practices, including procedures to manage allegations against staff/volunteers.

Implementing effective online safety policies.

Providing support and training for staff and volunteers.

Recording, storing, and using information professionally and securely (GDPR).

Sharing good practices with children and families.

Creating and maintaining an antibullying environment.

Applying health and safety measures in accordance with the law.

Applying adult to child supervision ratios.

PART 4: CONTACTS AND RESOURCES

Immediate or Emergency Situations

Police Emergency: 999

Police Nonemergency: 101

Adult Safeguarding Contacts

Designated Senior Lead (GFACIC): Deanne Tremlett, 07947361085, deannetremlett@btinternet.com

Dorset Council Adult Social Care (feeling safe and in control/report abuse): <https://adultsocialcare.dorsetcouncil.gov.uk/feelingsafeandincontrol/reportabuseofanadultsafeguarding/>

Dorset Council Specialist Assessment Team (Adult Social Care Referral): <https://adultsocialcare.dorsetcouncil.gov.uk/contactus/reportaconcernaboutanadult/>

National Domestic Abuse Helpline: 0808 2000 247 | <https://www.nationaldahelpline.org.uk/>

Adult Social Care Learning/Development

Resources: <https://www.dorsetcouncil.gov.uk/careandsupportforadults/dorsetsafeguardingadultsboard/learninganddevelopment3>

Mental Capacity Act Code of

Practice: <https://www.gov.uk/government/publications/mentalcapacityactcodeofpractice>

Children and Young Person Safeguarding Contacts

Designated Senior Lead (GFACIC): Deanne Tremlett, 07947361085, deannetremlett@btinternet.com

Children's Advice and Duty Service (ChAD): Single point of contact for concerns.

Tel: 01305228866

Address: Westport House, Worgret Road, Wareham BH20 4PP

<https://www.dorsetcouncil.gov.uk//childrensAdviceandDutyServiceChAD>

NSPCC Helpline: 0808 800 5000 | help@nspcc.org.uk

NSPCC Learning (Support/Resources): 0116 234 7246 | learning@nspcc.org.uk

PART 5: GUIDANCE, APENDICES, AND CODE OF CONDUCT

Appendix A: Key Supporting Documents and Guides

Staff and volunteers should refer to the following NSPCC and government guidance documents (links provided below) as referenced in this policy:

Managing allegations against staff and volunteers: <https://www.nspcc.org.uk/globalassets/documents/volunteering/essentialresourcesforvolunteers/managingallegationsagainststaffandvolunteers.pdf>

Recording concerns and information sharing: <https://www.nspcc.org.uk/globalassets/documents/volunteering/essentialresourcesforvolunteers/whattodoifyouhaveaconcernaboutachildforthosewhodontworkdirectlywithchildrenoradultsatrisk.pdf>

Child protection records retention and storage: <https://learning.nspcc.org.uk/media/1442/childprotectionrecordsretentionandstorageguidelines.pdf>

Legal framework summaries: nspcc.org.uk/learning

Appendix B: CODE OF CONDUCT (Children & Young People)

This behaviour code outlines the conduct expected of all GFACIC representatives (directors, committee members, staff, volunteers, and external staff) engaging with children and young people.

Purpose: To protect children from abuse, protect adults from unfounded allegations, and maintain expected standards of behaviour. Upholding this code is the responsibility of all staff/volunteers; breaches must be reported to Directors and may result in disciplinary procedures or referral to statutory agencies.

Expectations for Staff and Volunteers

You are in a position of trust and must act as a role model.

YOU MUST:

Operate within GFACIC's principles, child protection, and online policies.

Listen to and respect children. Avoid favouritism and discrimination.

Value children's contributions and ensure all contact/language is appropriate to the work.

Provide examples of good conduct and challenge unacceptable behaviour.

Maintain open environments: Ensure more than one adult is present or that you are within sight/hearing of other adults during activities.

If a child requires private time, ensure other staff know where you and the child are.

Respect a young person's right to personal privacy.

Exercise special caution when discussing sensitive issues.

YOU MUST NOT:

Patronise children.

Allow allegations to go unreported.

Develop inappropriate relationships or contact with children outside the work of GFACIC.

Conduct a sexual relationship or any form of sexual contact with a child or young person. This is a serious breach of trust and unacceptable under any circumstances.

Make sarcastic, insensitive, derogatory, or sexually suggestive comments/gestures.

Act in a threatening or intrusive manner.

Make inappropriate promises regarding confidentiality.

Jump to conclusions, or exaggerate/trivialise child abuse issues.

Role of Parents and Carers

GFACIC regards parents/carers as valuable partners. Parents/carers will be informed and involved in the event of their child becoming subject to behaviour sanctions.

Appendix C: Designated Safeguarding Officer (DSO) Role Description

Purpose of Role:

Lead on ensuring appropriate arrangements for keeping children/young people safe are in place at GFACIC.

Promote the safety and welfare of children/young people involved in activities at all times.

Duties and Responsibilities:

Policy Development: Lead on developing and reviewing safeguarding and child protection policies/procedures.

Implementation: Ensure all concerns are responded to appropriately. Make sure all personnel understand the policy.

Information Sharing: Ensure children and parents know who to talk to.

Recording: Receive and record information from anyone with a concern.

Action on Concerns: Assess information, make referrals to statutory organisations, and consult with management following organisation policy.

Liaison: Act as the primary link with Local Authority children's social care and the police. consult the NSPCC Helpline when support is needed.

Record Keeping: Store and retain records legally and securely.

Reporting: Keep Directors and the management committee informed of issues and ensure safeguarding is an ongoing priority.

Competence: Be familiar with interagency procedures, keep up to date with new developments, and complete regular training to share with the organisation.

Internal Guidance on Handling Specific Issues

1. Information Sharing Best Practice (Children)

Timely information sharing is key to safeguarding.

Legitimate Purpose: You must have a clear purpose to share personal information (e.g., making a referral, protecting a child from significant harm, statutory duty).

Consent: Always seek consent to share, unless doing so would put the child at risk of significant harm. Consent can be overridden to protect a child from harm.

What to Share: Decide specific information based on who needs to know. Share quickly and securely.

Facts and Opinions: When recording, be as factual as possible. If giving an opinion (yours or others'), clearly differentiate it from fact and identify whose opinion it is, recording their exact words.

2. Dealing with Disclosures and Concerns about a Child or Young Person

How to respond to a child:

Listen carefully: Focus on what you are being told without expressing your own views or shock.

Use tools if needed: If they struggle to talk, suggest tools like Childline's letter builder.

Reassure them: Tell them they have done the right thing by telling you.

No Blame: Tell them it is not their fault.

Take them seriously: Confirm you believe them and will support them.

DO NOT confront the alleged abuser: This could make the situation worse for the child.

Explain next steps: Tell them you need to speak to someone who can help.

Report immediately: Report to the DSO as soon as possible, and take accurate, factual notes while details are fresh.

PART 6: ENHANCED FRAMEWORK AND INCLUSION for DON'T PANIC FESTIVAL

● IMMEDIATE DANGER FLOW

If someone is in immediate danger:

→ Call 999

→ Inform Event Control / DSL immediately

→ Preserve scene if safe

→ Record incident ASAP

● NONURGENT SAFEGUARDING FLOW

Step 1: Recognise - Disclosure / behaviour / concern

Step 2: Respond – Listen. Reassure.

Do NOT investigate

Step 3: Report - Immediately to DSL or Deputy

Step 4: Record - Facts only. Time / date / exact words

Step 5: Refer (DSL only) Adult Social Care / ChAD / Police

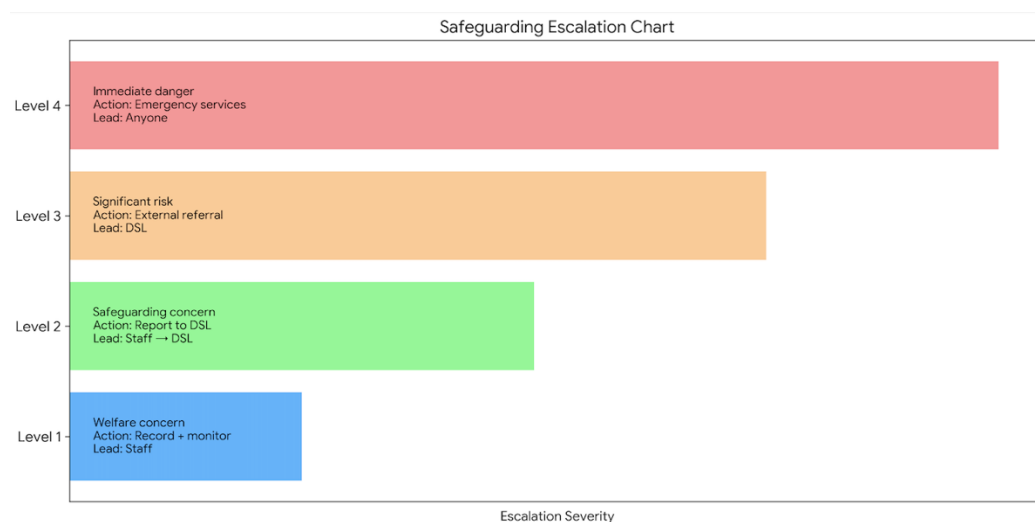
LOWLEVEL CONCERNS (EARLY INTERVENTION)

Record internally

Monitor patterns

Escalate if repeated

ESCALATION LADDER (CLEAR ACCOUNTABILITY)



Level	Type of Concern	Action	Who Leads
Level 1	Welfare concern	Record + monitor	Staff
Level 2	Safeguarding concern	Report to DSL	Staff → DSL
Level 3	Significant risk	External referral	DSL
Level 4	Immediate danger	Emergency services	Anyone

FESTIVAL-SPECIFIC SAFEGUARDING

Applies to:

Large crowds (1,500–2,000)

Mixed age groups

Open public environment

Temporary infrastructure

Key Controls:

Safeguarding Hub / Welfare Point

Clearly signed

Staffed at all times

First aid + safeguarding reporting

Lost Child Protocol

Secure holding area

DBS- checked staff only

No public announcements of child name

ID verification before release

Children Safety Measures:

Supervision messaging to parents

Clearly defined family zones

Adults at Risk:

Quiet/welfare space available

Staff trained in vulnerability awareness

Clear escalation routes

Crowd Safety Integration:

Safeguarding linked with -

Stewarding teams

Security

Medical teams

Event Control

MARTYN'S LAW (PROTECT DUTY) ALIGNMENT

GUGG ARTS commits to:

Threat Awareness

Staff briefed on risks (terrorism, hostile actors)

Preparedness

Emergency procedures in place

Lockdown / evacuation plans

Response Capability

Clear communication chain

Trained staff and volunteers

ACT MODEL

A – Awareness of threats

C – Consider risks

T – Tell authorities

INCIDENT COMMAND STRUCTURE (EVENT MODE)

Chain of Command:

Event Director

Safety Officer

Safeguarding Lead (DSL)

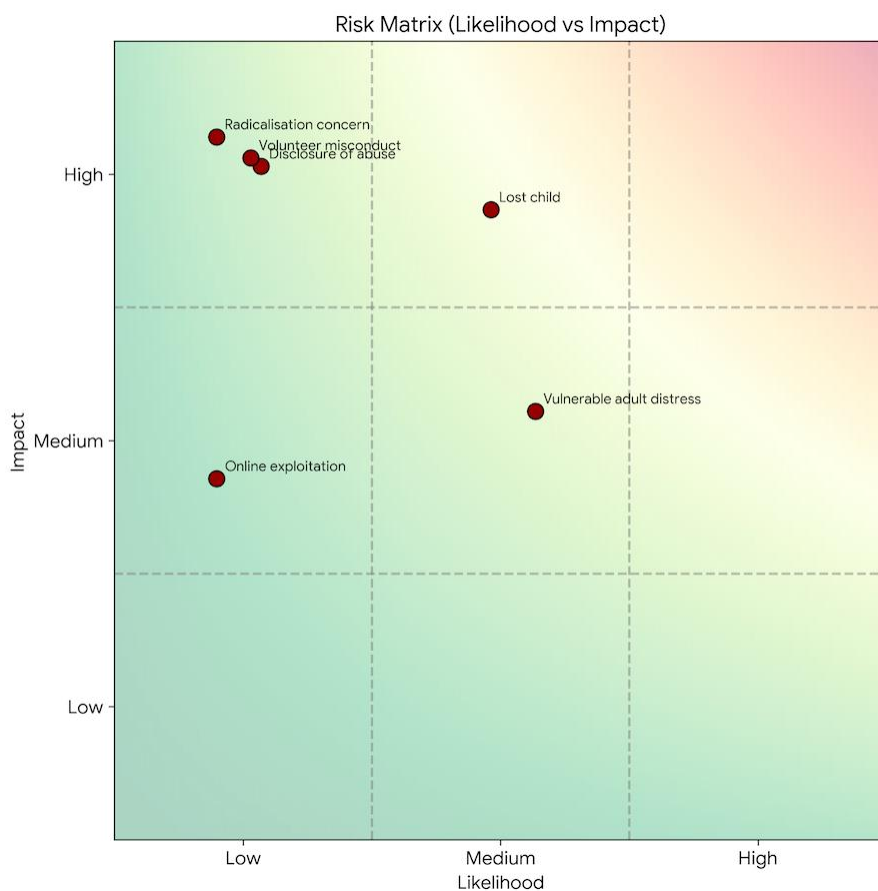
Security Lead

Medical Lead

Communication Flow

All incidents → Event Control → DSL + Safety Officer → Action

Risk	Likelihood	Impact	Control Measures
Lost child	Medium	High	Wristbands, signage, trained staff
Vulnerable adult distress	Medium	Medium	Welfare area, trained volunteers
Disclosure of abuse	Low	High	DSL, reporting procedure
Volunteer misconduct	Low	High	DBS, code of conduct
Online exploitation	Low	Medium	Social media policy
Radicalisation concern	Low	High	Prevent awareness training



SAFER WORKING PRACTICE

Minimum Requirements:

Two-adult rule wherever possible

Open, observable environments

Clear boundaries

No private messaging with minors

Prohibited:

Transporting children alone (unless authorised & recorded)

Personal relationships

Social media contact outside policy

ONLINE SAFEGUARDING

GUGG ARTS will:

- Moderate online spaces
- Prevent direct contact between adults and minors
- Remove harmful content
- Report online abuse

INCLUSION AS SAFEGUARDING

Safeguarding is strengthened through:

- Accessibility (physical + sensory)
- Cultural awareness
- Trauma-informed practice
- Neurodiversity inclusion

TRAUMA-INFORMED APPROACH

Staff will:

- Avoid re-traumatisation
- Use calm, non-judgemental language
- Offer choice and control
- Recognise hidden vulnerability

SAFEGUARDING CULTURE STATEMENT

GUGG ARTS commits to a culture where:

- Concerns are welcomed, not feared
- People feel safe to speak up
- Safeguarding is visible and normalised
- Inclusion is active, not passive

QUICKREFERENCE (FOR STAFF LANYARDS)

IF IN DOUBT:

Listen

Record

Report

NEVER:

Ignore

Investigate

Promise secrecy



**DORSET & WILTSHIRE
FIRE AND RESCUE**

Dorset & Wiltshire Fire and Rescue Service
Five Rivers Community Health & Wellbeing Centre,
Hulse Road, Salisbury, Wiltshire SP1 3NR

Dorset Council Licensing
County Hall
Colliton Park
Dorchester
DT1 1XJ
Sent by email

Direct Line: (01722) 691717
Email: businessfiresafety@dwfire.org.uk
Your ref: -
My ref: P0278181/219507
Date: 11 March 2026

FAO: Kathryn Miller

Dear Kathryn

**Licensing Act 2003 – Application for a new Premises Licence.
The Regulatory Reform (Fire Safety) Order 2005**

Address of Premises: Don't Panic Festival, Stalbridge Recreation Ground, Park Grove,
Stalbridge, DT10 2RA

I refer to the application dated 05 March 2026 for a new Premises Licence for the above premises.

Based on the information received, I write to inform you that I have no adverse comments to make. Additional information or action may be required relating to the Regulatory Reform (Fire Safety) Order 2005 and will be addressed separately.

The Regulatory Reform (Fire Safety) Order 2005

Articles 9 & 11 of The Regulatory Reform (Fire Safety) Order 2005 requires that a suitable and sufficient **fire risk assessment** is recorded in full, includes the assessment findings and the measures which have been/will be taken by the Responsible Person.

- Further guidance and assessment guides can be found: www.gov.uk/workplace-fire-safety-your-responsibilities/fire-risk-assessments available as a free download.

I take this opportunity to remind the applicant that fire safety is a dynamic process to be considered on a daily basis, and the assessment of fire risk should be constantly under review and updated as required, especially where the risk in the premises has been affected by alterations, changes in procedures, use or occupancy.

Chief Fire Officer Andy Cole QFSM

Additional Support and Information

If the applicant requires further information about their responsibilities on how to comply with the law or access additional guidance, please visit our website; dwfire.org.uk/licensing_and_events.

Yours sincerely

Lea Winters and Gareth Baker
Fire Safety Auditor and Fire Safety Inspector
On behalf of the Dorset & Wiltshire Fire and Rescue Authority

SECTION 4

DON'T PANIC FESTIVAL

Lost Child & Safeguarding Procedure

The DON'T PANIC Festival is a family-friendly event, and the safety and wellbeing of children and vulnerable people is a top priority.

All volunteers receive basic safeguarding awareness training prior to the event.

If a Child is Found Lost

1. Stay Calm and Reassuring
Speak gently to the child.
Do not leave them alone.
2. Contact Event Control
Inform the Safeguarding Lead or nearest Steward.
Provide location and description.
3. Escort to the Designated Safe Point
The child should be accompanied by two volunteers where possible.
4. Record Basic Information
Child's name
Parent/guardian name (if known)
Description of parent/guardian
5. Safeguarding Lead Manages the Process
Announcements may be made if appropriate.
Reunification will take place at the Information Point or Safe Point.
6. Documentation
All incidents logged in the Event Incident Log.

If a Parent Reports a Missing Child

1. Inform Event Control immediately.
2. Gather information:
Child's name
age
clothing
last known location
3. Stewards begin discreet site search.
4. Safeguarding Lead coordinates response.

Important Safeguarding Rules

Volunteers must never:

- take a child off site
- be alone with a child in a private space
- promise secrecy

Always involve the Safeguarding Lead.

Steward Radio Communication Protocol

Clear communication helps prevent confusion and keeps everyone safe.

Radio Etiquette when using radios:

- Speak clearly and calmly
- Keep messages short and factual
- Wait for acknowledgement

Example: "Event Control from Steward 3."

Basic Radio Structure

1. Call who you need
2. State who you are
3. Deliver message

Example: "Event Control from Parking Team. Car park nearly full."

Radio Codes (Simple System)

Avoid complicated codes. Plain language works best.

Common messages:

Request assistance - "Event Control, steward assistance required near stage."

Medical issue - "Event Control, first aid required at food stalls."

Safeguarding concern - "Event Control, safeguarding assistance requested at Information Point."

Radio Priority - If there is an emergency, say: "Priority message."

Everyone else should stop transmitting.

One-Page Volunteer Briefing Sheet

Welcome Volunteers

Thank you for helping make the DON'T PANIC Festival happen.

This event celebrates creativity, community, and the wonderfully absurd imagination of Douglas Adams.

Your help makes the day safe, welcoming and fun.

Key Principles

Be:

- friendly
- calm
- approachable
- observant

Remember the festival motto:

DON'T PANIC

Key Locations

Volunteers should know the location of:

- Information Point
- First Aid
- Event Control
- Volunteer Hub
- Main Stage
- Toilets
- Recycling Stations

If Something Goes Wrong

Do not try to deal with everything alone.

Contact:

- Event Control
- Safety Lead
- Safeguarding Lead

Safeguarding

If you encounter:

- a lost child
- vulnerable person needing support

Stay with them and contact Event Control immediately.

Environmental Commitment

Help us keep the festival low-impact:

- encourage recycling
- support litter reduction
- remind visitors to use reusable cups

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Customer Account	CUS-02336804
Customer Account Details	Guggleton Farm Arts CIC Guggleton Farm, Station Road Stalbridge Dorset DT10 2RQ
Licence Agreement Date	23/05/2023
Licence Start Date	23/05/2023

Your music licence

This document confirms that TheMusicLicence has been granted to the licensee as named in the Customer Account Details above for Playing and Performing Music at or from the Premises, subject to TheMusicLicence Terms and Conditions. It should be read in conjunction with the applicable Usage Summary.

Words defined in TheMusicLicence Terms and Conditions have the same meaning when used in this document.

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Insurance Policy for Charities and Community Groups

Policy Schedule – Effective Date 27-Oct-2025

Policy Number	CE51435
Policyholder	Guggleton Farm Arts CIC
Address	Cow Barn, Sally Lovells Lane, Yenston, Templecombe, Somerset, BA8 ONE
Period of Insurance	27-Oct-2025 to 26-Oct-2026 (both dates inclusive)
Premium	£191.50 (+ IPT @ 12.00% = £22.98)
Total Payable	£214.48

Public Liability

Limit	£5,000,000 for each claim but in respect of Products Liability, £5,000,000 in total for all claims occurring during the Period of Insurance
Excess	£100 applicable to each third party property claim
Applicable Courts	UK

Employer's Liability

Limit	£10,000,000 in total for all claims occurring during the period of Insurance
Applicable Courts	UK

Professional Indemnity

Limit	£250,000 in total for all claims made during the period of Insurance
Excess	£100 applicable to each claim excluding defence costs
Applicable Courts	UK

Trustee Liability

Limit	£250,000 in total for all claims made during the period of Insurance
Excess	£100
Applicable Courts	UK

Signed:



Director of Underwriting, National Markets UK

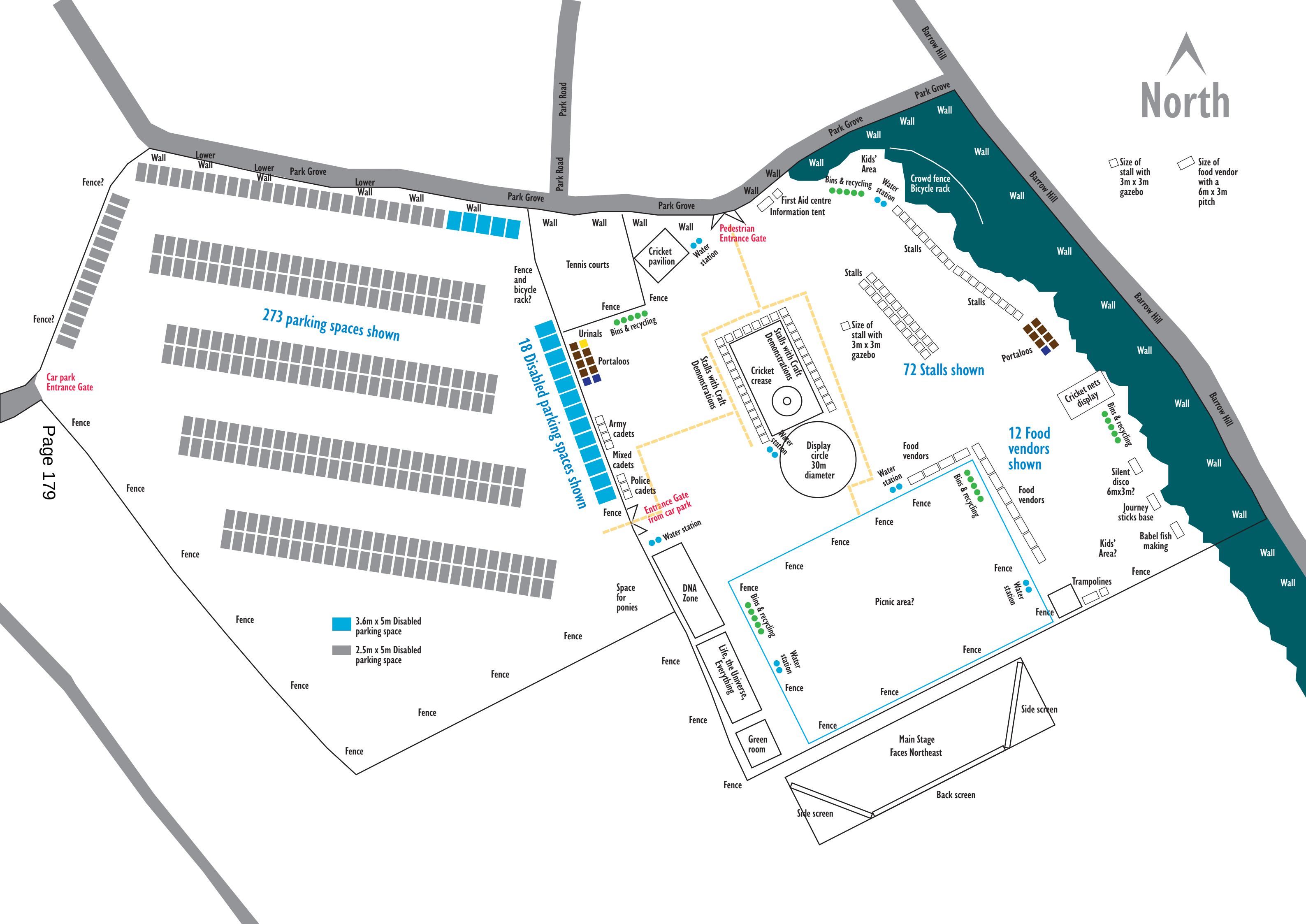
Date:

27-Oct-2025



Size of stall with 3m x 3m gazebo

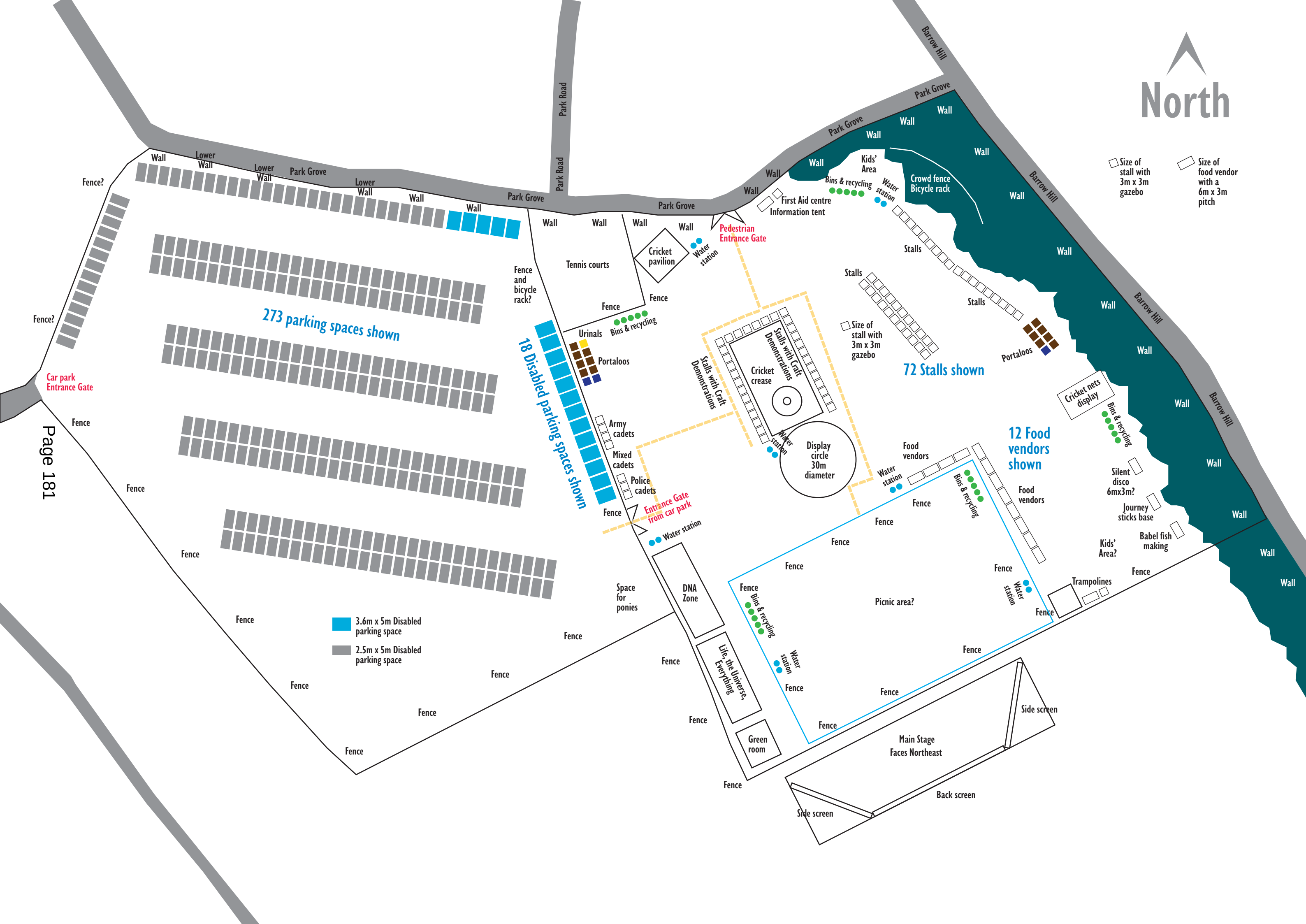
Size of food vendor with a 6m x 3m pitch



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- Size of stall with 3m x 3m gazebo
- Size of food vendor with a 6m x 3m pitch



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SECTION 8.2

DON'T PANIC FESTIVAL

HUMAN WASTE MANAGEMENT POLICY

Given the scale of the planned festival it is clear that existing toilet provision at the Recreation Ground is insufficient, although it can be used for Festival Staff.

For this reason the decision has been taken to hire in toilet cubicles.

Following research we have decided upon sealed unit chemical toilets rather than large flushing units in trailers.

Whilst this is not our first choice – which would have been compostable loos – it is, in our first year, a necessary compromise. The availability and cost of compostable units in this area made this option untenable, but there are several reasons why using a chemical toilet can be of some benefit to the environment that might not, at first glance, be obvious:

Significant Reduction in Water Usage

Traditional flush toilets are a major source of water consumption. On average, a single flush uses 13 to 26 litres of water. In contrast, chemical toilets require no water for flushing, making them a highly efficient alternative. Concentrated chemical deodorizers play an important role in this as well: by using a small amount of blue chemical deodorizer, we can considerably reduce the water used by flush toilets.

Environmental Impact: Lower Carbon Footprint

The process of treating and delivering water is energy-intensive, contributing to the overall carbon footprint. By reducing the demand for water through the use of chemical toilets, we can significantly lower the associated energy consumption and greenhouse gas emissions. This reduction not only conserves precious water resources but also helps mitigate climate change.

Versatility and Convenience

Chemical toilets are incredibly versatile and can be used in a variety of settings.

Minimal Environmental Contamination

Chemical toilets use specially formulated chemicals to break down waste and control odours. These chemicals are designed to minimize environmental contamination. Properly maintained chemical toilets ensure that waste is contained and treated responsibly, further protecting the environment.

Supporting Water Conservation Efforts

With growing concerns over water scarcity, every effort to conserve water counts. The adoption of chemical toilets supports broader water conservation initiatives by reducing the overall demand for fresh water. Our festival site doesn't have reliable mains water + foul sewer access, chemical (or vacuum/recirculating) portable loos are usually the lower-impact practical option because they avoid having to truck in lots of clean water, lay temporary pipework, and create large volumes of diluted sewage on a sensitive field, which is what larger more 'comfortable' event loo units require.

We have chosen to use a local and well recommended contractor Robert Beale LTD. This will reduce the carbon footprint to get the units to site. The supplier of the flushing chemical for the units is Roger Paull of Stourton Caundle. He has assured us that the liquid used is fully formaldehyde free.

Beales have a proven track record of responsible waste disposal and work with GENeco.

GENeco's Bristol site is part of the Avonmouth "Bioresources and Renewable Energy Park".

GENeco describes producing biomethane from sewage/organic wastes via anaerobic digestion, which displaces fossil gas.

So our narrative can be:

We are using sealed portable toilets to minimise water use and prevent pollution of the recreation ground. Waste is removed by a licensed contractor and taken to a permitted treatment facility (GENeco Avonmouth) where it can be processed responsibly and contribute to renewable energy generation."

The HSE recognises chemical toilets as acceptable where flushing isn't feasible

HSE guidance (in a construction welfare context, but relevant to temporary sites) notes chemical toilets are acceptable where you cannot provide flushing toilets.

Why chemical loos are the better choice for our festival:

1. Water efficiency: avoids thousands of litres of potable water use.
2. Pollution prevention: sealed containment is safer for soil/hedgerows on a recreation ground.
3. Responsible treatment route: waste goes to a permitted facility (GENeco Avonmouth).
4. Potential energy recovery: GENeco produces biomethane from sewage/organic wastes, helping displace fossil gas.
5. Practical compliance: recognised as acceptable for temporary sites where flush isn't feasible.

These are our absolute musts:

- Formaldehyde-free ("green") toilet fluids only
- No discharge to ground or hedgerows
- One-trip servicing strategy to minimise transport emissions

Why this is environmentally sound

Water use avoided (major benefit)

A standard flush toilet uses ~6 litres per per flush.

At a festival of this size, a temporary flush system could easily require:

25,000–40,000 litres of potable water
additional tankering, pumps, pipes, and treatment

Pollution prevention on sensitive land

Fully sealed containment

No temporary pipework

No discharge to ground, hedges, or drains

This significantly reduces risk to:

soil structure

tree roots and grassland

nearby watercourses

Particularly important on recreation ground / agricultural land.

Responsible treatment with energy recovery

Waste is transported to a GENeco treatment centre (Avonmouth, Bristol):

- a permitted liquid-waste facility
- where sewage-derived waste contributes to anaerobic digestion
- **producing biomethane that displaces fossil gas**

Waste becomes part of the renewable energy system, not landfill.

Transport emissions minimised by design

The largest carbon cost of chemical toilets is vehicle mileage.

Our approach:

sufficient toilet capacity

controlled use

one planned tanker trip

This is best practice and keeps emissions low, noise down, and vehicle movements minimal.

*** This entire policy has been written with an undertaking to source a viable, composting alternative as soon as possible for future events.**

DON'T PANIC FESTIVAL 2026: Official Marshal Handbook

"How to Safely Guide Humans, Vehicles, and Mild Chaos Without Losing Your Towel"

1. Welcome, Marshal

Congratulations. You are now the thin, highly visible line between **order and utter roadside confusion**. Your role is simple in principle: **Keep people safe. Keep traffic calm. Keep everything moving.**

The Golden Rule: DON'T PANIC.

You are the calm, hi-vis embodiment of common sense. Think of yourself as a safety guardian and an information point, not a police officer or a human roadblock.

2. Core Safety & Priority

In any traffic environment, we follow a strict hierarchy of safety. If you are ever in doubt, remember: **People > Cars. Always.**

Pedestrian Safety

- **Separation:** Keep pedestrians within the designated safe lane (minimum 1.5m wide).
- **Redirection:** Politely guide anyone drifting into the vehicle lane back to safety.
- **The Hard Stop:** Stop **ALL** vehicles when pedestrians are crossing.
- **Blind Spots:** Be hyper-aware of vans, SUVs, and children who may appear suddenly.
- **The Path Rule:** Never move a vehicle if a person is anywhere near its path.

Your Personal Safety

- **Visibility:** Wear **Hi-Vis (Level 2/3)** at all times.
- **Positioning:** Stay in the **Safe Zone** (behind or beside barriers).
- **Non-Physicality:** Never use your body to block traffic or stand in front of moving vehicles.
- **The "Step Back" Rule:** If a driver ignores you, step back, let them pass, note the registration, and radio the Event Lead. **You are not paid to be run over.**

3. Managing the Road Closure

The integrity of the Road Closure Order is vital for the festival's legal compliance and safety.

The Barrier System

- **Status:** Barriers must remain **closed at all times**.
- **Entry:** Only open briefly for authorized vehicles; close immediately after entry.
- **Weighting:** Ensure all signs and barriers are weighted with sandbags.

Emergency Access

- **Immediate Access:** Required by law for Police, Fire, and Ambulance.

- **Action:** Remove barriers instantly, clear pedestrians, and do not delay. Ever.

Non-Ticket Holders

If someone tries to enter without authorization, be polite but firm:

"This road is legally closed for the Don't Panic Festival. Please follow the diversion signs at the previous junction."

4. Vehicle Entry & Risk Assessment

Follow this specific process for every vehicle arrival to maintain "The Walking Pace" (5mph).

The Entry Process

1. **Stop:** Vehicle stops at the marked **Stop Line**.
2. **Verify:** Approach only once the vehicle is fully stopped and straightened.
3. **Check:** Inspect tickets/passes through the window.
4. **Clear:** Check that the pedestrian lane is 100% clear.
5. **Signal:** Use a calm **"please proceed"** gesture (no police-style hand signals).

Risk Matrix & Levels of Concern

Level	Type of Concern	Action	Who Leads
Level 1	Welfare (e.g., Tiredness)	Record + monitor	Staff
Level 2	Safeguarding Concern	Report to DSL	Staff $\rightarrow$ DSL
Level 3	Significant Risk	External referral	DSL
Level 4	Immediate Danger	Emergency services	Anyone



5. Risk Register & Control Measures

We have identified the following risks. Please use the associated control measures to mitigate them.

Risk	Likelihood	Impact	Control Measures
Lost Child	Medium	High	Wristbands, signage, trained staff
Vulnerable Adult Distress	Medium	Medium	Welfare area, trained volunteers
Disclosure of Abuse	Low	High	DSL, reporting procedure
Volunteer Misconduct	Low	High	DBS, code of conduct
Online Exploitation	Low	Medium	Social media policy

Risk	Likelihood	Impact	Control Measures
Radicalisation Concern	Low	High	Prevent awareness training

6. Communication & Conflict

Radio Use

Use your radio for:

- Traffic backing up onto the main road.
- Approaching emergency vehicles.
- Unauthorised access or safety concerns.
- **Breaks:** Marshalling is tiring. If you feel less alert, radio for a break immediately.

Conflict Situations

If a driver becomes aggressive or argumentative:

1. **Do NOT engage** or enter a debate.
2. **Step back** from the vehicle.
3. **Call** Event Lead or Security.

7. Prohibited Actions (The "Absolutely Not" List)

- **DO NOT** stand in vehicle turning areas.
- **DO NOT** allow cars and pedestrians through at the same time (**Two-Gate System**).
- **DO NOT** leave barriers unattended.
- **DO NOT** use your body as a barrier.
- **DO NOT** guess—if you aren't sure a path is clear, don't signal the car forward.

Final Word

Before letting any vehicle move, use the **Double Check Rule**: *Look left, look right, and look again.*

This is a shared space. People are excited and drivers are often confused. Your calm presence prevents a small-scale apocalypse. **Be clear, be visible, and be safe.**

Volunteer Declaration: *By wearing this hi-vis vest, you confirm you understand your role, will follow these safety procedures, and will—under all circumstances—Not Panic.*

GUGG ARTS: Integrated Safety, Safeguarding & Operations Manual

Scope: Traffic Management, Marshal Safety, and Safeguarding Integration

Traffic management at GUGG ARTS events (including the **Don't Panic Festival**) is defined as a multi-agency compliance function. It is not merely logistical; it is:

- **A Safeguarding Function:** Protecting vulnerable road users.
- **A Public Safety Function:** Managing the interface between high-mass vehicles and pedestrians.
- **A Legal Compliance Function:** Adhering to Road Closure Orders (RCO).

Core Definition: Traffic marshals are formally designated as **Frontline Safety Personnel** within the GUGG ARTS safeguarding system.

MARSHAL STATUS & LIMITATIONS

To ensure operational clarity and insurance compliance, the status of a Traffic Marshal is defined as follows:

Authorized Roles	Prohibited Roles
Event Safety Stewards	Law Enforcement / Police
Safeguarding Ecosystem Guardians	Traffic Enforcement Officers
Event Control Representatives	Physical Vehicle Interceptors

THE SAFEGUARDING PRIORITY PRINCIPLE

GUGG ARTS formally adopts a **Pedestrian-First** hierarchy. This policy aligns with the UK Highway Code and Event Safety best practices.

Hierarchy of Care: Pedestrians and vulnerable persons take absolute priority over vehicles at all times.

Traffic Risk as a Safeguarding Threat

Traffic risk is recognized as a primary threat to:

- **Minors:** Due to height visibility and unpredictable movement.
- **Neurodivergent Individuals:** Due to sensory overload or different spatial processing.
- **Older Adults:** Due to reduced mobility or reaction times.

Operational Mandate: Marshals must prioritize **Safeguarding-First principles** over traffic flow efficiency.

CONTROLLED VEHICLE MOVEMENT PROTOCOL (CVMP)

Vehicles may only proceed when the following four-point check is completed:

1. **Full Stop:** Vehicle is stationary at the designated Stop Line.
2. **Marshal Verification:** Credentials/Tickets are visually confirmed.
3. **Route Clearance:** The pedestrian lane is confirmed 100% clear.
4. **Authorized Signal:** Marshal provides a clear "Proceed" gesture.

Speed Restriction: A mandatory site-wide limit of **walking pace (5mph)** is enforced.

PEDESTRIAN & VEHICLE SEPARATION (PVS)

To minimize the risk of collision, strict physical separation is mandated:

- **Infrastructure:** Use of physical barriers or weighted cones.
- **Spatial Standards:** A minimum **1.5m width** for pedestrian-only lanes.
- **The Two-Gate System:** In high-traffic areas, vehicle and pedestrian gates must operate independently.

NON-NEGOTIABLE: Vehicles and pedestrians must **NEVER** move simultaneously within the same shared operational space.

CRITICAL SAFETY & PPE STANDARDS

Mandatory Requirements

- **Safe Zones:** Marshals must remain behind physical barriers or in designated flanking zones.
- **PPE:** High-Visibility clothing must meet **EN ISO 20471 Class 2/3** standards.
- **Situational Awareness:** 360-degree visual scanning is required at all times.

Prohibited Actions

- **NO** stepping into live traffic lanes.
 - **NO** standing in the direct path of moving vehicles.
 - **NO** use of physical force or "body blocking" to stop traffic.
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HUMAN FACTORS: FATIGUE & CONFLICT

Fatigue Management

Fatigue is a safety risk that directly impairs safeguarding judgment.

- **Rotations:** Regular shifts and mandatory breaks.
- **Self-Reporting:** A "No-Blame" culture for reporting exhaustion or loss of focus.

Conflict Resolution & Disengagement

In the event of driver aggression or non-compliance:

1. **Disengage:** Cease verbal communication.
 2. **Retreat:** Move to a safe, barriered position.
 3. **Escalate:** Radio Event Control/Security immediately.
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RADIO PROTOCOL & ESCALATION

All Traffic Marshals must maintain active radio contact. The escalation route is:

Marshal → Event Control → Safety Officer / Designated Safeguarding Lead (DSL)

SITE SETUP STANDARDS

A site is not "Live" until the following equipment is in place and inspected:

- **Signage:** "Road Closed" (Reflective), "Access Only," and "Caution: Marshals."
 - **Barriers:** Full-width physical barriers weighted with sandbags.
 - **Layout:** Clear "Stop Line" and vehicle funneling cones.
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THE "DOUBLE CHECK" RULE

Before any vehicle is permitted to move, the Marshal must perform the **Triple-Look Check**:

1. **Look Left:** Check for approaching pedestrians.
 2. **Look Right:** Check for cyclists or secondary vehicles.
 3. **Look Again:** Specifically check blind spots for children or pets.
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CULTURAL INTEGRATION & TRAINING

The GUGG ARTS ethos is "Calm, Human, and Serious." A calm marshal prevents escalation.

Training Requirements

Prior to deployment, all marshals must complete:

- **Site Induction:** Layout and emergency exit locations.
- **Safeguarding Level 1:** Basic awareness and reporting.
- **Emergency Protocol:** Procedures for Blue Light (Emergency Vehicle) priority.