

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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

I/We

Simon Griffiths

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

Part 1 – Premises details

Coedarhydyglyn, St Nicholas			
Post town	Cardiff	Postcode	CF5 6SF
Telephone number at premises (if any)			
Non-domestic rateable value of premises		£ domestic Band I	

Part 2 - Applicant details

- | | |
|--|-----------------------------|
| Please state whether you are applying for a premises licence as | Please tick as appropriate |
| a) an individual or individuals * | please complete section (A) |
| b) a person other than an individual * | |
| i as a limited company /limited liability partnership | please complete section (B) |
| ii as a partnership (other than limited liability) | please complete section (B) |
| iii as an unincorporated association or | please complete section (B) |
| iv other (for example a statutory corporation) | please complete section (B) |
| c) a recognised club | please complete section (B) |
| d) a charity | please complete section (B) |
| e) the proprietor of an educational establishment | please complete section (B) |
| f) a health service body | please complete section (B) |
| g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales | please complete section (B) |
| ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within | please complete section (B) |

the meaning of that Part) in an independent hospital in England

- h) the chief officer of police of a police force in England and Wales please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or

I am making the application pursuant to a

statutory function or

a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname			First names		
Date of birth		I am 18 years old or over		Please tick yes	
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname			First names		
Date of birth		I am 18 years old or over		Please tick yes	
Nationality					
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

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

Name DAISI LTD
Address 2 Hensol Villas, Hensol, CF72 8JZ
Registered number (where applicable) 1115126
Description of applicant (for example, partnership, company, unincorporated association etc.) Limited Company
Telephone number (if any) [REDACTED]
E-mail address (optional) info@welshfest.com

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
2	7	072018

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

DD	MM	YYYY
2	9	072018

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

Out door fields on a Private residential Estate in its surrounding land area.

The proposed event is a 3 day outdoor live music festival with camping available.

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

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

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) **live music** (if ticking yes, fill in box E)
- f) **recorded music** (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

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

Supply of alcohol (if ticking yes, fill in box J)

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 4)	Both	
Tue					
Wed					
Thur			State any seasonal variations for performing plays (please read guidance note 5)		
Fri					
Sat					
Sun			Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 6)		

B

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 4)	Both	
Tue					
Wed					
Thur			State any seasonal variations for the exhibition of films (please read guidance note 5)		

Fri			<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 6)
Sat			
Sun			

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)
Day	Start	Finish	
Mon			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Tue			
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 6)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon			<u>Please give further details here</u> (please read guidance note 4)	Both	
Tue					
Wed				<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)	

Thur			
Fri			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 6)
Sat			
Sun			

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	X
				Both	
Day	Start	Finish			
Mon			2 X OPEN AIR LIVE STAGES WHERE THE PRODUCTION TEAM WILL FLIP FLOP BETWEEN ACTS		
Tue					
Wed			State any seasonal variations for the performance of live music (please read guidance note 5)		
Thur					
Fri	4pm	12pm	Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat	12pm	12pm			
Sun	12pm	12pm			

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	X
				Both	
Day	Start	Finish			

Mon			1 X STAGE WITHIN A MARQUEE
Tue			
Wed			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)
Thur			
Fri	2pm	2am	<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 6)
Sat	2pm	2am	
Sun	2pm	2am	

G

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon			<u>Please give further details here</u> (please read guidance note 4)	Both	
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Mon				Outdoors	
				Both	
Tue			Please give further details here (please read guidance note 4)		
Wed					
Thur			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5)		
Fri					
Sat			Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)		Indoors	
Day	Start	Finish		Outdoors		
Mon				Both		X
Tue				ALCOHOL PURCHASED FROM INSIDE A MARQUEE AND CONSUMED ON SITE FOOD SERVED FROM OUTDOOR HOT FOOD VENDOURS.		
Wed						
Thur			State any seasonal variations for the provision of late night refreshment (please read guidance note 5)			
Fri	12pm	2am	Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 6)			
Sat	12pm	2am				
Sun	12pm	2am				

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J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)		On the premises	X
					Off the premises	
					Both	
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5)			
Mon						
Tue						
Wed						
Thur						
			Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6)			
Fri	12pm	2am				
Sat	12pm	2am				
Sun	12pm	2am				

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name Simon Griffiths
Date of birth

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			<u>State any seasonal variations</u> (please read guidance note 5)
Day	Start	Finish	<u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 6) Some attendees will be camping for the full weekend. Arriving 12pm on Friday and leaving 12pm on Monday.
Mon	Midnight	12pm	
Tue			
Wed			
Thur			
Fri	12pm	Midnight	
Sat	12am	Midnight	
Sun	12am	Midnight	

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

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

Organise on site security personel and infrastructure to make the site safe for the public.

Train all other staff and other personel on site in public safety.

Liase with security, other personel and external contractors on site public safety.

Document all objectives and procedures realting to public safety.

Liase with police and emergency services if necessary.

b) The prevention of crime and disorder

Capacity

Maximum of 4999 individuals on site at any given time. This includes approximately 500 site personnel and performers.

While a granted licence would permit attendees of up to 4499, we do not anticipate these numbers exceeding 2500 for WelshFest 2018 including all personnel on site.

1.1 Opening Times

1.11 Day Ticket Holders

Friday 27th October 2018 - 12pm – Midnight

Saturday 28th October 2018 - 10am – Midnight

Sunday 29th October 2018 - 10am – Midnight

1.12 Weekend Ticket Holders

Attendees who are camping have 24 hour access to the site from 12pm Friday 27th July 2018 until 12pm Monday 30th July 2018. There is provision for camping for up to 1500 attendee's.

1.13 Bars

The bars will be open from 12pm until 2am on Friday Saturday and Sunday. 27th - 29th July 2018.

1.14 Entertainment

The live music will run from approximately 4pm until Midnight on Friday and 12.30pm until Midnight on Saturday and Sunday. Recorded Music will be played in just one of the marquees with a finish time of 2am.

1.2 Tickets

Tickets can be purchased online and on the day. Ticket Sales to be monitored leading up to and during the Event Weekend. The total number of tickets sold may result in a maximum of no more than 4500 attendees on site at any given day.

1.21 Ticket Sales Policy and Conditions of Entry

The promoters reserve the right to refuse entry to any persons attempting to gain access to the festival if they are deemed a risk to the safety of other attendees. This includes any persons in a state of inebriation or carrying such items as glass, candles, knives, fireworks, long poles, animals or smoke canisters. The promoters and their partners reserve the right to search bags at their own discretion.

Weekend Ticket holders are permitted to bring alcohol to be consumed outside of the main arena, food and cooking equipment to include camping stoves and or disposable BBQ's. No other gas appliances are permitted on the campsites. No cooking is permitted in tents.

Day ticket holders and weekend ticket holders are not permitted to bring alcohol or

cooking equipment into the main arena. Water or non alcoholic drinks up to 500ml in sealed containers is permitted.

1.22 Premises Licence Holder Information

The DPS is held by Simon Griffiths of Wandering Food Catering & Bar Services. Details below:

Simon Griffiths, [REDACTED]

Licensing Authority: Rhondda Cynon Taf Borough Council

1.3 Attendee Profiles

Adult Age Range 18 – 65

Families with children from 0 upwards.

It is also anticipated that there will be an audience of under 18's attending. **Part 2.2** of this document includes the restrictions upon entry of younger persons.

2.1 Prevention of Crime & Disorder

2.11 Crime Reduction

The event security are on hand to deal with potential crime and disorder issues. Security Personnel are placed at the Bar, Pedestrian Access Points, in the campsite over night and form part of a rapid response team. Placement plans are available to the authorities on request.

Security Personnel to be provided by **Rocket Security Services Ltd**

WelshFest will employ a number of security guards based on the number of tickets sold. Security personnel will be on site 24 hours a day. Fortunately the security company employs local security personnel so additional staff can be brought to the site if more tickets are sold on the day of the event.

A minimum of 8 and a maximum of 25 security personnel on site. 1 security personnel to every 200 people on site.

Stewards are also on site 24 hours at points in the Main Arena Perimeter, Pedestrian and vehicle Access points, the campsite and car park. Placement plans are available to the authorities on request.

All security and site personnel are to sign in and sign out with their name/ ID badge number if applicable and report any incidents that have occurred. Records of this are to be made and kept for inspection.

2.12 Drugs Policy

WelshFest operates a zero tolerance on illegal drugs. Most bags will be searched by

security at their own discretion at the pedestrian access point tables into the Main Arena. Patrolling Security staff will be on the look out for drugs misuse in the Main Arena and perpetrators ejected from the site with the police being called if necessary.

2.13 Sale of Alcohol Policy

The DPS will be onsite at all times when alcohol is being served. Tokens can be exchanged for alcoholic drinks to prevent large amounts of cash being held behind the bars. No alcohol will be permitted to be brought into the main arena from outside or from the campsite. Stewards and security will recognise this at the pedestrian access point into the Main Arena. A challenge 21 policy will be in place along with posters being displayed in the bar areas. Any individuals appearing under 21 will be asked for ID. Any person deemed intoxicated will not be served alcohol.

Bar Staff will be suitably trained to recognise under age persons and be aware of what age ID cards are acceptable. SIA security will be on hand to deal with any issues that arise from the refusal of sale of alcohol.

2.14 Anti Social Behaviour

Patrols of the Main arena will take place during arena opening hours to deter anti social behaviour. At night, security will patrol the campsite to prevent and respond to anti social activity.

c) Public safety

2.3 First Aid

Medical cover will be provided by:

EFAMS – Event Medical Services

Provider to give matrix of provision.

All incidents to be reported and documented in the accident book stored at the Event RV Point.

2.4 Temporary Structures

Outdoor Stages – Erection of outdoor stage structures is carried out by reputable stage provider with proven safety track record. Provider has supplied The Event Site Manager with Risk Assessments pertaining to the stage structure.

The details of these structures shall be notified to the ESAG prior to erection on site.

Glass

The public have been advised via our event website that no glass bottles are to be brought into the event. Reminders are also advised by email close to the event of do's and don'ts at the festival including the ban on glass containers.

In addition to this Security and Stewards are present at Pedestrian entrances to the event arena to prevent bottles from being brought in. A large bottle bin also in place at these entrances to quickly dispose of any bottles attempting to be brought past the entrances.

Independent Caterers on site have been instructed not to bring any glass serving

containers for use by the public into the site. The catering Manager will be carrying out checks of all catering stalls prior to the gates opening.

2.5 Main Arena Perimeter Security

To prevent unauthorised access to the Main Arena there are a number of measures in place. 2m Steel Security fencing borders much of the perimeter as shown. There is also a 16 feet perimeter wall at the south end of the main arena. Additional Stewards to be placed as shown 24 hours a day. Much of the site is bordered by thick foliage making access extremely difficult for unauthorised persons. While no perimeter is 100% impenetrable, this natural barrier forms a boundary superior to steel Security fencing.

2.6 Electrical Systems

Part of the event team includes a qualified electrician who is to inspect and test all electrical installations and connections. This includes power for traders/catering, all site lighting and the bar areas. This member of the team is onsite 24 hours throughout the weekend.

Petrol generators will not be permitted on site or on any elements of the festival.

Diesel generators will be provided for the festival by Pal Hire Ltd.

The ESO will inspect the condition of the generators and ensure that fire-fighting equipment (1 CO₂ 2kg extinguisher/1 foam 5kg extinguisher) is provided prior to use.

All electrical installations and equipment used will comply with the general requirements of the Electricity at Work Regulations 1989, i.e. installed, tested and maintained in accordance with the latest edition of the Institution of Electrical Engineers "Regulation for Electrical Installations" and other relevant guidance. Regard will be paid to HSE Guidance Note GS50: "Electrical Safety for Place of Entertainment". Temporary installations cannot fully comply in all respects with the IEE Regulations and details of variances will be provided.

All work will be carried out under the control of a competent electrician who will remain on site whilst the public are present. This person will provide electrical certificates in a form prescribed in the IEE Regulations prior to the public being given access to areas of the site. Copies of these certificates will be obtained by the Event Safety Officer (ESO) and made available to the local authority on request. Prior to the festival opening, the ESO will inspect the site and ensure that appropriate fire fighting equipment has been installed.

As the festival progresses into the hours of darkness additional lighting is required. Marquees and other temporary structures will be fitted with appropriate levels of emergency exit signage and non-maintained emergency lighting. These emergency lighting systems will be thoroughly tested prior to the audience entering the site.

Any other suspended lighting apparatus will be fitted with suitable safety chains.

Hand held tools should, where possible, be 110v or battery operated. Where this is not

possible and for other hand held equipment residual current devices having a 30mA tripping current and a maximum operating time of 30 milliseconds will be used. Test buttons will be incorporated.

2.7 Gas Safety

The Festival Organisers will ensure that LPG cylinders are located in a safe secure and well ventilated place, where they cannot be interfered with, can be kept upright (with valve protection fitted), are away from sources of ignition and /or readily ignitable materials, and are away from any corrosive toxic or oxidant materials.

Each caterer should be only permitted 1 spare LPG cylinder with the unit, for each cylinder in use unless this amount is considered to be excessive on site. This level of provision should be sufficient for the duration of the Festival.

It is required that all caterers submit certification to the effect that their LPG installations were installed and have been inspected by a GSR engineer in the 3 months preceding the Festival.

Piping conveying gas or flammable liquid should be as far as practicable, of rigid material. Any necessary piping should consist of material suitable for the gas or liquid being conveyed, adequately reinforced to resist crushing and withstand the maximum internal pressure to which it may be subjected.

Any connections to the flexible piping should be of an approved pattern (i.e. screwed or otherwise secured to prevent accidental disconnection).

On-site inspections will be undertaken by the Catering Manager

3. Crowd Management

Please see Plan

3.1 Arriving at WelshFest

Individuals can arrive at the event either by own vehicle or by public buses/taxi.

Individuals arriving own vehicle –

Once parked, individuals will be directed by signage and stewards if necessary to the Sign in Tent as marked. Upon arrival at the sign in tent, individuals are wrist-banded and directed to either the Campsite as marked and/or the Arena pedestrian Entrance point B as marked. Pedestrian Entrance point B into the main arena is to be clearly marked with large banner no less than 5 metres above ground level. After dark the Car Park and Arena Pedestrian Access B point to be lit by the way of lighting tower masts powered by diesel generator.

Individuals arriving by bus –

Signage will direct individuals from the bus stop. They enter the site through pedestrian access point A. They will be directed by signage and stewards if necessary to the Sign in Tent. Upon arrival at the sign in tent, individuals are wrist

banded and directed to either the Campsite as marked on plan and/or the pedestrian access point B as marked on Plan.

3.2 Leaving WelshFest

Pedestrian Exit Point B from the Main arena to be clearly marked with large banner no less than 5 metres above ground level. This banner is to be visible from all areas of the main arena. Most attendees are likely to leave the Arena after dark. Exit point and signage is to be lit by the way of lighting tower masts powered by diesel generator. In addition fountain lighting will mark a clear path way from the main arena to Exit Point after dark.

3.3 In the Main Arena – Shaded Area

Attendees must wear a wristband to pass security at Pedestrian Access Point B. Once through pedestrian access point B' WelshFest attendees will have access to all areas within the festival arena boundaries.

4. Emergency Procedures

Action in an Emergency

CONDITION AMBER

When a potential incident or an emergency situation is reported to the event manager and it has the potential to escalate into an emergency incident, the event Manager will seek to establish the nature of the incident, and obtain a clear and comprehensive details pertaining to the incident from the person initiating the report. An assessment of the information received will take place and the Head of Security or relevant zone manager will be informed of the information relating to the potential incident.

The Zone Manager will advise the necessary site personnel on the initial action to be taken in advance of a change to the Alert Condition.

The Site Manager, having been briefed on the situation, will immediately go to the location as directed in order to establish the type of incident, the response and assistance required, the extent of cordon to be implemented and the scale of emergency situation developing.

Head of Security is to proceed to the Event Manager and if necessary to brief the emergency services on the information available. The Head of Security may either order an immediate change of Security Condition if the situation warrants it or wait until he has agreed a change with the Event Manager.

In either case he will brief the zone manager, who will communicate the change to all relevant personnel.

Control will initiate radio silence except for emergency traffic. All zone managers not

involved with the incident are to standby for further instructions from the event manager. All Radio holders are to await instructions from control.

The Event Manager is to notify all interested parties of the exact location of the incident by means of a grid reference from the common grid map.

If it appears that the emergency may require a local evacuation of a designated area, the event manager will instruct all stations to "Standby for Local Evacuation". Control could instruct all points of entrance to reduce their flow rate into the affected area. If the situation continues, then the Event Manager will inform all entrance points involved with the incident to close and direct public to another location.

All exit & entry points are to prepare for possible closure depending on the location of the incident by arranging for all obstacles to be removed for pedestrian exit. The delay to event entry is to be notified to members of the public waiting to enter on the outside of the screening areas or designated barrier points. This is to be done either by means of the public address system from the entrance points.

Site Security and Stewards are to ensure that public are removed from obstructing emergency vehicle access to the incident area. All public roads, which facilitate emergency services access to the RV point, will be cleared were possible.

Personnel at the vehicle entrance point must await the arrival of the emergency vehicles and remain in contact with the Site Manager to ensure that entrance point is secure. Security personnel at the vehicle entrance Point is to be equipped with a detailed site plan and is to ensure that they have a clear appreciation of the situation in relation to the location of the emergency.

Once an incident has been contained and the head of security or zone manager has declared condition green, security control will inform all relevant people and instigate normal operating procedures. Only the site manager can instigate the stand down procedure.

CONDITION RED

Declaration of Condition Red

If an incident escalates and requires a local or full-scale movement of people away from an incident to a place of safety, all communications will be co-ordinated by the event manager, head of security and the stewards manager. Security resources will be used to help contain the incident and prevent it from escalating. If the severity of the incident is such that Emergency Services assistance may be required, the event site manager is responsible for deciding whether or not to declare a major incident. If a major incident is declared all spare security personnel will be co-ordinated by the head of security.

Action by Head of Security

On Declaration of Condition Red, Head of Security will immediately instruct Security Control to implement the following.

Communicate Condition RED to all parties.

Take action via the event site manager to stop the performance in accordance with the show Stop Procedure if required

Action by the Event Site Manager

When instructed to Activate Condition Red Procedures, the Site Manager is to:

Instruct all security personnel to prepare for a potential evacuation of a designated area, by using the appropriate codeword's.

Instruct all staff on radio channels to maintain radio silence.

Instruct Zone Managers and Supervisors to prepare all exit and entry points for egress.

Detail the designated Manager/Supervisor to prepare the Emergency Services RV point.

Designate a Steward to direct Pedestrian traffic outside the screening area to a safe holding area.

Incident area is to be cleared and secured to preserve all evidence in case police implement a criminal investigation; all members of the public are to be directed to a safe holding area.

Deploy staff to secure the crime scene

When so instructed by the Head of Security or the Event Site Manager activate the public address system to assist in moving people away from the incident location.

Action by Vehicle Entrance Point Security

When advised by Event Site Manager to prepare the Entrance point, the entrance security is to:

Prepare and secure the Entrance Point for the Emergency Services and clear the emergency vehicle access routes to the entrance point if possible.

Deploy staff to direct the emergency services from the RV point to the incident via the safest route, taking care to avoid conflict with the designated evacuation routes.

Assist the Emergency Services in the allocation of parking.

Action by All staff

Once an evacuation or movement of public to a place of safety is initiated by Event Site Manager, we direct public to a safe location as directed and are supported by the public address emergency broadcast message to clear members of the audience to a safe holding area.

Managing the Situation

Performing artists within the immediate area of the problem will be directed to stop their performance by means of the Show Stop Procedure, until the incident is under

control and clearance has been granted to resume the show.

If it is necessary for the emergency services to attend the incident area then The Event Site Manager is to ensure that an escort team is detailed to await their arrival and direct them to the incident area. All personnel involved with the incident or it's management must remain at immediate notice to react should the incident escalate. Event Site Manager will monitor the incident area until the incident is over.

Returning to Normal

Once a local evacuation has been carried out and the situation has been resolved, measures must be put in place to prevent a recurrence of the situation before the public are allowed back. This area must be carefully monitored for the next 60 minutes to ensure the safety measures are effective and the situation is not going to recur.

FULL EVACUATION

The Evacuation Message

When time allows and all appropriate parties and emergency services have been consulted regarding an incident and agreement has been reached to implement a full scale evacuation of the Festival Arena, Security will implement the agreed site-operating procedures following the standard operating instructions. A standard emergency message asking members of the public to leave Festival Arena will be broadcast over the public address system continually, until the event area is clear of all members of the public.

Action by the Head of Security

When the decision has been made to carry out a full evacuation, the Head of Security will take the following actions to assist the Emergency Services.

Advise site medical services on casualties and locations and arrange assistance where necessary with removal of casualties.

Arrange for a public information point and holding area to be set-up for missing persons.

Create a media holding area and arrange for information to be relayed by emergency services once available to the Media. Arrange for a film crew holding area including all mobile vehicles.

Arrange for temporary electrical supply if required and arrange for electricians to supply emergency lighting.

Action by All Security Staff

All Security and stewarding Staff are to use their common sense, following the guidance below:

Security and stewarding personnel are to implement all requests from the security control as best they can.

Security and stewarding staff are to assist in preventing members of the press and public from walking over the incident area.

Security and stewarding personnel are to direct all enquiries for casualty information to a location advised by the emergency services, once available.

Security and stewarding staff are to prevent vehicle movements by vehicles other than emergency service vehicles

All points of entrance are to be secured and manned by Security, once the evacuation has been carried out. All staff will be instructed to report to their supervisor at the RV point to be accounted for.

Site security is to maintain all evidence and keep the incident area sterile until the police are in a position to assume control of the incident area.

Re-admission Policy

The Event Liaison Team will decide on the policy of re-admission into the event area once all areas have been assessed safe to be occupied.

Conclusion

It is essential in an emergency, that communications are clear, concise and coordinated by a central control point to ensure accountability and clarity. In any emergency, effective action is required in the first few minutes, if lives are to be preserved. Once the emergency plan has been implemented, it is critical that all services and security personnel work together as a team, which is the ethos of this plan. Instigation of a major incident plan is under the control of the event liaison team.

See Plan

An emergency service response RV area will be established as shown. From there the operational commander/Site Manager will task and control the response to any emergency.

The emergency vehicle blue route allows access to the main road A48 from one end of the site to the other as shown, vehicle access points 3 and 4. If an emergency response vehicle is required on site then they will be met by our stewards Manager at either Vehicle Access point 3 or Vehicle Access Point 4. Whichever is closest to the incident. The emergency vehicle will be guided through the crowd by additional onsite stewards controlled by the Stewards Manager via radio communication if necessary.

Stewards, Security and other personnel carry radio communication to enable them to respond in the event of an emergency at any location on the site. Stewards, Security and other personnel are provided with laminated map of site and briefed to include locations pre referenced on site plan to allow effective communication of an

emergency location back to RV point so a response can be immediately issued.

4.1 Medical Emergency

Medical team will attend the scene and emergency operational command will move to them. They will attend to the person/s requiring medical attention. If an ambulance is required, the medical team will call the emergency services. The stewards Manager will liaise with the medical team and contact stewards at vehicle access points to allow safe navigation of an ambulance through the site via the blue routes as shown.

4.2 Fire Emergency

All site personell to be briefed on Fire Emergency Procedures

The fire is reported, the message will include the location and reference of the fire on the site.

A Fire Marshall will attend the scene and emergency operational command will move to him. He will either put the fire out or if the Fire Brigade is required, the Fire Marshall will alert the Fire Brigade. The Fire Marshall will liaise with the Stewards Manager who will contact stewards at vehicle access points as shown to allow safe navigation of a fire engine through the site via the blue routes as shown. The steward for the area concerned will evaluate the situation and immediately evacuate the area affected by the fire.

4.3 Site Evacuation

See Appendix 1

All site personnel to be briefed on site evacuation procedure.

Triggers:

Severe Weather

Terrorist Attack

Bomb Threat

Fire

EMERGENCYPROCEDURES & EVACUATION PLAN

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Emergency Plan

In the event of a major incident developing it may be necessary to evacuate the Festival site or individual areas of it. The process of emergency site evacuation carries its own risks and must therefore only be undertaken when absolutely necessary. The event team, accept that they are normally responsible for dealing with most emergencies that could occur and can take the appropriate decisions. The decision to partially or fully evacuate the site, will however be made on the basis of the event team and multi- disciplinary evaluation of the prevailing conditions at the time on the Festival site.

It is impossible to predict every eventuality that could necessitate the evacuation of the Festival and it is not possible to specify for every eventuality how an evacuation would take place. This plan therefore sets out the framework for action in the light of the Festival layout.

Evacuation Plan

In the event that an incident occurs: (eg temporary structure collapse, severe weather conditions, crowd disorder, fire or bomb alert etc) stewards/police will report this immediately to the Event Site Manager .

Notifications made by members of the public will be routed via stewards or the emergency services to the same location. Any notifications made by site personnel will be made using the coded messages below in order to avoid panic. Notifications through the emergency services should also be routed to the Event Site Manager for action.

A complete list of key on site personnel with details of their responsibilities, together with details of the key emergency services and local authority contact is appended to this plan.

The Event Safety Officer (ESO) in conjunction with the emergency services will evaluate the information. Having received notification of an incident or situation the notification will be passed to the appropriate person for action.

The final decision to stop the entertainment and evacuate the Festival site in the event of an emergency will lie with the Event Team.

Bomb Threat

If the reported incident is a bomb alert the police will be asked to consider the validity of the alert and advise on action before an evacuation is considered.

Festival or stewarding staff identifying suspect packages should ensure that, where possible, the package remains under surveillance and is not disturbed, whilst a message is relayed to Event Site Manager. Persons notifying suspect packages should not use their radios or mobile phones to make the notification within 100m of the package.

Other Situations

Other situations will need to be evaluated on their merits.

Alert Status

During the evaluation process stewards Manager will be instructed to put the area on Amber Alert using the coded radio messages. Stewards will secure the area concerned to prevent additional persons entering the area. Sound system staff will prepare to turn off music on the sound systems and prepare to issue evacuation instructions via the Festival PA where appropriate.

The best evacuation route will be determined based on the nature of the incident so that it can be advised to stewards and emergency services.

The public will be advised to evacuate the area using the message indicated below over the stage PA systems,

Stewards will then help disperse the crowd away from the affected area and will secure the site and prevent re-entry until the all clear is given.

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Flood Plan

The Festival Event team will liaise in advance of the event with the emergency services if the threat of flooding to the site is identified in advance of the Festival taking place.

The weather forecast will be monitored in the weeks leading up to the Festival to ensure that any risk of flooding is identified in advance.

If a serious risk of the Festival site flooding is identified then the Festival will be cancelled. Communication to the Festival attendees will be electronically, via the local & national Press, via the local radio station and the Festival website.

If the event of the Festival site flooding whilst the Festival is open then the Event Team will meet and identify where on the site is appropriate for the attendees to be evacuated to.

Dealing with an incident

Patients may self present or the team will be asked to respond to a location by the Event Site Manager. It is important to inform ASAP with information about the incident and if any special equipment or transport crew are required.

Minimal treatment should be carried out in the field; patients should be brought back to the medical facilities on site for further treatment. The transport team is available to collect patients from around the perimeter of the site.

A patient record form must be completed for patients treated and discharged or recorded on the minor treatment form contained within the response bag.

Briefing Format

Register staff for duty to check everyone is there and to know who is on site.

Inform staff about expected numbers of public and any police intelligence information available.

Handout required personnel equipment for the day and assign staff to their locations.

When on site issue hand held radios to necessary staff ensure all are on Event 1 channel and make sure everyone is familiar with the radio & earpieces.

Call sign sheets on clipboards, ensure everyone is familiar with how to communicate to the necessary locations and people.

State the importance of carrying out a radio check to Medical Team and to report any failures in communication to them immediately.

Issue Ear plugs to all attending staff and stress the importance of self health and safety issues including the application of sun cream when necessary and gaining sufficient food and fluids. It is as much the individual's responsibility for these areas as it is the Ambulance service to make sure these areas are covered.

5. Road Traffic Management

See Plan

5.1 Offsite

There should be minimal impacts on the road networks due to the capacity of the event being capped at 4999. The number arriving and leaving the event site will be distributed throughout the 3 days due to day tickets also being sold for the Saturday and Sunday only.

Vehicles entering the site will be directed onto Main Car Park with Signage from the A48 road in both directions marked as 'S'. Vehicles will enter the site Car Park Vehicle Access Point 2. Vehicles will leave the site at Vehicle Access point 1. Signage will be placed along the road at points 'S' as shown to warn other traffic of vehicles joining the main road.

Artists and other personnel will enter the site at Vehicle Access Point 3 and leave the site at Vehicle Access Point 3. Signage is also marked at points 'S' to warn traffic in both directions. Further signage to be placed after the cross road at culverhouse cross to warn traffic entering the A48 towards Cowbridge of potential Event traffic arriving at Vehicle Access Point 3.

5.2 Main Car Park

Attendee traffic coordinated into spaces and directed to exit when vacating by Stewards and signage. A steward to be placed at Vehicle Access Point 1 to assist with

safe exit of vehicles from the Car Park. At this point vehicles will be ordered to turn left on to the main A48 to avoid the risk of collisions with traffic coming in the other direction.

After Dark vehicles will exit the Car park at vehicle Access Point 1. The Exit sign to be well illuminated.

Experienced Stewards and Car Park Marshals provided by the WelshFest Event team.

5.3 Main Arena

When necessary, Artists Equipment/Crew vehicles directed along the yellow route from the Artists Entrance (Vehicle Access 3) as shown. The yellow routes are bordered by security fencing. Between 2 points marked X is a pedestrian through route to access the Fair Ground area, Stage F and other attractions. Pedestrians and Artist vehicles using the yellow route to be controlled by two Stewards at this point to prevent the chance of collision between vehicles and pedestrians when vehicles passing.

6. Severe Weather & Event Cancellation

Pre Event Cancellation will be triggered a week before the event if the staging and sound equipment cannot be set up due to wet weather. All ticket buyers/attendees will be informed by email and social media.

6.1 Wet Weather

During periods of bursts of intermittent rain fall, event marquees will provide temporary shelter, though if the rain looks to be extended and heavy, the Festival Management Team will discuss whether to carry on or close the event. The land owner will be consulted as to the conditions of the ground. As shown in blue track matting will be laid in key bottle neck/high risk areas. The relevant contractor will be on call if more is required as the event unfolds. Tractors will also be available to pull vehicles should they become stuck.

6.2 Strong Winds

Should the wind speed approach 30 MPH, then a close watch will kept on the site and the "on call" teams from the Marquee Company and the Main stage team will be alerted and asked to be on standby, should the site need to be cleared and the Marquees Dropped. Should the wind speed threaten the integrity of any small gazebos then these will be dismantled. All companies providing larger commercial marquees will also provide information regarding wind load factors. As with heavy rain, the Festival Management Team will discuss the necessity of closing the event should public safety be threatened. It is the Festival's policy that should strong winds (winds approaching 30 mph) be forecast in the week preceding the forecast date, then an anemometer reading will be taken three times a day. Should calm or very light winds be forecast then no anemometer readings will be taken, but the forecast will be closely monitored. Should wind speeds exceed 30mph then Marquees will be dropped and all precaution will be taken with the stage. Should they exceed 40mph the site will be evacuated.

6.3 Electrical Storms

In the event of a thunder storm with lightning that may be nearby, public will be reminded to stay away from electrical equipment and take shelter until the storm has passed. All metal poles in Marquees will be covered to prevent people touching them during a storm. Public must be reminded of the dangers of camping in a thunderstorm and informed that if they cannot get to shelter or are in their tent then they should crouch with their shoes on and their hands resting on their knees or covering their ears. They should be reminded not to let their knees or hands touch the ground and not to lie flat on the ground. This will be communicated via signage whilst the communications involved with shepherding people to safety.

It is most likely that people will shelter in Marquees during a thunder storm. Whilst these do not offer much protection from Lightning it is most likely that lightning will strike the highest object as it will always follow the quickest route to the ground. Should a storm pass directly over a marquee it is therefore assumed that the central pole will be struck being the highest point and made of a conductive material. This could provide injury or death to a person or persons in contact with the pole. Therefore all marquee poles will be separated from public contact with an insulating material and a barrier. With this precaution taken the Marquees will be a suitable place for shelter in a thunder storm should people not wish to take shelter in their vehicles. Staff may take shelter in the offices around site as these offer protection from electrical storms, even if not grounded. If strong winds occur as well as an electrical storm then marquees will have to be closed and people will be advised to seek shelter in their vehicles. Note that all generators will be earthed.

6.4 Sun Exposure

All event staff, crew and volunteers shall be briefed to wear appropriate clothing and sun block or sun cream. The Compare on each stage will announce a reminder that all attendees should be wearing sun cream and cover any exposed skin and wear a hat in extreme cases. Attendees will also be reminded via the stage and staff that they are welcome to take shelter from the sun in any of the numerous marquees around the site and that free water is available from the Main bar.

If high temperatures and high sun exposure is forecast then the management team will be informed and adequate amounts of sun cream will be made available to the public. Free sun cream is being provided on site by Tenovus Cancer Research Wales

Event Closure The Festival Manager in consultation with key staff will make any decisions on closing part or the entire event during extreme weather. Please see the Emergency Plan for further information.

7. Fire Precautions & Equipment

Firefighting equipment will be provided by EFAMS. The type and location will be decided by EFAMS who have experience in this area by the service that they provide.

The organisers will appoint a fire marshal to deal with fire outbreaks. The fire marshal will be based at the RV point.

The Fire Marshal will undertake a 'Live' risk assessment of the festival site and will also conduct hourly inspections of all areas, for the duration of the festival, of the site and

report back or resolve any potential fire hazards.

Site access for emergency vehicles will be determined by the nature and location of the incident. EVRP and EVLP will be designated and secured by stewards. Paramedics on foot will be escorted by security as required.

All drapes, curtains, marquees and scrim cloths etc for all stages will be certificated to the relevant fire resisting/retardant standard. Samples of cloth will be available for testing upon request.

All groups of catering outlets will be at least 2.5 metres apart with a fencing panel being utilised to provide both separation and a flush face. Catering vehicles and outlets will be required to provide at least one operational 5kg dry powder extinguisher and a light duty fire blanket.

The event organiser will ensure that no flammable liquids, paraffin, methylated spirits, candles, pyrotechnics, or any type of open fire/camp fire is permitted on the festival site (unless being used as part of an authorised concession or entertainment).

The event organiser will ensure that no fire toys are permitted or used on the event site, except when they form part of the authorised entertainment.

Closed containers will be provided in the secure area to the rear of the catering outlets and stalls to accommodate refuse generated during the festival.

Stewards who may be called upon to use fire-fighting equipment will be trained to a suitable standard.

All on-site 999 emergencies will go via the Event Manager. Stewards will be advised of this arrangement during the on-site briefing. Should any 999 calls be made directly by the public, the 999 Centre should communicate with the Event Manager before action is taken.

The Event Safety Officer (ESO) accompanied by the Fire Marshal will carry out a formal documented inspection of all bars, and feature areas etc. prior to opening the festival to ensure that the above is adhered to.

The main stage will be provided with two water extinguishers, two CO² extinguishers and a light duty fire blanket.

All mobile catering vehicles will be equipped with a dry powder extinguisher and a light duty fire blanket.

All generators will be equipped with a CO² and a dry powder extinguisher.

The mixer control position will be equipped with two CO² extinguishers.

Fire points will be located throughout the infrastructure and will be equipped with two H₂O and one dry powder extinguisher. Consideration will be given to abuse of fire fighting equipment by the audience/campers when siting fire points.

Emergency access routes will be established into the main festival site. This will be kept clear of traffic obstacles.

A fire risk assessment will be produced and reviewed on an annual basis in

consultation with the Vale Fire and Rescue Service. This assessment will be produced with reference to the relevant Chapters and sections of the "Event Safety Guide" (HSG195) – A Guide to Health, Safety and Welfare at Music and Similar Events and The Regulatory Reform (Fire Safety) Order 2005 HM Government Fire Safety Risk Assessment Open Air Events and Venues.

This assessment will be provided to Vale Of Glamorgan Fire and Rescue Service four weeks prior to the commencement of the event.

Festival Campsites

Suitable and sufficient welfare facilities will be provided at the campsites, including fire, stewarding, medical provisions, water supply, toilets and lighting. These facilities will be available for the length of time that campers are allowed to remain on the site.

The camping areas are reasonably well drained and level with the grass cut short to minimise the risk of fire spread.

All cut or loose grass will be removed prior to the event to minimise the risk of fire spread.

The sites have been designed to provide suitable separation distances between the tents to reduce the risk of fire and trip hazard.

Cars are not permitted into the campsites. A separate car park has been provided in adjacent fields. Campers, after parking their cars will be given wristbands to enable them to access the campsites.

Stewards will be in place before the campers arrive to assist with the general build-up of the campsites and monitor the key facilities. These stewards will also assist the campsite manager in ensuring that camping is dispersed in the best way over the designated camping areas. These stewards will be in attendance throughout the duration of the festival.

The Campsite Manager has overall responsibility for the site.

Dogs will not be permitted to enter the campsites (except police dogs used within the drugs disruption plan), advance information and publicity has been given to the campers.

The campsites will be designed to allow suitable fire separation distances and emergency access routes. Cars will not be permitted on the campsites and separate car parking areas have been identified as in previous festivals. All campers will also, as in previous years be sent a guide to safe camping.

This advice includes a ban on all cooking in tents, no open fires and flares being allowed onto the site. This will be enforced by the campsite security and all banned items being confiscated for the duration of the festival.

All welfare facilities will be maintained throughout the site 24 hours a day and will be provided for the duration that people are actually on the sites. All facilities will be adequately lit at night.

Refuse receptacles will be provided along the walkways and access ways and also at

conspicuous points such as sanitary facilities. Bins will be emptied on a regular basis to encourage careful waste disposal and reduced the risk of fire.

Vehicular and pedestrian tracks to and through the campsite will be provided to ensure ready access for emergency vehicles and also provide safe routes for pedestrians.

It is expected that a large majority of the people using the campsite will arrive from lunchtime on the Friday of each event and stay over on the Sunday night and travel back on the Monday..

The Festival Organiser will ensure that farm animals are excluded from the campsite for a six week period prior to the Festival opening to the public- (E.coli 0157 can survive for long periods of time).

Car Parks

Suitable and sufficient camping facilities will be made available for all of the Festival attendee's vehicles. Grass will be cut and removed from the car park in advance of the Festival attendees arriving on the site.

The car park areas are reasonably well drained and level with the grass cut short to minimise the risk of fire spread.

All cut or loose grass will be removed prior to the event to minimise the risk of fire spread.

Fairground Rides & Amusements

Certification and Insurance details for all rides will be obtained prior to the festival opening to the public. The HSE and the Event Safety

Officer (ESO) will inspect the fairground installation, and ensure that the fairground conforms to current HSE guidance i.e. HSG 175: Fairgrounds and Amusement Parks: Guidance on Safe Practice.

The risks associated with fairs are well recognised by the HSE and the fairground operators. Solo Promoters will ensure that the operators are well established and experienced showmen who will operate within these guidelines. They will ensure that the rides are properly designed, maintained, and inspected to ensure the safety of those using the ride and that they are suitably fenced and separated to ensure that crowds around the rides are not endangered by their operation.

The festival layout plan will indicate the location of the rides and gaps between them that should be fenced where necessary, to prevent public access through inadequate spaces.

The HSE historically have inspected the fairground for adequate separation of the rides during the planning process and during sighting of the rides to ensure that the agreed spacings are adhered to. The ESO will also check that all rides have valid current engineer's reports and insurance certificates and check compliance with HSE's Amusement Devices Inspection Procedures Scheme (ADIPS).

During the build period and prior to opening, checks will include sighting and

separation, documentation and general visual inspections on the stability of the ride and demonstration by the ride operators of the operability of the rides safety systems. Inspection will also be made of any associated sideshows and catering outlets in respect of safety and hygiene. During the operation of the fair, spot checks will be carried out at random.

The Fairground Manager will ensure that each ride operator instigates and maintains the control measures identified in each rides risk assessment.

The fairgrounds own stewards will exercise general control over the individual fairgroundrides.

The closure of rides and attractions will be considered in relation to the close of the overall festival. The timing of such closures will be planned and communicated to all appropriate parties including stewards and the ride operators.

11. Lighting

11.1 Main Arena

Each day, the event will start in daylight and the sunset time is predicted at 8.30pm. Lighting is likely to be required from 9pm.

Fontoon lighting will be provided shown as Orange Lines. This will allow attendees to safely navigate the main areas of the arena after dark. It will also allow attendees to safely leave the Main Arena after it closes at night so they can reach the Main Car Park and Camp Site.

This lighting will remain on until the Arena closes to the public.

In addition, other lighting will illuminate the main arena from, stalls, bar area, outdoor stages and fairground.

Pedestrian Entrance and Exit Points

Entrance and Exit points to be well illuminated to allow pedestrians to leave the Main Arena Safely.

11.2 Car Park & Campsite.

Lighting on 6m high masts will be placed at the locations shown by a pink square in the Car Park Pedestrian Entrances/Exits and camping area.

These lights will remain on until dawn.

Stewards and security will also carry torches.

11.3 Emergency Lighting

There is an emergency lighting system in place in the event of lighting failure. Each generator powering lighting systems to have an emergency battery in place to temporarily illuminate bulbs until generators are fixed or replaced. This source of power will come on automatically in the event of power failure

9. Toilets

See Plan

Portaloos will be placed at locations marked 'WC' as shown. The exact number of portaloos will relate to tickets sold. Here are the guidelines WelshFest will use. Every 75 women provide a single portable toilet unit. For men, one portable toilet for every 100 and additional urinal for every 100. In addition, one disabled toilet at each toilet location. As these are to be distributed at different locations on site, this number is likely to be almost doubled.

City Loo Hire Ltd Swansea are responsible for delivery, collection and maintenance of portable toilets on site throughout the weekend.

Emptying of the toilets will take place as follows:

Saturday 28th July – 6am

Sunday 29th July – 6am

Monday 30th July – 6am

In addition, city loo hire shall remain on site in the event that the toilets need maintaining more frequently. Our on site Stewards will play a role in maintaining adequate sanitation including provision of:

Anti Bac Gel

Toilet Paper

Emptying of Female sanitation bins.

On Site Waste Disposal/Control

Solid Waste and liquid waste containers will be provided for all catering waste in the secure areas to the rear of and within 30m of all catering units.

A site inspection will be arranged by the site manager and the Environmental Health Department to ensure the locations of solid waste and liquid waste containers are to the satisfaction of the Environmental health department. This will be scheduled in prior to the opening of each area.

The Event Safety Officer (ESO) will monitor the areas to ensure inappropriate levels of waste and combustible items do not build up during the festival period.

WelshFest will provide a number of litter pickers throughout the duration of the festival.

All areas in the immediate vicinity of the site will be cleared of litter. All clean-up staff will be provided with appropriate equipment.

Waste will be cleared from bins and removed after the audience has moved off the site. Suitable waste disposal should be carried out.

Cleaning has been arranged for the Friday, Saturday and Sunday night, in both the Festival site and campsite. A major final clean of the campsite will take place from noon on the Monday after the Festival campsite has closed.

d) The prevention of public nuisance

12.Noise Management Policy

The WelshFest Site is situated in the immediate grounds of the Coedargydyglyn Estate. Fortunately, this is a low population residential area. Another feature is that the Main Arena is situated in a Dell within the landscape with the terrain acting as a natural noise barrier.

The two outdoor stages and Recorded Music Tent where the noise levels will be highest. These are located at the lowest points on the site approximately 60 feet below the A48 Main Road.

A full assessment will be made by an independent noise management company before the event and report be made available to the relevant authority on request.

The site will consist of 4 sound stages in total, 2 inside tents, one main outdoor stage and a second outdoor stage. The 4 sound systems will point in the directions that cause least disruption to residents.

12.1 Permitted Noise Levels

The maximum Music Noise Level is expressed as an LAeq & should not exceed 65 dB(A) over a 15 minute period. This will be regularly checked in accordance to the law to ensure this level is not breached.

12.11 Low Frequency Noise

Low frequency noise can be seen as one of the main disturbances to surrounding communities and the organisers acknowledge this. Research and guidance concludes that a level of up to 65dB in either of the 63hz or 125Hz octave frequency band is satisfactory; whilst a level of 80dB or more in either of those octave frequency bands causes disturbance at distances over 2km. This will be regularly monitored and any anomalies will be rectified during the event to minimise impact on the surrounding areas.

12.12 Sound System Design and Setup

Our systems will be setup in such a way that will minimize noise pollution on the external environment.

The sound system will be configured where possible to have a narrow horizontal dispersion to reduce overspill from the intended coverage areas. Careful positioning and alignment of the system will be ensured for optimal coverage on the intended audience areas and balance this against off site environmental noise impact.

The use of delay speakers where possible will also be used to be able to limit the need for excessive sound from the main stages.

12.2 Noise control procedures -

12.21 Noise control monitoring during the event

Prior to the event, all sound engineers and stage managers will be briefed by the organisers on the importance on minimizing any noise on the external environment.

All sound engineers on site have performed previous duties at similar or previous

Further communication has been made with the remaining eight residents on the estate, most of who are tenants of Mr Traherne, to allow them to voice any concerns they have regarding festival noise along with the offer of free tickets to the event. They have been provided with the event organiser contact details.

One resident has chosen to go away for the weekend of the festival to stay with relatives.

Three residents have been spoken to in person and indicated they are coming to the festival and are happy for it to go ahead.

The remaining residents have received letters and there has been no objections from them so far.

The Tumble Down

Other residents in close proximity include 47 separate residents in the Tumble Down area south of the estate across the A48.

Although we do not anticipate noise levels will be of a disturbance to these residents, letters have also been delivered by hand to these residents to allow them to voice any concerns they have regarding festival noise along with the offer of free tickets to the event.

12.24 Post event reporting

Following completion of the event, a report will be made detailing sound observations and any actions taken.

12.25 Noise Propagation, Prediction & Management

The sound Production Management Company have prepared a report for the site based on flat ground. It is worth noting that these predictions have been made without the consideration of the lands geography as referred to in the opening paragraph of **Part 12** of this document. Further testing and monitoring will take place before live performances begin at the event to ensure that noise nuisance is minimised for residents.

Conclusion

The noise and feasibility plan presented above aims to address all challenges and ensure that an acceptable equilibrium is maintained between the needs of the event organisers/attendees and the local residents.

e) The protection of children from harm

2.2 Protection of Children From Harm

Persons under 16 years of age who are camping must be accompanied by an adult. There is also a child friendly and family area on the site of which is highlighted in orange in the plan. The area is surrounded by security fencing with an access point marked by two X's which is manned by event personnel. No children under the age of 16 are permitted to enter the Main Arena without being accompanied by an adult.

Child Protection Policy

This Policy is written with regard to events where, at no point do event staff take on the role of primary carers and where children remain the direct responsibility of their guardians at all times. Nevertheless, since event staff are involved in their entertainment and management, their welfare, health and safety and child protection is of paramount consideration.

The event team aim to create a safe environment for children and young people, where their welfare and security is a main priority. In the case of any arising concerns, regarding a child's welfare then the matter will be taken seriously and acted upon immediately.

Code of Conduct

Festival staff will adhere to the highest standards of child protection at all times. Any case of poor practice should be reported to the Event Safety Officer.

All festival staff working will be required to demonstrate exemplary behavior in order to protect themselves from false allegations.

The following code of conduct will be promoted to create a positive culture and climate:

Ensure that you are identifiable as a member of staff. This may be through the use of company T shirts or named badges.

You are an ambassador for the event, yourself, and role model for children. Everything you do should reflect this.

Alcohol and recreational drugs will never be taken into the working area.

People working with children will not be under the influence of alcohol or recreational drugs.

Make sure that language and conversation is appropriate to a family environment.

Take responsibility for clearing up after an event. Take rubbish away with you.

Treat all children with respect. Don't automatically laugh at something a child says to you; they may not have intended it to be funny.

Never reprimand or shout at a child.

Avoid being alone with a single child.

Do not initiate any physical contact with a child.

If a child needs first aid send them to the designated first aid point.

If something a child tells you leads you to suspect that they are being abused you are

obliged to report your concerns,

follow the guidelines below and report your concerns to the Event Safety Officer.

Practices Never to be Allowed

The following practices will not be permitted:

Engagement in rough, physical or sexually provocative activities, including horseplay.

Allowing children to use inappropriate language unchallenged.

Reducing a child to tears as a form of control.

Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.

Festival staff and people working with them can protect themselves from false accusations by not:

Spending time alone with children away from others

Contacting children outside of the event in which they met

Child Protection Procedure

It is not the responsibility of festival staff to decide whether or not child abuse has taken place. However, when working with children it is always possible that a child or young person that is suffering, or has suffered abuse will disclose it to you. This is something anyone working with children should be prepared for and must handle with care.

The festival organisers will ensure that all staff working on the site are informed that the following action should be taken, these guidelines do not entirely apply to NHS Trust staff:

Do not offer confidentiality. At the first opportunity explain that the information will have to be shared with others. Reassure that it will only be shared with people that need to know and that should be able to help.

Remain calm and in control but don't delay acting.

Listen carefully to what is said. Allow the person to tell the story at their own speed and only ask questions for clarification. Don't ask questions that suggest a particular answer.

The child should be reassured that they did the right thing in telling someone.

The child should be told what is going to happen next.

The person with designated child protection responsibility should be informed. It is that person's responsibility to liaise with the relevant authorities usually social services or NSPCC National Helpline whose number is 0808 8005000.

As soon as possible a note should be made of what was said, using the child's own words.

Note the date, time, any names that were involved or mentioned and who the information was given to. Sign and date the record

2.21 Welfare

In addition to a lost children's policy WelshFest also has the facility for younger

persons or any persons who may become distressed during the festival. The Samaritans group are to provide a marquee with places to sit, someone to talk and if necessary somewhere to lie down/sleep. This marquee also serves as an area for lost and found property.

2.22 Drinking Water

There are 3 free water points at the site. 1 in each of the campsites and one in the main arena. These are mains fed and water is offered free to attendees on request. In addition, drinking water is available from the bar area and food stalls.

2.23 Lost Children Policy

Purpose:

To ensure that all staff and volunteers at WelshFest 2018 know the procedure to follow if they find lost children are informed a member of the public's children or children in their care are missing.

There is a dedicated, "Lost Child", officer who is responsible for being the point of contact for parents of lost children, and caring for found children. She will be in radio contact on an agreed channel, and will also have a mobile phone.

Parent Reporting a lost child

Who is missing? (name, age, ethnicity, height, hair colour, eye colour distinguishing marks, whether the parent/guardian had written their mobile number on the child's wristband?)

What clothes the child was wearing?

Where the child was last seen?

What direction the child was going in?

Your location?

Reassure the parent/carer and wait with them for the lost Child Officer to come to your location. It is advisable to remain in the location the child went missing, in case the child returns to that location.

Announcements should be made over the PA system and the Site Manager is responsible for ensuring that this is done.

The Lost Children's Officer will also take the following information:

The name of the parent/carer;

Contact number of the parent/carer. If there are more than 2 adults with the child, then one should remain at the location where the child was last seen, the other(s) should join the search, reporting back regularly as agreed with the Lost Children's Officer.

If a child has not been found within 10-15 minutes then the police should also be informed.

If the child is found the Site Coordinator and the Lost Children's Officer are to be informed immediately and the lost child taken to Festival HQ tent where the

parent/carer will collect them. The Lost Children's Officer will radio to all channels to confirm that the child has been found.

Reporting a Found Child

If a child is found, staff/volunteers etc are to inform the WelshFest Events Team at the RV point and provide the Lost Children's Officer with the following information: Who is missing? (name, age, ethnicity, height, hair colour, eye colour distinguishing marks, whether the parent/guardian had written their mobile number on the child's wristband?)

What clothes the child was wearing? The location?

Stay with the child at the point where he/she was found. The Lost Children's Officer will come to them. The Lost Children's Officer will stay at that location for 5 minutes to allow the parent/carer to return, before taking the child to the Festival HQ tent. Announcements will be made over the PA system and the Site Manager is responsible for ensuring that this is done.

Parents/carer should be directed to the Volunteer HQ tent to wait for a child. They will be asked to show ID before a child is handed over. The Lost Children's Officer must be 100% accurate that the person is in fact a parent/carer before the child is passed over to them. If the child's parent/carer are not found in 20 minutes the police are to be informed.

Record Keeping

In case of a report of a lost child, or a found child, a detailed record should be kept in a dedicated folder, detailing:

Time child was lost/found;

Description of activities undertaken to try and reunite parent/carer with child;

Time that child was reunited with parent/carer;

Details of person who found child (if relevant);

Name and Description of parent/carer and evidence of ID shown to reclaim the child.

Checklist:

Please tick to indicate agreement

I have made or enclosed payment of the fee. X

I have enclosed the plan of the premises. X

I have sent copies of this application and the plan to responsible authorities and others where applicable. X

I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. X

I understand that I must now advertise my application. X

I understand that if I do not comply with the above requirements my application will be rejected. X

[Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15).

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

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 12). If signing on behalf of the applicant, please state in what capacity.

Declaration	<ul style="list-style-type: none"> • [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). • The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)
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For joint applications, signature of 2nd applicant or 2nd applicant’s solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.

Signature	S Griffiths
Date	23rd April 2018
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
Post town		Postcode	

