

# Statutory Licensing Sub- Committee A

Agenda and Reports

For consideration on

**Wednesday, 28th February  
2007**

In the Lancastrian Suite, Town Hall, Chorley

At 11.30 am



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## Chief Executive's Office

Please ask for: Gordon Banks  
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Date: 16 February 2007

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**Chief Executive:** Donna Hall

**Chorley**  
Council

Town Hall  
Market Street  
Chorley  
Lancashire  
PR7 1DP

Dear Councillor

### **Statutory Licensing Sub-Committee A - Wednesday, 28th February 2007**

You are invited to attend a meeting of the Statutory Licensing Sub-Committee A to be held in the Lancastrian Suite, Town Hall, Chorley on Wednesday, 28th February 2007 commencing at 11.30 am.

#### **AGENDA**

1. **Declarations of Any Interests**

Members of the Sub-Committee are reminded of their responsibility to declare any personal interest in respect of matters contained in this agenda in accordance with the provisions of the Local Government Act 2000, the Council's Constitution and the Members Code of Conduct. If the personal interest is a prejudicial interest, then the individual Member should not participate in a discussion on the matter and must withdraw from the Council Chamber and not seek to influence a decision on the matter.

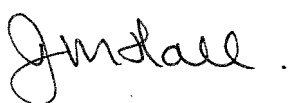
2. **Application to vary a Premises License in respect of the Big top Marquee, Park Hall Hotel overflow Car Park, Park Hall Road, Charnock Richard, Chorley, PR7 5LP (Pages 1 - 102)**

Report of Director of Customer, Democratic and Legal Services (enclosed)

Attached for Members information is the Hearing Procedure

3. **Any other item(s) that the Chair decides is/are urgent**

Yours sincerely



Chief Executive  
Continued....

## **Distribution**

1. Agenda and reports to all Members of the Statutory Licensing Sub-Committee A (Councillor Mrs Iris Smith (Chair), Councillors Ralph Snape and Anthony Gee) for attendance.
2. Agenda and reports to Councillor Keith Iddon Reserve Member to be present at the start of the meeting.
3. Agenda and reports to Claire Hallwood (Deputy Director of Legal Services), Rosaleen Brown (Legal Services), Howard Bee (Licensing Manager) and Gordon Bankes (Democratic Services Officer) for attendance.

**This information can be made available to you in larger print or on audio tape, or translated into your own language. Please telephone 01257 515118 to access this service.**

આ માહિતીનો અનુવાદ આપની પોતાની ભાષામાં કરી શકાય છે. આ સેવા સરળતાથી મેળવવા માટે કૃપા કરી, આ નંબર પર ફોન કરો: 01257 515822

ان معلومات کا ترجمہ آپ کی اپنی زبان میں بھی کیا جاسکتا ہے۔ یہ خدمت استعمال کرنے کیلئے براہ مہربانی اس نمبر پر ٹیلیفون

01257 515823

کیجئے:

**CHORLEY BOROUGH COUNCIL****LICENSING ACT 2003****SUB-COMMITTEE****GENERAL PROCEDURE POINTS FOR HEARINGS****INTRODUCTION**

The Licensing Act 2003 Sub-Committee will conduct hearings in accordance with the following general principles:

- All parties have a right to a fair hearing.
- Decision-making will be conducted in an open, transparent and accountable way.
- Each application will be determined on its own merits and the decision will be based upon:
  - the merits of the application
  - the promotion of the four licensing objectives
  - the Council's Statement of Licensing Policy
  - the Guidance issued by the Secretary of State for Culture, Media and Sport under Section 182 of the Licensing Act 2003
- the Licensing Authority will only permit licensing decisions to be taken by sub-committee consisting of three members. In the event of one member being unable to attend, the Licensing authority will use it's best endeavours to substitute another member, taken from the membership of the Licensing Act 2003 Sub-Committee reserve list.
- the Sub-Committee may disallow cross-examination in exceptional circumstances; this decision will be taken on a case by case basis with a presumption to allow. However, parties are advised that the Sub-Committee wishes to discourage hostile cross examination.
- late representations and evidence will usually only be considered with the agreement of all parties present.
- decisions will generally be taken regardless of whether the applicant/other party is present unless the Sub-Committee consider it necessary in the public interest to adjourn the hearing to a specified date. All notices and representations from absent parties will be considered.
- the Sub-Committee will generally allow parties a maximum of 30 minutes per party to make all relevant Statements. However, the Sub-Committee recognises that in certain circumstances this may be insufficient due to the complexity of the issues involved. In this situation the Sub-Committee will consider representations from those parties involved in the hearing as to the length required to make all relevant statements. The Licensing Authority respectfully requests that all parties keep points pertinent and the discussion moving in the interests of cost and efficiency.

- the Sub-Committee recognises that Regulation 14 requires all hearings should take place in public unless the licensing authority “considers that the public interest in doing so outweighs the public interest in the hearing, or that part of the hearing taking place in public” in which the applicant, those assisting the applicant or other interested parties can be excluded. In the absence of any criteria in the Licensing Act 2003, the guidance issued under section 182 of the Act or the licensing Regulations, the Licensing Authority has adopted the existing criteria in Schedule 12A of the Local Government Act 1972 for excluding the press and public. The public and press will be excluded when the Sub-Committee is considering an application for a personal licence, where Lancashire Police have lodged an objection notice due to an existing relevant offence(s). Generally, the public and the applicant will be excluded when the Sub-Committee is determining a decision. Once a decision has been made all parties will be readmitted and the Chair will announce the decision and give reasons.
- all parties will be notified of the decision in accordance with any periods set down by the Licensing Act 2003 or where none are prescribed within 5 working days.
- the Sub-Committee has the right to exclude any parties behaving in a disruptive manner at the hearing at its own discretion.

## HEARING PROCEDURE

### PREMISES/CLUB PREMISES LICENCE APPLICATIONS

**1. CHAIR OF SUB-COMMITTEE:**

- opens meeting
- introduces Members and Officers
- confirms details of all parties in attendance
- outlines procedure to be followed

**2. LICENSING OFFICER OUTLINES APPLICATION AND RELEVANT REPRESENTATIONS**

**3. QUESTIONS TO LICENSING OFFICER FOR CLARIFICATION FROM:**

- Sub-Committee
- Applicant

**4. APPLICANT OR REPRESENTATIVE OUTLINES APPLICATION**

**5. QUESTIONS TO APPLICANT FROM:**

- Sub-Committee
- Interested Representative

**6. LANCASHIRE POLICE REPRESENTATIONS**

**7. QUESTIONS TO LANCASHIRE POLICE FROM:**

- Sub-Committee
- Applicant

**8. LANCASHIRE FIRE & RESCUE REPRESENTATIONS**

**9. QUESTIONS TO LANCASHIRE FIRE & RESCUE FROM:**

- Sub-Committee
- Applicant

**10. ENVIRONMENTAL HEALTH (ENVIRONMENT) REPRESENTATIONS**

**11. QUESTIONS TO ENVIRONMENTAL HEALTH FROM:**

- Sub-Committee
- Applicant

**12. ENVIRONMENTAL HEALTH (HEALTH & SAFETY) REPRESENTATIONS**

**13. QUESTIONS TO ENVIRONMENTAL HEALTH FROM:**

- Sub-Committee
- Applicant

**14. PLANNING SERVICES REPRESENTATIONS****15. QUESTIONS TO PLANNING SERVICES FROM:**

- Sub-Committee
- Applicant

**16. SOCIAL SERVICES REPRESENTATIONS****17. QUESTIONS TO SOCIAL SERVICES FROM:**

- Sub-Committee
- Applicant

**18. TRADING STANDARD REPRESENTATIONS****19. QUESTIONS TO TRADING STANDARDS FROM:**

- Sub-Committee
- Applicant

**20. INTERESTED PARTIES REPRESENTATIONS****21. QUESTIONS TO INTERESTED PARTIES FROM:**

- Sub-Committee
- Applicant

**22. INTERESTED PARTIES INVITED TO BRIEFLY SUMMARISE****23. RESPONSIBLE AUTHORITIES INVITED TO BRIEFLY SUMMARISE****24. APPLICANT (OR REPRESENTATIVE) INVITED TO SUM UP****25. DECISION MAKING**

All parties retire whilst Sub-Committee makes decision.

**26. NOTICE OF DECISION**

Parties re-admitted and Chair announces decision and reasons.



| Report of   | Meeting                           | Date             |
|---|-----------------------------------|------------------|
| Director of Customer, Democratic and Legal Services | Statutory Licensing Sub-Committee | 28 February 2007 |

## **APPLICATION FOR A PREMISES LICENCE IN RESPECT OF BIG TOPS PARK HOTEL OVERFLOW CAR PARK CHARNOCK RICHARD CHORLEY**

### **PURPOSE OF REPORT**

1. For Members to determine an application for a premises licence.

The Police and applicant have agreed an extra condition to be included on premises licence operating schedule.

Officers do not have delegated authority to determine this application. The determination of the application will be made following the deliberations of the Statutory Licensing Committee.

### **CORPORATE PRIORITIES**

2. There are no specific implications for corporate policies arising from this report.

### **RISK ISSUES**

3. The issue raised and recommendations made in this report involve risk considerations in the following categories:

|            |  |                  |   |
|------------|--|------------------|---|
| Strategy   |  | Information      |   |
| Reputation |  | Regulatory/Legal | X |
| Financial  |  | Operational      |   |
| People     |  | Other            |   |

4. There is a right of appeal to the Magistrates Court by the applicant in respect of a decision to refuse the application for a premises licence or where the conditions of licence are modified. There is also the right of appeal to the Magistrates Court by a person who has made relevant representations against a decision to grant the variation or to modify the conditions of licence.

### **BACKGROUND**

5. Proposed Premises Licence Holder - Equestrian Theatre Ltd.  
The Arts Exchange  
Mill Green  
Congleton  
Cheshire CW12 1JG
6. Proposed Designated Premises Supervisor - Nikki Frances Fossett  
Manor Farm

Milton Malsor  
Northampton  
NN7 3AZ

## 7. Proposed Licensable Activities

### i) Recorded Music - Indoors

Wednesday – Friday 16.00 – 22.00  
Saturday 13.00 – 22.00  
Sunday 13.30 – 20.00

### ii) Performances of dance - Indoors

Wednesday – Friday 17.00 – 22.00  
Saturday 14.00 – 22.00  
Sunday 14.30 – 20.00

### iii) Anything of a similar description to that falling within (e) (f) or (g) - Indoors

Wednesday – Friday 17.00 – 22.00  
Saturday 14.00 – 22.00  
Sunday 14.30 – 20.00

### iv) Supply of alcohol for consumption on the premises only

Wednesday – Friday 16.00 – 22.00  
Saturday 13.00 – 22.00  
Sunday 13.30 – 20.00

### v) Hours the premises are open to the public

Wednesday – Friday 16.00 – 22.15  
Saturday 13.00 – 22.15  
Sunday 13.30 – 20.15

## 8. Proposed Operating Schedule

### a) General

We bring family entertainment to the community and provide a safe environment adhering to health and safety requirements.

### b) The prevention of crime and disorder

- Car park attendants on site.
- Night security provided.
- Stewards during performances with portable radio links.

### c) Public safety

- Public access areas fenced.
- Helpful public information signage in situ, e.g. Toilets, emergency exits, box office.
- Evacuation procedure in place.

### d) The prevention of public nuisance

- Production enclosed within a Big Top.
- Entry only permitted on production of a valid ticket.
- 'In house' stewarding on site.

e) The protection of children from harm

The production is a family event with family groups encouraged.

We operate a strict no under age drinking policy.

The enclosed event plan also includes our procedure for lost children on site.

9. Activities that may give rise to concern in respect of children

None, activities aimed at families

10. Relevant Representations – Responsible Authorities

There are no representations, however the Police and applicant have agreed that the following condition is included on the premises licence:

That one months notice will be given for any event in the big top by the Equestrian Theatre'

The Police notification is in full within the report.

11. Relevant Representations - Interested Parties

None

12. Policy Considerations

Section 4 of the Licensing Act 2003 provides that a Licensing Authority must have regard to its Statement of Licensing Policy and to the guidance issued by the Secretary of State under section 182 of the Act.

As members will be aware the four licensing objectives are as follows:

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

The Licensing Act 2003 provides that where relevant representations are received the Licensing Authority must hold a hearing to consider them unless the parties agree that a hearing is unnecessary.

The Licensing Authority in determining the application, having regard to the representations, may take the following steps it considers it necessary for the promotion of the licensing objectives.

- i) reject the application in whole or in part
- ii) modify the conditions.

Members must have regard to the Statement of Licensing Policy when determining this application. In particular, member's attention is drawn to the following paragraphs:

Paragraph 1.3 The policy provides guidance on the general approach the Council, as Licensing Authority, within the meaning of the Act, will take in terms of licensing. However, each application will be considered separately, on its individual merits.

Paragraph 1.4. The Statement of Licensing Policy sets out how the licensing objectives will be achieved and to secure the safety and amenity of residential communities whilst facilitating a sustainable entertainment and cultural industry. The Policy recognises both the needs of residents for a safe and healthy environment in which to live and work and the importance of safe and well run entertainment premises to the local economy. Balancing these interests will not always be straightforward and will be guided by the four licensing objectives.

Paragraph 1.5 This policy does not seek to undermine the right of any individual to apply under the Act for a variety of permissions and as stated above each application will be considered on its individual merits. Nor does the Policy seek to override the right of a person to make representations on an application or seek a review of a licence or certificate. However, the Council in adopting this policy is indicating that a wide range of considerations will be taken into account.

Paragraph 2.2 Each of the licensing objectives are of equal importance with these objectives.

Paragraph 2.3 Each of the licensing objectives is of equal importance for the purposes of this policy.

Paragraph 2.4 This policy statement is designed to deal with matters within the control of the licensee. It focuses on the premises in which each business is carried on and the effect that has on members of the public living, working or engaged in normal activity in the vicinity.

Paragraph 2.5 Licensing law is not envisaged by the Licensing Authority as a mechanism to control anti-social behaviour by individuals once they are beyond the direct control of the licensee of any premises concerned. Therefore any terms and conditions imposed will be focused on matters within the control of individual Licensees and others granted relevant permissions. These matters will centre on the premises and places used for licensable activities and in the vicinity of the places.

Paragraph 2.6 The Licensing Authority considers that every holder of a licence, certificate or permission and designated premises supervisor is responsible for minimising the impact of their activities and anti-social behaviour by their customers within the vicinity of their premises.

Paragraph 5.3 The policy will not fix the hours during which alcohol can be sold. The Licensing Authority considers that stricter controls regarding noise nuisance may be necessary in more densely populated areas. The grant of a licence will be dependent on the impact of an activity on the licensing objectives.

## **CRIME AND DISORDER**

Paragraph 6.1 Licensed premises, especially those offering late night entertainment, alcohol and refreshment can be a source of crime and disorder problems.

Paragraph 6.2 The Council is committed to reducing crime and disorder across the Borough through its statutory duty under the Crime and Disorder Act 1998 and the Community Safety Strategy. Statistics from the Community Safety Partnership regarding Crime and Disorder in the Licensing Authority area are given in Appendix 4.

Paragraph 6.3 The Community Safety Partnership will regularly monitor and review crime statistics within the Borough and their association with alcohol and provide reports to the Licensing Authority where appropriate. The Licensing Authority will give due consideration to any submissions made concerning the impact on crime and disorder of alcohol related problems. The Council may review this Policy where it considers it appropriate to do so.

Paragraph 6.4 The Council will have particular regard to the likely impact on licensing of related crime and disorder in the Borough particularly when considering the location, impact and the operation and management of all proposed licensed premises and applications for variations.

Paragraph 6.5 The promotion of the crime and disorder-licensing objective, places a responsibility on licence holders to try and achieve this objective. Applicants will therefore be required to address, in their operating schedules, where appropriate, those measures that have been identified and will be implemented and/ or maintained to reduce or prevent crime and disorder in the vicinity of their premises. The Licensing Authority considers that best practice will be exemplified by the night safe initiative and would recommend that licence holders join this initiative.

Paragraph 6.6 Where relevant representations are received on the crime and disorder objective, the Licensing Authority may have regard to the following where relevant: (though this is not an exhaustive list):

- crime prevention measures
- physical security features installed in the premises, (this may include CCTV both inside and outside the premises, where alcohol is stored in relation to off licences, the use of toughened drinking glasses).
- weapon detection and search facilities.
- procedures for risk assessing promotions and events such as 'happy hours', drinks promotions, for the potential to cause crime and disorder, and the plans to minimising such risks.
- adoption of best practice guidance in relation to safer clubbing guide
- measures to prevent the use or supply of illegal drugs including search and entry policies
- employment of licensed door supervisors
- participation in other appropriate schemes e.g. pub watch scheme
- measures to be taken for the prevention of violence or disorder.

Paragraph 6.7 The Licensing Authority where relevant representations are made will consider attaching conditions to deter and prevent crime and disorder, if appropriate and necessary and these may include conditions from the model pool of conditions at Appendix 3. Certain premises may be required to install CCTV system to an evidential standard should the Council be satisfied it is necessary and /or appropriate to meet the licensing objectives.

Paragraph 6.8 The Council reserves its right to use its powers to designate areas where alcohol may not be consumed in a public place to meet the Public Safety and Crime and Disorder objectives.

## **LICENSING HOURS**

Paragraph 7.1 The policy recognises that longer (more flexible) licensing hours can contribute to easing crime and disorder problems by ensuring that concentrations of customers leaving premises simultaneously are avoided thus helping to reduce friction at taxi ranks, private hire offices, fast food outlets etc.

Paragraph 7.2 Individual applications will be considered on their merits and in general terms a flexible approach will be adopted. Fixed predetermined closing times for particular areas will not form part of the policy and restrictions on trading hours will be considered only where necessary to meet the licensing objectives.

Paragraph 7.3 The Licensing Authority, however, considers that the risk to disturbance to local residents is greater when licensable activities continue late at night and into the early hours of the morning as the ambient noise levels will be lower. The Licensing Authority may impose stricter conditions with regard to noise control in areas, which have denser residential accommodation, but each premise will be considered on its individual merits.

Paragraph 7.5 The Licensing Authority also recognises the principle of 24 hour opening of all licensed premises. However, it considers that longer opening hours may be more acceptable in commercial areas with high levels of public transport. The grant of a licence will in all cases be dependent on the impact of an activity in relation to the licensing objectives.

Paragraph 7.6 Where relevant representations are received, the Licensing Authority may have regard to the following where relevant (though this is a non exhaustive list);

- the nature of the area where the premises are located (e.g. commercial, residential)
- arrangements to ensure adequate availability of taxis and private hire vehicles, public transport.
- whether appropriate car parking is readily accessible to premises and whether the use/parking of vehicles would cause a demonstrable adverse impact on the amenity of residents.
- whether the licensable activities are likely to cause adverse impact especially on local residents and whether appropriate measures will be put in place to prevent any adverse impact
- in relation to the grant of a new premises licence whether the premises will give rise to a negative cumulative impact on one or more of the licensing objectives
  - in assessing the impact of the activity proposed the Licensing Authority may consider a number of factors inter alia,
    - the type and scale of activity, the number and nature of clientele likely to attend
    - the levels of noise from the premises, which may be acceptable later in the evening
    - the proposed hours of operation
    - the levels of public transport accessibility for customers and the likely means of public or private transport that will be used, access to private hire/taxis
    - the means of access to the premises e.g. whether on principal pedestrian routes
    - the level of car parking demand on surrounding residential streets and its effect on local residents, and movement of traffic
    - the cumulative impact of licensed premises in an area and scope for mitigation
    - frequency of the activity.

Operating Schedules to set out the measures to be taken to ensure that the licensing objectives are addressed. Applicants are also referred to paragraph 6.6

## **PROTECTION OF CHILDREN FROM HARM**

Paragraph 10.1 The policy does not seek to prevent or limit the access of children to licensed premises unless it is necessary for the prevention of physical, moral or psychological harm to them. The Licensing Authority is committed to protecting children

from harm and activities associated with premises that sell alcohol or provide regulated entertainment, may in certain circumstances, give rise to concerns for the health and welfare of children. For the purpose of this Policy, a 'child' is defined as any person who is under the age of 16

Paragraph 10.2 The Licensing Authority will not impose any conditions that specifically require access of children to premises and where no limitation is imposed this should remain a matter for the individual licence holder or club premises certificate holder. The Licensing Authority will consider the individual merits of each application. However, the Licensing Authority will have particular concern in respect of children:

- where there have been convictions of the current management for serving alcohol to minors or those where there is a reputation of under age drinking.
- where there is reputation of drug taking or dealing.
- where there is a strong element of gambling on the premises. (but not for example, the simple presence of a small number of cash prize gaming machines)
- where entertainment of an adult or sexual nature is provided (see paragraph 29 for additional information).
- where the supply of alcohol is the exclusive or primary purpose of the services provided at the premises.

Paragraph 10.3 The Licensing Authority, in such circumstances as outlined above, may consider it necessary to impose a complete prohibition; it is envisaged that this would be rarely imposed. The Licensing Authority would normally be likely to impose requirements such as:

- limitations on the hours when children may be present.
- age limitations for persons under 18
- limitations or exclusions when certain activities are taking place
- requirements for accompanying adults
- limitations of access to certain parts of the premises when particular licensable activities are taking place
- provision of suitable signage
- such other conditions or restrictions as may be necessary to achieve the licensing objectives.

Paragraph 10.4 Licensees are not to provide alcohol except as provided for by the Act. The Council expects applicants to consider child access in their operating schedules and volunteer appropriate conditions where relevant. The Council recommends that the following documents should be used as evidence of age:

- Passport
- Photo Card Driving licence issued in the European Union
- Proof of Age Scheme Card (i.e. Portman Group) and schemes which carry the Proof of Age Standard Scheme logo
- Citizen Card supported by the Home Office
- Official ID Card issued by HM Forces or a European Union Country bearing a photograph and date of birth of the holder.

Paragraph 10.5 The Licensing Authority requires applicants to consider, where relevant, those factors that impact on the protection of children objective, and identify where necessary and appropriate, suitable measures to promote this objective. Applicants may wish to consider, where appropriate:

- arrangements to prevent children acquiring or consuming alcohol
- arrangements to prevent children being exposed to drugs, drug taking, or drug dealing

- arrangements to prevent children being exposed to gambling, or activities of an adult or sexual nature
- steps to be taken to prevent children being exposed to violence or disorder
- arrangements for training staff in relation to the protection of children
- steps to be taken to prevent children purchasing cigarettes from vending machines and preventing access to Amusement with Prize Machines (except in accordance with the Gaming Legislation).

Paragraph 10.6 Applicants may volunteer prohibitions and restrictions on their Operating Schedules as a result of their own risk assessments determining that the presence of children is undesirable or inappropriate. Where no relevant representations are made to the Licensing Authority these volunteered prohibitions and restrictions will become conditions attached to the licence or certificate. The Licensing Authority may impose conditions where relevant representations are made if it considers it necessary and/or appropriate including those drawn from the Model Pool of Conditions shown at in Appendix 3.

Paragraph 10.7 The Licensing Authority will also expect applicants, where relevant, to consider how they intend to provide for the supervision of children as unaccompanied customers and as performers providing regulated entertainment. Licence holders should give consideration to the welfare of children as performers in such cases. As a minimum requirement the Licensing Authority will require an adult to be nominated to be responsible for such child performers.

Paragraph 10.8 Where large numbers of unaccompanied children are to be present e.g. children's show or pantomime, conditions may be imposed, where relevant representations are received, requiring the presence of an appropriate number of adult staff to ensure public safety and protection of children from harm. The Licensing Authority requires applicants to address those matters in their operating schedules. See paragraph 12.1 for further guidance.

Paragraph 10.9. The Licensing Authority recognises Lancashire County Council Social Services Department or a future body with the relevant legislative functions of a social services department as being competent to advise on matters relating to the protection of children from harm.

## **CHILDREN AND CINEMAS**

Paragraph 11.1 Where the exhibition of films is permitted the Licensing Authority requires admission to children to be restricted in accordance with the British Board of Film Classification (BBFC) or any other body designated under section 4 of the Video Recordings Act 1984 .

Paragraph 11.2 Where it is proposed to exhibit films not classified by the BBFC, the Licensing Authority will, provided 28 days notice has been given, classify the films concerned using the guidelines published by the BBFC.

## **CHILDREN AND PUBLIC ENTERTAINMENT**

Paragraph 12.1 Where there is entertainment specifically provided for children (e.g. children's disco) the Licensing Authority would recommend as a minimum:

- an adult member of staff to be stationed in the vicinity of each of the exits, a minimum of one member of staff per 50 children or part thereof
- no standing to be permitted in any part of an auditorium during the performance
- no child unless accompanied by an adult to be permitted in the front row of any balcony.



Paragraph 12.2 Where relevant representations are made, the Licensing Authority may, if it considers it necessary and/or appropriate attach conditions to licences and permissions to prevent harm to children, these may include those drawn from the Model Pool of Conditions at Appendix 3 relating to the Protection of Children from Harm.

## **PREVENTION OF PUBLIC NUISANCE**

Paragraph 13.1 Licensed Premises have significant potential to adversely impact on communities through public nuisances arising from their operation.

Paragraph 13.2 The Licensing Authority is aware of the importance of the licensed trade to the local economy as well as in cultural and social terms. The Licensing Authority is also concerned to protect the amenity of residents and businesses in the vicinity of licensed premises. 'Vicinity' is not defined in the Act or Guidance issued by the Secretary of State. Whether or not incidents can be regarded, as 'in the vicinity' of licensed premises is a question of fact and will depend on the particular circumstances of the case.

Paragraph 13.3 The Licensing Authority will interpret 'public nuisance' in its widest sense and include such matters as noise emanating from the premises, light, litter, odour and anti social behaviour where these matters impact on those living or working in an area.

Paragraph 13.4 Activities that involve public entertainment, drinking or eating, have the potential to impact adversely on their surrounding areas due to noise, litter, and odours. There is also the potential for disturbance caused by those attending licensable activities. Late at night the impact of licensed activities is likely to be more objectionable to residents living close to a licensed activity, as the ambient noise levels are often lower so noise disturbance becomes more noticeable.

Paragraph 13.5 The policy allows for later opening hours except where there will be an adverse impact on the licensing objectives. In general the Licensing Authority will expect more comprehensive measures to be proposed at late night venues and/or where there has been a history of public nuisance.

Paragraph 13.6 On receipt of relevant representations, the Licensing Authority will assess the likelihood of it causing an adverse impact, by generally considering the following factors where relevant:

- the location of the premises (in particular proximity to residential and other noise sensitive premises, e.g. hospitals, nursing homes, hospices and places of worship)
- the type of activities, the number and nature of clientele likely to attend at the time of the application
- the proposed hours of operation
- levels of public transport accessibility for customers either arriving or leaving the premises (including taxis and private hire)
- means of access to premises (whether on principal pedestrian routes)
- the level of car parking demand on any surrounding residential streets and its effect on local residents
- the cumulative impact on licensed premises in an area
- the scope for mitigating an impact i.e. CCTV, door supervisors
- the frequency of an activity
- the design and layout of the premises
- measures taken or proposed to be taken to prevent noise or vibration escaping from the premises eg sound proofing, air conditioning and sound limitation devices
- measures taken to prevent unreasonable disturbance by customers/staff arriving and leaving the premises, goods deliveries etc
- measures taken to lessen the impact of parking in the vicinity

- control of operating hours for all or parts of the premises (e.g. gardens, last admission times and 'wind down' periods)
- measures to be taken to prevent drunkenness on the premises
- measures to ensure collection and disposal of litter and waste outside their premises

Paragraph 13.7 The Licensing Authority when considering an application will take into account previous substantiated nuisance complaints particularly when a statutory notice has been served. Applicants may wish to have regard to the Good Practice Guide on the Control of Noise from Pubs & Clubs produced by the Institute of Acoustics and the British Beer and Pub Association.

Paragraph 13.8 On receipt of relevant representations, the Licensing Authority, where it considers it necessary and/or appropriate may attach conditions to a licence to prevent public nuisance including those drawn from the Model Pool of Conditions - see Appendix 3. In particular, it may attach a condition requiring the use of door supervisors licensed by the Security Industry Authority

Paragraph 13.9 The Licensing Authority requires Operating Schedules, where relevant to satisfactorily address the issue of public nuisance.

Paragraph 13.10 The Licensing Authority would also recommend applicants highlight local public transport links and taxi and private hire services within their premises, (including agreeing arrangements with nominated taxi and private hire firms for dropping off and collecting customers).

Paragraph 13.11 The Licensing Authority, will in accordance with the Guidance, focus on matters within the control of the individual Licence holder. The Licensing Authority accepts that the difficulty that a licence holder has in preventing anti-social behaviour by individuals once they are behind the direct control of the Licence Holder. However, the licensing objection of preventing public nuisance will not be achieved if customers from premises regularly conduct themselves in an anti-social manner to the detriment of local residents or businesses. In addition, the Council has a duty to do all it can to prevent crime and disorder in the Borough under the Crime & Disorder Act 1998.

## **PUBLIC SAFETY**

Paragraph 14.1 The Licensing Authority considers that members of the public when visiting licensed premises, have a right to expect that due consideration has been given to public safety. The Licensing Authority notes that the public safety objective is concerned with the physical safety of people using premises and not with public health which is dealt with in other legislation.

Paragraph 14.2 The Licensing Authority is committed to ensuring public safety across the Borough by working in partnership with Lancashire Police, Lancashire Fire & Rescue and Licence Holders.

Paragraph 14.3 Applicants should carefully consider the safety of the premises having regard to the licensable activities that are proposed and to address in the operating schedule, where relevant, how public safety will be achieved. Such measures may include, where relevant to the premises:

- the occupancy capacity of the premises
- age, design and layout of the premises including means of escape
- nature of the licensable activities to be provided, in particular the sale and supply of alcohol
- hours of operation

- customer profile (e.g. age)
- use of special effects e.g. lasers, pyrotechnics, smoke/foam machines.

Paragraph 14.4 The Act requires a plan of the premises to be supplied with operating schedules showing prescribed information.

The Licensing Authority will take notice of a health and safety risk assessment submitted with an operating schedule.

Paragraph 14.5 All licensed premises will be risk related according to a Protocol agreed with Lancashire Fire and Rescue. Inspections will be carried out by Lancashire Fire & Rescue in accordance with the Protocol. A copy is attached at Appendix 6.

Paragraph 14.6 The Licensing Authority may inspect premises where it considers it appropriate on public safety grounds.

Paragraph 14.7 On receipt of relevant representations the Licensing Authority may, where it considers it necessary and/or appropriate, impose conditions to secure the public safety objective including those drawn from the Model Pool of Conditions attached at Appendix 3. Any conditions imposed will relate to the particular circumstances of the individual premises and will not duplicate other requirements of the law.

#### **HUMAN RIGHTS ACT IMPLICATIONS**

14. The Human Rights Act 1998 makes it unlawful for a local authority to act in a way that is incompatible with the European Convention on Human Rights. The Council will have particular regard to the following convention Rights;
- Article 6 that in the determination of civil rights and obligations everyone is entitled to a fair public hearing within a reasonable time by an independent and impartial tribunal established by law;
  - Article 8 that everyone has the right to respect for his home and family life;
  - Article 1 of the First Protocol that every person is entitled to the peaceful enjoyment of his/her possessions including for example, possession of a licence.

#### **ASSOCIATED PAPERS**

15. None

ANDREW DOCHERTY  
DIRECTOR OF CUSTOMER, DEMOCRATIC AND LEGAL SERVICE

There are no background papers to this report.

| <b>Report Author</b> | <b>Ext</b> | <b>Date</b>      | <b>Doc ID</b>                |
|----------------------|------------|------------------|------------------------------|
| Howard Bee           | 5665       | 12 February 2007 | LEGREP\Equestrian centre new |

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

(1)

|                   |
|-------------------|
| Reference number: |
|-------------------|

**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

(2) I/We EQUESTRIAN THEATRE LTD

4 JAN 2007

apply for a premises licence under section 17 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**

|   |                         |
|---|-------------------------|
| Postal address of premises or, if none, Ordnance Survey map reference or description<br><u>BIG TOPS</u><br><u>PARK HALL HOTEL OVERFLOW CAR PARK</u><br><u>PARK HALL ROAD</u><br><u>CHARNOCK RICHARD</u> |                         |
| Post town <u>CHORLEY</u>  | Postcode <u>PR7 5LP</u> |

Telephone number at premises(if any) —

Non-domestic rateable value of premises £ 72,000—

**Part 2 - Applicant details**

Please state whether you are applying for a premises licence as

- |   |   |
|---|---|
|   | Please tick <input checked="" type="checkbox"/> yes             |
| a) an individual or individuals*                | <input type="checkbox"/> please complete section (A)            |
| b) a person other than an individual*           |   |
| i. as a limited company                         | <input checked="" type="checkbox"/> please complete section (B) |
| ii. as a partnership                            | <input type="checkbox"/> please complete section (B)            |
| iii. as an unincorporated association; or       | <input type="checkbox"/> please complete section (B)            |
| iv. other (for example a statutory corporation) | <input type="checkbox"/> please complete section (B)            |

(1) Insert name and address of relevant licensing authority and its reference number (optional)

(2) Insert name(s) of applicant

- c) a recognised club
- d) a charity
- e) the proprietor of an educational establishment
- f) a health service body
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital
- h) the chief officer of police of a police force in England and Wales

- please complete section (B)
- please complete section (B)
- please complete section (B)
- please complete section (B)
- please complete section (B)
- please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm:

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

I am 18 years old or over  Please tick  yes Date of birth 

| Day | Month | Year |
|-----|-------|------|
|     |       |      |

Current postal address if different from premises address

Post town  Postcode

Daytime contact telephone number

E-mail address (optional)

Mr  Mrs  Miss  Ms  Other title   
 (for example, Rev)

Surname  First names

I am 18 years old or over  Please tick  yes  
 Date of birth Day   Month   Year

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   | EQUESTRIAN THEATRE LTD  |
| Address  | THE ARTS EXCHANGE<br>MILL GREEN<br>CONGLETON<br>CHESHIRE CW12 1JG |
| Registered number (where applicable)   | 4368078   |
| Description of applicant (for example partnership, company, unincorporated association etc.) | COMPANY   |
| Telephone number (if any)  | 01260 276627  |
| E-mail address (optional)  | info@equestriantheatre.co.uk                                      |

Part 3 - Operating Schedule

When do you want the premises licences to start?

| Day | Month | Year |
|-----|-------|------|
| 08  | 03    | 2007 |

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

| Day | Month | Year |
|-----|-------|------|
|     |       |      |

UP TO 14 DAYS ANNUALLY

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

50m x 40m BIG TOP WITH TIERED SEATING AND EQUESTRIAN ARENA, WHERE THE PERFORMANCE TAKES PLACE. ADJOINED BY A 28m x 21m FOYER TENT, WHERE SNACKS, REFRESHMENTS AND BAR WILL BE SITUATED. PLEASE SEE ATTACHED PLAN.

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 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act 2003)

**Provision of regulated entertainment**

Please tick  yes

- 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)  **EQUESTRIAN SHOW**

**Provision of entertainment facilities for:**

- i) making music (if ticking yes, fill in box I)
- j) dancing (if ticking yes, fill in box J)
- k) entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K)

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

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

**In all cases complete boxes N, O and P**

|  |              |               |  |
|--|--------------|---------------|--|
| <b>Plays</b>   |              |               | Will the performance of a play take place indoors or outdoors or both<br>- please tick <input checked="" type="checkbox"/> (please read guidance note 2)<br><br>Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/> |
| Standard days and timings<br>(please read guidance note 6) |              |               |  |
| <b>Day</b>   | <b>Start</b> | <b>Finish</b> | Please give further details here (please read guidance note 3)   |
| Mon  |              |               |  |
|  |              |               | State any seasonal variations for performing plays (please read guidance note 4)   |
| Tue  |              |               |  |
|  |              |               | Non-standard timings. Where you intend to use the premises for the performance of plays at different times from those listed in the column on the left, please list (please read guidance note 5)  |
| Wed  |              |               |  |
|  |              |               |  |
| Thur   |              |               |  |
|  |              |               |  |
| Fri  |              |               |  |
|  |              |               |  |
| Sat  |              |               |  |
|  |              |               |  |
| Sun  |              |               |  |

**B**

|  |              |               |  |
|--|--------------|---------------|--|
| <b>Films</b>   |              |               | Will the exhibition of films take place indoors or outdoors or both<br>- please tick <input checked="" type="checkbox"/> (please read guidance note 2)<br><br>Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/> |
| Standard days and timings<br>(please read guidance note 6) |              |               |  |
| <b>Day</b>   | <b>Start</b> | <b>Finish</b> | Please give further details here (please read guidance note 3)   |
| Mon  |              |               |  |
|  |              |               | State any seasonal variations for the exhibition of films (please read guidance note 4)  |
| Tue  |              |               |  |
|  |              |               | Non-standard timings. Where you intend to use the premises for the exhibition of films at different times from those listed in the column on the left, please list (please read guidance note 5)   |
| Wed  |              |               |  |
|  |              |               |  |
| Thur   |              |               |  |
|  |              |               |  |
| Fri  |              |               |  |
|  |              |               |  |
| Sat  |              |               |  |
|  |              |               |  |
| Sun  |              |               |  |

| Indoor sporting events<br>Standard days and timings<br>(please read guidance note 6) |       |        | Please give further details here (please read guidance note 3) |
|--|-------|--------|--|
| Day  | Start | Finish |  |
| Mon  |       |        |  |
|  |       |        |  |
| Tue  |       |        |  |
|  |       |        |  |
| Wed  |       |        |  |
|  |       |        |  |
| Thur   |       |        |  |
|  |       |        |  |
| Fri  |       |        |  |
|  |       |        |  |
| Sat  |       |        |  |
|  |       |        |  |
| Sun  |       |        |  |
|  |       |        |  |

State any seasonal variations for indoor sporting events (please read guidance note 4)

Non-standard timings. Where you intend to use the premises for indoor sporting events at different times from those listed in the column on the left, please list (please read guidance note 5)

D

| Boxing or wrestling entertainments<br>Standard days and timings<br>(please read guidance note 6) |       |        | Will the boxing or wrestling entertainment take place indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2) |                          |                          |
|--|-------|--------|---|--------------------------|--------------------------|
| Day  | Start | Finish | Indoors   | Outdoors                 | Both                     |
| Mon  |       |        | <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> |
|  |       |        |   |                          |                          |
| Tue  |       |        |   |                          |                          |
|  |       |        |   |                          |                          |
| Wed  |       |        |   |                          |                          |
|  |       |        |   |                          |                          |
| Thur   |       |        |   |                          |                          |
|  |       |        |   |                          |                          |
| Fri  |       |        |   |                          |                          |
|  |       |        |   |                          |                          |
| Sat  |       |        |   |                          |                          |
|  |       |        |   |                          |                          |
| Sun  |       |        |   |                          |                          |
|  |       |        |   |                          |                          |

Please give further details here (please read guidance note 3)

State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)

Non-standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times from those listed in the column on the left, please list (please read guidance note 5)

**E**

|  |              |               |  |  |
|--|--------------|---------------|--|--|
| <b>Live music</b>  |              |               | Will the performance of live music take place indoors or outdoors or both<br>- please tick <input checked="" type="checkbox"/> (please read guidance note 2)<br><br>Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/> |  |
| Standard days and timings<br>(please read guidance note 6) |              |               |  |  |
| <b>Day</b>   | <b>Start</b> | <b>Finish</b> | Please give further details here (please read guidance note 3)   |  |
| Mon  |              |               |  |  |
| Tue  |              |               |  |  |
| Wed  |              |               |  | State any seasonal variations for the performance of live music<br>(please read guidance note 4)   |
| Thur   |              |               |  |  |
| Fri  |              |               |  |  |
| Sat  |              |               |  | Non-standard timings. Where you intend to use the premises for the<br>performance of live music at different times from those listed in the column on<br>the left, please list (please read guidance note 5) |
| Sun  |              |               |  |  |
|  |              |               |  |  |

**F**

|  |              |               |   |  |
|--|--------------|---------------|---|--|
| <b>Recorded music</b>                                      |              |               | Will the playing of recorded music take place indoors or outdoors or both<br>- please tick <input checked="" type="checkbox"/> (please read guidance note 2)<br><br>Indoors <input checked="" type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/> |  |
| Standard days and timings<br>(please read guidance note 6) |              |               |   |  |
| <b>Day</b>   | <b>Start</b> | <b>Finish</b> | Please give further details here (please read guidance note 3)<br><br>INCIDENTAL MUSIC ACCOMPANYING<br>THE PERFORMANCE  |  |
| Mon  |              |               |   |  |
| Tue  |              |               |   |  |
| Wed  | 16.00        | 22.00         |   | State any seasonal variations for the playing of recorded music<br>(please read guidance note 4)   |
| Thur   | 16.00        | 22.00         |   |  |
| Fri  | 16.00        | 22.00         |   |  |
| Sat  | 13.00        | 22.00         |   | Non-standard timings. Where you intend to use the premises for the playing of<br>recorded music entertainment at different times from those listed in the column<br>on the left, please list (please read guidance note 5) |
| Sun  | 13.30        | 20.00         |   |  |
|  |              |               |   |  |

| Performances of dance<br>Standard days and timings<br>(please read guidance note 6) |       |        | Will the performance of dance take place indoors or outdoors or both<br>- please tick <input checked="" type="checkbox"/> (please read guidance note 2)   |
|---|-------|--------|---|
| Day   | Start | Finish | Indoors <input checked="" type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>   |
| Mon   |       |        | Please give further details here (please read guidance note 3)<br><b>DANCERS ARE INCORPORATED IN THE EQUESTRIAN PERFORMANCE</b>   |
| Tue   |       |        |   |
| Wed   | 17.00 | 22.00  | State any seasonal variations for the performance of dance<br>(please read guidance note 4)   |
| Thur  | 17.00 | 22.00  |   |
| Fri   | 17.00 | 22.00  | Non-standard timings. Where you intend to use the premises for the performance of dance entertainment at different times from those listed in the column on the left, please list (please read guidance note 5) |
| Sat   | 14.00 | 22.00  |   |
| Sun   | 14.30 | 20.00  |   |

## H

| Anything of a similar description to that falling within (e), (f) or (g)<br>Standard days and timings<br>(please read guidance note 6) |       |        | Will this entertainment take place indoors or outdoors or both<br>- please tick <input checked="" type="checkbox"/> (please read guidance note 2)   |
|--|-------|--------|---|
| Day  | Start | Finish | Indoors <input checked="" type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>   |
| Mon  |       |        | Please give further details here (please read guidance note 3)  |
| Tue  |       |        |   |
| Wed  | 17.00 | 22.00  | State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)   |
| Thur   | 17.00 | 22.00  |   |
| Fri  | 17.00 | 22.00  | Non-standard timings. Where you intend to use the premises for the entertainment of similar description to that falling within (e), (f) or (g) at different times from those listed in the column on the left, please list<br>(please read guidance note 5) |
| Sat  | 14.00 | 22.00  |   |
| Sun  | 14.30 | 20.00  |   |

|  |       |        |   |
|--|-------|--------|---|
| <b>Provision of facilities for making music</b>            |       |        | Please give a description of the facilities for making music you will be providing  |
| Standard days and timings<br>(please read guidance note 6) |       |        | Will the facilities for making music be indoors or outdoors or both<br>- please tick <input checked="" type="checkbox"/> (please read guidance note 2)  |
| Day  | Start | Finish | Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>  |
| Mon  |       |        | Please give further details here (please read guidance note 3)  |
|  |       |        |   |
| Tue  |       |        | State any seasonal variations for the provision of facilities for making music<br>(please read guidance note 4)   |
|  |       |        |   |
| Wed  |       |        | Non-standard timings. Where you intend to use the premises for provision of facilities for making music at different times from those listed in the column on the left, please list (please read guidance note 5) |
|  |       |        |   |
| Thur   |       |        |   |
|  |       |        |   |
| Fri  |       |        |   |
|  |       |        |   |
| Sat  |       |        |   |
|  |       |        |   |
| Sun  |       |        |   |
|  |       |        |   |

**J**

|  |       |        |  |
|--|-------|--------|--|
| <b>Provision of facilities for dancing</b>                 |       |        | Please give a description of the facilities for dancing you will be providing  |
| Standard days and timings<br>(please read guidance note 6) |       |        | Will the facilities for dancing be indoors or outdoors or both<br>- please tick <input checked="" type="checkbox"/> (please read guidance note 2)  |
| Day  | Start | Finish | Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>   |
| Mon  |       |        | Please give further details here (please read guidance note 3)   |
|  |       |        |  |
| Tue  |       |        | State any seasonal variations for providing dancing facilities<br>(please read guidance note 4)  |
|  |       |        |  |
| Wed  |       |        | Non-standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times from those listed in the column of the left, please list (please read guidance note 5) |
|  |       |        |  |
| Thur   |       |        |  |
|  |       |        |  |
| Fri  |       |        |  |
|  |       |        |  |
| Sat  |       |        |  |
|  |       |        |  |
| Sun  |       |        |  |
|  |       |        |  |

|   |       |        |   |
|---|-------|--------|---|
| <b>Provision of facilities for entertainment of a similar description to that falling within I or J</b> |       |        | Please give a description of the type of entertainment facility you will be providing   |
| Standard days and timings (please read guidance note 6)   |       |        | Will the entertainment facility be indoors or outdoors or both<br>- please tick <input checked="" type="checkbox"/> (please read guidance note 2)   |
| Day   | Start | Finish | Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>  |
| Mon   |       |        | Please give further details here (please read guidance note 3)  |
|   |       |        |   |
| Tue   |       |        | State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within I or J (please read guidance note 4)  |
|   |       |        |   |
| Wed   |       |        | Non-standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within I or J at different times from those listed in the column on the left, please list (please read guidance note 5) |
|   |       |        |   |
| Thur  |       |        |   |
|   |       |        |   |
| Fri   |       |        |   |
|   |       |        |   |
| Sat   |       |        |   |
|   |       |        |   |
| Sun   |       |        |   |
|   |       |        |   |

**L**

|   |       |        |  |
|---|-------|--------|--|
| <b>Late night refreshment</b>                           |       |        | Will the provision of late night refreshment take place indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2)  |
| Standard days and timings (please read guidance note 6) |       |        |  |
| Day   | Start | Finish | Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>   |
| Mon   |       |        | Please give further details here (please read guidance note 3)   |
|   |       |        |  |
| Tue   |       |        | State any seasonal variations for the provision of late night refreshment (please read guidance note 4)  |
|   |       |        |  |
| Wed   |       |        | Non-standard timings. Where you intend to use the premises for the provision of late night refreshment at different times from those listed in the column on the left, please list (please read guidance note 5) |
|   |       |        |  |
| Thur  |       |        |  |
|   |       |        |  |
| Fri   |       |        |  |
|   |       |        |  |
| Sat   |       |        |  |
|   |       |        |  |
| Sun   |       |        |  |
|   |       |        |  |

**M**

|   |       |        |  |
|---|-------|--------|--|
| <b>Supply of alcohol</b>                                |       |        | Will the sale of alcohol be for consumption - please tick box <input checked="" type="checkbox"/> (please read guidance note 7)  |
| Standard days and timings (please read guidance note 6) |       |        |  |
| Day   | Start | Finish | On the premises <input checked="" type="checkbox"/> Off the premises <input type="checkbox"/> Both <input type="checkbox"/>  |
| Mon   |       |        | State any seasonal variations for the supply of alcohol (please read guidance note 4)  |
|   |       |        |  |
| Tue   |       |        |  |
|   |       |        |  |
| Wed   | 16.00 | 22.00  | Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times from those listed in the column on the left, please list (please read guidance note 5) |
|   |       |        |  |
| Thur  | 16.00 | 22.00  |  |
|   |       |        |  |
| Fri   | 16.00 | 22.00  |  |
|   |       |        |  |
| Sat   | 13.00 | 22.00  |  |
|   |       |        |  |
| Sun   | 13.30 | 20.00  |  |
|   |       |        |  |



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

Name **NIKKI FRANCES FOSSETT**  
 Address [REDACTED]  
 Postcode [REDACTED]  
 Personal Licence number (if known) **05NF-3406-TJEC-AXKF**  
 Issuing licensing authority (if known) **SOUTH NORTHAMPTON COUNCIL**

**N**

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 8)

**FAMILY SHOW**

**O**

|   |       |        |  |
|---|-------|--------|--|
| <p><b>Hours premises are open to the public</b><br/>                 Standard days and timings<br/>                 (please read guidance note 6)</p> |       |        | <p>State any seasonal variations (please read guidance note 4)</p><br><br><br><br><br><br><br><br><br><br><p>Non-standard timings. Where you intend to use the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)</p> |
| Day   | Start | Finish |  |
| Mon   |       |        |  |
| Tue   |       |        |  |
| Wed   | 16.00 | 22.15  |  |
| Thur  | 16.00 | 22.15  |  |
| Fri   | 16.00 | 22.15  |  |
| Sat   | 13.00 | 22.15  |  |
| Sun   | 13.30 | 20.15  |  |
|   |       |        |  |

a) General - all four licensing objectives (b, c, d, e) (please read guidance note 9)

WE BRING FAMILY ENTERTAINMENT TO THE COMMUNITY AND PROVIDE A SAFE ENVIRONMENT ADHERING TO HEALTH AND SAFETY REQUIREMENTS

b) The prevention of crime and disorder

- CAR PARK ATTENDANTS ON SITE
- NIGHT SECURITY PROVIDED
- STEWARDS DURING PERFORMANCES WITH PORTABLE RADIO LINKS

c) Public safety

- PUBLIC ACCESS AREAS FENCED
- HELPFUL PUBLIC INFORMATION SIGNAGE IN SITU, E.G. TOILETS, EMERGENCY EXITS, BOX OFFICE
- EVACUATION PROCEDURE IN PLACE

d) The prevention of public nuisance

- PRODUCTION ENCLOSED WITHIN A BIG TOP
- ENTRY ONLY PERMITTED ON PRODUCTION OF A VALID TICKET
- 'IN HOUSE' STEWARDING ON SITE

e) The protection of children from harm

THE PRODUCTION IS A FAMILY EVENT WITH FAMILY GROUPS ENCOURAGED. WE OPERATE A STRICT NO UNDER AGE DRINKING POLICY. THE ENCLOSED EVENT PLAN ALSO INCLUDES OUR PROCEDURE FOR LOST CHILDREN ONSITE.



**Notes for Guidance**

1. Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises please tick 'on the premises', if you wish people to be able to purchase alcohol to consume away from the premises please tick 'off the premises'. If you wish people to be able to do both please tick 'both'.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

LICENSING ACT 2003  
Section 37(3)

**Consent of individual to being specified as premises supervisor**

4 JAN 2007

I [full name of prospective premises supervisor]  
NIKKI FRANCES FOSSETT

of [home address of prospective premises supervisor]  
[REDACTED]  
[REDACTED]

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

[type of application] PREMISES LICENSE

by

[name of applicant] EQUESTRIAN THEATRE LTD

relating to a premises licence

[number of existing licence, if any]

for

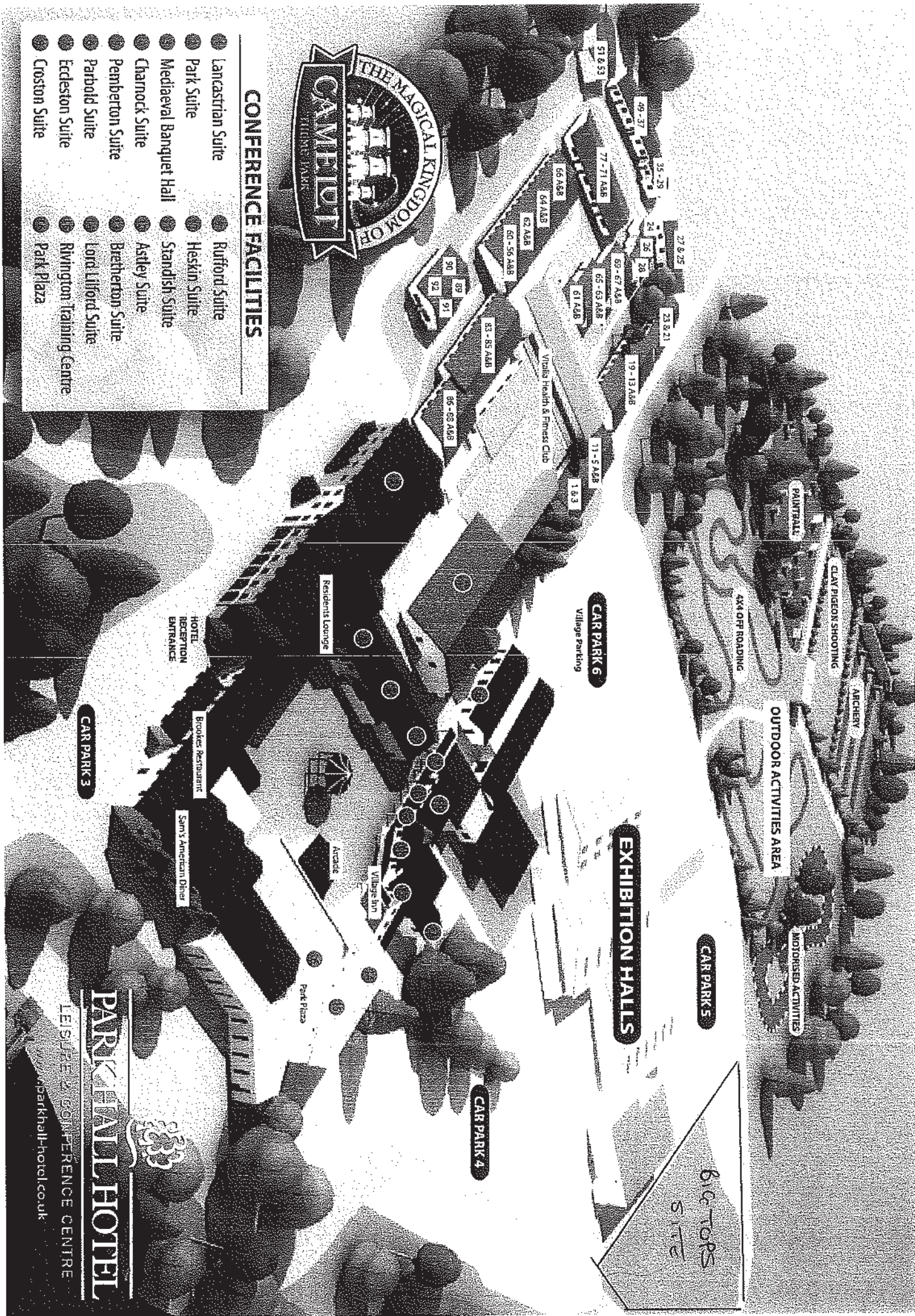
[name and address of premises to which the application relates]  
BIG TOPS  
PARK HALL HOTEL OVERFLOW CAR PARK  
PARK HALL ROAD  
CHARNOCK RICHARD, CHORLEY, PR7 5LP

and any premises licence to be granted or varied in respect of this application made by

[name of applicant] EQUESTRIAN THEATRE LTD

concerning the supply of alcohol at

[name and address of premises to which application relates]  
BIG TOPS  
PARK HALL HOTEL OVERFLOW CAR PARK  
PARK HALL ROAD  
CHARNOCK RICHARD, CHORLEY, PR7 5LP



- CONFERENCE FACILITIES**
- Lancaster Suite
  - Park Suite
  - Medieval Banquet Hall
  - Charrock Suite
  - Pemberton Suite
  - Parbold Suite
  - Ecdleston Suite
  - Croston Suite
  - Rufford Suite
  - Heskin Suite
  - Standish Suite
  - Astley Suite
  - Bretherton Suite
  - Lord Lilford Suite
  - Rivington Training Centre
  - Park Plaza



CAR PARK 4

EXHIBITION HALLS

CAR PARK 5

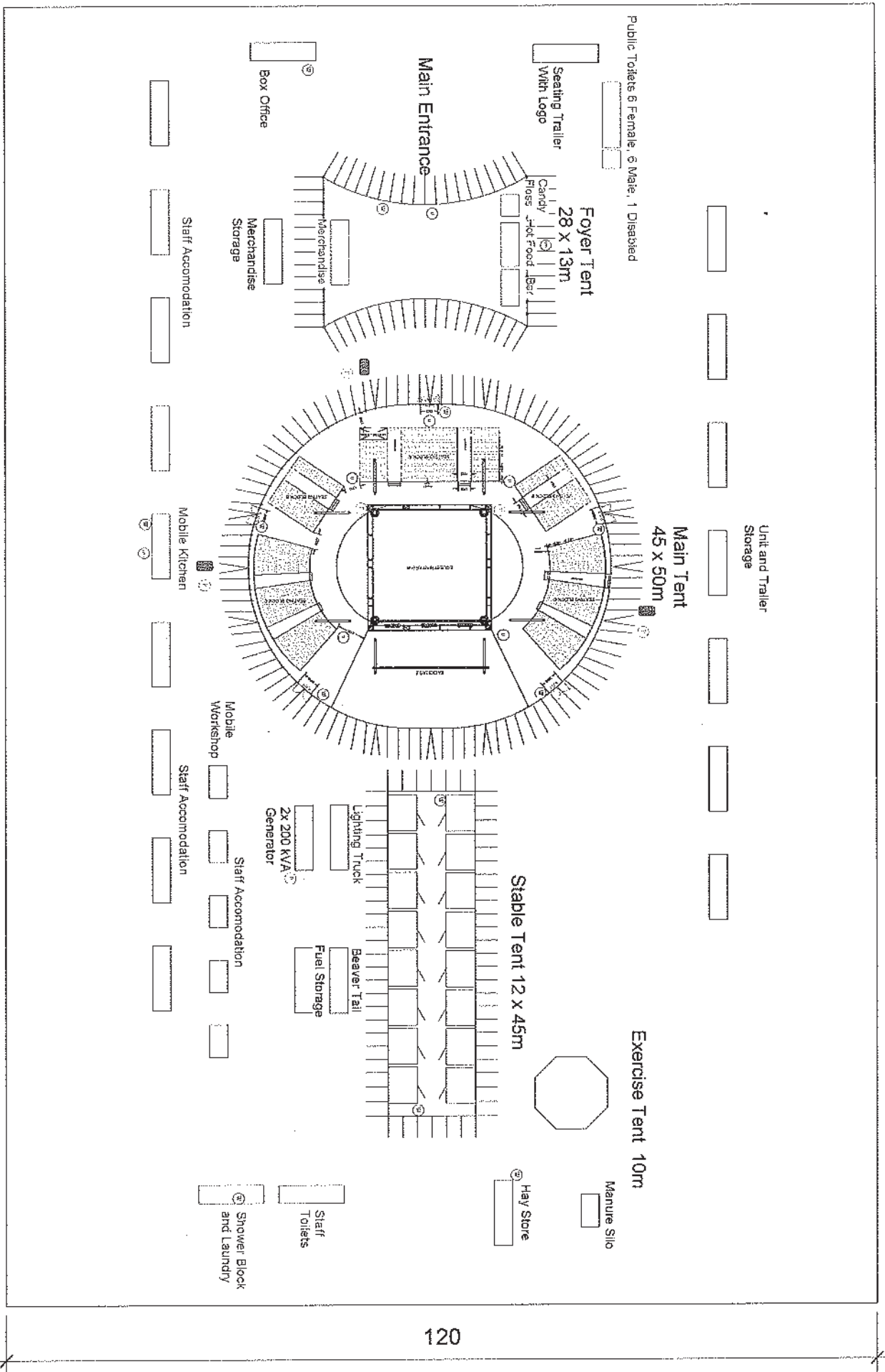
CAR PARK 3

CAR PARK 6

**PARK HALL HOTEL**  
LEISURE & CONFERENCE CENTRE

[www.parkhall-hotel.co.uk](http://www.parkhall-hotel.co.uk)

BICATORS  
SITE



Spirit of the Horse  
 Chimera UK Tour 2006  
 Site Layout Plan  
 Scale 1:750 @ A4

- Propane LPG Cylinder
- Powder Dioxide Extinguisher
- Water Dioxide Extinguisher
- Usher
- 250,000 Btu Space Heater

- Flammable Materials Storage
- Catering Facilities
- Staff & Artists Accommodation
- Workshop
- Trucks and Storage
- Sanitary Facilities

## Lancashire Constabulary

Licensing Unit, Police Station, St Thomas's Road, Chorley, PR7 1DR

Tel: 01257 246215

Fax: 01257 246217



**Lancashire  
Constabulary**

police and communities together

e-mail: southern-licensing@lancashire.pnn.police.uk

Date – 05/01/2007

Licensing Officer  
Chorley Borough Council  
Town Hall  
Market Street  
Chorley  
PR7 1DP

Dear Sir

**RE: PREMISES LICENCE REPLY:- LICENSING ACT 2003 - REF PREM LIC.**

Premises BIG TOPS(EQUESTRIAN THEATRE), PARK HALL HOTEL  
OVERFLOW CAR PARK, PARK HALL ROAD, CHARNOCK RICHARD

There are no police representations to be made in respect of this application:-

It has been agreed that 1 months notice will be given for any event in the big top by the Equestrian Theatre (fax sent).

Yours faithfully

Police Constable 290

(Licensing)



**Elizabeth Riley**

---

**From:** Buttell, Paul [Paul.Buttell@SouthNorthants.gov.uk]  
**Sent:** 05 January 2007 11:46  
**To:** Elizabeth Riley  
**Subject:** RE: Personal Licence Holder

Hi  
06NF-34UG-TJEC-AXKF  
Expires 09/04/2016  
Regards

*Paul BUTTELL*  
*Senior Licensing Officer*  
*South Northants Council*  
*01327 322119*

---

**From:** Elizabeth Riley [mailto:elizabeth.riley@chorley.gov.uk]  
**Sent:** 04 January 2007 15:59  
**To:** Licensing  
**Subject:** Personal Licence Holder

Good afternoon,

We have received Premises Licence Application from a company called Equestrian Theatre Ltd.

The following person has been specified as DPS.  
Nikki Frances Fossett  
Manor Farm  
Milton Malsor  
Northampton  
NN7 3AZ

Please could you confirm her Personal Licence number and the expiry date of this licence?

Many thanks for your assistance.

Kind regards

Elizabeth

Elizabeth Riley  
Administrative Assistant  
Licensing  
Chorley Council  
DD: 01257 515164  
EMAIL: elizabeth.riley@chorley.gov.uk

---

05/01/2007

Page 85



# CHORLEY Guardian

Wednesday, January 10, 2007 No. 6893 www.chorleytoday.co.uk 52p Est. 1871



Inside report  
Page 85

## property today

### Starts in the Guardian next week

erty today

ulate

NOW!

in a call to...

**Licensing Notices**

**LICENSING ACT 2003**

**APPLICATION FOR A PREMISES LICENCE**

**NOTICE IS HEREBY GIVEN**

\* That an application for a premises licence under the above mentioned legislation has been made by **EQUESTRIAN THEATRE LTD**

To Chorley Borough Council in respect of premises at the Big Tops, Park Hall Hotel Overflow Car Park, which are situated at Park Hall Road, Charnock Richard, Chorley PR7 5LP for an equestrian event known as 'Spirit of the Horse' to include the performance of dance, recorded music and anything of a similar description. Refreshments will be available including the sale of hot food and a licensed bar.

Performances Weds/Thurs/Fri between 17.00 & 22.00, Sat between 14.00-22.00, Suns between 14.30 and 20.00. The sale of alcohol and playing of recorded music on Weds/Thurs/Fri 16.00 to 22.00, Sat 13.00-22.00 and Sun 13.30 to 20.00. Premises are open to the public from Weds/Thurs/Fri 16.00 and closed to the public by 22.15, sat 13.00-22.15 and Suns 13.30 to 20.15. Premises to be used annually for this event.

The record of the application may be inspected at the licensing office, Chorley Borough Council, Civic Buildings, Union Street, Chorley PR7 1AL between 9.30am & 4.30pm or on the website [www.chorley.gov.uk](http://www.chorley.gov.uk)

Any representations by interested parties or responsible authorities regarding the application must be made in writing to the Licensing Section, Chorley Council at the above address by 07th February 2007.

It is an offence, liable on summary conviction to a fine up to Level 5 (£5000) on the standard scale, to knowingly or recklessly make a false statement in connection with this application.

Dated: 10th January 2007

LICENSING ACT 2003  
Section 18

---



**Notice of hearing of representations in respect of  
application for a Premises Licence**

To Equestrian Theatre Ltd.

Of The Arts Exchange  
Congleton, Cheshire

The Applicant

The Chorley Borough Council, being the licensing authority, on the 4 January 2007 received an application for a Premises Licence from Equestrian Theatre Ltd., in respect of the premises known as 'Big Tops, Park Hall overflow car park Charnock Richard.

On 5 January the Council received a representation from the Police on the likely effect of the grant of the Premises Licence on the promotion of the Licensing Objectives.

The Council now GIVES YOU NOTICE that representations will be considered at a hearing to be held at Chorley Town Hall on 28 February 2007 at 11.30am following which the Council will issue a Notice of Determination of the Application.

[The documents which accompany this notice are the relevant representation which have been made, as defined in Section 18(6) of the Act]

[The particular points on which the Council considers that it will want clarification at the hearing from a party are as follows: Licensing Objectives – Public Safety and prevention of public nuisance.

You should complete form LAR1 and return it to the address at the foot of this page  
within five (5) working days before the day or the first day on which the hearing is to be held.

Dated

Signed \_\_\_\_\_

Designation \_\_\_\_\_  
the officer appointed for this purpose

**NOTES****Right of attendance, assistance and representation**

15. Subject to regulations 14(2) and 25, a party may attend the hearing and may be assisted or represented by any person whether or not that person is legally qualified.

**Representations and supporting information**

16. At the hearing a party shall be entitled to –
- (a) in response to a point upon which the authority has given notice to a party that it will want clarification under regulation 7 (1)(d), give further information in support of their application, representations or notice ( as applicable),
  - (b) if given permission by the authority, question any other party; and
  - (c) address the authority.

**Failure of parties to attend the hearing**

20. (1) If a party has informed the authority that he does not intend to attend or be represented at a hearing, the hearing may proceed in his absence.
- (2) If a party who has not so indicated fails to attend or be represented at a hearing the authority may-
- (a) where it considers it to be necessary in the public interest, adjourn the hearing to a specified date, or
  - (b) hold the hearing in the party's absence.
- (3) Where the authority holds the hearing in the absence of the party, the authority shall consider at the hearing the application, representations or notice made by that party.
- (4) Where the authority adjourns the hearing to a specified date it must forthwith notify the parties of the date, time and place to which the hearing has been adjourned.

**Procedure at hearing**

21. Subject to the provisions of the Regulations, the authority shall determine the procedure to be followed at the hearing.
22. At the beginning of the hearing, the authority shall explain to the parties the procedure which it proposes to follow at the hearing and shall consider any request made by a party under regulation 8(2) for permission for another person to appear at the hearing, such permission shall not be unreasonably withheld.
23. 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 cross-examination is required for it to consider the representations, application or notice as the case may require.
24. The authority must allow the parties an equal maximum period of time in which to exercise their rights provided for a regulation 16.
25. The authority may require any person attending the hearing who in their opinion is behaving in a disruptive manner to leave the hearing and may –
- (a) refuse to permit that person to return, or
  - (b) permit him to return only on such conditions as the authority may specify,
- but such a person may, before the end of the hearing, submit to the authority in writing any information which they would have been entitled to give orally had they not been required to leave.

LICENSING ACT 2003  
Regulation 8

**Notice of actions following receipt of notice of hearing**

To: The licensing Manager – Mr H Bee  
Chorley Council  
Civic Buildings  
Union Street  
Chorley  
PR7 1AL

I \_\_\_\_\_

Of \_\_\_\_\_

Hereby confirm that I have received the Notice of Hearing dated \_\_\_\_\_

for \_\_\_\_\_

and notify you as follows:

I [\*do not] intend to attend the hearing

I [\*do not] intend to be represented at the hearing (by):

I consider the hearing to be unnecessary because:

I request that \_\_\_\_\_ should appear at the hearing and set out below the point or points on which this person may be able to assist the authority in relation to this application, representations or notice of the party making the request.

Dated \_\_\_\_\_ Signed \_\_\_\_\_

\*Delete words which do not apply.

**Action following receipt of notice of hearing**

8 -

1. A party shall give to the authority within the period of time provided for in the following provisions of this regulation a notice stating
  - a) whether he intends to attend or be represented at the hearing;
  - b) whether he considers a hearing to be unnecessary.
  
2. In a case where a party wishes any other person (other than the person he intends to represent him at the hearing) to appear at the hearing, the notice referred to in paragraph (1) shall contain a request for permission for such other person to appear at the hearing accompanied by details of the name of that person and a brief description of the point or points on which that person may be able to assist the authority in relation to the application, representations or notice of the party making the request.

3. In the case of a hearing under -

- a) Section 48(3)(a) (cancellation of interim authority notice following police objection), or
- b) Section 105(2)(a) (counter notice following police objection to temporary event notice),

the party shall give the notice no later than one working day before the day or the first day on which the hearing is to be held.

4. In the case of a hearing under –

- a) Section 167(5)(a) (review of premises licence following closure order),
- b) Paragraph 4(3)(a) of Schedule 8 (determination of application for conversion of existing licence),
- c) Paragraph 16(3)(a) of Schedule 8 (determination of application by holder of justices' licence for grant of personal licence),
- d) Paragraph 26(3)(a) of Schedule 8 (determination of application by holder of justices' licence for grant of personal licence),

the party shall give the notice no later than two working days before the day or the first day on which the hearing is to be held.

5. In any other case, the party shall give the notice no later than five working days before the day or the first day on which the hearing is to be held.

LICENSING ACT 2003  
Section 18



**Notice of hearing of representations in respect of application for a Premises Licence**

To Police Licensing Dept.

Of Chorley Police Station

[a person who made relevant representations] [the Chief Officer of Police]

The Chorley Borough Council, being the licensing authority, on the 4 January 2007 received an application for a Premises Licence from Equestrian Theatre Ltd., in respect of the premises known as 'Big Tops', Park Hall overflow car park Charnock Richard.

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LICENSING ACT 2003  
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**Event Plan  
Version One  
UK Tour 2007**

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## 1.0 Event Outline

### 1.1 Introduction

Spirit of the Horse is an equine theatrical performance that incorporates horse showmanship, stunt riding, dance, aerial acrobatics and comedy in a 2 hour performance that explores the human races relationship with the horse.

Spirit if the Horse is presented in the equestrian arena tent. Our temporary site also incorporates public foyer tent reception area where customers can purchase refreshments and souvenirs and the stables, where after every performance we allow members of the public to meet the horses and their riders and trainers. Also onsite, in a separate area from the public, are attending vehicles and living accommodation.

Seating is on grandstand units (tiered capacity) with additional ringside allocation for wheelchair users. Including staff/artistes total no. of persons at event will not exceed 1,460.

Due to the nature of the event a public entertainments licence is required.

### 1.2 Event Organiser

The event organiser is Equestrian Theatre Ltd. Equestrian Theatre will undertake to ensure that the performance and all associated activities are conducted in such a way that, so far as is reasonably practicable, the safety of public attending the event is assured.

### 1.3 Event Outline

The show consists of a variety of equestrian routines including High School, Garocha, Quadrille and stunt riding all performed to music. The show fuses solo horse and rider routines with choreographed dance, and full ensemble pieces. The performance is in two halves with a fifteen-minute interval. Total performance time is approx 2 hours in length.

Performance schedule is as follows note; some venues may not hold performances on Wednesdays.

**Wed/Thurs/Friday 17.00, 20.00**

**Saturday 14:00, 17.00, 20.00**

**Sunday 14:30, 18.00**

The venue comprises one 45x50 metre elliptical auditorium tent and one 30x20 metre foyer tent. (See site plan appendix 1 for details).

The audience capacity for each performance is 1399. This is divided into sections A, B and C (See app. 2 for details).

Section A capacity is 499

Section B capacity is 600

Section C capacity is 300

Based on knowledge of previous tour venues audience composition is mixed with ages ranging from toddler to 65+. A large proportion of our audiences are family groups.

#### 1.4 Key Personnel

| Name           | Role                             | Contact                               |
|----------------|----------------------------------|---------------------------------------|
| Neville Wilson | G.W.C.P. Group General Manager   | 01260 276627 /<br>07766555000         |
| Adam Howard    | G.W.C.P. Group Technical Manager | +44(0) 7970445330 /<br>+971 503066283 |
| Alex Sblattero | Show Manager                     | 07714760530                           |
| Tom Aspen      | Front of House Manager           | 07973 956408                          |

## 2.0 Event Management

### 2.1 Crowd Management

The foyer tent will open 1 hour prior to performance start time. In the event of inclement weather where possible the foyer area will open earlier to provide shelter for members of the public. Stewards will be present at specific posts throughout the venue at all times when occupied by the public. For all details on evacuation procedures and security arrangements please refer to emergency management procedures (section 4).

The majority of tickets are pre-sold, either through our online or telephone ticket agencies. We also have a box office from which tickets can be purchased on site. This box office is open daily onsite (09:30 ~ 21:00) from the Tuesday that precedes the opening performance at each venue. To reduce queuing times we endeavour to deliver all pre-sold tickets by mail. For any last minute tickets or “walk up” sales the box office is the collection point.

As the majority of our sites are in rural or out of town locations the majority of our audience will arrive by car.

Where it is possible within the site to operate a car parking system our stewards will supervise the vehicle access across the site to ensure safe movement and parking of vehicles throughout the event period. Stewarding will be also 1 hour prior to

performance start time, and stewards will be present up to and until all public vehicles are offsite.

Venue staff will show customers to their seats. Staff will be sensitive to the needs of the elderly and visitors with disabilities.

Public address announcements are made simultaneously in foyer and main tent prior to start of performance as follows

15 minute call

5 minute call

2 minute call

Beginning of show safety announcement.

During the interval a 5-minute and 2 minute call will be played.

Except for the event of an emergency the shows will always commence at the advertised start time.

## **2.2 Medical Provision**

First Aid Boxes are kept in the following locations.

- 1. Box Office**
- 2. Inside all concession and merchandise units in entrance tent**
- 3. Backstage (Stage Left)**
- 4. Stable Tent Public Entrance**
- 5. Mobile Workshop (Located within staff living area).**

Qualified first aid personnel onsite for all performances are

- 1. Marcus Rose (Box office)**
- 2. Anya Ponder (Merchandise and Sales)**
- 3. Nikki Fossett (Equestrian Theatre Director)**
- 4. Tom Aspen (FOH Manager)**

All first aiders are present onsite for all performances.

## **2.3 Fire Safety**

### **2.3.1 Fire Fighting Equipment**

There are designated fire extinguisher points throughout the venue. For details of specific equipment locations please refer to appendix 5. All fire extinguishers have



been tested and certified by independent contractor. All extinguishers will conform to BS EN 3:1996 and be colour coded according to BS 7863: 1996 and BS 5306: 1985.

### **2.3.2 Combustible & Flammable Materials**

#### **Drapes and scenery**

All drapes and scenery will be either made of inherently flame retardant fabric that conforms to BS 5867: Part 2 1980 (amd 1993) Fabric Type B when tested in accordance with BS 5438:1998.

Or; Non durable, treated to conform to BS 5867: Part 2 1980 (amd 1993) Fabric Type B and accompanied by test certificate.

Copies of all test certification are held onsite at the Box Office.

#### **Storage of Combustible Materials**

All other materials that are combustible will be stored securely and necessary precautions taken i.e. fire-fighting equipment placed in strategic locations.

Hay and food storage - is stored in bulk on the site and is identified on site map (see app. 1.1). These items will be stored at a safe distance from temporary structures and living accommodation.

### **2.3.3 Fire Doors, Escape Routes and Final Exits**

All fire doors leading out from venue are fitted with crash bars which comply with BS EN 179:1998 and BS EN 1125:1997. All fire doors will be checked prior to opening to the public at each venue to ensure that they swing freely and fittings function correctly. All fire exits will have illuminated signage displayed correctly and directly above exit. Where appropriate additional directional signage along an exit route to a final exit will be clearly displayed. All fire safety signs, notices and graphic symbols will conform to the Health and Safety (Safety signs and signals) regulations 1996.

All exit routes will be clearly marked and designated member of staff will be responsible to ensure that final exits are kept free at all times from obstruction.

## **2.4 Site Facilities**

### **2.4.1 Sanitary Facilities**

Toilet allocation for guests, is as follows

6x Female Cubicles

4x Male Cubicles and 6x Urinals

Disabled 1x Single Cubicle.

These figures are above the minimum recommendation for an event with a gate opening time of 6 hours or less (ref: HSE pub Event Safety Guide pg90).

Staff toilets are separate from Public toilets. Staff toilet allocation is as follows.

4x Female Cubicles

1x Male Cubicle and 3x Urinals

The toilets will be monitored by designated staff member to ensure they are kept in a sanitary condition.

Toilet facilities are indicated on site plan. (App. 1).

Handwashing facilities (cold water only) are provided for all of the above facilities at the ratio of at least 1 handbasin for 5 toilets. Bactericidal soap is provided as no hot water available.

Designated marked containers are provided in all female and disabled toilet facilities for the safe disposal of sanitary towels and are clearly marked as such.

A communal shower block / laundry facility is provided onsite for the use of all employees. This is a unisex facility with scheduled times for male and female use.

#### **2.4.2 Disabled Access**

The venue for purposes of access for members of general public is all on one level. All fire exits are fitted with ramps to allow for disabled access/egress.

Disabled toilet facilities will be provided for guests.

Provision is made for seating of wheelchair users (illustrated on appendix 2)

#### **2.4.3 Waste Disposal**

##### **General Waste**

Grey "wheelie bins" are located around the site for the disposal of general waste. These are emptied on a regular basis into a large general waste skip. This will be located at a safe distance from other site facilities and public areas. The waste skip will be monitored and replaced as required by registered local waste contractor.

##### **Manure Disposal**

For each venue a suitable contractor will be arranged for the regular removal of manure and used hay. Stables waste will be temporarily stored in a small manure skip located away from other site facilities and public areas.

**Sewage Disposal**

Both onsite toilet facilities can either be plumbed direct into sewage drain. If sewage drains are not available sewage will be stored in external portable holding tanks. Emptying of tanks will be arranged as appropriate with registered local contractors and or local authority as necessary.

**Waste Management**

During site builds and breakdowns staff will be instructed to remove rubbish as they work so as not to allow an accumulation of waste except in designated skips or containers.

On performance day's staff prior to each performance will regularly clean all public areas.

**Hazardous Waste**

Any waste deemed to be hazardous, for example waste engine oil will be disposed of appropriately.

**Waste Removal**

All employees that are required to collect litter will be provided with appropriate PPE.

**2.4.4 Security****Onsite Security**

Designated Equestrian Theatre members will provide 24 hour onsite security at each site.

**Site Security and Fencing**

Site perimeter fencing will be used as necessary, i.e. for sites with a close proximity to residential areas and urban areas.

**2.5 Electrical installation**

All electrical installations will be designed, installed, operated and maintained in accordance with the following legislation.

**Electricity at Work Act (1989), BS 7671(1992), BS 7909 (1998).**

All work undertaken on electrical installation shall be carried out by competent personnel.

RCD and MCB devices will be used in the installation to prevent damage to equipment and injury to personnel. Specifically where portable or hand held devices are used 30mA 0.4 ts RCD s will be used.

Bonding All earth bonding shall be sufficient relative to the size of electrical supply. All metalwork, including tent structure and stage will be bonded. Cross bonding will be used where distribution for two independent power supplies is in close proximity.

An independent NICEIC registered electrical contractor will regularly test the RCD protection and installation.

Automatic emergency lighting and illuminated exit signs will be installed throughout the venue. (See app. 3 + 3.1) In the event of power failure emergency lighting will operate within 5 seconds and remain illuminated for 3 hours. Emergency lighting and exit lighting will be regularly tested by in house technicians to check that it functions correctly.

For all relevant installation certification paperwork please refer to appendix 6.

## **2.6 Noise Levels**

Noise Levels shall conform to the following legislation

### **Noise at Work Regulations (1989)**

In particular the Leq reading should not exceed 107db, and the sound pressure level (spl) should not exceed 140db. Ref (HSE event safety guide pg100 p.573)

The performance noise levels are monitored via an environment meter from the FOH position by the sound engineer to ensure that set levels are not exceeded. The event runs at 93db from the front of house position. (Average Leq reading taken over 15 minute period).

## **2.7 Catering and Bar Facilities**

### **2.7.1 Concession Wagons**

Equestrian theatre provide basic catering facilities onsite. For the public these consist of a fast food outlet selling burgers and hotdogs, tea and coffee. Also there is a candy floss and popcorn outlet and a licensed bar. Locations of all concessions please refer to appendix 1.2

All concession wagons are the property of Equestrian Theatre Ltd.

All food serving, cleaning and preparation areas will be maintained to a high standard.

All gas installations will be regularly tested by a competent service engineer.

All electrical installations will be regularly tested as part of the main installation tests onsite.

Members of staff working in these areas will have completed their food hygiene basic level course.

### **2.7.2 Mobile Bar**

Liquor licence for every site will be applied for in advance. A copy of this licence will be held in the onsite Box Office.

No alcohol will be served to minors. Staff are instructed if in any doubt to request identification prior to purchase. Acceptable forms of Id are drivers' licence or passport copy.

## **2.8 Live Animals**

### **2.8.1 Accommodation**

All horses will be housed in suitable clean and dry accommodation. In the stable tent this consists of loose boxes 1 per horse. There is adequate room for horse to fully turn when inside boxes.

### **2.8.2 Transport**

All animals will be transported in motorised horseboxes. These will be inspected by competent personnel regularly to check for wear and tear, and repaired or replaced as necessary. All of these vehicles will have current MOT certificate and be regularly serviced. Horses will remain in their stable accommodation until just prior to transport to the next venue. Upon arrival the stable tent will be immediately erected at site and all horses placed back into their stable accommodation. Where Equestrian Theatre Ltd. is working under a contract for services agreement with artistes we will inspect the condition of all livestock and travelling accommodation as owned by the artiste to ensure suitable condition prior to any contract agreement. However the responsibility for the maintenance and care of such livestock and equipment is the responsibility of the artiste.

### **2.8.3 Duty of Care**

At least one of Equestrian Theatre Grooms to be present in stables at all times. As required all inoculations and any such required additional medical assessment and treatment will be administered by a qualified veterinary surgeon. As we use external practitioners for all veterinary work contact sheet is prepared for tour listing veterinary practices for each area visited will be kept in the box office.

All horses will be fed the required amounts of fodder as stipulated by their owners.

## **3.0 Method Statement**

### **3.1 General Timescale**

Construction work will begin at 9:00 am. Structure and contents will be completed by 12:00 hrs, including all necessary safety checks and paperwork completed.

After the final performance work will commence once venue is clear of all members of the public, approx 20:30 pm and will cease by 23:00 pm. All company vehicles will be offsite by 00:00 hrs.

### **3.2 Vehicular Movement**

All vehicles driving onto site will be instructed that the speed limit is 5mph and to use their Vehicle hazard lights. At the times when the site is open to the public, movement of vehicles will be kept to a minimum.

### **3.3 Signage**

Appropriate signage for public and staff will be used throughout the site if necessary. Where required illuminated signage will be used to direct public and staff to emergency exits.

### **3.4 Site Lighting**

As part of the event takes place after sunset, an artificial lighting system will be provided.

This will provide the minimum levels as follows

5-lux minimum throughout the event area

20 lux average with 5 lux minimum for stairways, gangways and pathways

20 lux minimum final exit points, changes in direction and pinch points on escape routes.

### **3.5 Documentation**

All relevant legal documentation – public liability insurance, public entertainments licence, and all sign off sheets will be held in the Box Office.

## **4.0 Emergency Management Procedures**

### **4.1 Definitions**

#### **Minor Incident**

A minor incident is defined as “a routine occurrence that impacts upon the safe running of the event but does not require the involvement of the emergency services to assume the co-ordination of its resolution.”

#### **Emergency Situations**

An emergency situation is defined as “ an occurrence that poses a threat of serious injury, loss of life or a breakdown in public order and does require the emergency services to assume the co-ordination of its resolution.”

### **4.2 Minor Incidents**

Despite effective planning there may still be occurrences determined as minor incidents. It is recognised by all venue staff that such circumstances need to be resolved effectively to prevent a more serious emergency situation developing.

Site manager may retain responsibility for co-ordination of the response to such incidents, even if emergency service assistance has been requested. However should emergency services decide that circumstances warrant further intervention event staff, under direction of site manager will provide assistance as required.

### **4.3 Emergency Situation**

Whilst the Site manager is responsible for dealing with untoward incidents, Those members of staff involved must be aware of their own ability to cope and recognise the occurrence of emergency situations. In such circumstances,

site manager should contact emergency services immediately. Upon the arrival of emergency services control should pass to them to control the incident.

All personnel onsite will have a thorough understanding of appropriate contingency arrangements. There is an PA system inside the tent. In the event of a loss of power a back up system will be in place.

#### 4.4 Emergency Situation Response Plan

On occurrence of all incidents staff should immediately inform site manager. Responses to a minor incident will be co-ordinated by the Site manager. A response should be localised there should be no requirement for general broadcast.

On occurrence of a Major incident site manager will request assistance from the emergency services. Venue staff under direction of the Site Manager will then take action to minimise risk to public. Control of the situation (Once Onsite) will pass to the emergency services.

Emergency Response Plan is as follows:-

1. Any member of staff becoming aware of minor or major incident should immediately inform Site Manager. Accurate location and situation report must be given.
2. Once notified Site Manager will assess if the incident is Minor and it is not necessary to halt the performance or evacuate members of public, or Major in which case either one or both of the above actions would apply.
3. In the case of stopping the performance the following announcement will be played over the PA system.  
"Ladies and Gentlemen please could you remain seated and be patient as there will be a short delay."
4. Should the site manager decide that there is a danger to the public and it is necessary to evacuate the venue, the following procedures will be carried out.
  - 4a. Following announcement will be played on PA system. "Ladies and Gentlemen may I have your attention please. Due to unforeseen circumstances we are not able to continue with the performance. Please make your way calmly to the nearest emergency exit and follow the direction of the stewards."



4b. On the playing of this announcement all staff will move to their designated positions to direct public out of the venue. Staff will instruct public to gather at a pre-determined location outside the site perimeter fencing. Prior to event site opening to the public all staff will be instructed the correct routes to use for the public in the event of an evacuation. Staff that are not manning exits will assist disabled patrons as required.

4c. Once all the public have exited, designated members of staff will confirm to site manager that each area is clear, i.e. main auditorium, foyer, outdoor area, dressing rooms etc.

4d. If there is fire risk and it is safe to do so venue technician should switch off electrical supply. In the case of generators these should be powered down and the external fuel tanks should be switched off.

5. Public will be held at the muster point until such time if and when the emergency services deem it to be safe to re- enter the site.

#### 4.5 Specific Threats

##### 4.5.1 Fire

Should a fire develop, staff should report this using CODEWORD Mr. Redburn and Location, i.e. "Mr Redburn is in the Main Tent." Staff should only tackle any fire providing that it will not endanger life and only after the area has been evacuated. As standard procedure even if fire has been extinguished a report will be logged onsite and the local fire brigade will be notified.

##### 4.5.2 Public Disorder

In the case of Public disorder staff should report this using CODEWORD Mr. Smithson and Location, i.e. "Mr Smithson is in the Foyer."

The site manager can then decide on the level of response required.

##### 4.5.3 Bomb Threats

All staff must be aware of the potential, however negligible of bomb threats and how to respond correctly.

Bomb threats may be received by any agency and are most likely to come by way of telephone to onsite box office. In the event of a bomb threat being received the site manager will notify the Police immediately. As a safety precaution to members of the public and staff the venue will be evacuated according to response plan above.

#### 4.5.4 Suspicious Packages and Vehicles

All staff are to remain vigilant with regards to the potential discovery of suspicious packages and vehicles.

If a suspicious package/ vehicle is discovered it should not be touched or moved. The site manager must be notified immediately.

N.B. As safety precaution radios and mobile phones should not be used within 25 metres of such items.

Site manager will notify the police and will then evacuate the immediate area.

#### 4.6 Lost Children Procedure

Because of the contained nature of the venue it is considered that there will be very few children lost. However any children presenting themselves as lost will be escorted by a member of staff to the main entrance and member of staff will wait with the child.

Venue PA will be used to assist in finding parent/ guardian.

Venue staff will be informed via radio of situation and will assist.

**4.0 Risk Assessments**

**4.1 Erection of Temporary Structures**

| HAZARDS                 | PERSONS AT RISK | RISK FACTOR<br>L M H | RISK CONTROL POLICY OR REFERENCE   | RESPONSIBILITY ACTION / METHOD   | COMPLETION       |
|-------------------------|-----------------|----------------------|--|--|------------------|
| Suitability of location | Employees       | L                    | Seek confirmation of existence of underground obstructions / hazards. Visual check of overhead obstruction. General information on site drainage, protection of aspect, any unique circumstances affecting safety / stability, as contained in any site Schematic drawings.  | TOUR MANAGEMENT -<br>Pre arrival<br>Local Authority /<br>Landowner at site<br>meeting<br><br>By<br>Arrangement |                  |
| Mark out                | Employees       | L                    | Designated area to be reasonably flat. Only drive stakes on positions marked by tentmaster.<br>Correct use of appropriate PPE:<br>Safety Helmet : HDPE BS 5240<br>Gloves : EN 388<br>Ear Defenders : EN 352<br>Footwear : EN345 200 Joules<br>if in doubt : refer to tentmaster<br>Proceed in accordance with Safe Systems of Work | TENTMASTER -<br>Mark out with reference<br>to above  | Prior to arrival |

|                       |           |   |  |   |  |
|-----------------------|-----------|---|--|---|--|
| Unloading Transporter | Employees | L | Steel supporting structure & plastic roof membrane section, unloaded & positioned by fork lift ( refer Fork Lift Operations ) All non essential personnel to remain outside the operations area defined by the stakes. | TECHNICAL SUPERVISOR -<br>By qualified fork lift operator. Positions pre determined by Tentmaster |  |
|-----------------------|-----------|---|--|---|--|

| HAZARDS           | PERSONS AT RISK     | RISK FACTOR L M H | RISK CONTROL POLICY OR REFERENCE   | RESPONSIBILITY ACTION / METHOD                        | COMPLETION               |
|-------------------|---------------------|-------------------|--|---|--------------------------|
| Raising Kingpoles | Employees<br>Public | L                 | As above + Designated staff to monitor main / side guys. Use of electric winches, with automatic safety & cut off. Remain vigilant in respect of potential incursion by other venue users. | TENTMASTER -<br>Use remote control to operate winches | Disconnect on completion |

|                    |         |   |   |   |                  |
|--------------------|---------|---|---|---|------------------|
| Fix Aerial Rigging | Artiste | L | Fixed to ridge bar / checked prior to hoisting. Using primary & secondary safety connections. Verified by Tentmaster. | ARTISTE -<br>Provision of own rigging / props. Tested to UK / EU standards. | prior to lifting |
|--------------------|---------|---|---|---|------------------|

|  |           |   |   |                              |                  |
|--|-----------|---|---|------------------------------|------------------|
| Connection / Integrity of roof membranes | Employees | L | Systematic check of all lacings / cable connections & roof membrane / webbings. | TENTMASTER -<br>Visual check | prior to lifting |
|--|-----------|---|---|------------------------------|------------------|

|                        |           |   |   |   |  |
|------------------------|-----------|---|---|---|--|
| Lifting Roof Membranes | Employees | L | No unauthorised personnel to remain under the roof membrane during lifting. Membrane to be continuously restrained by side ratchet & straps to prevent twisting & excessive lift at edges. Membrane to be lifted by ridge bar only. | <p>TENTMASTER -<br/>Clear warning prior to lifting. Remote control use of electric winches. Assistant to advise on levels</p> |  |
|------------------------|-----------|---|---|---|--|

|                     |           |   |  |  |  |
|---------------------|-----------|---|--|--|--|
| Locating Side Poles | Employees | L | <p>Ridge bar 1m below design profile. Designated staff to wear appropriate PPE:<br/>Safety Helmet : HDPE BS 5240<br/>Gloves : EN 388<br/>Ear Defenders : EN 352<br/>Footwear : EN345 200 Joules<br/>If in doubt : refer to tent master</p> | <p>TENTMASTER -<br/>Authorise staff to move poles under pre tensioned membrane</p> |  |
|---------------------|-----------|---|--|--|--|

| HAZARDS                 | PERSONS AT RISK | RISK FACTOR<br>L M H | RISK CONTROL POLICY OR REFERENCE  | RESPONSIBILITY ACTION / METHOD  | COMPLETION                            |
|-------------------------|-----------------|----------------------|---|---|---------------------------------------|
| Achieve design profiles | Employees       | L                    | <p>Prior to installation work activity<br/>Ridge bar to be lifted to design height. Full tension applied to each strap to pull out edge of roof membrane. All personnel to remain outside stake line.</p> | <p>TENTMASTER -<br/>Sole responsibility for stability of tented structures.</p> | Immediately after locating side poles |

|                                    |                  |          |  |   |  |
|------------------------------------|------------------|----------|--|---|--|
| <p>Use of mechanical equipment</p> | <p>Employees</p> | <p>L</p> | <p>Refer to Fork Lift operations.<br/>Generally all personnel to remain at safe distance from mechanical operations, until All Clear signal given by Tentmaster. These procedures MUST be complete prior to any manual assembly within the tented structures</p>   | <p><b>TECHNICAL SUPERVISOR -</b><br/>Qualified fork lift operator(s) must have assistant to attend &amp; monitor all operations &amp; specifically the clearance of operating areas.<br/>Attendant must have usual PPE.</p> | <p>As required.<br/>Work activity identified by Safe Systems</p> |
| <p>Installation</p>                | <p>Employees</p> | <p>L</p> | <p>Refer to Manual Handling &amp; recommended Kinetic lifting method. Exceptional high level working requires:<br/>Full authorisation by Tentmaster<br/>Notification of personnel within work area<br/>Designated personnel must wear :<br/>Lunge : EN 360<br/>Harness : EN361<br/>Lanyard : EN 355<br/>All equipment must be carried in suitable strapped bag, &amp; NOT by hand, &amp; equipment must have secondary safety attachment</p> | <p>Attendant must be at ground level to monitor operations, &amp; provide warning to other personnel</p>  |  |

**4.2 Seating**

| HAZARDS                    | PERSONS AT RISK     | RISK FACTOR<br>L M H | RISK CONTROL POLICY OR REFERENCE   | RESPONSIBILITY ACTION / METHOD                    | COMPLETION             |
|----------------------------|---------------------|----------------------|--|---|------------------------|
| Erection / Dismantle       | Employees           | L                    | Refer to Safe Systems of Work. Correct use of appropriate PPE. Refer to Erection of structures                                   | TENTMASTER - Close supervision & checking         | During work activity   |
| Collapse                   | Employees customers | L                    | Assessment of ground conditions. Correct installation of all structural elements. If in doubt evacuate / secure section          | TENTMASTER - pre show check of structures         | prior to doors         |
| Level / Stability          | Customers           | L                    | Adjust A frames as required. Use packing as required   | TENTMASTER  | During assembly        |
| Gangways                   | Customers           | L                    | Gangways to be maintained debris free. Edge markings clearly visible.  | TENTMASTER - Housekeeping                         | After each performance |
| Back Barriers / Side Rails | Customers           | L                    | Attention to locating pins / locking mechanisms where applicable   | TENTMASTER - Visual checks by designated stewards | Daily                  |
| Seats                      | Customers           | L                    | Replacement of defective seats / back rests / padded benches from stock. Disposal of defective elements after failed inspection. | TENTMASTER - Daily maintenance                    | As required            |

**4.3 Manual Handling**

| HAZARDS           | PERSONS AT RISK | RISK FACTOR<br>L M H | RISK CONTROL POLICY OR REFERENCE   | RESPONSIBILITY ACTION / METHOD  | COMPLETION     |
|-------------------|-----------------|----------------------|--|---|----------------|
| <b>TASKS</b>      |                 |                      |  |   |                |
| General           | Employees       | L                    | Refer manual Handling 31 approved Kinetic Method   | TENTMASTER  | Pre season     |
| Posture           | Employees       | M                    | Avoid combining work activity resulting in eccentric stresses. STOP, change position & evaluate next manoeuvre in line with approved practices. Consider actions making eccentric demands on others. | Assess the division of work activity into safe units.<br>Supervision  | Periodic       |
| <b>LOADS</b>      |                 |                      |  |   |                |
| Exceptional Loads |                 | M                    | Wait for express authorisation. There must be sufficient people available to bear anticipated load.  | TENTMASTER - Consider whether mechanical methodology of control / lift may be employed.                           | As appropriate |
| <b>ENVIROMENT</b> |                 |                      |  |   |                |
| Spatial           |                 | L                    | Ensure transport is within reasonable travel distance of operating areas. With reference to load dimensions (particularly length of stringers)   | TENTMASTER - General arrangement of venue. Avoid unnecessary directional changes resulting in eccentric stresses. | Mark Out       |



|                |  |   |  |  |                     |
|----------------|--|---|--|--|---------------------|
| Ground / Floor |  | M | Check conditions prior to work activity : Level, slip, suction and trip hazards. | Consider remedial action : Proprietary floor systems. Suitable PPE footwear. | Prior to operations |
|----------------|--|---|--|--|---------------------|

| HAZARDS | PERSONS AT RISK | RISK FACTOR<br>L M H | RISK CONTROL POLICY OR REFERENCE | RESPONSIBILITY ACTION / METHOD | COMPLETION |
|---------|-----------------|----------------------|----------------------------------|--------------------------------|------------|
|---------|-----------------|----------------------|----------------------------------|--------------------------------|------------|

**ENVIRONMENT - cont**

|          |           |   |  |  |             |
|----------|-----------|---|--|--|-------------|
| Lighting | Employees | L | Sufficient artificial lighting to enhance visibility within operating areas (inside & out) | TECHNICAL SUPERVISOR - Use portable 500w halogens on tripods in addition to normal provision | As required |
|----------|-----------|---|--|--|-------------|

|         |  |   |  |   |          |
|---------|--|---|--|---|----------|
| Weather |  | M | Refer to Weather Impact Assessment. Excessive wind / rain / electrical storm will significantly reduce safe operations STOP until weather moderates. | TENTMASTER - Observe forecasts. Anticipate conditions | Periodic |
|---------|--|---|--|---|----------|

**MEDICAL**

|                       |  |   |   |                                      |                |
|-----------------------|--|---|---|--------------------------------------|----------------|
| Crush / Rupture / Cut |  | M | Qualified first aider on standby during all manual operations. In case of serious incident, all operations are to STOP. | Evaluate cause prior to commencement | As appropriate |
|-----------------------|--|---|---|--------------------------------------|----------------|

**4.4 Lifting Plant and Operations**

| HAZARDS        | PERSONS AT RISK | RISK FACTOR<br>L M H | RISK CONTROL POLICY OR REFERENCE  | RESPONSIBILITY ACTION / METHOD  | COMPLETION        |
|----------------|-----------------|----------------------|---|---|-------------------|
| Competence     | Employees       | L                    | Suitable UK / EU Qualifications only, plus proven big top operations experience. Use by authorised personnel only.  | TOUR MANAGEMENT / TECHNICAL SUPERVISOR - Assessment   | Pre Season        |
| Suitability    |                 | L                    | Refer Safe Systems of Work. Refer Fork Lift Operations. Only use for specifically identified tasks with reference to manufacturers specification & recommended guidelines | TECHNICAL SUPERVISOR - Consider specific location, prevailing conditions & available personnel. | As appropriate    |
| Inspection     |                 | L                    | Annual testing by consultants   | Retain records of testing   | Annual            |
| Scheduled Use  |                 | L                    | Visual check prior to use. Refer Safe Systems of Work. Minimum duration of work   | TENTMASTER - Warning prior to use.  | During operations |
| <b>FAILURE</b> |                 |                      |   |   |                   |
| Power          |                 | L                    | Standby generator on change over STOP all operations until rectified.   | Warning to personnel  | Immediate         |
| Wires          |                 | L                    | No personnel permitted within operating area during lifting. Defined by stake line, sufficient distance for potential whip.   | Vigilance   | Continuous        |

|               |  |   |  |                              |              |
|---------------|--|---|--|------------------------------|--------------|
| Winch / Motor |  | L | Automatic dead brake / manual release. Chain & clamp to isolate motor. | Suitable equipment available | Prior to use |
|---------------|--|---|--|------------------------------|--------------|

**4.5 Provision and Use of Work Equipment (PUWER)**

| HAZARDS       | PERSONS AT RISK | RISK FACTOR<br>L M H | RISK CONTROL POLICY OR REFERENCE   | RESPONSIBILITY ACTION / METHOD   | COMPLETION |
|---------------|-----------------|----------------------|--|--|------------|
| Intended Use  | Employees       | L                    | Provision made with reference to :<br>Safe Systems of Work.<br>Strict adherence to manufacturers specification / appropriate use guidelines.<br>Examine PPE for fault prior to use.<br>Ensure all necessary PPE available prior to commencement (refer compatibility). | TOUR MANAGEMENT<br>TECHNICAL<br>SUPERVISOR -<br>Evaluate need & application                        | pre season |
| Size          |                 | L                    | Source adjustable PPE where possible. Never wear over / under size PPE   | Alternatively each employee to be measured for PPE   | Periodic   |
| Misuse        |                 | L                    | Refer intended use (above). Any misuse / wilful damage will be subject to disciplinary procedures.   | TOUR MANAGEMENT  |            |
| Maintenance   |                 | L                    | Any damaged PPE must be reported   | TECHNOCAL<br>SUPERVISOR -<br>To provide replacement from stock.<br>Assess circumstances of damage. |            |
| Compatibility |                 | L                    | All PPE must be used in full. Ensure that in using one item of PPE that performance is not impaired.   | Supervision  |            |

| HAZARDS                       | PERSONS AT RISK | RISK FACTOR<br>L M H | RISK CONTROL POLICY OR REFERENCE  | RESPONSIBILITY ACTION / METHOD                                      | COMPLETION          |
|-------------------------------|-----------------|----------------------|---|---|---------------------|
| Awareness of work environment | Employees       | L                    | Be aware that PPE (face / ear protection) may significantly impair awareness. An assistant must be present to control operations. | TECHNICAL SUPERVISOR - Sufficient staff available                   | Prior to operations |
| Work activity                 |                 | M                    | Personnel may require PPE even when not directly engaged in work activity. Safety & visibility in work environment                | TENTMASTER - Only authorised personnel admitted to operations area. | Continuous          |
| Plant Movement                |                 | L                    | Refer Fork Lift Operations.   | TECHNICAL SUPERVISOR - Adherence to Safe Systems of Work            | As appropriate      |

4.6 Fork Lift Rough Terrain

| HAZARDS                                    | PERSONS AT RISK | RISK FACTOR<br>L M H | RISK CONTROL POLICY OR REFERENCE  | RESPONSIBILITY ACTION / METHOD  | COMPLETION       |
|--|-----------------|----------------------|---|---|------------------|
| Plant Storage                              | Employees       | L                    | Park only in designated area(s). Forks resting on the ground. Brake applied.  | TRANSPORT MANAGER<br>- Ignition key removed.<br>Keys removed. Keys placed in office.                  | After operations |
| Maintenance                                |                 | L                    | Annual testing by external accredited examiner, plus (see below).   | TOUR MANAGEMENT   | Arrival          |
| Pre use checks                             |                 | L                    | Check all levels & safety devices. General visual inspection.   | OPERATOR -<br>Fuel, oil, water, hydraulic fluid levels. Beacon, siren, lights, Tyres, battery charge. | Prior to use     |
| Operating / mechanical failure             | Operator        | L                    | Stop immediately if : Any warning light displayed. Any unrecognised control response.   | OPERATOR -<br>Refer to Transport Manager  | Immediate        |
| Suitability for application and conditions |                 | L                    | Capital investment in rough terrain models only.<br>Refer to manufacturers performance data.<br>Specific operator instructions & qualification. | TRANSPORT MANAGER   | As required      |

| HAZARDS                                  | PERSONS AT RISK | RISK FACTOR<br>L M H | RISK CONTROL POLICY OR REFERENCE  | RESPONSIBILITY ACTION / METHOD  | COMPLETION         |
|--|-----------------|----------------------|---|---|--------------------|
| Competence of operator                   |                 | L                    | Check operator documentation.   | TOUR MANAGEMENT -<br>On engagement & periodic refresher courses.              |                    |
|  |                 |                      | Assessment of capability.<br>Use of fork lift with express permission.<br>Use of fork lift on approved tasks only.  | TRANSPORT MANAGER   |                    |
| Conflict with simultaneous work activity |                 | L                    | Fork lift operations to be completed without compromising safety of others. Where reasonably practicable (refer below).   | TENTMASTER -<br>During rest periods.  |                    |
| Effective use of Operating area          |                 | M                    | Operator must make visual inspection of operating area & conditions prior to commencement (refer below)   | OPERATOR -<br>Advice from Tentmaster  | Prior to each task |
| Visibility                               |                 | L                    | Operator must check windows, windscreen, mirrors & the like. Attendant must be present at all times to assist operator. Ensure operating area remains clear. If in doubt, STOP. | OPERATOR -<br>use proprietary screen wash.<br>ATTENDANT - loading / unloading | Prior to use       |

|                          |                 |                      |  |  |                   |
|--------------------------|-----------------|----------------------|--|--|-------------------|
| Overloading              | Employees       | L                    | Pre determined palatised loads to be verified within safe working load (SWL) limit.  | TENTMASTER -<br>To account for total weight of load combinations | Pre season        |
| HAZARDS                  | PERSONS AT RISK | RISK FACTOR<br>L M H | RISK CONTROL POLICY OR REFERENCE   | RESPONSIBILITY ACTION / METHOD                                   | COMPLETION        |
| <b>GROUND CONDITIONS</b> |                 |                      |  |  |                   |
| Slope                    | Operator        | M                    | On a discernable slope, load must only be approached & lifted on uphill aspect. Be aware of potential tipping / overturning. All cabs reinforced with roll over protection. Be aware of load movement on forks. Fork lift must never traverse perpendicular to incline of slope, in case of lateral tip. | OPERATOR -<br>Observation of assistant                           |                   |
| Uneven                   |                 | L                    | Aspect of forks will vary from level where ground undulates. Care must be taken to compensate for any variation  | OPERATOR -<br>Continual vigilance                                | During Operations |
| Muddy                    |                 | M                    | Excessive mud may affect traction & grip. Tyre treads must have excess mud cleared regularly.  | OPERATOR -<br>Use high pressure cleaner & or brush               | Periodic          |



**4.7 Electrical Installation**

| HAZARDS             | PERSONS AT RISK     | RISK FACTOR<br>L M H | RISK CONTROL POLICY OR REFERENCE   | RESPONSIBILITY ACTION / METHOD | COMPLETION |
|---------------------|---------------------|----------------------|--|--------------------------------|------------|
| Installation        | Employees           | L                    | Assembly by nominated qualified persons only.  | ELECTRICIAN / RIGGER           | Completion |
|                     |                     |                      | Private plugs / cables to be approved & connected by above.  |                                |            |
|                     |                     |                      | Subject to annual test.  |                                |            |
| Generator failure   | Employees           | L                    | All generators subject to daily service. All generators to have separate earthing. Designated main & standby sets. | MECHANIC                       | Daily      |
| Physical protection | Employees<br>Public | L                    | Show cables to be isolated by : Flown / buried / covered with matting  | ELECTRICIAN / RIGGER           | Build up   |
| System protection   | Employees<br>Public | L                    | By RCD's at source & distribution boxes.   | ELECTRICIAN / RIGGER           | Build up   |
| Fire                | Employees<br>Public | L                    | Provision of CO2 extinguishers. Refer Fire Safety Assessment.  | ELECTRICIAN / RIGGER           | Build up   |

4.8 Safe Use of Fuels

| HAZARDS     | PERSONS AT RISK          | RISK FACTOR<br>L M H | RISK CONTROL POLICY OR REFERENCE  | RESPONSIBILITY ACTION / METHOD  | COMPLETION                        |
|-------------|--------------------------|----------------------|---|---|-----------------------------------|
| Misuse      | Employees                | M                    | <p><b>Petrol</b> : Only to be used as fuel for spark ignition internal combustion engine.</p> <p><b>Diesel</b> : Only to be used as fuel for diesel engines.</p> <p><b>Paraffin</b> : Only to be used as fuel for heaters.</p> <p>Any other application constitutes dangerous misuse.</p> | <p><b>TECHNICAL SUPERVISOR</b> - Correct distribution and or labelling of containers.</p> <p><b>TOUR MANAGEMENT</b> - Subject to disciplinary process</p> | Delivery                          |
| Handling    | Employees                | L                    | Only handle fuels where absolutely necessary, either in open air, or well ventilated areas. Using suitable, securely closed, specially designed & labelled metal or approved plastic containers.  | <b>TECHNICAL SUPERVISOR</b> - Using appropriate PPE. Suitable rubber gloves, boots. Suitable face mask  |                                   |
| Maintenance | Employees<br>Contractors | L                    | Disconnect batteries prior to working on drained tanks.<br>Do not cut, burn, grind, weld or file on or close to fuel tanks / containers.  | <b>TECHNICAL SUPERVISOR</b>   | Prior to authorised work activity |

|          |           |   |  |                               |           |
|----------|-----------|---|--|-------------------------------|-----------|
| Spillage | Employees | L | <p><b>DO NOT SMOKE.</b><br/>                 Contain &amp; smother using sand, soil or other absorbent, non flammable materiel.<br/>                 Immediately remove all potential sources of ignition.<br/>                 Do not operate any electrical equipment.</p> | If in doubt evacuate the area | Immediate |
|----------|-----------|---|--|-------------------------------|-----------|

| HAZARDS                     | PERSONS AT RISK | RISK FACTOR<br>L M H | RISK CONTROL POLICY OR REFERENCE   | RESPONSIBILITY ACTION / METHOD  | COMPLETION |
|-----------------------------|-----------------|----------------------|--|---|------------|
| Leakage -<br>Drains / water | Public          | L                    | Immediately warn local Water Authority & Fire Brigade.<br>Prevent any further leakage by any safe & effective means.<br>Refer : Spillage | TOUR MANAGEMENT -<br>Make a quick assessment of volume, extent & exact location . | Immediate  |

|              |           |   |  |  |  |
|--------------|-----------|---|--|--|--|
| Flammability | Employees | L | Refer : Handling.<br>Avoid any splashing whilst filling tanks. | TECHNICAL SUPERVISOR -<br>Provision of CO2 extinguishers |  |
|--------------|-----------|---|--|--|--|

|      |                     |   |   |                       |           |
|------|---------------------|---|---|-----------------------|-----------|
| Fire | Employees<br>Public | M | Call Fire Brigade.<br>Small fire : Authorised use of extinguishers.<br>Large fire : Evacuate & secure the area.<br>Be aware of special danger of fire in a confined are, or near fuel container / tank. | TOUR MANAGEMENT STAFF | Immediate |
|------|---------------------|---|---|-----------------------|-----------|

|                                |                     |                      |   |  |            |
|--------------------------------|---------------------|----------------------|---|--|------------|
| Health Effects<br>Carcinogenic | Employees           | L                    | Be aware that :<br>Petrol contains a proportion of benzine. Diesel contains cracked gas oil.<br>Refer : Handling                          | TECHNICAL SUPERVISOR -<br>Ensure strict use of PPE masks |            |
| Lungs                          | Employees<br>Public | L                    | Avoid inhaling fuel vapours, fumes & exhaust emissions.<br>Refer : First Aid : NEVER induce vomiting if fuel is accidentally swallowed    | FIRST AIDER  |            |
| HAZARDS                        | PERSONS AT RISK     | RISK FACTOR<br>L M H | RISK CONTROL POLICY OR REFERENCE  | RESPONSIBILITY ACTION / METHOD                           | COMPLETION |
| <b>Health Effects</b>          |                     |                      |   |  |            |
| Loss of Consciousness          | Employees           | L                    | Remove person affected by vapours to well ventilated area (fresh air).<br>Give artificial respiration if required.<br>Seek medical advice | FIRST AIDER  | Immediate  |

**Contamination :**

|          |   |  |  |                  |      |   |   |         |   |  |        |   |                       |
|----------|---|--|--|------------------|------|---|---|---------|---|--|--------|---|-----------------------|
| Skin     | L | Wash thoroughly & repeatedly with soap & warm water.   | TOUR MANAGEMENT<br>FIRST AIDER   | Immediate        |      |   |   |         |   |  |        |   |                       |
|          |   |  |  |                  | Eyes | L | Wash with copious amounts of fresh water. |         |   |  |        |   |                       |
|          |   |  |  |                  |      |   |   | Swallow | L | Call ambulance immediately<br>DO NOT INDUCE VOMITING |        |   |                       |
|          |   |  |  |                  |      |   |   |         |   |  | Syphon | L | Never syphon by mouth |
|          |   |  |  |                  |      |   |   |         |   |  |        |   |                       |
| Clothing | M | Immediately remove any fuel soaked clothing, to safeguard against fire / skin damage. Place clothing in safe ventilated area to air.<br>Refer : Skin | TECHNICAL SUPERVISOR -<br>Make suitable arrangements for the safe disposal of any contaminated PPE | When appropriate |      |   |   |         |   |  |        |   |                       |

4.9 Event Management

| HAZARDS                                | PERSONS AT RISK     | RISK FACTOR<br>L M H | RISK CONTROL POLICY OR REFERENCE   | RESPONSIBILITY ACTION / METHOD   | COMPLETION            |
|--|---------------------|----------------------|--|--|-----------------------|
| Tripping<br>Existing ground conditions | Employees<br>Public | L                    | Vegetation growth control, cut not less than 2 inches to retain moisture in growth, using :<br>Safety boots to EN 345 200 Joules.<br>Goggles (PVC frame, polycarbonate lenses BS EN 166. 18).<br>Ear Defenders to BS EN 352. | TENTMASTER -<br>Hire hover mower or similar, or engage grounds maintenance contractor.   | Prior to arrival      |
| Debris                                 | Employees<br>Public | M                    | Any debris is a potential hazard to health, to be cleared using litter picker & to wear Rigger gloves to EN 388. Collected in sealable refuse sacks & immediately placed in skip.  | TOUR MANAGEMENT -<br>If in doubt, contact council cleansing dept, stating nature of debris.<br>Ensure specialist disposal of chemicals, batteries & non bio degradable substances. | Duration of stay      |
| Uneven conditions<br>Holes             | Employees<br>Public | L                    | All holes must either be filled & or isolated.<br>Use temporary interlocking proprietary flooring system.<br>Use temporary fencing (anti climb)  | TENTMASTER - Use sieved graded rubble, not greater than 3 in 1.<br><br>Appropriate warning signage.  | Prior to public entry |

|          |                     |   |  |   |                        |
|----------|---------------------|---|--|---|------------------------|
| Slipping | Employees<br>Public | L | Raised grandstand seating, gangways & aisles swept clear of litter. Shavings spread (and brushed off) to soak up residual liquids. | HOUSE MANAGER -<br>Monitor and supervision.<br>Retain adequate supply of pre packed shavings. | After each performance |
|----------|---------------------|---|--|---|------------------------|

| HAZARDS           | PERSONS AT RISK | RISK FACTOR<br>L M H | RISK CONTROL POLICY OR REFERENCE                                  | RESPONSIBILITY ACTION / METHOD                   | COMPLETION                |
|-------------------|-----------------|----------------------|---|--|---------------------------|
| Customer footwear | Public          | M                    | To be aware of suitability of footwear for prevailing conditions. | STEWARDS -<br>Door control.<br>Advise / Caution. | As required & appropriate |

|                                 |                     |   |   |            |          |
|---------------------------------|---------------------|---|---|------------|----------|
| Hardware Measures (Maintenance) | Employees<br>Public | L | Application of anti slip paint Spec: 9001 | TENTMASTER | Seasonal |
|---------------------------------|---------------------|---|---|------------|----------|

|         |  |   |   |                   |                             |
|---------|--|---|---|-------------------|-----------------------------|
| Weather |  | M | Suitable absorbing material on floor at points of entry to soak up excess moisture. | TECHNICAL MANAGER | With reference to forecast. |
|---------|--|---|---|-------------------|-----------------------------|

|                   |                     |   |   |                      |            |
|-------------------|---------------------|---|---|----------------------|------------|
| Unsecured rigging | Employees<br>Public | L | Production designed to minimised necessity of apparatus / rigging within public space. Rigging must be first fixed in position. All rigging in circulation areas must be clearly identified by bunting / markers. | PERFORMANCE DIRECTOR | Pre season |
|-------------------|---------------------|---|---|----------------------|------------|

|                   |                             |          |  |  |                                  |
|-------------------|-----------------------------|----------|--|--|----------------------------------|
| <p>Visibility</p> | <p>Employees<br/>Public</p> | <p>L</p> | <p>Provision of even spread of house lights throughout premises (circulation).<br/><br/>Provision of equal emergency lighting on separate circuit.</p> | <p>TECHNICAL MANAGER<br/><br/>Automatic switch to secondary power source or continuous secondary power supply.</p> | <p>Failure of main generator</p> |
|-------------------|-----------------------------|----------|--|--|----------------------------------|

| HAZARDS            | PERSONS AT RISK | RISK FACTOR<br>L M H | RISK CONTROL POLICY OR REFERENCE  | RESPONSIBILITY ACTION / METHOD   | COMPLETION       |
|--------------------|-----------------|----------------------|---|--|------------------|
| <p>Orientation</p> | <p>Public</p>   | <p>L</p>             | <p>Simple public circulation / service provision on single axis. Refer General Arrangement Drawing. Suitable information / Warning signage. Suitable emergency signage. (maintained).</p> | <p>HOUSE MANAGER -<br/>Duty stewards available for advice / control.</p> | <p>Immediate</p> |

|                                  |                             |          |                         |  |                  |
|----------------------------------|-----------------------------|----------|-------------------------|--|------------------|
| <p>Exceptional Circumstances</p> | <p>Employees<br/>Public</p> | <p>M</p> | <p>STOP PERFORMANCE</p> | <p>PERFORMANCE DIRECTOR,<br/>HOUSE MANAGER,<br/>TENTMASTER -<br/>Announcement.<br/>Evacuation Procedure.<br/>Refer Emergency Plan.</p> | <p>Immediate</p> |
|----------------------------------|-----------------------------|----------|-------------------------|--|------------------|



4.10 Weather Impact on Operation

| HAZARDS                          | PERSONS AT RISK     | RISK FACTOR<br>L M H | RISK CONTROL POLICY OR REFERENCE  | RESPONSIBILITY ACTION / METHOD   | COMPLETION          |
|----------------------------------|---------------------|----------------------|---|--|---------------------|
| Prevailing Weather               | Employees<br>Public | M                    | Regular consultation of national forecast. In case of high wind forecast consult local meteorological office.<br><br>If appropriate cease all operations until weather moderates. | TOUR MANAGEMENT -<br>Responsibility to decide whether to deny public entrance.<br><br>TENTMASTER -<br>Responsibility to decide to pull down tented structures. | Confirm<br>Forecast |
| Ground Conditions<br>Waterlogged | Employees<br>Public | L                    | Use self priming centrifugal pumps to drain operating area.   | TECHNICAL SUPERVISOR -<br>Hire appropriate equipment   | As required         |
| Muddy                            | Employees<br>Public | L                    | Use Trackway or similar system. Boards, matting, shavings as required to stabilize circulation areas.   | Vehicle movement with express permission by winch / or designated towing vehicle.  | As appropriate      |
| Soft                             | Employees<br>Public | L                    | Periodic checks for stake pull  | TENTMASTER -<br>Assess need for double stakes to increase coefficient of resistance (soil mechanics)   | Periodic            |

|      |                     |   |  |   |                |
|------|---------------------|---|--|---|----------------|
| Snow | Employees<br>Public | L | Regular consultation of national forecast. In case of risk of heavy snowfall, consult local meteorological office. | TENTMASTER -<br>Use of internal heaters | As appropriate |
|------|---------------------|---|--|---|----------------|

| HAZARDS                | PERSONS AT RISK | RISK FACTOR<br>L M H | RISK CONTROL POLICY OR REFERENCE  | RESPONSIBILITY ACTION / METHOD | COMPLETION |
|------------------------|-----------------|----------------------|---|--------------------------------|------------|
| Lightening Open Ground |                 | L                    | Steel structures (tents) are significantly higher than other circus structures & will attract any possible charge |                                |            |

|                         |  |   |   |  |  |
|-------------------------|--|---|---|--|--|
| Direct hit on Kingpoles |  | L | All kingpoles, cupola, plates, connections form continuous steel structure. Plates restrained by minimum 3 X 2 metre driven stakes allowing discharge to earth. |  |  |
|-------------------------|--|---|---|--|--|

4.11 Fire Safety

| HAZARDS                 | PERSONS AT RISK     | RISK FACTOR<br>L M H | RISK CONTROL POLICY OR REFERENCE   | RESPONSIBILITY ACTION / METHOD   | COMPLETION                       |
|-------------------------|---------------------|----------------------|--|--|----------------------------------|
|                         |                     |                      | Staff Training in emergency procedure & use of CO2 extinguishers.  | TOUR MANAGEMENT  | Annual                           |
| Generators              | Employees<br>Public | L                    | Generally situated at rear of site , not in close proximity to tent.<br><br>Provision of CO2 extinguishers.  | TENTMASTER -<br>Marking out of site.<br><br>TECHNICAL MANAGER<br>- Periodic visual checks.<br>Annual test by approved company. | Prior to arrival<br><br>Periodic |
| Electrical Installation | Employees<br>Public | L                    | Installation & portable electrical equipment to have current test certificate.<br>Installation to have resistance test.<br>Provision of CO2 extinguishers in electric distribution area & around premises. | ELECTRICIAN<br><br>TECHNICAL MANAGER   | Annual<br><br>Build up           |

|                                |                     |                      |  |   |   |
|--------------------------------|---------------------|----------------------|--|---|---|
| Storage of flammable materials | Employees           | L                    | Minimum quantities only to be stored in, locked ventilated storage. Adequate means of escape identified. No smoking policy. Provision of CO2 extinguishers. Refer to COSHH Risk Assessment.  | TOUR MANAGEMENT   | Prior to scheduled work activity          |
| HAZARDS                        | PERSONS AT RISK     | RISK FACTOR<br>L M H | RISK CONTROL POLICY OR REFERENCE   | RESPONSIBILITY ACTION / METHOD  | COMPLETION                                |
| Food Sales                     | Employees<br>Public | L                    | Food prepared in custom built area / trailer.<br>Drop shutters to close trailer when required to isolate fire.<br>Provision of fire blanket.<br>Provision of CO2 extinguisher.<br>Specific training in catering fire prevention and emergency procedures.<br>No smoking in food preparation areas. | TOUR MANAGEMENT<br>FOOD SUPERVISOR -<br>Decision that fire cannot be safely contained.<br><br>TOUR MANAGEMENT | Pre season<br>Immediate<br><br>Pre season |

|                        |               |  |                        |                    |
|------------------------|---------------|--|------------------------|--------------------|
| <p><b>Audience</b></p> | <p>Public</p> | <p>L</p> <p>Management reserve the right to refuse admission for reasons of safety.<br/>                 Safety signage, including 'No Smoking' signs, emergency exits, fire points.<br/>                 Pre show safety announcement.<br/>                 Door stewards vigilance.<br/>                 Regular litter pick up after each performance.<br/>                 Staff trained in evacuation procedures &amp; safe use of extinguishers.<br/>                 Battery maintained emergency exit signage.<br/>                 Provision of water, CO2, powder extinguishers.</p> | <p>HOUSE MANAGER</p>   | <p>As required</p> |
|                        |               |  | <p>TOUR MANAGEMENT</p> | <p>Pre season</p>  |

| HAZARDS                                 | PERSONS AT RISK  | RISK FACTOR<br>L M H | RISK CONTROL POLICY OR REFERENCE   | RESPONSIBILITY ACTION / METHOD   | COMPLETION   |
|---|--|----------------------|--|--|--|
| <p>Pyrotechnics and Special Effects</p> | <p>Artistes<br/>                     Employees<br/>                     Public</p> | <p>L</p>             | <p>All pyrotechnical material to be kept in, locked, suitable containers, in designated area.<br/>                     Any flammable liquid / material used by the artistes to be kept in suitable secure container.<br/>                     Performance staff trained in fire safety procedures.</p> | <p>PERFORMANCE DIRECTOR<br/>                     ARTISTE -<br/>                     To ensure that smother blanket and fire bucket in place.</p> | <p>Prior to show<br/>                     Pre season</p> |
|   |  |                      |  | <p>TOUR MANAGEMENT</p>   | <p>Pre season</p>  |

|                    |                  |          |  |   |   |
|--------------------|------------------|----------|--|---|---|
| <p>Maintenance</p> | <p>Employees</p> | <p>L</p> | <p>Staff trained to ensure that loose combustible material is removed from work, performance, public areas.<br/>                 Staff trained to monitor potential risk of dry vegetation, particularly where sparks may cause combustion.<br/>                 Staff trained in all fire procedures.</p> | <p>HOUSE MANAGER<br/>                 TECHNICAL MANAGER<br/>                 - Ensure proposed work environment is suitable for purpose &amp; suitably secure</p> | <p>Prior to show opening.<br/>                 Prior to build up.</p> |
|--------------------|------------------|----------|--|---|---|

**4.12 First Aid**

| HAZARDS                                | PERSONS AT RISK | RISK FACTOR<br>L M H | RISK CONTROL POLICY OR REFERENCE  | RESPONSIBILITY ACTION / METHOD   | COMPLETION     |
|--|-----------------|----------------------|---|--|----------------|
| Transmission of infectious diseases    | First Aider     | L                    | Use of disposable surgical gloves & sterile protective clothing. If in doubt, call Paramedic.   | TOUR MANAGEMENT<br>FIRST AIDER(s) -<br>After use dispose in suitable secure container. | immediate      |
| Open Wound Infection                   | Patient         | M                    | If possible, always remove patient to designated emergency room.<br>Use only recognised sterilising fluid / cream.<br>Protect wound where appropriate.<br>Remove patient to suitable local medical facility with details of medication / procedures undertaken. | Use available vehicle.<br>Only call ambulance in extreme cases.                        | As appropriate |
| Recurrence                             | Employees       | L                    | With medical advice, decision to be taken on suitability of employee to return to, previous duties / amended duties, or extended recuperation period.   | TOUR MANAGEMENT  | When capable   |
| Recorded / declared allergy or illness | Employees       | L                    | Work activity & or work environment to be arranged / amended in appropriate manner.   | TOUR MANAGEMENT  |                |

**4.13 Food Safety**

| HAZARDS      | PERSONS AT RISK        | RISK FACTOR<br>L M H | RISK CONTROL POLICY OR REFERENCE  | RESPONSIBILITY ACTION / METHOD   | COMPLETION                    |
|--------------|------------------------|----------------------|---|--|-------------------------------|
| Sources      | Consumers              | L                    | Reputable suppliers   | CATERING SUPERVISOR  | Delivery                      |
| Storage      | Consumers              | L                    | Clean dry storage areas at appropriate temps.<br>Separation of raw and cooked foods.  | CATERING SUPERVISOR  | Pre season Duration           |
| Handling     | Employees<br>Public    | M                    | Limit handling to practical minimum.<br>Use appropriate clean utensils. Staff to wear clean protective clothing.  | Current Food Hygiene certificate.<br>Restricted access to catering unit. | Duration                      |
| Preparation  | Consumers              | M                    | Use designated preparation areas only.<br>Separation of raw & cooked foods.   |  |                               |
| Presentation | Consumers              | L                    | All foods served at optimum temps.  |  |                               |
| Waste        | Employees<br>Consumers | L                    | All unused cooked produce to be bagged & disposed of in suitable secure containers.<br>Pick up of used wrappers / containers from around the premises.<br>Disposal of out of date products. | TECHNICAL MANAGER<br>- Designated cleansing staff.                       | Before and after performances |



| HAZARDS  | PERSONS AT RISK        | RISK FACTOR<br>L M H | RISK CONTROL POLICY OR REFERENCE   | RESPONSIBILITY ACTION / METHOD  | COMPLETION                              |
|----------|------------------------|----------------------|--|---|---|
| Cleaning | Employees<br>Consumers | L                    | Use only approved anti bacterial cleaning agents.  | CATERING SUPERVISOR - Regular cleaning schedule   | Prior, during and after operating hours |
| Security | Employees<br>Public    | L                    | No unauthorised personnel admitted. Catering unit locked outside operating hours.  | CATERING SUPERVISOR   | Constant                                |
| Illness  | Employees              | M                    | Report any illness, injuries to Catering Supervisor. No member of staff responsible for any aspect of food handling / preparation allowed contact with food for duration of illness. | FOOD SUPERVISOR<br>FIRST AIDER -<br>Assess whether waterproof dressing is appropriate for an injury. Medical advice from GP under referral. | Immediate                               |

4.14 Performance

| HAZARDS              | PERSONS AT RISK    | RISK FACTOR<br>L M H | RISK CONTROL POLICY OR REFERENCE  | RESPONSIBILITY ACTION / METHOD  | COMPLETION                 |
|----------------------|--------------------|----------------------|---|---|----------------------------|
| Public Entry         | Public             | L                    | Designated Stewards in attendance.<br>Warning signs / Hazard signs clearly displayed.<br>House & Emergency lights & signs fully operational.<br>Protective matting placed as appropriate.                                       | HOUSE MANAGER   | Prior to public entry      |
| Seating              | Public             | L                    | All litter removed from under the grandstand seating & tented structures immediately following each performance.  | All seating structures checked.<br>Refer Demountable Seating.   | Prior to public entry      |
| Integrity of Rigging | Artistes<br>Public | L                    | All aerial artistes have responsibility to check their own rigging specifically<br><br>Ground anchors, wires & cables, connections, platforms and frames as appropriate.<br><br>All rigging to carry current test certification | PERFORMANCE DIRECTOR -<br>Supervision.<br>Liase with Artistes to ensure no compromise of safety / performance.<br><br>TOUR MANAGEMENT | Build up<br><br>Pre season |

|                            |                    |   |   |                    |                    |
|----------------------------|--------------------|---|---|--------------------|--------------------|
| Storage of Props / Rigging | Artistes<br>Public | L | Safely secured when not in use. Secured as soon as appropriate after use. Clearly identified by markers when outside the performance area. Rigging attended as appropriate. | ARTISTES / RIGGERS | During performance |
|----------------------------|--------------------|---|---|--------------------|--------------------|

| HAZARDS                       | PERSONS AT RISK | RISK FACTOR<br>L M H | RISK CONTROL POLICY OR REFERENCE                          | RESPONSIBILITY ACTION / METHOD | COMPLETION           |
|-------------------------------|-----------------|----------------------|---|--------------------------------|----------------------|
| Stability of performance area | Artistes        | L                    | Boards / components & level assessed. Ring fence secured. | PERFORMANCE DIRECTOR           | Prior to performance |

|                             |                       |   |   |              |                    |
|-----------------------------|-----------------------|---|---|--------------|--------------------|
| Movement of Props / rigging | Artistes<br>Employees | L | Awareness of presence of personnel in the performance area. Sufficient ring crew available to bear anticipated weight of props. | RING FOREMAN | Continuous         |
|                             |                       |   | Assist artistes in setting props. Ring crew available for removal & safe storage of props.                                      | ARTISTES     | During performance |

|               |          |   |  |          |                    |
|---------------|----------|---|--|----------|--------------------|
| Setting Props | Artistes | L | Sole responsibility of Artiste / Troupe leader | ARTISTES | During performance |
|---------------|----------|---|--|----------|--------------------|

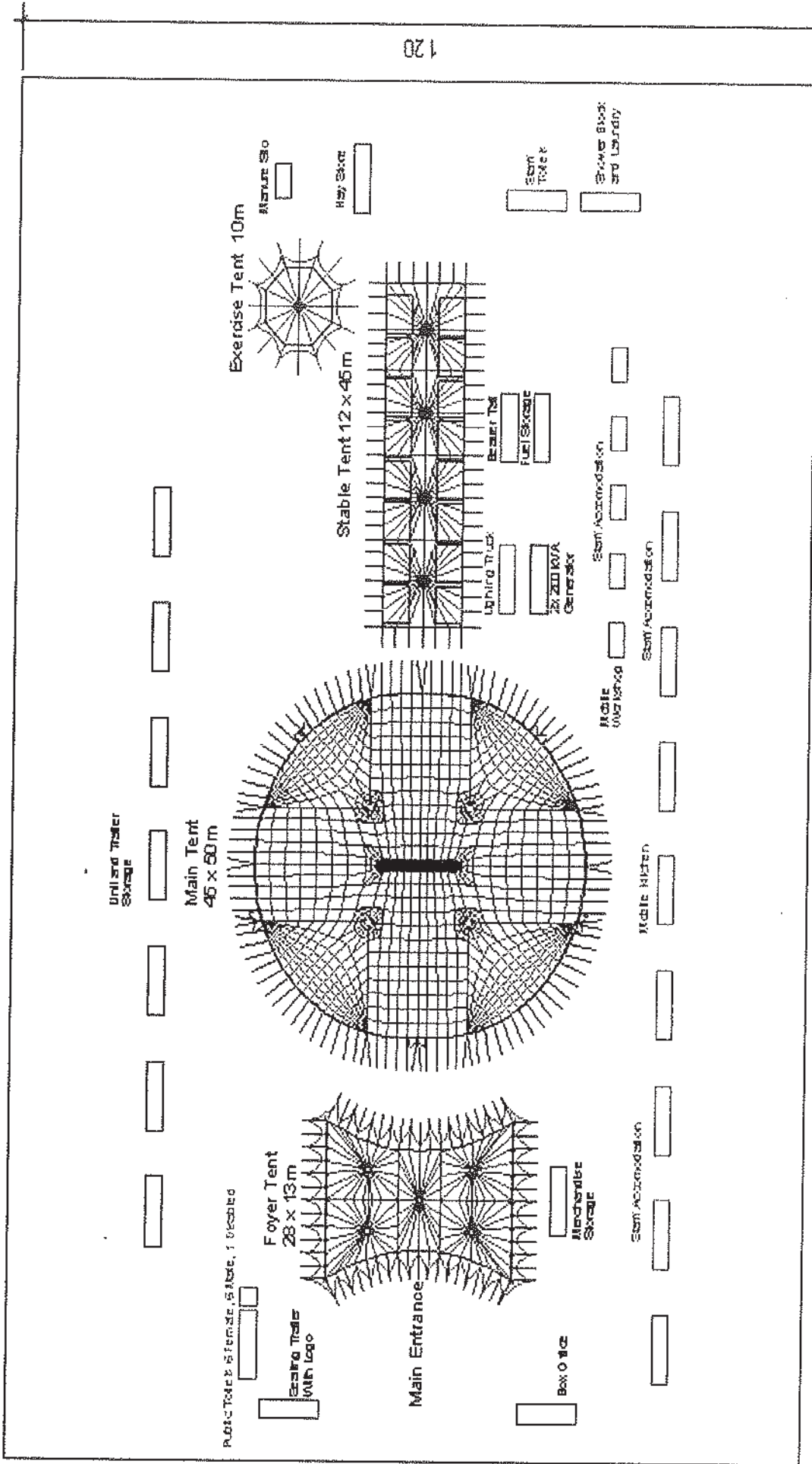
|                  |                 |   |   |  |            |
|------------------|-----------------|---|---|--|------------|
| Execution of act | Artistes Public | L | No act engaged which is believed to be overtly dangerous to Artiste / Public.<br>Artistes only perform as contractually agreed.<br>Act termination at any time for reasons of safety. | TOUR MANAGEMENT<br>PERFORMANCE<br>DIRECTOR | Pre season |
|------------------|-----------------|---|---|--|------------|

|          |          |   |  |                     |            |
|----------|----------|---|--|---------------------|------------|
| Lighting | Artistes | L | Show lighting constantly monitored.<br>Minimum necessary luminance maintained at all times for safe passage of props & personnel.<br>Emergency lights on constant standby power source | LIGHTING TECHNICIAN | Continuous |
|----------|----------|---|--|---------------------|------------|

| HAZARDS         | PERSONS AT RISK | RISK FACTOR<br>L M H | RISK CONTROL POLICY OR REFERENCE  | RESPONSIBILITY ACTION / METHOD                 | COMPLETION           |
|-----------------|-----------------|----------------------|---|--|----------------------|
| Special Effects | Artistes Public | L                    | Only to be used in accordance with manufacturers guidelines & recognised practices.<br>Warning signs clearly displayed where potential risk of epileptic trigger. | PERFORMANCE DIRECTOR - PA warning announcement | Prior to performance |

|                      |                       |   |   |                      |            |
|----------------------|-----------------------|---|---|----------------------|------------|
| Storage of Effects   | Employees<br>Artistes | L | Suitable secure containers in restricted area.  | TECHNICAL SUPERVISOR | Continuous |
| Performance Schedule | Employees             | L | Performances to run to time to allow for :<br>Pre Show checks (refer above).<br>Litter collection.<br>Safe admittance of next audience. | PERFORMANCE DIRECTOR | Continuous |

Appendix 1 Site Plan Layout

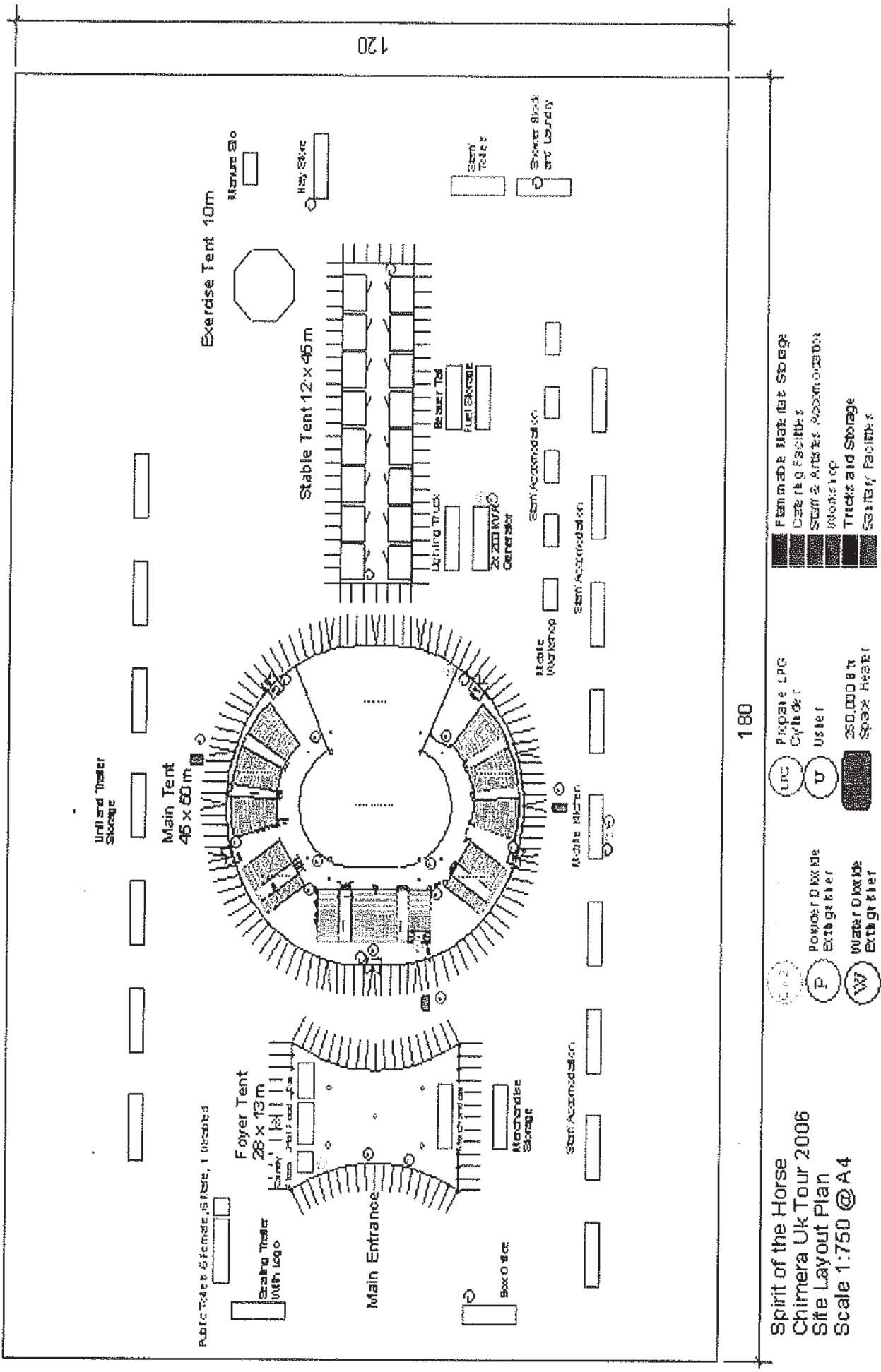


180

- Farmable Material Storage
- Gate Rig Facilities
- Staff & Animals Accommodation
- Workshop
- Trucks and Storage
- Sanitary Facilities
- Prepare LPG Cylinder
- Uster
- 250,000 Litre Space Heater
- Powder Dioxide Extinguisher
- Water Dioxide Extinguisher

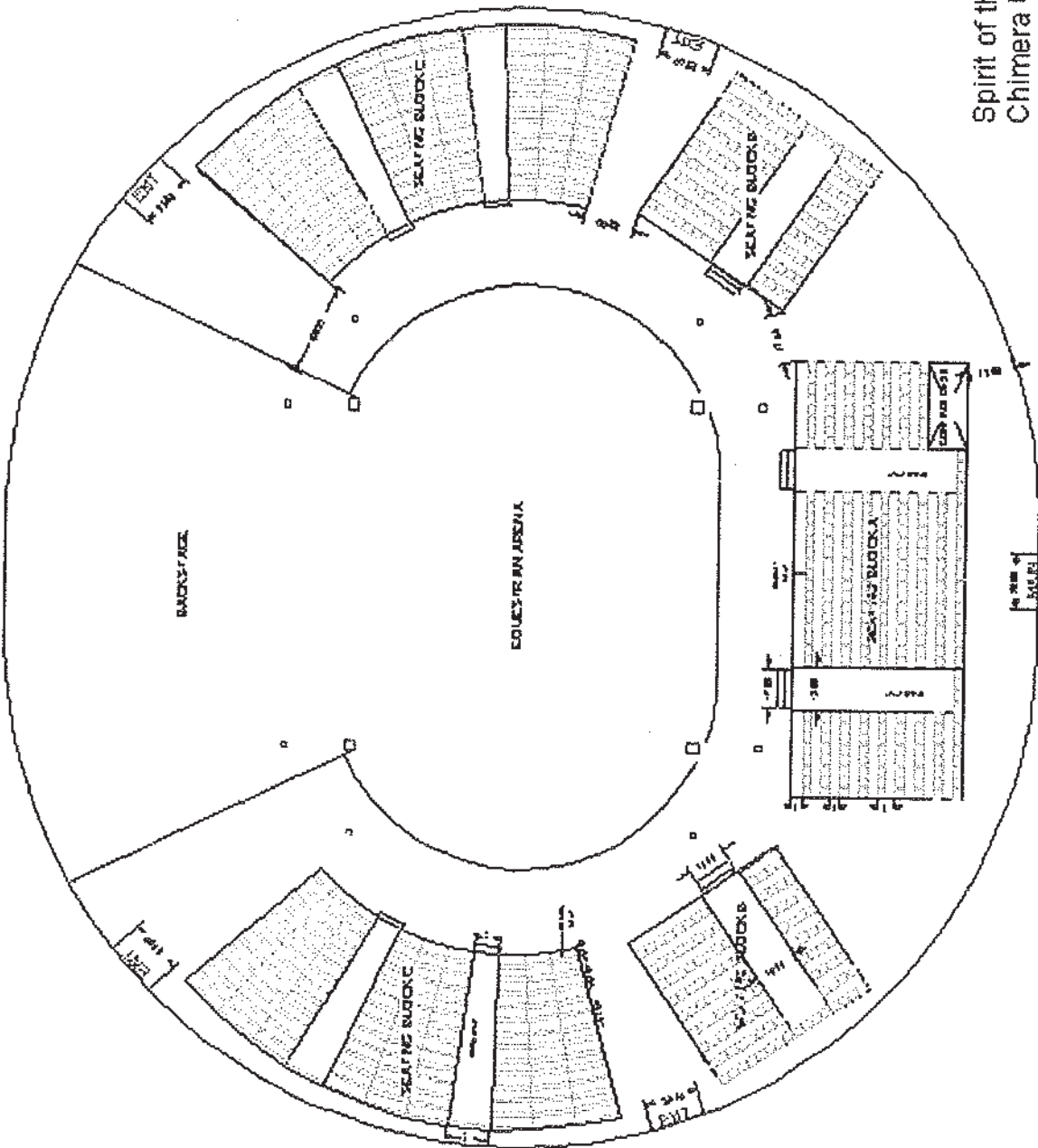
Spirit of the Horse  
 Chimera UK Tour 2006  
 Site Layout Plan  
 Scale 1:750 @ A4

Appendix 2 Site Facilities



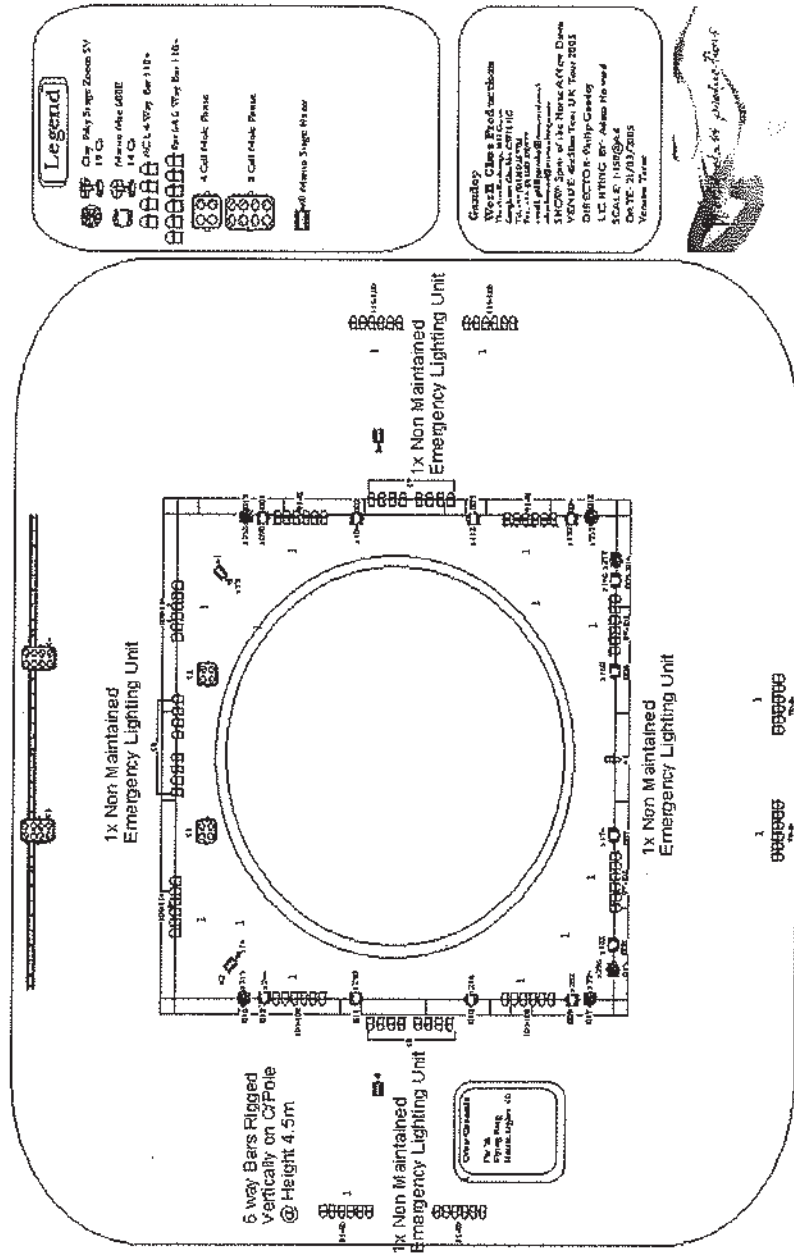
Spirit of the Horse  
 Chimera Uk Tour 2006  
 Site Layout Plan  
 Scale 1:750 @ A4

APPENDIX J SEATING & RAIL CIRCUMFERENCE



Spirit of the Horse  
 Chimera UK Tour 2006  
 Seating Layout  
 Scale 1:300 @ A4

**Appendix 4 Lighting Plan Main Auditorium**





### ALCOHOL AND SOCIAL RESPONSIBILITY POLICY

Equestrian Theatre 's aim is for guests to enjoy visiting us and to find a safe, welcoming environment which neither condones nor encourages excessive drinking. We have therefore developed the following policies for the responsible retailing of alcohol within our business:-

Equestrian Theatre is committed to operating its licensed premises responsibly , safely and within the law. We support the four prime objectives of the Licensing Act 2003.

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

Equestrian Theatre will at all times observe the law with regard to the sale of alcohol and all other products by:

- Not serving customers who are intoxicated
- Not serving alcohol to people who are under 18 years old and, where there is any doubt, following the Operational Guidelines (see page 2).
- Observing all other conditions of the licensing law.

Equestrian Theatre is committed to training and supporting their staff so that they are able to carry out their duties under the licensing laws

### Operational Guidelines for Under 18's

Equestrian Theatre will at all times observe the law and ensure that alcohol is not served to people who are under 18 years old.

If a guest appears to be under 21 then we require proof that he/she is over 18. In these circumstances staff are required to:-

- Explain that its is against the law to serve alcohol to Under 18's.
- Ask for identification. Only three types are acceptable:-
- Portman Group ID card.
- British Passport
- Photograph driving licence.

If a guest does not have identification, suggest they return with some and they will be served when they do.

Be polite and tactful, but firm, when asking for identification. Do not antagonise the situation if a guest becomes aggressive and/or refuses to leave. Inform a member of management.

As a matter of course, all team members are to be made aware of Equestrian Theatre's legal and social obligations.