

# AGENDA

**Meeting:** Northern Area Licensing Sub Committee  
**Place:** Council Chamber - Council Offices, Monkton Park, Chippenham, SN15 1ER  
**Date:** Wednesday 26 July 2023  
**Time:** 10.15 am  
**Matter:** Application for a Premises Licence - Calne Bike Meet, Calne Recreation Ground, Off Anchor Road, Calne

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Please direct any enquiries on this Agenda to Lisa Pullin of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 713015 or email [committee@wiltshire.gov.uk](mailto:committee@wiltshire.gov.uk)

Press enquiries to Communications on direct lines (01225) 713114/713115.

This Agenda and all the documents referred to within it are available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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## **Membership:**

CLlr Trevor Carbin  
CLlr Peter Hutton

CLlr Nic Puntis

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## **Substitutes:**

TBC

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# AGENDA

1        **Election of Chairman**

To elect a Chairman for the meeting of the Sub Committee.

2        **Apologies for Absence/Substitutions**

To receive any apologies for absence and to note any substitutions.

3        **Procedure for the Meeting** (*Pages 5 - 10*)

The Chairman will explain the attached procedure for the members of the public present.

4        **Chairman's Announcements**

The Chairman will give details of the exits to be used in the event of an emergency.

5        **Declarations of Interest**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

6        **Licensing Application** (*Pages 11 - 16*)

To consider and determine an Application for a Premises Licence by The National Association for Bikers with a Disability in respect of Calne Bike Meet, Calne Recreation Ground, Anchor Road, Calne. The report of the Public Protection Officer (Licensing) is attached.

6a        **Appendix 1 - Application for Premises Licence** (*Pages 17 - 36*)

6b        **Appendix 2 - Event Management Plan** (*Pages 37 - 72*)

6c        **Appendix 3 - Location Map** (*Pages 73 - 74*)

6d        **Appendix 4 - Senior Environmental Health Officer Statement**  
(*Pages 75 - 76*)

6e        **Appendix 5 - Relevant Representation** (*Pages 77 - 82*)

6f        **Appendix 6 - Modified Noise Management Plan** (*Pages 83 - 88*)

6g        **Appendix 7 - Resident Flyer with information about event** (*Pages 89 - 90*)

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## LICENSING COMMITTEE

### PROCEDURAL RULES FOR THE HEARING OF LICENSING ACT 2003 APPLICATIONS

#### 1 Purpose

- 1.1 These rules have been prepared to facilitate proper consideration of licence applications, made under the Licensing Act 2003, by the Licensing Committee and its Sub Committees.
- 1.2 The rules set out a framework for how applications are to be heard and explain the role of the participants at the Hearing.

#### 2 Definitions

- 2.1 The following definitions describe the participants at and the subject matter of a Hearing:

**“Applicant”** means the person who has submitted an Application for consideration by the Committee.

**“Applicant’s Premises”** means premises subject to the Application.

**“Applicant’s Representative”** means a person attending a Hearing to assist or represent an Applicant including a lawyer.

**“Application”** means an application for the Grant/Variation/Transfer/Review and any other decision to be made by the Committee/Sub-Committee in respect of a Licence.

**“Chairperson”** means the Member who is the Chairperson of the Committee for the particular Hearing.

**“Committee”** means the Council’s Licensing Committee and includes any Sub Committee of the Licensing Committee.

**“Committee Lawyer”** means the Council’s Lawyer (including an external Lawyer instructed by the Council’s Legal & Democratic Services Manager) who is present at a Hearing to advise the Chairperson and the Members.

**“Committee Manager”** means the Council’s Officer who is present at a Hearing to take minutes.

**“Committee Report”** means the Licensing Officer’s written report to the Committee concerning an Application, a copy of which has been previously made available to the Applicant or their Representative, a Responsible Authority or their Representative or any person who has made a Relevant Representation or their Representative.

**“Hearing”** means a meeting of the Committee at which an Application is considered.

“**Licence**” means a Licence which the Committee has the power or duty inter alia to grant, transfer, suspend or revoke.

“**Licensing Officer**” means the Council’s Licensing Officer(s) who is/are present at a Hearing to present reports in respect of an Application and to give technical advice in respect of an Application to the Committee when requested.

“**Licensing Authority**” the Council in whose geographical area the subject matter of the Application relates to, and includes the Council’s Licensing Committee, any Sub Committee of the Licensing Committee and a Licensing Officer.

“**Member**” means a Member who is a Member of the Committee that is considering an Application.

“**Person making a Relevant Representation**” means a person who is present at a Hearing to make representations in respect of an Application and includes any person who is present to assist or make representations on behalf of that person including a Lawyer.

“**Responsible Authority**” means a person who is present at a Hearing to make representations in respect of an Application in their capacity as Responsible Authority and includes any person who is present to assist or make representations on behalf of the Responsible Authority including a Lawyer.

### 3 Key Principles

- 3.1 The principles of ‘natural justice’, and Article 6 ‘Right to a Fair Trial’, which is one of the Convention Rights in the Human Rights Act 1998, require that there is a fair Hearing of Applications.
- 3.2 Natural justice is an umbrella term for the legal standards of basic fairness. This will include that:
  - 3.2.1 the Applicant has an opportunity to make representations before a decision is made;
  - 3.2.2 those making representations have an opportunity to voice their representations before a decision is made;
  - 3.2.3 the Applicant has an adequate opportunity to consider and respond to any submissions made by a Responsible Authority/Authorities and/or any person/s who have made a Relevant Representation;
  - 3.2.4 the Committee does not exclude an Applicant from a Hearing in order to consider submissions from a Responsible Authority/Authorities and/or any person/s who have made a Relevant Representation.
- 3.3 It is also fundamental that there is an orderly presentation of submissions at a Hearing so that the relevant issues are properly understood, evidence is tested and that oral statements made at the Hearing are accurately recorded.

- 3.4 Ultimately the Chairperson determines the application of these rules, having regard to any submissions being made by those present and in particular the Committee Lawyer.

## **4 The Hearing**

- 4.1 The Hearing shall take place in public.
- 4.1.1 The Committee may exclude the public from all or part of the Hearing where it considers it to be in the public interest to do so and, in accordance with the Local Government (Access to Information) Act 1985, as amended. Public includes a party and any person assisting or representing a party.
- 4.1.2 The Committee may require any person attending the Hearing who, in its opinion, is behaving in a disruptive manner, to leave the Hearing and may:
- A refuse to permit them to return;
  - B permit them to return only on such conditions as the Committee may specify;
  - C in the event that a person is required to leave a Hearing that person may, before the end of the Hearing, submit to the Committee in writing any information which they would have given orally.
- 4.2 Prior to the Hearing commencing, the Chairperson shall advise the parties of the procedure it proposes to follow at the Hearing.
- 4.3 Where a party has previously requested permission for a person(s), other than their representative, to appear at the Hearing then the Committee shall consider whether to permit that request.
- 4.4 The Committee will allow the parties an equal maximum period of time in which to exercise their rights.
- 4.5 This equal maximum time may have been notified in advance of the Hearing;
- 4.6 Where there are a number of people who have attended the Hearing to make the same representation then the Committee would normally require that a spokesperson be appointed by them to make the representations on behalf of all of those who have made Relevant Representations .

## **5 Presentation of Submissions**

- 5.1 The Chairperson will introduce the Application.
- 5.2 In the event that the Licensing Authority has given notice to a party requiring clarification on a point(s) then that party shall respond to the points raised by the Licensing Authority.
- 5.3 Submissions shall be made in the following order unless the Chairperson directs otherwise:

- 5.3.1 The Licensing Officer will orally present the Committee Report and will in particular advise the Committee as to:
- A the options available to it;
  - B the considerations that are relevant in reaching its decision.
- 5.3.2 The Applicant (or the Applicant's Representative) will orally present its submission which may include:
- A presenting their case in accordance with the papers, which will have been circulated with Agenda papers;
  - B confirming key information and answer pertinent questions; and
  - C calling witnesses in support of the Application (see paragraph 4.3).
- 5.3.3 A Responsible Authority/Authorities and/or any person/s who have made a Relevant Representation will orally present their representations in turn which shall include:
- A the grounds of the representation to the Application; and
  - B any condition(s) that the Responsible Authority/Authorities and/or any person/s who have made a Relevant Representation would be happy to have the Application granted subject to which would cause the representation to be withdrawn.

## **6 Questioning of Submissions**

- 6.1 The Chairperson will regulate the order in which questions are asked by Members.
- 6.2 The Chairperson and Members, voiced through the Chairperson, may question any party following the completion of their submission.
- 6.3 The Chairperson will normally permit the Applicant, a Responsible Authority/Authorities or any person/s who have made a Relevant Representation to ask questions through them of the other parties.
- 6.4 The Chairperson may direct that questions which are not relevant to the Application or one of the four Licensing Objectives are not formally put or answered.

## **7 Documentation**

- 7.1 No party shall present new documentation to the Committee at the Hearing other than with the consent of all of the other parties. This does not preclude the Licensing Officer from correcting errors, providing updated information or an extract from a local map showing the Applicant's Premises in the context of the surrounding premises and any person/s who have made a Relevant Representation . If any party is granted permission to present supplementary papers at the Hearing they shall provide at least 10 copies at the start of their submission.

## **8 Intervention**

The Chairperson shall permit the following interventions at any point in the Hearing:



- 8.1 The Committee Lawyer to advise the Committee on issues of law, procedure and relevant considerations on decision making. If necessary, the Chairperson may require the Committee, the Committee Lawyer and the Committee Manager to leave the Hearing so that advice can be given.
- 8.2 The Committee Manager to advise the Committee on procedure generally, or to request that statements made are repeated for reasons of clarity and so that they can be properly recorded.
- 8.3 The Licensing Officer to seek to clarify statements that have been made in light of information held on their file.

## **9 Failure of Parties to Attend Hearing**

- 9.1 If a party has informed the Licensing Authority that it does not intend to attend or be represented at a Hearing, the Hearing may proceed in its absence.
- 9.2 If a party has not indicated that it does not intend to attend or be represented at a Hearing and fails to attend or be represented at the Hearing then the Licensing Authority may:
  - 9.2.1 where it considers it be necessary in the public interest, adjourn the Hearing to a specified date; or
  - 9.2.2 hold the Hearing in the party's absence.
- 9.3 Where the Licensing Authority holds a Hearing in the absence of a party, it shall consider at the Hearing the application, representations or notice made by that party.

## **10 Closing Submissions**

- 10.1 The Chairperson shall allow first, the Responsible Authority/Authorities and any person/s who have made a Relevant Representation to make a closing oral submission(s) and secondly invite the Applicant or the Applicant's Representative an opportunity to make an oral closing submission in support of the Application.

## **11 Decision**

- 11.1 The Committee, the Committee Lawyer and the Committee Manager, shall retire so that the decision may be considered in private, and to consider any legal issues raised by the Members.
- 11.2 The decision, and brief reasons for the decision, of the Committee shall be communicated orally by the Chairperson to the parties after the Committee has deliberated in private on the Application.
- 11.3 Written reasons shall be provided soon after the deliberations of the Application and in any event within the statutory time limits.

## Hearing Procedure Summary

1. The Democratic Services Officer will request nominations for a Chairman for the Hearing.
2. The Chairperson welcomes all those present and introduces the Application.
3. The Chairperson introduces the members of the Sub Committee and invites all parties present (Applicant, Responsible Authority/Authorities, any person/s who have made a Relevant Representation and Council Officers) to introduce themselves.
4. The Chairperson outlines the Hearing Procedure as set out in the Agenda, makes any relevant announcements and asks for any declarations of interest.
5. The Licensing Officer is asked to present their Committee Report.
6. The Applicant/their representative is invited to address the Sub Committee in support of their application.
7. Questions to the Applicant by Members of the Sub Committee.
8. Questions to the Applicant by Responsible Authority/Authorities and/or any person/s who have made a Relevant Representation which are to be directed through the Chairperson.
9. Any Responsible Authority/Authorities and/or any person/s who have made a Relevant Representation are invited to address the Sub Committee in support of their representations.
10. Questions to the Responsible Authorities/those who have made a Relevant Representation by Members of the Sub Committee.
11. Questions to the Responsible Authorities/those who have made a Relevant Representation by the Applicant, which are to be directed through the Chairperson.
12. Closing submissions by those Parties who have made a Relevant Representation in reverse order.
13. Closing submissions by the Applicant.
14. Sub Committee retires with the Committee Lawyer and Committee Manager to consider its decision.
15. Sub Committee returns and the Lawyer gives a summary of any legal advice that may have been given to the Sub Committee.
16. The Chairperson either gives the decision with reasons, or advises that it will be released in writing with reasons within the statutory time limits (5 working days).

## WILTSHIRE COUNCIL

### EASTERN AREA LICENSING SUB COMMITTEE

26 July 2023

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#### **Application for a Premises Licence; Calne Bike Meet, Recreation Ground, Anchor Road, Calne.**

### **1. Purpose of Report**

- 1.1 To determine an application for a Premises Licence in respect of Calne Bike Meet, Recreation Ground, Anchor Road, Calne made by The National Association for Bikers with a Disability (NABD).

### **2. Background Information**

- 2.1 An application for a Premises Licence in respect of Calne Bike Meet, Recreation Ground, Anchor Road, Calne has been made by The National Association for Bikers with Disability (NABD) for which one relevant representation have been received.
- 2.2 Wiltshire Council (as the Licensing Authority) must hold a hearing to consider the application having regard to the representations. In accordance with Section 18 (3) of The Licensing Act 2003 the Licensing Sub Committee is required to take such of the steps listed in 2.4 below as it considers appropriate for the promotion of the licensing objectives. In considering the application and the relevant representations, the Sub Committee must also have regard to relevant Government guidance and the Council's Licensing Policy
- 2.3 The licensing objectives are:
- i) The Prevention of Crime and Disorder;
  - ii) Public Safety;
  - iii) The Prevention of Public Nuisance; and
  - iv) The Protection of Children from Harm.
- 2.4 Such steps are:
- i) To grant the licence subject to such conditions as are consistent with those included in the operating schedule submitted with the application, modified to such extent as the Sub Committee considers appropriate for the promotion of the licensing objectives, together with any mandatory conditions required by the Licensing Act.
  - ii) To exclude from the scope of the application any licensable activity.
  - iii) To refuse to specify a person as the designated premises supervisor.
  - iv) To reject the application.

2.5 On 12 July 2023 an application for a New Premises Licence was received and accepted as a valid application.

2.6 The application as applied for is as follows:

<b>Licensable Activity</b>	<b>Timings</b>	<b>Days</b>
Sale by retail of alcohol (ON and OFF sales only)	16:00 – 00:00 (Midnight)	Friday
	18:00 – 00:00 (Midnight)	Saturday
Live Music (Indoors and Outdoors)	19:00 – 23:30	Friday and Saturday
Recorded Music (Indoors and Outdoors)	18:00 – 00:00 (Midnight)	Friday and Saturday
Performance of Dance (Indoors)	23:30 – 00:00 (Midnight)	Saturday
Late Night Refreshment	23:00 – 00:00	Friday
	00:00 (Midnight) – 05:00 and 23:00 – 00:00 (Midnight)	Saturday
	00:00 (Midnight – 05:00	Sunday
Hours open to the public	From 10:00 on Friday to 12:00 Sunday	

The event is for 28 July 2023 to 30 July 2023: - this application is not for a time limited event but to cover the event each year.

A copy of the application form is attached as **Appendix 1**.

The Event Management Plan (EMP) is attached as **Appendix 2**

A location map showing the proximity of the licensed premises is attached as **Appendix 3**.

2.7 On the 28 February 2023 a feedback meeting was held prior to an ESAG (Event Safety Advisory Group) meeting held on 31 March 2023, with all partner agencies to give advice and guidance in relation to the event; this included advice that the intended area for the event required a premises licence to be applied for to cover licensable activities due to the numbers attending.

### **3. Consultation and Representations**

3.1 The application process requires the application to be advertised, by the Applicant, in a local news publication within 10 working days, starting on the day after the authority receives it and for a public notice (on pale blue paper) to be posted on the premises. In addition the Licensing Authority advertises the application on its website, for a period of 28 consecutive days, starting the day after the authority receives the application.

3.2 Due to the Blue Notices not being displayed correctly at the time of submission of the application the consultation was extended, and the application accepted in its entirety on the 14 June 2023.

3.3 During the consultation period one relevant representation have been received from a resident. No representations were received from any Responsible Authorities.

3.3 Representations Received

- Representation 1 – Resident

3.4 Responsible Authorities

No Responsible Authority has made a representation in connection with this application.

Although no Responsible Authorities made representations; concerns were raised by the Senior Officer for Environmental Health Noise Team in relation to the Noise Management Plan (NMP). Advice was given to the organisers by the EH Officer to implement further steps to mitigate a noise nuisance. Statement from Vicky Brown SEHO attached as **Appendix 4**.

3.5 A summary of the representations made is detailed in the table below:

Representation	Licensing Objective
Representation 1	Prevention of Public Nuisance

3.6 The relevant representation is attached as **Appendix 5**.

3.7 During the consultation period and mediation between the SEH Officer and organisers, the applicant modified the application to the following:-

- **Reduce the hours of regulated entertainment to the following:-  
Friday evening 19:00 to 23:00. This will be acoustic entertainment on the main stage area, followed by a recorded music from 22:30, until close at 23:00.  
Saturday evening 19:00 to 23:00. This will be live music (Bands) entertainment on the main stage area, followed by a recorded music from 22:30, until close at 23:00.**
- **Amendments to the Noise Management Plan**
- **A Flyer outlining details of the event to be circulated to residents**

Modified Noise Management Plan is attached as **Appendix 6** and resident flyer attached as **Appendix 7**.

**4. Legal Implications**

4.1 This hearing is governed by the Licensing Act 2003 (Hearings) Regulations. These provide that hearings should be held in public unless the Licensing

Authority considers that the public interest in excluding the public outweighs the public interest in the hearing taking place in public.

4.2 The Applicant, and all persons who have made representations have been informed of the date, time and location of the hearing and their right to attend and be represented.

4.3 At the hearing all those who have made representations are entitled to address the Sub Committee and to ask questions of another party, with the consent of the Sub Committee.

## **5. Officer Recommendations**

5.1 Officers are not permitted to make a recommendation – the decision is to be reached by the members of the Licensing Sub Committee.

## **6. Right of Appeal**

6.1 It should be noted that the Applicant and those persons who have made representations may appeal the decision made by the Licensing Sub Committee to the Magistrates Court. The appeal must be lodged with the Magistrates Court within 21 days of the notification of the decision.

6.2 In the event of an appeal being lodged, the decision made by the Licensing Sub Committee remains valid until any appeal is heard and any decision made by the Magistrates Court.

6.3 A Responsible Authority or any person may apply to the Licensing Authority for a Review of a Premises Licence. Whether or not a Review Hearing takes place is in the discretion of the Licensing Authority, but, if requested by a person other than a Responsible Authority it will not normally be granted within the first 12 months except for the most compelling circumstances.

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Report Author: Lisa Grant

Public Protection Officer – Licensing, County Hall, Bythesea Road, County Way, Trowbridge, Wiltshire, BA14 8JN

14<sup>th</sup> July 2023

### **Background Papers Used in the Preparation of this Report**

- **The Licensing Act 2003**
- **The Licensing Act (Hearings) Regulations 2005**
- **Guidance issued under Section 182 of the Licensing Act 2003**
- **Wiltshire Council Licensing Policy**

## **Appendices**

- 1 Application**
- 2 Event Management Plan (EMP)**
- 3 Location Map**
- 4 Senior Environmental Health Officer Statement**
- 5 Relevant Representation**
- 6 Modified Noise Management Plan**
- 7 Resident Flyer with information about event**

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

**Please read the following instructions first**

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

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

**I/We The National Association for Bikers with a Disability (NABD) Registered Charity  
No. 1040907**

*(Insert name(s) of applicant)*

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

**Part 1 – Premises details**

Postal address of premises or, if none, Ordnance Survey map reference or description Calne Recreation Ground, off Anchor Road, Calne SN11 8xx. Grid Ref SU002709 X 51.437484 , Y -1.9982430 Lat/long 51°26'15"N , 001°59'54"W What3Words icons.brain.objective			
<b>Post town</b>	Calne	<b>Postcode</b>	SN11 8xx

Telephone number at premises (if any)	N/A
Non-domestic rateable value of premises	£0

**Part 2 - Applicant details**

Please state whether you are applying for a premises licence as **appropriate** **Please tick as appropriate**

a)	an individual or individuals *		please complete section (A)
b)	a person other than an individual *		
	i	as a limited company/limited liability partnership	please complete section (B)
	ii	as a partnership (other than limited liability)	please complete section (B)
	iii	as an unincorporated association or	please complete section (B)

	iv	other (for example a statutory corporation)		please complete section (B)
c)		a recognised club		please complete section (B)
d)		a charity	X	please complete section (B)
e)		the proprietor of an educational establishment		please complete section (B)
f)		a health service body		please complete section (B)
g)		a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales		please complete section (B)
ga)		a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England		please complete section (B)
h)		the chief officer of police of a police force in England and Wales		please complete section (B)

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

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
- I am making the application pursuant to a statutory function or a function discharged by virtue of Her Majesty's prerogative

**(A) Individual applicants** (fill in as applicable)

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

Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service (please see note 15 for information)

**Second individual applicant** (if applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b> or over		I am 18 years old		Please tick yes	
<b>Nationality</b>					
Current residential address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service: (please see note 15 for information)					

**(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 The National Association for Bikers with a Disability (NABD)
Address Unit 20 The Bridgewater Centre Robson Avenue Urmston Manchester M41 7TE
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.) 1040907
Telephone number (if any) 0870 759 0603
E-mail address (optional) chairman@thenabd.org.uk

**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD	MM	YYYY
2	8	072023

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

DD	MM	YYYY

Please give a general description of the premises (please read guidance note 1)  
"The premises" Recreation Ground, off Anchor Road. The field is fenced for the majority of the area and other exposed areas will be fenced. One marquee would be erected for the use of entertainment (live and recorded music) and the sale and consumption of alcohol.  
The customers would arrive on the Friday and camp for two nights using tents. Sanitary arrangements will be provided by a professional company specialising mobile sanitation. Rubbish removal will be carried out by a professional company contracted for this purpose.

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

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

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

Provision of regulated entertainment (please read guidance note 2)		Please tick all that apply
a)	plays (if ticking yes, fill in box A)	
b)	films (if ticking yes, fill in box B)	
c)	indoor sporting events (if ticking yes, fill in box C)	
d)	boxing or wrestling entertainment (if ticking yes, fill in box D)	
e)	live music (if ticking yes, fill in box E)	X
f)	recorded music (if ticking yes, fill in box F)	X
g)	performances of dance (if ticking yes, fill in box G)	X
h)	anything of a similar description to that falling within (e), (f) or (g)(if ticking yes, fill in box H)	

<b><u>Provision of late night refreshment</u></b> (if ticking yes, fill in box I)	X
<b><u>Supply of alcohol</u></b> (if ticking yes, fill in box J)	X

**In all cases complete boxes K, L and M**

**A**

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

**B**

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

**C**

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



**D**

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

**E**

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of live music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	
				Outdoors	
				Both	X
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Mon					
Tue					
Wed			<b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 5)		
Thur					
Fri	19:00	23:30	<b><u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat	19:00	23:30			
Sun					

**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	X
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)		
Thur					
Fri	18:00	00:00	<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat	18:00	00:00			
Sun					

**G**

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	X
Day	Start	Finish		Outdoors	
				Both	
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat	23:30	00:00			
Sun					

# H

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

I

<b>Late night refreshment</b> Standard days and timings (please read guidance note 7)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
				Both	
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)		
Thur					
Fri	10:00	00:00	<b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat	00:01	00:00			
Sun	00:01	12:00			

**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b><u>Will the supply of alcohol be for consumption – please tick</u></b> (please read guidance note 8)	On the premises	
				Off the premises	
				Both	X
Day	Start	Finish	<b><u>State any seasonal variations for the supply of alcohol</u></b> (please read guidance note 5)		
Mon					
Tue					
Wed					
Thur					
Fri	16:00	00:00			
Sat	18:00	00:00			
Sun			<b><u>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left. please list</u></b> (please read guidance note 6)		

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

<b>Name</b> Richard Hulse
<b>Date of birth</b> [REDACTED]
<b>Address</b> [REDACTED]
<b>Postcode</b> [REDACTED]
<b>Personal licence number (if known)</b>
<b>Issuing licensing authority (if known)</b> Manchester City Council

**K**

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

No persons under the age of 18 will be allowed on site for this event.

**L**

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<b>State any seasonal variations</b> (please read guidance note 5)
Day	Start	Finish	
Mon			
Tue			
Wed			
Thur			
Fri	10:00		
Sat			
Sun		12:00	



## M

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

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

Although the event is the first year, we are running it, we have ran over 30 events at Cheshire Showground, Astle Park, (previously at York Dragway and at Capesthorpe Hall prior to that) and have always complied with all past licence agreements as laid out by Council Environmental Health Departments.

We will operate an effective and responsible management of the premises by the NABD Trustees and National Committee members. A committee and volunteer pre-event briefing will take place on site before the event starts. An event risk assessment has been included with this application which will explain in more detail our dedication to the health safety and welfare of volunteers and customers at the event. Richard Hulse, a personal licence holder (number not known at this time) will be on site during all alcohol sales periods. We also have another licence holder, who will be on site at all times.

**b) The prevention of crime and disorder**

We will operate a effective and responsible management of the premises by the NABD Trustees and the National Committee members. A committee and volunteer pre-event briefing will take place on site before the event starts. Most of the customers are pre booked ticket holders and as such are full or affiliated members of the NABD through clubs or organisations and are generally known. The event has no history of trouble and is self policing by the clubs, groups and organisations attending. A professional security firm will be patrolling the event boundary at night. See also the event Emergency Plan and Risk Assessment.

**c) Public safety**

We will operate an effective and responsible management of the premises by the DPS and the NABD committee members. A committee and volunteer pre-event briefing will take place on site before the event starts. First aid and medical emergency cover will be provided by a company specialising in this field. In addition, many of the volunteer marshals are qualified in first aid. See also event emergency plan and risk assessment.

**d) The prevention of public nuisance**

We will operate a effective and responsible management of the premises by the DPS and the NABD committee members. A committee and volunteer pre-event briefing will take place on site before the event starts. All live music will cease at 23:30.00 and recorded music will be at a much-reduced volume until 00.00.

We generally have no customer late night departures due to this being a 2 day event, but anyone wishing to leave late will be asked by gate marshals to disperse quietly.

**e) The protection of children from harm**

As stated previously, this event will only be for attendees over 18 years of age.

**Checklist:**

**Please tick to indicate agreement**


<ul style="list-style-type: none"><li>• I have made or enclosed payment of the fee.</li></ul>	X
<ul style="list-style-type: none"><li>• I have enclosed the plan of the premises.</li></ul>	X
<ul style="list-style-type: none"><li>• I have sent copies of this application and the plan to responsible authorities and others where applicable.</li></ul>	X
<ul style="list-style-type: none"><li>• I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.</li></ul>	N/A
<ul style="list-style-type: none"><li>• I understand that I must now advertise my application.</li></ul>	X
<ul style="list-style-type: none"><li>• I understand that if I do not comply with the above requirements my application will be rejected.</li></ul>	X
<ul style="list-style-type: none"><li>• [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).</li></ul>	N/A

It is an offence, under Section 158 of the Licensing Act 2003, to make a false statement in or in connection with this application. Those who make a false statement may be liable on summary conviction to a fine of any amount.

It is an offence under Section 24b of the Immigration Act 1971 for a person to work when they know, or have reasonable cause to believe, that they are disqualified from doing so by reason of their immigration status. Those who employ an adult without leave or who is subject to conditions as to employment will be liable to a civil penalty under section 15 of the Immigration, Asylum and Nationality Act 2006 and pursuant to Section 21 of the same act, will be committing an offence where they do so in the knowledge, or with reasonable cause to believe, that the employee is disqualified.

**Part 4 – Signatures** (please read guidance note 11)

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

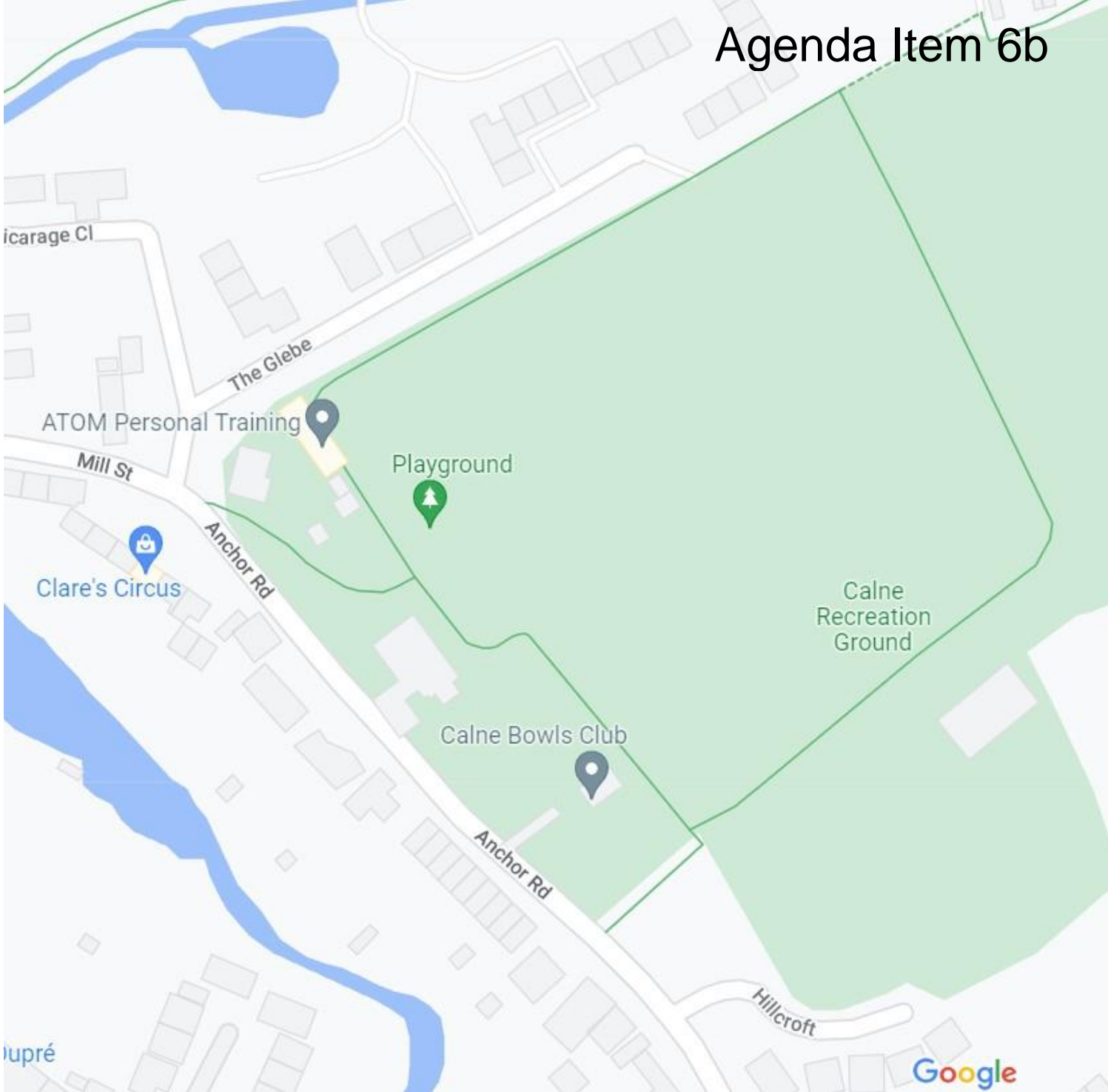
<b>Declaration</b>	<ul style="list-style-type: none"> <li>[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</li> <li>The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)</li> </ul>
Signature	
Date	05/06/2023
Capacity	NABD Committee

**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant’s solicitor or other authorised agent** (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
NABD Unit 20, The Bridgewater Centre Robson Avenue Urmston			
Post town	Manchester	Postcode	M41 7TE
Telephone number (if any)	0844 415 4849		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			





# EVENT MANAGEMENT PLAN

# **The 2023 CBM & NABD FIELD EVENT**

Calne Recreation Ground  
Anchor Road  
Calne  
Wiltshire  
SN11 8DX

July 28<sup>th</sup>–29<sup>th</sup>–30<sup>th</sup> 2023

Version 5.303 28<sup>th</sup> March 2023

## **The 2023 CBM & NABD FIELD EVENT**

The Calne Bike Meet (CBM) and The National Association for Bikers with a Disability (NABD) have formed a partnership to organise and promote a camping site to be run in conjunction with The Calne Bike Meet to encourage visitors from further afield to attend the event by allowing them to stay overnight in the town. It is also anticipated that the provision of wheelchair accessible toilet facilities in the camping area will make the event more accessible for people with disabilities.

The NABD has many 32-years of experience in running large outdoor accessible events involving camping, including its main annual fundraising event in Cheshire, which has often attracted as many as 3,000 people camping over three days, and it will bring this experience to the CBM.

### **This Document to be submitted to;**

Linda Holland  
Licensing Manager  
Public protection  
Linda.Holland@wiltshire.gov.uk

Kevin Oliver CMIOSH  
Authorising officer  
Enforcement  
Highways and Transport  
kevin.oliver@wiltshire.gov.uk

*All, location, site and entertainments area maps are at the rear of this document.*

## Event Contact Details

**Chair of CMB Organising Committee**

Jennifer Jennings

[chair@calnebikemeet.com](mailto:chair@calnebikemeet.com)

**NABD Chairman (Project Manager)**

Rick Hulse

[Chairman@thenabd.org.uk](mailto:Chairman@thenabd.org.uk)



**NABD Representative (Site Manager)**

Andy Arnott

[andyarnott.rep@thenabd.org.uk](mailto:andyarnott.rep@thenabd.org.uk)

**NABD Representative (Manager)**

Ross Lockett

[fundraising@thenabd.org.uk](mailto:fundraising@thenabd.org.uk)





# 5

## THE VENUE

The event is held on the recreation ground Off Anchor Road, Calne.

The venue is a green field site primarily used for outdoor events and sports use.

There are residences adjacent to the site, on all sides. The marquees housing stages for live music on the event are to be orientated so that the sound is directed toward the Southwest to minimise any noise nuisance to these residences.

All reasonable measures will be taken to ensure that residences in the area experience no inconvenience or nuisance from the event.

## THE EVENT

The Calne Bike Meet has been running for several years and has grown into a large and highly respected event attended by thousands of people. Its core purpose is to raise funds for charitable causes.

The camp site will be putting all monies raised into this fund to help further the support given to worthy causes.

The camping aspect of the event is expected to attract approximately 500 people from both the UK and Europe, gathering out of a common support for the aims and objectives of the NABD and CBM.

The camping aspect of the event will also welcome residents and other visitors for the evening entertainment. The event will be ticket entry with Sales available through the CBM website.

As the NABD membership and customer-base all have a common interest in motorcycles there have been very few incidents worthy of note at NABD events over the past 32-years.

## ORGANISER

The National Association for Bikers with a Disability (NABD) is a registered charity (No. 1040907 & SC039897) specifically set up to ensure that people with disabilities have the fullest possible access to the freedom and independence of motorcycling.

Generally accepted as the World Leaders in the field of motorcycling for people with disabilities, the NABD are regularly called upon to advise authorities such as The DVLA Medical Group, DVSA, DfT, and Highways England on matters relating to disabled motorcyclists.

The Motorcycle Action Group (MAG), British Motorcycle Federation BMF, and the Federation of European Motorcycle Associations (FEMA), also rely on the expertise of the NABD on issues relating to people with disabilities in the world of motorcycling.

The volunteer team that will be running this event are committed to running a safe, good-value-for-money event for their members and customers, this includes following all health and safety, licensing and environmental legislation that is relevant to the event.

The organisers have built up a very good working relationship in the past with the emergency services, councils, and people who live local to the event venues that enables them to please most of the people most of the time.

National Association for Bikers with a Disability (NABD)

Unit 20, The Bridgewater Centre,

Robson Avenue,

Urmston,

Manchester, M41 7TE

[office@thenabd.org.uk](mailto:office@thenabd.org.uk)

Tel/fax 0844 415 4849

## LICENSING AUTHORITY

The Licensing Authority that controls activities at the venue are Wiltshire Council.

This Document to be submitted to;

### **Linda Holland**

Licensing Manager

Public protection

[Linda.Holland@wiltshire.gov.uk](mailto:Linda.Holland@wiltshire.gov.uk)

### **Kevin Oliver** CMIOSH

Authorising officer

Enforcement

Highways and Transport

[Kevin.oliver@wiltshire.gov.uk](mailto:Kevin.oliver@wiltshire.gov.uk)

## CAMPING EVENT OUTLINE

Prior to an event, the event organisers are to assess the suitability of the site by carrying out inspections. This is regardless of what work has been, or is in the process of being, carried out by the venue's staff members.

Before the event the organiser's crew set up on site to oversee the build-up. Contractors move on to the site to erect marquees, ancillary equipment, and sanitary equipment. All the contractors employed for the event have many years of experience in their field.

The organisation will employ the services of approximately 25 volunteer stewards/marshals to oversee the safety of the customers. These people act as the eyes and ears for the event controllers for the duration of the event. The marshals shall also be supported by a team of SIA operatives working in conjunction with organisers, there will be no alcohol permitted to be brought onto site by visitors and a no drugs policy to be advertised and posted around the site. The event will be an adult only event, as such no one under the age of 18 will be allowed in to the venue.

Contractors and marshals are employed throughout the event to clean the site and maintain the sanitation.

The dismantling of the structures often takes a couple of days; the organisation's staff members supervise these activities. This is anticipated to be completed on Monday 31<sup>st</sup> July.

# 7

## RISK ASSESSMENT

### HEALTH AND SAFETY

The National association for Bikers with a Disability (NABD) enjoys a good safety record and always endeavours to acknowledge advice and guidance offered from the emergency services in addition to the Environmental Health authorities and the Health and Safety Executive (HSE).

Identification of hazards: Risks assessed, and measures taken to minimise identified risks. *Pages 8 through 20 included.*

This risk assessment examines the hazards, risks and controls that relate to this event, the assessment deals with the event and associated risks.

A series of detailed risk assessments have been prepared which deal with other issues, these are referred to throughout this document.

Activities, which involve specific, significant hazards, are covered in *Specific Risk Assessments*. References are made throughout this document to other risk assessments and information.

As with all risk assessments, this provides a starting point and does not preclude an extension of arrangements for local conditions and organisational arrangements.

This assessment is sub-divided into four specific sections.

1. Pre-event
2. Build-Up
3. Running the Event
4. Take Down

#### **1. PRE-EVENT**

A pre-event inspection of the site is undertaken to ensure suitability and that the weather has not had an adverse effect on the venue, this takes places before opening to contractors.

Any areas of concern are noted and either acted upon or cordoned off to prevent members of the public entering, which ultimately could put them at risk. This is done using fencing, striped tape or sports field type marking. These issues are dealt with in an appropriate manner according to the priority; any serious matters will be brought to the attention of the organising team.

All areas of the site will be inspected; consideration will be given to the health, safety and welfare of all persons likely to be on site during the event. This includes members of the public, volunteer marshals, contractors, etc.

Though open fires are not permitted at the event a Fire Risk Assessment must be carried out of all aspects of the event that could potentially pose a risk. In the case of this event, this includes the event field itself, as there is a potential risk during long dry spells.

## Areas to be inspected

Access roads, footpaths	Signage on and off site
Parking areas	Bars and surrounding areas
All fencing	Site lighting
Toilet facilities	Trade stands
Marquees	Camp site

## **2. BUILD-UP**

This is the period from the end of the Pre-Event & Build-Up until the gates open to the customers. The organisers take over the site at a pre-arranged date, prior to this the owner ensures that the land is left in a suitable condition. Hand over to be arranged by CBM with Council representatives and NABD representative Andy Arnott.

### **METHOD**

The organisers will hold a pre-event marshals meeting on the Friday prior to opening to public in the marquee, the purpose of which is to inform all marshals of their responsibilities and duties and procedures under the current health and safety guidelines. The vast majority of marshals have significant expertise within this field through several years of experience. This will be managed by event control.

### **AREAS OF CONCERN**

During the build-up, contractors and volunteers will be laying electrical cables etc, erecting marquees and unloading equipment, etc. Cables will be installed by power supply contractor yet to be appointed and all RA and MS supplied by them. This may involve some use of lifting equipment, site machinery etc. It is essential that all operators are suitably competent and qualified to operate that particular type of machinery. All operators' credentials and paperwork will be confirmed before work commences. Method statements and risk assessments supplied beforehand.

All contractors will be made aware of their legal requirements to provide meaningful risk assessments for any activities being carried out by them. A list of contractors is available from the event organiser once appointed.

It is also important that no unauthorised person(s) will be allowed into these areas whilst the work is being carried out. This will be supervised by site manager Andy Arnott.

There may be large vehicles arriving on site in readiness for the event. These vehicles are very large and difficult to manoeuvre in restricted areas. It is important to pre-plan the layout of the entertainment, trade and catering areas and to understand where the various assets are to be positioned for the duration of the event.

Because of the nature of the site, it may not be possible to plan each and every activity beforehand. Should this be the case, then a competent person will carry out a dynamic risk assessment of all activities deemed to pose a potential hazard during the build-up.

*The main hazards are:*

Accidents - involving moving vehicles	Crush hazards from machinery
Tripping - over cables, etc. not yet in place	Electrocution
Falls from height	

*People at risk:*

Marshals

Contractors

Exhibitors/caterers

(No public access to site areas during build up, this will be controlled by marshals on site)

# 9

## *Steps taken to minimise the risks:*

All the above work is undertaken by professional organisations, employing suitable qualified people, or volunteers qualified in the specific type of work all of whom have extensive experience of this and many other types of events. An electrical engineer will be employed to test the main power supply and cables to ensure that all equipment is safe. These to be notified on appointment.

Person(s) not directly involved with these activities will be advised to stay away from the areas of activity until declared safe by the Site manager.

Inspection recorded. By site management

### **STROBE LIGHTS AND LASER BEAMS**

Laser beams will not be demonstrated without prior permission of the organiser.

Strobe lights will not be permitted at the event due to the possible adverse effect on people with epilepsy.

### **DANGEROUS OR NOXIOUS SUBSTANCES**

No substances, which in the opinion of the organisers are of dangerous, explosive or of an objectionable nature, may be brought into the event, without the formal approval of the event organiser. SIA operatives will be monitoring all attendees for compliance.

### **DISCARDED NEEDLES AND SYRINGES**

Although The NABD has some members whose disability or medical condition may require the use of hypodermic syringes/needles (sharps) we have never yet had an event where carelessly discarded sharps have been found. Despite this there is always the possibility that there may be thoughtless/careless drug users at the event, this may lead to carelessly discarded sharps. Arrangements are in place for safe disposal as described below.

This guidance details the procedures to be followed when dealing with discarded hypodermic syringes/needles (sharps).

Suitable equipment will be provided to enable the recovery and disposal of any discarded sharps.

An example of a suitable safe kit is:

- Sharp safe container
- Quantity of plastic tweezers

The sharp safe container will be a suitably constructed to prevent penetration by the sharps.

The tweezers are to be provided for use in removing the syringe/needles and are to be disposed of with the sharps.

This prevents any possibility of cross-contamination.

### **Procedure**

When a discarded syringe/needle is found the following procedure will be adhered to: -

1. Person(s) will don surgical gloves.
2. Remove the Sharp by use of the tweezers.
3. Place both the Sharp and tweezers into the sharp safe container.
4. Contamination gloves should be placed in a suitable waste bag and suitable disposal arranged.
5. When the sharps container is approximately three-quarters full arrangements should be made for disposal.

In recent years there has been an increase in the misuse of controlled substances within the general population. This has led to an increase in the discovery of discarded hypodermic syringes (sharps) amongst debris at some events. It must therefore be anticipated that these sharps may be contaminated with infectious viruses such as Hepatitis B or HIV (AIDS virus).

*The main hazards are:*

Cuts, etc. from discarded sharps, etc.

*Steps taken to minimise the risks:*

Use of correct safety equipment

Following correct procedure

## **CATERERS**

All caterers to be organised by CBM, There are two or three catering companies on site for this event. They shall conform to all current legislation with regard to the health, safety and welfare of themselves and others.

Caterers shall carry their own public liability insurance and will provide evidence of current public liability insurance, relevant food hygiene certification and a suitable fire extinguisher. These will be specified prior to contractual agreement and checked by the on-site Health and Safety Co-ordinator upon their arrival or setting up.

All electrical equipment used by traders at the event is to carry a current PAT certificate. All other equipment should be suitable and fit for use.

Details of the caterers will be available from Event Control during the event.

*The main hazards are:*

Risk of crush injuries due to moving catering units

Minimal risk of electrocution

Minimal risk of fire or explosion

Risk of burns and/or scalds

*People at risk:*

Caterers

Marshals

Exhibitors

*Steps taken to minimise the risks:*

Only Approved caterers on site

Caterer to provide first aid kit for employees

Appointed marshal to oversee the positioning of caterers and to ensure that the equipment is erected in a safe and tidy manner with the appropriate minimum fire break between each unit (6m/20 feet)

It is important that a reputation for quality and value exists, this is underpinned by employing professional caterers with many years' experience

Inspections of these outlets will be afforded to the relevant licensing authorities at any reasonable time throughout the event

Health and Safety Co-ordinator to inspect each stand and identify any possible areas of risk. Special attention will be paid to the storage of any flammable materials

All inspections recorded

# 11

## SANITARY ARRANGEMENTS

Sanitary provisions on site will conform to the minimum provision requirements as described in HSE publication, *The Event Safety Guide*. During the build-up there will be contractors on site using various types of equipment to install the sanitary units.

All of the units on the site are temporary and are serviced and maintained by competent contractors.

*The main hazards are:*

Risk of crush injuries due to moving toilet units	Spillage of associated cleaning and deodorising materials
---	---

*People at risk:*

Toilet contractors  
Marshals

*Steps taken to minimise the risks:*

Approved contractor employed to supply facilities on site	Contractor to provide risk assessment of providing requirements
---	---

All cleaning and deodorising materials to be assessed in accordance with COSHH regulations and copies of assessments are available at the event	Health and Safety Co-ordinator be aware of requirements and ensure that they are installed and maintained properly
---	--

## WATER SUPPLIES

There is a system of fresh water available for the event.

## FENCING

A thorough inspection is to have been carried out of all fencing and barriers on the site. This includes any temporary fencing or barriers in use. It is essential that it is all maintained in good working condition and is fit for use. Contractor to be appointed and inspected by site manager when installed,

*The main hazards are:*

Damaged fencing causing cuts, etc.	Damaged fencing not fit for use and therefore not fulfilling task
------------------------------------	---

*People at risk:*

All on site

*Steps taken to minimise the risks:*

Approved contractors to supply fencing	Contractors to provide risk assessments
--	---

Fencing inspected before gates open to public (each day)	Health and Safety Co-ordinator to be aware of requirements of all fencing and barriers
--	--

Inspection recorded

## EVENT ENTRANCE

First impressions are very important to the organisation and to visitors that come to the event. To achieve this, the area will be maintained well and free from obstructions, refuse, etc, so therefore the two issues, first impressions and health and safety, run hand in hand.

The site entrance operates day and night for this event and caters for people arriving from throughout the UK.

The entrance to the site is on Anchor Road through a purpose-built gate. The Event Gate Control will be sited approximately 70m from the gate on the purpose-built private access road that leads into the ground from the main gate on Anchor Lane. This access road between the ground gate and the event admission control will enable motorcycles and other vehicles to be 'stacked' whilst waiting to be processed. This will combat any queuing problems reaching the main road in peak times and causing potential road hazards.

Pre-event inspections will focus on the condition of the roadways (*see paragraph Clearways, Access Roads*) and the condition of the barriers, lighting, and signage.

Attention will also be paid to areas that are required to be secure for the holding of monies and welfare facilities for marshals. Action by site manager and NABD stall,

A well-practiced security system is in place for the event with a series of recognised radio codes that will be used in the event of problems occurring. SIA operatives to control, all records held by site manager.

*The main hazards are:*

Harsh braking due to riders not seeing the entrance soon enough	Moving vehicles
Poor visibility at night	Traffic backing up to main road
Fire caused by vehicle damage	
Slips, trips and falls due to surfaces being unfit for use	Motorcycles falling due to surfaces being unfit for use

*People at risk~:*

Marshals  
Visitors to the site using this entrance

*Steps taken to minimise the risks:*

Recorded inspection and tests before event	Entrance area must be well lit
Exit gates and any perimeter gates are functioning	All structures are free from any damage, corrosion or deformation which might create a potential danger to the public
Warning signs must be large, clearly visible and placed far enough before the entrance to allow safe controlled reduction of speed prior to turning.	All entry and exit routes are clear of obstruction, free from trip hazards and their surfaces are not slippery, and all such routes can be safely and effectively used
Staff members must wear reflective tabards or jackets	Directional signs are in place and, where appropriate, illuminated
Temporary signs and fittings are secure and in their appropriate positions	Fire-fighting equipment is in position and in good order
All electrical equipment conforms with current legislation and is subjected to a Portable Appliance Test (PAT)	Suitable welfare facilities are working and in place for staff members

In each case, if problems are identified, remedial action will be taken before the customers are allowed access to the affected area.

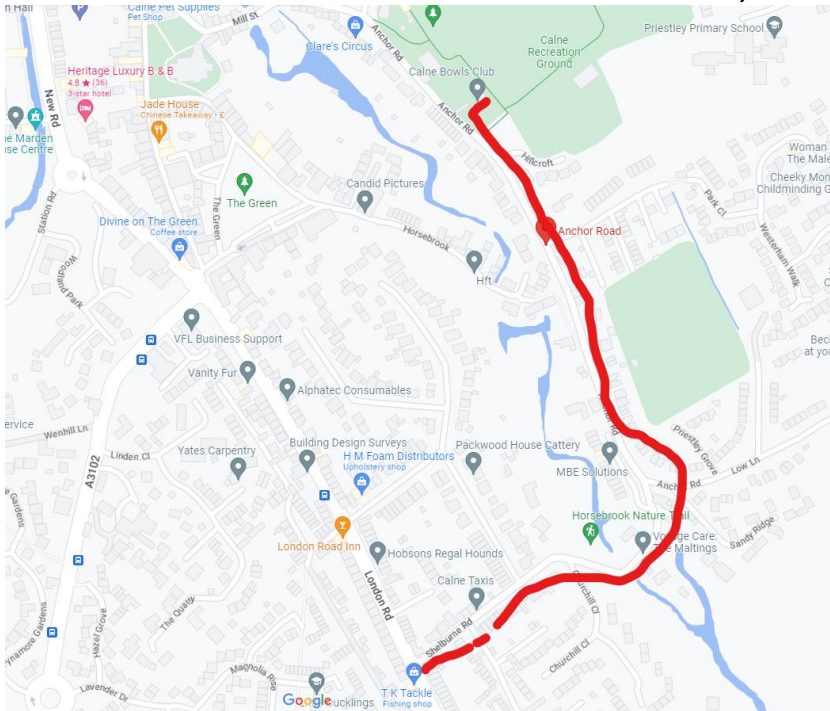


# 13

## CLEARWAYS, ACCESS ROADS

It is important that all the above are maintained in good condition and are fit for use. They will all be subject to deterioration due to the rigors of weather and traffic loading. In view of this they will require constant maintenance and inspections by site management at regular intervals.

Access to the site for all attending will be from London Road, Via Shelburne Road. This information will be sent out via the websites to the event, also with ticket notification:



It is very important that, in addition to routine inspection and maintenance, clearways and access roads will be checked before and during events. A blue route system will be in operation.

All areas of concern that develop during an event will be prioritised and acted upon appropriately by site management.

All access roads will be always maintained in good condition and free of obstructions. Anyone using these facilities will be made aware of any hazards that they are likely to encounter such as moving vehicles, etc. This will be achieved using appropriate signage or marshalling the area in question.

*The main hazards are:*

- Slips, trips, and falls due to surfaces being unfit.
- Moving vehicles

*People at risk:*

- Marshals
- Visitors to the site using the facilities

*Steps taken to minimise the risk:*

- Recorded inspections and tests before an event
- All entry and exit routes are clear of obstruction, free from trip hazards and their surfaces are not slippery, and all such routes can be safely and effectively used
- Hazardous materials have been removed, or safely stored, well away from public areas
- Directional signs are in place and, where appropriate, illuminated
- There are no accumulations of waste or litter
- Health and Safety Co-ordinator to be aware of all requirements

## WASTE MANAGEMENT

Quantities of waste materials are generated at an event of this nature, it will be managed carefully to minimise the risks associated with accumulation, collection, and final disposal. This is to include suitable receptacles for any discarded sharps on the site.

All waste materials and site cleaning, both during and following the event, will be done by competent marshals and contractors. The Event Co-ordinators will monitor their operations during the event.

During the event waste is generated in different areas and different times depending upon the activities. All areas designated for waste disposal are to be inspected before the gates open to the customers.

*Pay special attention to the following areas:*

Approaches to event	First aid area and health care waste
Entrances and exits	Catering area
Arena marquee and stage	Camping area
Sanitary areas	

*The main hazards are:*

Accidents involving moving vehicles	Injury during collection and removal of waste (including manual handling injuries)
Slips, trips and falls	Fire
Waste attracting insects and vermin	General hygiene

*People at risk:*

Any person(s) visiting the event

*Steps taken to minimise the risks:*

Inspect all areas that are designated to contain waste materials to ensure that they are clear of unnecessary refuse.	Regular servicing of waste skips by contractors
---	---

## MEDICAL FACILITIES

There are medical facilities at the event, provided by a specialist medical services contractor, which will be maintained in a hygienic state of readiness.

These are to be inspected before the gates are opened to the customers. Suitable equipment and lighting will be positioned in the facility where necessary before the commencement of the event by site management.

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## 3. RUNNING THE EVENT

### TRAFFIC MANAGEMENT

The organisers will work in close contact with the marshals to ensure that traffic management is fully effective. Problems may occur when a backlog starts to develop; not only in terms of traffic delays, but also that accidents are more likely to take place. Motorcyclists in a stationary traffic queue are very vulnerable.

Action has been taken to reduce any motorcycle queuing on the road. The flow of traffic coming into the event and the management plan has been refined year on year at NABD events.

Extra marshals are designated for the entrance at peak times to ensure the smooth and continuous flow of traffic. To be formulated by site management prior to event,

### CROWD BEHAVIOUR AND CONTROL

Over the years the organisers and marshals have gained a thorough understanding of the way an event of this nature operates from a logical perspective and with this comes a complete understanding of the customer's requirements.

A high level of security is always maintained by SIA team under site management.

*The main hazards are:*

Intoxication often coupled with fatigue on each night of an event	Potential risk from crowd movements
Violent behaviour	Medical conditions brought on by extreme weather conditions

*People at risk:*

Marshals  
Any person(s) visiting the event

*Steps taken to minimise the risks:*

The various area marshals are in contact via radio communications	Event Emergency Plan
Event Medical Manager	Event Co-ordinators
24-hour Event Control Centre	

### UNDERSTANDING THE CUSTOMER BASE

To run the event successfully, we have found it important that the organising committee and marshals understands the customers, their needs and the rationale that makes up these needs. All the volunteer organising committee and marshals are dedicated motorcyclists and rally goes themselves. The event enjoys many repeat customers who visit the event regularly. There will be several 'first timers' at each event who will need more guidance and are potentially more at risk.

As a result of the repeat patronage, most of the customers are enthusiasts who spend many weekends each summer attending such events and gatherings. As such these customers are very familiar with what constitutes safe and acceptable behaviour and what does not. Misbehaviour will be discussed with customers and, if necessary, warnings issued by security, full procedures for this to be submitted by SIA contractor.

In extreme cases customers will be ejected from the site by security or, if deemed necessary, the police will be called.

*Some issues that could potentially lead to problems with customers are:*

Intoxication	Erratic motorcycle riding on the site
Vandalising site equipment	Violent behaviour
Theft	Setting off fire extinguishers for fun
Unnecessary noise and unacceptably loud music on camping areas	

*The main hazards are:*

Potential risk for all attendees from acts of violence, vandalism, and theft      Accidents involving moving vehicles

*People at risk:*

All visitors to the site

*Steps taken to minimise the risks:*

An experienced specialist security contractor will be employed to patrol the site throughout the event and to monitor and deal with any suspicious activity.

The NABD actively discourage attendance of known troublemakers      Dialogue with the local police authority

Security patrols on at all material times during an event      Marshal patrol and operate a centrally controlled radio scheme

All areas of the site will be busy during the event, and it is important that all marshals remain vigilant throughout.

**GATE MANAGEMENT**

Customers arrive and leave continually throughout the event, but there are times when the main influxes of people arrive. It is at these times that the main gate can become very busy without prior notice. This, in turn, can create a backlog of traffic, which could potentially pose problems on the neighbouring roads thus giving rise to inconvenience for the residents. Marshals will coordinate vehicle traffic and coloured wristbands will be worn by visitors to facilitate pedestrian access.

A facilities, and a traffic management plan, is in place to alleviate potential traffic problems on the main road (see *Traffic Management*).

At peak times there are a larger number of gate marshals working the gates to keep delays to a minimum. A schedule and rota will be worked up once the no in attendance and manpower is established,

The welfare of the marshals is also important as they can be working for a long duration in often extremely hot or cold and wet conditions, without suitable breaks.

Security at the main gate is an issue that is dealt with by an SIA team. There are times when amounts of money are in this area; this can make marshals vulnerable under certain circumstances. Cash will only be handled by NABD or CBM officials with oversight from the security team.

Security will oversee any operations involving money collection at the gate.

*The main hazards are:*

Accidents involving moving vehicles	Dust in dry and windy conditions
Possibility of sunburn in sunny conditions	Possibility of hypothermia in cold and wet conditions
Fatigue for those working long hours	

*People at risk:* Marshals and All persons visiting the event (if away from their vehicles)

*Steps taken to minimise the risks:*

Regular rotation of gate marshals to minimise fatigue and risks from extreme weather conditions      Monitoring of vehicular movements both at the gates and on local roads

Discussions with the local police both before and during events      Constant monitoring of area during the running of the event

If queue builds up number of gate marshals is increased      Suitable instructional signage at the event and on the surrounding roads

Information with pre-booked tickets and in advertising      Suitable refreshments and sun creams available to staff members

## **FIRST AID AND MEDICAL FACILITIES**

The organisers employ specialist medical-cover contractors to provide medical cover throughout the event.

The on-site medical system is run in accordance with current legislation by an experienced Paramedic company contracted for this purpose. The medics and marshals must inform the event organiser at the conclusion of the event, of the number of type of casualties that have been removed from the event to hospital. The organiser then, in turn, will inform the local authority health and safety officer if required. The information will be recorded by the medical marshal teams and reported to the Event organising team as soon as is practicably possible. An incident record will be maintained for the event and submitted post event. This contractor yet to be appointed.

All the above will fulfil the requirements of patient confidentiality.

The level of cover for the event should be calculated in accordance with the tables in the 'Event Safety Guide' ISBN 0 7176 2453 6 (2001).

## **SECURITY**

At the event a competent SIA contractor provides security. Most of the marshals on duty will be familiar with the event and the running of events of this nature. Throughout the day and nights security specialists from an experienced company will be contracted to patrol the site. Yet to be appointed

## **HEALTH AND SAFETY**

All the patrons that use the venue are required to operate within the guidelines of current legislation. The NABD enjoys a good safety record and always endeavours to acknowledge advice and guidance offered from the emergency services in addition to the environmental authorities and the Health and Safety Executive (HSE).

## **CATERERS**

Event marshals will always monitor and oversee the activities and condition of the above during the event.

*The main hazards are:*

Fatigue for those working excessive hours

As identified in 2 Build up

*People at risk:*

Staff members

All persons visiting the event

*Steps taken to minimise the risks:*

Pre-event and build up checks

Monitoring during event

Health and Safety Co-ordinator on site at all material times

## ENTERTAINMENT

The whole of this event is based around the entertainment that is provided by the organisers. This will be a mix of live and recorded music.

The close procedure of the marquee is closely monitored to ensure that it is carried out safely and in accordance with the licensing requirements. The marquees are inspected at the point of closure and during the night to ensure that they are quiet and in a safe condition. This will be part of the marshal's rota supported by security.

The marquee marshalling teams are clearly aware of the conditions by which they are to operate as covered by pre-event briefing.

The Stages are purpose-build units supplied and erected by a specialist stage company contracted for the purpose. To be appointed.

The stages are positioned in one end of the marquees, so as to give maximum view to the customers. CBM to liaise with Environmental health officer regarding testing for sound levels.

The Stage has a dedicated marshal management team and a controlled backstage area. Access by wristbands only  
Live entertainment ends at 23;00.

The Stage viewing areas also provides a location for the bar. The bar is staffed by experienced volunteers and overseen by a designated personal licence holder. The bar will operate an age confirm system and sales will be conducted with a voucher system At the rear is a secure marshalled storage facility.

Details of NABD licence holder to be forwarded once received.

*The main hazards are:*

Fatigue for those working excessive hours                      As identified in 2 Build up

*People at risk:*

Staff members

All persons visiting the event.

*Steps taken to minimise the risks:*

During event checks	Monitoring and patrolling during event
Health and Safety Co-ordinator on site at all material times	always Marshalling teams on site
Fencing in specific areas	Emergency lighting
Compliance with licensing requirements	Information in Event Guide leaflet
Competent contractors for all lighting, electrical, sound, etc.	

## CAMPSITE

The campsites at this event are of a substantial size and spread over at least two-thirds of the event. There are two facilities; the disabled camping area to the right of the clearway from the main gate has a marshalling team specifically to assist disabled visitors.

The general camping areas surround the event arena and security personnel and marshals patrol on a 24-hour basis throughout the event.

These teams are always in radio contact with Event Control.

Each of the sites has a series of numbered fire points with extinguishers and/or water buckets that inform the event visitors of their location. This information is reflected in Event Emergency Plan, Event Control and on the maps that key staff members carry.

Campsite marshals shall not allow any campfires. Fire-fighting equipment is also distributed at numerous strategic points around the site. Any infringement will be managed by security.

Each site has a dedicated team that manage the site from the point that tents are being erected to the take down. Site team rota to be submitted prior to event.

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## SANITARY ARRANGEMENTS

During the event the above will be monitored to ensure that an acceptable level of hygiene is being maintained and that the units are being serviced regularly in accordance with the customer needs and conditions. CBM arranging contractor in conjunction with town event requirements,

*The main hazards are:*

Levels of hygiene not being maintained

Cleanliness not being maintained leading to slips, etc.

*People at risk:*

Marshals

All persons visiting the event

*Steps taken to minimise the risks:*

Approved contractors employed to service facilities on site

All cleaning and deodorising materials to be assessed in accordance with COSHH regulations and copies of assessments are available at the site

Constant monitoring throughout the event

Health and Safety Co-ordinator be aware of requirements and ensure that they are maintained properly

Inspection recorded

## FENCING

All fencing on the site is to be checked on a regular basis throughout the event. This is especially important about fencing that relates to safety. It is essential that it is all maintained in good condition. It will be part of the security teams duties to confirm integrity of fencing on a regular basis,

*The main hazards are:*

Damaged fencing causing cuts, etc.

Damaged/misplaced fencing leading to person(s) accessing restricted areas

Damaged fencing not fit for use and therefore not fulfilling task

*People at risk:*

All on site

*Steps taken to minimise the risks:*

Fencing inspected before gates open to customers

Health and Safety Co-ordinator to be aware of requirements of all fencing and barriers

Regular inspection of fencing and barriers during event

Injury during collection and removal of waste (including manual handling injuries)

Fire

Accidents involving moving vehicles

Waste attracting insects and vermin

General hygiene

*People at risk:*

Marshals

Visitors to the event

#### 4. TAKE DOWN

This is the period between the closure of the event and the venue being returned to the pre-event status. It is, in effect, a reversal of the build-up stages. All relevant hazards and risks identified during the build-up stage of the event will be considered during the take down stage. The site will be checked by marshals during take down for any foreign objects in field. CBM to liaise with council once contractors have agreed collection dates.

*The main hazards are:*

As described in 2 Build up

Injuries due to the fatigue of contractors

*People at risk:-*

Contractors and marshals on site

*Steps taken to minimise the risks:*

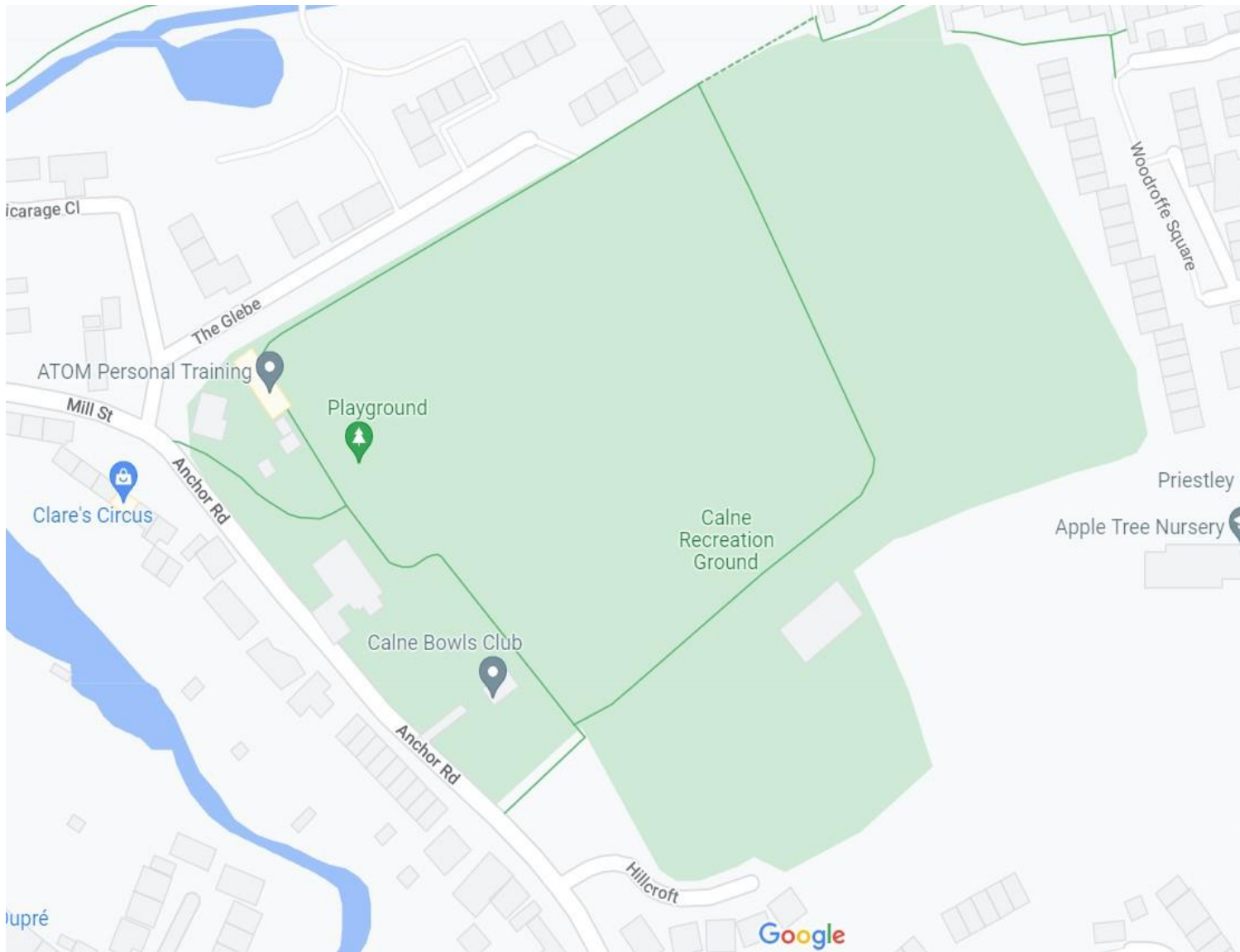
Guidance as offered in 1, 2 & 3 Sections



**Technical References**

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- Management of Health and Safety at Work Regs 1999*. ISBN 0 7176 2488 9
2. *The Event Safety Guide 1999*: A guide to health, safety and welfare at must and similar events. ISBN 0 7176 2453 6
  3. *Guidance on the Noise at Work Regulations 1989* (reprinted 2002). ISBN 0 7176 1511 1
  4. *Workplace, Health Safety and Welfare Approved Code of Practice* (reprinted 2001). ISBN 0 7176 0413 6
  5. *Personal Protective Equipment Regulations 1992* (reprinted 2000). ISBN 0 7176 0415 2
  6. *Guidance on the Manual Handling Operations Regulations 1992*. ISBN 0 7176 0411
  7. *Electrical Safety at Places of Entertainment*. HSE Guidance Note GS50.
  9. *A guide to Fire Precautions in Existing Places of Entertainment and Like Premises*. ISBN 0 11 340907
  10. *Health and Safety at Motor Sports Events*. HSE Guidance Note HSG112. ISBN 0 7176 0705 4
  11. *A Guide to the Working Time Regulations*. HSE Guidance Note
  11. *Temporary Demountable Structures: Guidance on Procurement, Design and Use* (2<sup>nd</sup> edition). ISBN 1 874266 45 X
  12. *The Control of Substances Hazardous to Health Regulations 1999*
  13. *The Lifting Operations and Lifting Equipment Regulations 1998*
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  16. *A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995* (reprinted 2002). ISBN 0 7176 2431 5
  17. *A Guide to Safety at Sports Grounds* (reprinted 2001). ISBN 0 11 431001 8
  18. *Safe Use of Work* (reprinted 2001). ISBN 0 7176 1626 6
  19. *First Aide at Work* (reprinted 2001). ISBN 0 7176 1050 0
  20. *Successful Health and Safety Management* (reprinted 2003). ISBN 0 7176 1276 0
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  22. *Managing Crowds Safely*. ISBN 0 7176 1834 X
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  24. *Environmental Protection Act 1990 Ch 43 Duty of Care: A Code of Practice*. HMSO 1990 ISBN 0 10 544390
  25. *Environment Act 1995 Ch 25 HSMO 1995* ISBN 0 10 542595 8
  26. *Disability Discrimination Act 1998 Ch 25 HMSO 195* ISBN 0 10 545095 2





# **EVENT EMERGENCY PLAN**

## **Calne Bike Meet / NABD Weekend camping.**

Calne Recreation Ground  
Off Anchor Road  
Calne  
Wiltshire  
July 28<sup>th</sup> and 29<sup>th</sup> 2023

CBM / NABD event emergency plan information index.

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All, location, site, and entertainments area maps are at the end of the Calne EMP. Prior to Annex A

## **SCOPE**

This plan is designed to provide guidance to all officials in the case of an emergency occurring. It is operational from 09:00 hrs Friday 28<sup>th</sup> July 2023 until approx. 19:00 hrs Sunday 30<sup>th</sup> July 2023. Notwithstanding the guidance, all show officials always have a responsibility for health and safety matters and will ensure that anything perceived by them as unsafe is reported to a member of the management team immediately.

In view of the size of the event, all area managers will carry portable radios and will therefore be in communication at all material times during the show.

The management of the event are determined to ensure that all activities which take place at this venue are conducted in such a way, insofar as is reasonably practicable, that our customers have a safe and pleasant visit. To ensure this, all marshals will be aware of the steps and their responsibilities in maintaining a safe environment together with assisting customers during an emergency.

The purpose of these instructions is to provide clear and concise advice to the organising committee and volunteer marshals to ensure a prompt response to any incident within the venue.

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## CHAIN OF COMMAND

The overall control of all aspects of the event lies with the event managers for the NABD, Mr Andy Arnot, Mr Rick Hulse, and Mr Ross Lockett.

Detailed control is devolved to the Event Manager, Rick Hulse, assisted by the Event Marshal's Controller, and Event Site Manager, Andy Arnott.

In the case of any disturbance or life-threatening incident, the local Police Authority will assume control. The control hierarchy will remain as above until the arrival of sufficient numbers of Police to assume control of the incident.

### SHOULD AN EMERGENCY OCCUR:

If at any time an emergency should occur, all radio traffic is to be directed through *Event Control*, on site actions are to be as follows:-

- Assess the situation and, if necessary, put out an emergency call as a priority on the appropriate channel. All radio holders are to monitor radio traffic and give priority to such calls.
- Medical marshals should be called straight away.
- Remember to compose your message before transmitting and speak clearly and slowly giving the following information:-
  1. Your call sign.
  2. Location on site, if necessary any clear landmarks (e.g. In the arena near to the marquee or gate). *But keep it brief.*
  3. Type/nature of emergency.
  4. Number of casualties, if more than three or difficult to assess quickly, use the term *Multiple Casualties*.

#### *Emergency Actions*

1. Request that Event Control contact the relevant people (i.e. Medical team, event manager, etc.).
  2. Attempt to make the area safe and move all persons away from the incident.
  3. Request assistance from the Event Managers and marshals as required to stabilise the area.
  4. If you are first aid trained, then safely deal with any life-threatening injuries, without putting yourself and/or others in danger.
  5. Should the incident involve fire then attempt to deal with this only if you are confident that it can be dealt with safely and that you have a means of escape.
  6. Evacuate the area.
  7. Do not attempt to move any vehicles that are involved in the incident.
  8. Likewise, unless trapping anyone, do not move any structure or similar that has collapsed.
  9. Ensure access for emergency vehicles.
- Emergency teams will inform Event Control should the incident be of a serious nature.
  - Call for officials within the area of the medical centre to clear the access roads.
  - Call for the assistance of the Onsite Manager to clear necessary roads and gates, if necessary holding any queues in places until the emergency is over.
  - Wherever possible take the names and addresses of the injured parties and witnesses to the incident. These details are then to be transferred to the Event Control.
  - If possible, photograph the scene of any serious incident and collect any video footage that has been taken when the incident occurred.

- Do not attempt to remove anyone that has encountered any electrical cable or workings. If possible, make a safe attempt to isolate the supply.
- When the incident is complete, make a full report in the incident logbook.

## KEY CONTROL MEASURES

- Officials will be expected to follow all the safety guidelines. *The Event organisers work within the guidelines of all current Health and Safety legislation.*
- Access areas are to be kept clean and tidy, all traffic routes are to be free of obstruction.
- Organisers will carry out safety checks of all areas before the customers are allowed to enter the event.
- There is a copy of the site plan in this document and at Event Control.
- A full centrally controlled radio scheme operates on site throughout the event.
- Marshalling teams are on site 24 hours a day throughout the event.
- Equipped medical centre is open 24 hours during the event.
- Event organiser meetings are to take place each morning of the event.
- All marshals are to clearly understand the aims and objectives of their duties.

## IN THE EVENT OF A MAJOR EMERGENCY

Should an incident occur, that might endanger the safety of event customers, and therefore may necessitate the total or partial evacuation of any part of the venue, the following announcement will be made over the radio scheme:



This message will alert all radio holders that an incident, which may lead to evacuation, is in progress. Key members of the 'CBM/NABD' organising team, together with key representatives from any relevant emergency service, will meet in Event Control.

The procedure will be co-ordinated by the Event Managers Rick Hulse, Andy Arnott or Ross Lockett. They will also liaise with our professional security and medical-cover contractors.

The following personnel are to report:-

- |                                     |                            |
|-------------------------------------|----------------------------|
| • Senior Representative of The NABD | Rick Hulse (Chairman)      |
| • Duty Event Managers               | Andy Arnott & Ross Lockett |
| • Senior Event Marshals             | Eddie Hancock              |

Marshal area managers are to liaise with the Duty Event Manager and monitor radio messages until ordered to respond.

All other marshals monitor radio messages but remain at their present posts continuing to carry out their assigned duties. They must be prepared to act immediately upon receipt of further instructions.

Gate marshals should prepare themselves for the evacuation of the venue.



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## EVACUATION PROCEDURES

In the event of an evacuation having to take place details are as follows:-

It is essential that marshals are assertive but do not cause panic.

Keep people moving until the evacuation has been fulfilled.

The key to the operation is not to move people to a dead end of the event field unless necessary.

  
Evacuation of -

### *EVENT CONTROL AND SURROUNDING AREA*

In the event of Event Control being evacuated, then consideration should be given to setting up a secondary control. If the area of the Gate Control is not affected by the incident, then the temporary event control is to be set up therein.

Should this area be affected then consider setting control up in a suitable vehicle. This will allow emergency services to access the event control system.

Should it be safe to do so, take essential equipment and documentation with the evacuees and inform radio holders that Event Control is being evacuated.

All efforts to keep the main gate area operating should be made, as this is the customer perceived means of access and egress from the event field.

Should this area need to be evacuated people are to be removed from the site via an alternative site exit gate.

If this area is or may be affected by the incident, then evacuees should be moved from the area into the open land and grouped together to await instructions from the event managers or the emergency services.

### *ENTERTAINMENT MARQUEES AND SURROUNDING AREA*

It is essential to get people out of the facility as quickly as possible, but to do so without causing undue panic. It is also possible that if a major incident is to occur in this location, there may be a possibility that if it develops, the main arterial route for the event may be affected.

Get everyone out of the marquee - and then ...

If the incident is relatively small, but still requires an evacuation, move people to the trader's/arena area outside of the marquee; or

Should the incident be more serious and, depending upon the number of people in the area at the time, evacuation should be carried out onto the main camping areas, grouped together at a safe distance, not blocking access and egress for the emergency services and await further instruction from the Event managers or the Emergency services.

If this area is or may be affected by the incident, then evacuees should be moved from the area via the main or alternative site exit gates.

## MAIN CAMPSITE

The main campsite should be evacuated in a manner that will allow everyone to get out of the area as quickly as possible. It will be necessary to make a judgement as to the way that the incident is likely to spread further if at all.

Evacuating the campsite during the early hours of the morning will be a problem, in this situation it will be necessary to call on all available assistance.

Onlookers can create major problems, so it is essential that all persons are removed from the area to a place of safety as soon as possible.

If the incident involves fire then do not let evacuees enter any areas if there is a likelihood that the fire may spread in that direction.

If, after due consideration by Event management and the organising committee, the decision is made to evacuate all or part of the venue, the following radio message will be transmitted:



Marshals rendezvous near affected areas or as notified. This will immediately be followed by an announcement to the event customers: -

*“Due to circumstances beyond our control, the event is being suspended. Will all persons in (certain area)... please leave the area immediately. You are requested to leave as quietly as possible. Your assembly point is in (suggested area)... Please follow the directions of the Event marshals.*

All marshals will indicate the way to the nearest exit route using a commanding voice and clear hand signals. At all times stay calm and help to avoid panic.

Once your area is clear, report this to the Event Manager, and await further instructions.

An ‘All Clear’ message will be transmitted when the services can stand down and the incident is cleared.

The local authority emergency services will be co-ordinated through Event Control.

## **SPECIFIC SAFETY GUIDANCE**

### **In the Event of a Fire**

- Inform event control immediately and request advice/assistance.
- There are several sets of firefighting equipment situated throughout the site (Marshalls aware).
- Before attempting to fight a fire be sure of the following:-
  1. Immediately report it to the Event Control.
  2. If for any reason you cannot contact the Event Control, dial 999 and report the incident to the emergency services.
  3. Evacuate the area.
  4. If possible, try to state what type of fire and if persons are trapped, etc.
  5. Make sure there is a clear means of escape from the situation should the need arise. (Do not assume that the need will not arise)!
  6. Keep the way out clear behind you; do not let the fire get between you and the exit.
  7. Ensure that the correct fire extinguishing equipment is being used. Read the instructions on the fire extinguishers.
  8. No heroics, the emergency services would rather be called and not used, as opposed to being called to a ‘have a go hero’ trapped in a fire.
  9. See also Fire Risk assessment.

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## In the Case of a Medical Emergency

- If you see any form of accident, or a member of the public approaches you to report an accident, inform the Event Control at any time during the show.
- If for any reason you cannot contact the Event Control, contact the medical centre directly.
- Professional Paramedics are on site throughout the event, they have an equipped medical centre. Also, several of the marshals are qualified to render first aid.
- If you are a trained first aider, then render assistance, call for help and remember to give the incident details to a member of the event control team and enter it in the incident logbook. It is essential that you record details of any incident and any first aid treatment given at any time during the show.
- If you are not able to assist medically, try to reassure the casualty and keep the area clear for oncoming emergency teams.

## Crowd Disturbance, Crowd Trouble

- If at any time there appears to be a breakdown with public order or theft, etc. occurring, there will be Event managers on site 24 hours a day throughout the event, inform Event control as a priority on the radio.
- The event managers and security will deal with search and ejection from the site if necessary.
- Try to keep customers safe, focusing especially on disabled persons, etc.
- Prevent others getting too close to the incident and try to keep people as safe as possible.
- Get a description of the offenders and accounts from witnesses.
- No heroics, they may be armed.

## Bomb Alert/Suspicious Packages

- DO NOT ATTEMPT TO TOUCH OR MOVE THE PACKAGE/DEVICE.
- DO NOT USE YOUR RADIO WITHIN 25M OF THE SUSPECTED DEVICE!
- Contact Event Control who will, in turn, call the emergency services.
- If for any reason you cannot contact the Event Control, dial 999 and report the incident to the emergency services.
- Do not panic, try to remove the members of the public from the immediate area.
- Await the advice from the emergency teams arriving on scene.
- Keep calm and reassure the public.
- Clear the area as fast and safely as possible.
- If it is unclear where the device is located await advice before acting
- REMEMBER, ANY SUSPECT DEVICE MAY BE A BOMB UNTIL A PROFESSIONAL DECLARES IT OTHERWISE.

## Traffic

There are dedicated Gate and Campsite marshals for the event and there is a comprehensive traffic management plan in operation; this is available at Event Control.

## Complaints and Customer Problems

In the event of a complaint being received, the current policy is for the complaint to be put in writing to:-

NABD  
Unit 20, The Bridgewater Centre,  
Robson Avenue,  
Manchester,  
M41 7TE.

## **On-Site Welfare Facilities**

There is water bowser on the event site and others This will be signposted accessible to customers for drinking water.

The appropriate numbers of portable toilets (including disabled facilities) are distributed throughout the site. These are constantly serviced throughout the event, service staff can be contacted via the event control.

The marquees are available as a meeting area for use by the public at any time, but especially in severe weather conditions.

Disabled camping facilities are available on site.

## **Radios and Radio Procedures**

Guidance on the use of radios is included elsewhere in this document. It is the duty of every radio holder to ensure that the batteries are replaced at appropriate times and that all equipment is returned to Event Control when not in use, or at the end of activities.

- Radio messages are to be kept brief and to the point, it is practical to compose your message before transmitting.
- Wait for a second or so after pressing the transmit button before speaking. This gives the radio a chance to power up and prevents call signs and messages being cut.
- Always use recognised call signs.
- Never use bad language over the radio
- Do not give out personal details over the radio.

## **Recognised Radio Call-Signs**

A list of formally approved event radio call signs is issued to all event officials at the start of the event; these are available from Event Control.

A list of formally approved radio call signs will be issued to all users before the event.

### **POLICY ON DRUGS FOR NABD EVENTS**

The National Association for Bikers with a Disability do not condone the dealing in or use of illegal drugs on site.

The following message, to actively discourage dealers and abusers, will be displayed within the entertainment areas.

**"The dealing in or use of illegal drugs is not condoned by the National Association for Bikers with a Disability. Drug enforcement laws are as applicable on this site as anywhere else in the country.**

**Where necessary, police officers will be called to the site to deal with drug offences in accordance with national guidelines.**

**Experimenting with drugs can lead to adverse reactions. If you do take drugs and you become ill, depressed, or frightened please ask a marshal (identified by a fluorescent jacket or armband) to direct you to the medical tent area and support you until you are in contact with our medical team."**

#### **Policy Review:**

The organisers will constantly review their policy, improving and enhancing it as necessary.

This policy will be advised and details trained to all volunteers, marshals and traders on site. Any events of this nature should be reported to event control so as the security and medical teams can be dispatched to assess and advise on any situation.

## Appendix (C)

### NABD EVENT ALCOHOL POLICY

NABD has a commitment to ensure the health and safety and wellbeing of all NABD event attendees; recognising the risks that may be caused by the misuse of alcohol. NABD does not condone the misuse of alcohol and this policy has been developed to :

- Prevent drunkenness leading to crime, disorder and abuse of staff, volunteers, NABD members and members of the public.
- Prevent self-harm because of excessive consumption (e.g. slips, trips, exposure to sun and cold, irrational behaviour etc).
- Prevent underage drinking.
- Provide staff with information of the law when working with young people who are using alcohol.

**Alcohol And Under-18-Year-Old. No under 18s will be allowed into the event.**

### Responsible Approach to Selling Alcohol:

We understand we have a responsibility to consider issues under our control such as a pricing, promotions, and advertising at our events. As such we comply with the revised section 182 of the Licensing Act 2003 which includes that:

- We will abide by the conditions of the licence and operating schedule regarding opening times methods.
- There will be an appropriate number of SIA registered security personnel hired for the event who will monitor behaviour and assist in the peaceful operation of the event.
- Drinking glasses and glass bottles will not be allowed on site.
- A robust and secure cash management system will be in place involving cash registers placed at the rear of the bar and frequent banking with security escorts.
- Staff/volunteers will not be allowed to arrange or participate in any irresponsible promotions in relation to the premises.

The NABD will not run 'irresponsible promotions' which is an activity which encourages the sale and consumption of alcohol in a manner which carries a 'significant risk of contributing to crime and disorder, prejudice to public safety, public nuisance or harm to children' (the licensing objectives). Irresponsible promotions would include:

- Games or other activities which encourage individuals to drink alcohol within a time limit or drink as much as possible.
- The provision of unlimited or unspecified quantities of alcohol for free.
- The provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less.
- The provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event where that provision is dependent on the outcome of an event or the likelihood of anything occurring or not occurring.
- Selling alcohol in association with promotional posters or flyers which could reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to drunkenness in any favourable manner.
- If anyone is discovered buying alcohol for someone who is underage, they may be ejected from the site, and, or reported to the police.
- Bar staff are required by law to refuse to serve anyone they suspect of being intoxicated.
- The NABD will operate a Challenge 25 Policy at all events where alcohol is on sale. Where the bar staff suspect a customer may be under 25-years-of-age they will ask for proof of age, if the customer cannot provide suitable proof that they are 18 years old or above, then they will not be served. Proof includes passport, photo driving licence and accredited ID card schemes.

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## **Drinks Service Policy:**

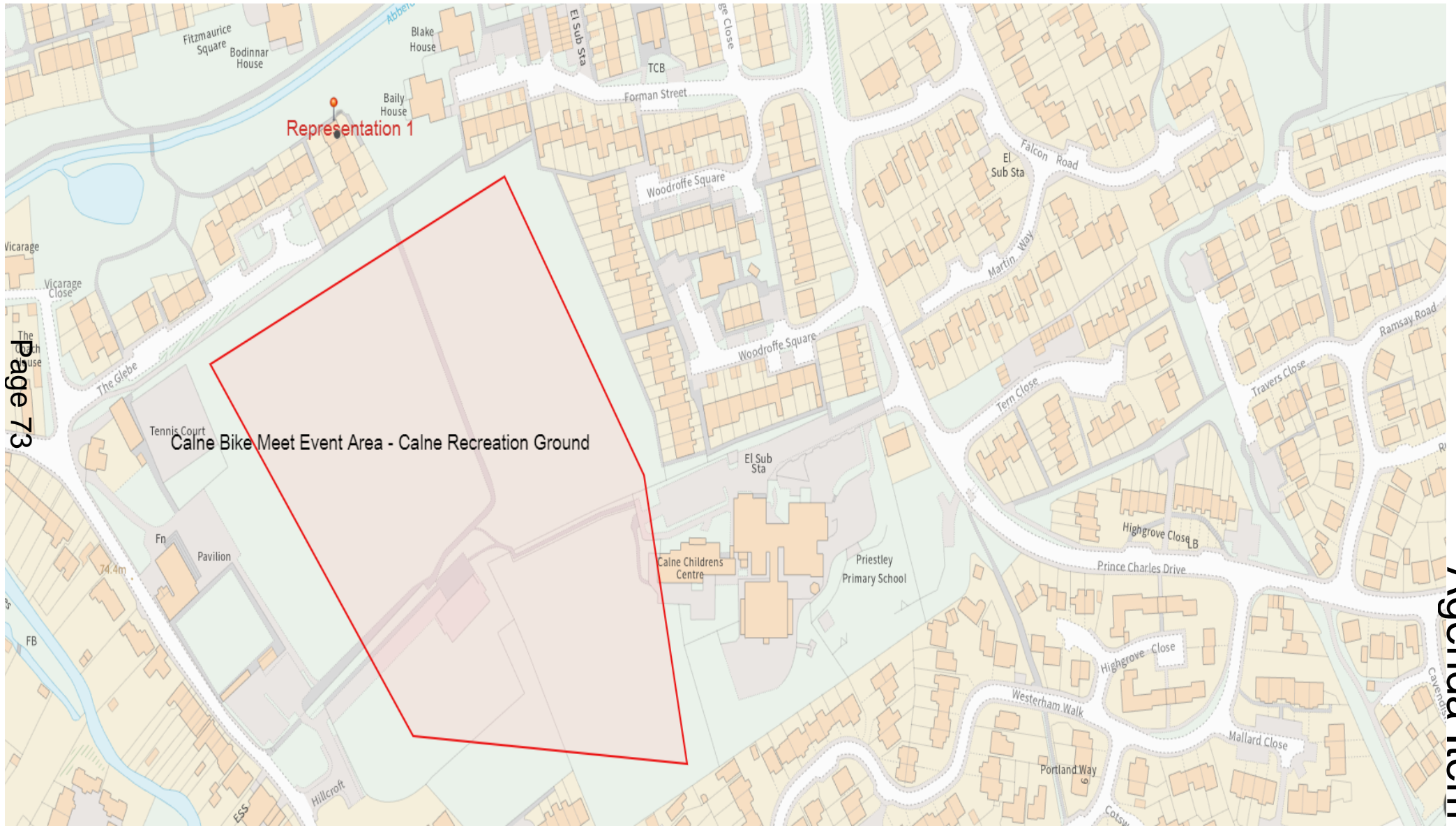
- We will not sell spirits in quantities greater than a double normal serve measure (max. 50ml) in one glass.
- We will not mix spirits in the same glass other than as part of recognised cocktails.
- We will not serve spirits into draught alcohol products e.g., pour a measure of whiskey into a pint of lager.
- We will not stock any product over 50% ABV.
- Staff/volunteers working behind the bar will be specifically reminded of their legal obligation not to serve those who appear to be excessively under the influence of alcohol.
- We will refuse service of alcoholic products to those who have already drunk too much.
- We will always have water available at the bar.
- We will always practice the Think 25 policy or similar at our events in-line with the licensing requirements.

## **Rick Hulse**

NABD Chairman, for and on behalf of The NABD Trustees

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Dear Lisa,

I am writing to confirm this department will not be making a representation against the licence application for Calne Bike Meet 29<sup>th</sup> July on Calne Recreation ground. This is the first time this event has been held at this site and it is surrounded by dwellings. We therefore do have some concerns about the impact of noise on people living nearby. However, the organisers of the event have adjusted the timings of the music at the event and produced a suitable Noise Management Plan (NMP) which demonstrates how they intend to manage and control noise impact. We do not have a record of complaints about noise from the previous site at Beversbrook, although it is appreciated the locality of this site is different.

At this stage we have no evidence to justify making representations against the licence application. If complaints are made to Wiltshire Council these will have to be taken into account when considering the suitability of the site for this event in the future. While a premises licence maybe granted for an annual event, should this department have justifiable concerns about a statutory or a public nuisance being likely in the future then we may serve a noise abatement notice in advance of future events or call the licence in for review.

Kind regards

Vicky

Mrs Vicky Brown MCIEH  
Senior Environmental Health Officer

Environmental Control and Protection

**Wiltshire Council**

The logo for Wiltshire Council, featuring the text "Wiltshire Council" in a bold, green, sans-serif font. Below the text is a decorative green wavy line that spans the width of the text.

Tel: 01380 826322

Email: [vicky.brown@wiltshire.gov.uk](mailto:vicky.brown@wiltshire.gov.uk)

Web: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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WILTSHIRE COUNCIL  
 PUBLIC PROTECTION LICENSING  
 MONKTON PARK,  
 CHIPPENHAM SN15 1ER

[REDACTED]  
 CALNE [REDACTED]  
 8th July '23

LETTER OF OBJECTION  
REGARDING LICENSED "BIKE MEETING"  
CAMPING AT RECREATION GROUND.

It is only by chance that I have been to the recreation ground to see the attached notice. Few elderly and Disabled would see this. I don't go online for news. I don't buy a local newspaper.

I am seriously concerned that anyone would consider granting "the BIKE MEET" to use a residential area to camp for two days. Without fully consulting those who live adjacent to the grounds. ie the elderly and Disabled.

The details published by Calne Town Council in the Calne Connection Magazine are very sketchy and misleading. (attached copy) ①  
Note. Bike Meet 29. 07. 2023.

10am - 6pm SN11 0BH.  
 Limited camping and entertainment at the Recreation ground

Look at the information on the attached notice.  
 FOR CALNE BIKE MEET.

- o LIVE MUSIC (indoors and outdoors)
- o RECORDED MUSIC (indoors and outdoors)
- o PERFORMANCE OF DANCE (indoors) what is this?
- o LATE NIGHT REFRESHMENT I was quoted 11pm - 5am!
- o SUPPLY OF ALCOHOL ON AND OFF THE PREMISES. AND RESTRICTIONS ON THIS LICENSE?

THE EVENT IS FOR 28th July to 30th July 2023, Application is not for a time limited event. BUT TO COVER THE EVENT EACH YEAR.

THERE IS NO MENTION OF TIMES OR LIMITATIONS OVER THIS 3 DAY PERIOD.

I AM VERY CONCERNED REGARDING THE NOISE OF ALL NIGHT MUSIC, MOTORBIKES IN A FIELD BELONGING TO THE RESIDENTS OF CALME. AND "LICENSING" IS TROUBLE. ISSUES ARE NOISE - MUSIC AND NUMBERS OF BIKES. SECURITY - NONE MENTIONED CRIME AND DISORDER - ALCOHOL ON AND OFF THE SITE -

THIS TO ME IS NOT RESPONSIBLE DECISION MAKING. IT IS IN MY OPINION A DECISION BASED SOLELY ON MONETARY VALUES AND NOT A DECISION BASED IN CONSIDERATION OF RESIDENTS LIVING IN THE AREA. WITH THE BLOCKS OF FLATS NEAR THE "NOISE" REVERBERATES AROUND THE AREA.

I WOULD APPRECIATE A WRITTEN RESPONSE REGARDING THE VIEWS ABOUT THIS TYPE OF ENTERTAINMENT AND THE LIKELY CAUSE OF GREAT CONCERN TO VULNERABLE RESIDENTS.

Yours faithfully Page 78

**PARK RUN** Happy First Birthday to Calne Recreation Ground junior parkrun! Since the first event on 29 May 2022 it has been held just about every Sunday morning - in all weathers! 215 children aged 4 - 14 have participated with 1,141 runs completed. 110 people have volunteered and several young people have completed the volunteering part of their D of E awards with us. We would welcome some new volunteers to help. See our website [www.parkrun.org.uk](http://www.parkrun.org.uk)



**YOUTH PROVISION** Calne Town Council has allocated over £22,000 towards youth service provision. We are pleased to be working with The Rise Trust Youth Team and Open Blue Bus.

**Open Blue needs Your help please**



The Open Blue bus is back visiting Calne on a Friday evening between 6 and 7pm. Working with the Rise Trust we are providing a safe space for young people to meet up, hang out and have fun. We provide hot chocolate and toasties and those on the bus can play the latest electronic games and challenge each other, or a volunteer, to a game of chess.

We are looking for volunteers to join us. Do you care about the young people of Calne? Are you willing to chat with them, listen to them and interested in what is going on in their lives? Would you be able to be part of the team at least once a month?

If you are up for helping or would like to find out more, please contact David Sandberg at [djs@openblue.org.uk](mailto:djs@openblue.org.uk) or on 07738 474290.

If you do become part of the team, you will need to complete an application form and we will complete a DBS check and take up references. We are happy to provide safeguarding and youth work training as required.

Reg Charity No. 1196800 [www.openblue.org.uk](http://www.openblue.org.uk)



**FOSTERING** If you are interested in fostering please contact Wiltshire Council using the below details:

Sprinkle some *magic* into a child's life

We have **17** children in the Calne area who need foster families – could you be one of them?



Call us 0800 169 6321

Text 'foster' to 60002

#FOSTERINGCALNE

**CALNE IN BLOOM** Have you got a garden or allotment that you are proud of? Why not enter the Calne in Bloom Gardens and Allotments Competition. For more information and an application form please visit [bit.ly/CalneinBloomComp](http://bit.ly/CalneinBloomComp). The closing date is **4.30 pm on Friday 23 June**



**6 - 15 October 2023**  
Family Day, Saturday 7 October, 11am - 4pm, FREE  
[www.cmaf.org.uk](http://www.cmaf.org.uk)  
Contact: 07834 199190

Events to include immersive dome experience, art and music workshops, Teiko drummers, stilt walkers, Samba band and Clare's Circus. Lunchtime and evening concerts in Marden House include opera, jazz, folk, classical recitals and world music. Art exhibition, throughout Festival week, open to all amateur and professional artists and a children's art competition. Tickets available online from 4th September and at the Box Office, Bank House. Visit us on Facebook and Instagram for updates.

**CALNE POP-UP POCKET PARK** Calne Town Council was pleased to offer the Town Hall as a venue for a Coronation Cream Tea hosted by Pocket Park. On Sunday 23 July the Pocket Park is staging a production of 'Pandora's Box' by the Last Baguette company. Tickets are only £2.50 each and under 5s are free. They are available online and in person from Bank House, The Strand.

**BINGO** Calne Town Council is to host successful evening sessions at Calne Town Hall and Beversbrook Sports and Community Facility. This includes using local businesses to supply the hamper for the raffle as part of our commitment to #calneshopslocal. We have been pleased to work with Eco Creations in Wood Street, The Bear and Pear Drop on the Strand and Quemerford Post Office and Stores. Keep an eye out for upcoming dates on social media and town noticeboards.



**CALNE BIKE MEET** Calne Town Council is pleased to support Calne Bike Meet through grant funding. The details for this year's event can be found below:





COPY OF NOTICE  
②

# Licensing Act 2003

The National Association for Bikes with Disability have applied to the Licensing Authority of Wiltshire Council for a New premises licence for Cale Bike Meet, Calne Recreation Ground, off Anchor Road, Calne

The details of the application as applied for are as follows:

- Live Music (Indoors and Outdoors):
- Recorded Music (Indoors and Outdoors):
- Performance of Dance (Indoors):
- Late Night Refreshment:
- Supply of Alcohol ON and OFF the premises

The event is for 28<sup>th</sup> July 2023 to 30<sup>th</sup> July 2023 :- this application is not for a time limited event but to cover the event each year.

Any person wishing to make representations in relation to this application may do so by writing to Wiltshire Council, Licensing Department, Monkton Park, Chippenham, Wiltshire, SN15 1ER or via email to [publicprotectionnorth@wiltshire.gov.uk](mailto:publicprotectionnorth@wiltshire.gov.uk)

Representation may be made up to 28 days from the date of this notice.

A copy of the application is held at the above Wiltshire Council address. The application can be viewed by prior appointment. It is an offence under Section 158 Licensing Act 2003 to knowingly or recklessly make a false statement in connection with an application. The maximum fine for which a person is liable on summary conviction for making a false statement is a Level 5 fine on the standard scale.

Dated: 12<sup>th</sup> June 2023



# Agenda Item 6f

## Noise Management plan for the Calne Bike Meet field camping event 28<sup>th</sup> and 29<sup>th</sup> July .

A: Blue Notices informing the community of the intentions to apply for a premises license involving sound levels have been posted in the following locations:

- A1: Main gate entrance to the recreation ground field Anchor Road, Calne SN11.
- A2: Hillcroft SN11 8RJ
- A3: The Glebe next to Anchor Road
- A4: The Glebe pedestrian entrance on the field

B: We have also placed an advert in the and placed as an advert in the Wiltshire Gazette and Herald.

C: The proposed event to be held at Calne Recreation Ground, off Anchor Road, Calne SN11 8xx, involving amplified live or recorded music played outside on the playing fields will take place at the following times:

- C1: Friday evening 19:00 to 23:00. This will be acoustic entertainment on the main stage area, followed by a recorded music from 22:30, until close at 23:00, the music for the recorded music, will be greatly reduced.
- C2: Saturday evening 19:00 to 23:00. This will be live music (Bands) entertainment on the main stage area, followed by a recorded music from 22:30, until close at 23:00, the music for the recorded music, will be greatly reduced.

D: If future annual festivals are planned, the Premises Licence Holder or nominated person will submit a Noise Management Plan for approval to Wiltshire Council Public Protection at least 1 month prior to any event involving live or recorded amplified music played outside on the Calne Recreation Ground and the event will be managed in accordance with the agreed noise management plan.

E: For events where amplified live or recorded music will be played outside on the Calne Recreation Ground, the nearest residential properties around the site will be notified in writing at least 14 days before the event. The notification includes details of start and finish times, date, a description of the event, and contact details of an onsite technician to allow any complaints to be promptly dealt with during the event.

F: The letter will not only include a phone number to call if noise levels are perceived to be a nuisance, but also a link to a decibel monitoring app available on most common smartphones, which empowers the resident to check themselves if they wish prior to raising a call.

G: The specific properties notified via courtesy letter will include occupants of the following roads: Anchor Road, The Glebe, Hillcroft, also the houses backing on to the event from Woodroffe Square and Forman Street. A full list of impacted house numbers will be drawn up for contact via courtesy letter and kept on file for future events involving live music.

H: Specific sound level control procedures for the festival will be available at the event, at event control. We will also have a laminated copy of the NMP, along with the 'blue notices' as specified in paragraph A: of this document.

I: The association NABD have an established reputation for efficient compliance with musical entertainments, with over 30 years running events all over the UK, from small gathering with around 100 people, through to events more than 2000 people attending. We have run multiple stages, at all different types of events, managing and setting up professional grade stages. We have technology for controlling sound levels below the 65dB(A) for 15 minutes as the music noise level limit at the boundary of the nearest noise sensitive properties. We will also monitor for frequencies, either high or low (such as excessive or booming bass), if found direct contact will be made to reduce and irradiate the situation.

At each monitoring point the person making the assessment should record their observations of what they can hear as well as the decibel level. If they think the volume of music would be intrusive for residents they should arrange for the volume and/or the bass to be turned down

J: We will adopt the policy to assess the properties and have a dedicated sound marshal at the event to initially take 1- or 2-minute LAeq's from various points and then a judgment can be made on this as to whether the 65dB is being exceeded or not. During the evening we propose a primary inspection at 19:00, one at 21:00 and then one at 22:30, to ensure the levels are well below the 65dB(A) for the rest of the time. We are envisaging that sound levels at the perimeter will be negligible from 22:30. N.B, only two performers are planned, one commencing at 19:00 and the second at 21:00, both will be monitored at start of performance. Records of noise monitoring to be kept and available to officers of the local authority for at least 30 days after the event.

Monitoring points are as follows:

- The Glebe at perimeter by the training centre
- The Glebe at perimeter at the end of road
- Forman Street at perimeter, to the rear of residence numbers 19 and 20
- Woodroffe Square at perimeter, close to the rear of residence number 40
- Woodroffe Square at perimeter, close to the rear of residence number 22
- Corner of parking area off Hillcroft
- End of Hillcroft to front of residence number 5
- Anchor Road, to the side of the Bowls Club

See below map:



**Stage and direction of main sound protection marked in Red.**

K \* See policy listed in annex 1: Sound monitors will be available and on-call in response to any local resident who is concerned about noise levels and who contacts us via the phone number in the courtesy letters posted 14 days prior. A technician will attend the household to take sound level readings and be able to demonstrate first hand where they are within agreed bounds or, in the unlikely event those agreed bounds are demonstrably exceeded, the technician will be able to inform the stage managers by phone

and immediately adjust the levels accordingly and then show a new reading to the resident. The courtesy letters will also include a link to a decibel level reading app for most common smartphones which further enables the resident to monitor any Festival noise reaching their property scientifically and accurately. As stated in section I this will be monitored vigorously, any issues raised will be dealt with swiftly, not to the detriment of residents.

L: Following discussions and assessment of the event field we have reviewed the orientation of the stage to give distance from properties, also a greater sound control environment for the event.

M: All activities are controlled within the licensable area, though of course there is the natural expectation of general noise and hubbub of the attendees going to and leaving the site throughout the day. To this end professional security specialists have been employed to oversee and train our 30 stewards who will be monitoring, signposting, and providing guidance throughout the site and the main entrance, with special regard to ensuring attendee behaviour is maintained within acceptable bounds.

N: We consulted with Police who have been advising us throughout the planning of the event. Should a situation arise that requires their attention to suppress any antisocial impact on local residences, we have direct communication lines with them to ensure a fast and appropriate response in all instances. It is anticipated that the positive, music, motorcycle and community driven nature of the event will provide a positive psychological framework to all attendees thus increasing the likelihood of beneficial behaviour and experience. We will also be signposting the need for people leaving the event to be considerate to the neighbours, in prominent and frequent positions on all exits.

O: For attendees staying over night on the main field, we will have a 3 mtr perimeter to the borders of the camping field, we will also have marshals and security around the event from midday on Friday until midday Sunday monitoring, and if needed controlling the noise from attendees. Campers will not be allowed to play music on their own devices at the event. See Annex1, if attendees do not respect the environment, they will be ejected by security.

P: The congregational areas, such as catering and bar services, where many will people meet and talk, have also been sited as far from residential properties as is reasonably practicable. These will be set up to the side of the stage area, again facing into the field. Control of noise around this area will be closely monitored, as the marshals and management of the event, as well as security will be in this area.

Q: All facilities on site will be quiet infrastructure. The generators, Lighting towers are all controlled for noise resilience. We have spoken to the suppliers to ensure that they are compliant with the regulations. We will be keeping these monitored through the event. Generators will be sited and screened so they are not distinguishable at the boundary of any residential property. The sound level from generators will be assessed from the boundary of the nearest residential properties once setup is complete.

R: The toilet facilities are being placed in the centre of the field, to control noise from doors closing. They will be placed, close to the central clearing for access, they will be place with the rear facing towards the properties on Woodroffe Square, which will be the closet, they will also be behind the tree line, in a further effort to reduce noise effects.

S: The event is stated as open from Midday on Friday to the public, those who have pre booked tickets to the event, may however turn up earlier. We will be able to accept these from 09:00 on the Friday, but do not publicise this. We will not allow attendees to arrive post 22:00 in the evening. The access gate will open again at 08:00 on the Saturday morning. This means that no engines will be allowed to be run on site from 22:00 to 08:00 an all days of the event also on Sunday for departing riders. The Security staff will be briefed on controlling this aspect of the event and if needed confiscate keys or vehicles within the curfew times.

T: Training and guidance will be given to all marshals and event management personnel, at the pre event meeting, to ensure we achieve a compliant and enjoyable event for all attendees and not to the detriment of the local community.

***Within this document we have studied the governments Noise Exposure Hierarchy document. Our aim is to keep the whole event for local residents below the “lowest observed adverse effect level”.***

***We will have factors such as wind velocity and direction, which can only be witnessed on during the event. As stated, we have monitoring procedures to mitigate, or eradicate issues before they arise.***

***We will not allow fires, BBQ’s or any such flammable facilities, this also includes any fireworks or pyrotechnic devices.***

*Annex 1, Procedure for noise assessment complaint by a resident.*

*We understand that our event may have an auditory impact on our local communities and that residents may want to complain about the event activity. This policy explains how we receive and process complaints.*

*During the whole event, if we receive a complaint from any member of the local area, we need to obtain the following information:*

- *Persons Name.*
- *Contact number.*
- *Location (address and or location in regard to the field)*
- *Time of call*

*Once this information is received, one of the on-call management team, along with the sound marshal, and a security officer should make their way to the location as soon as possible. Due to the size of this venue, we will be able to reach any location, with 5 minutes of the call.*

*On arrival, we will review all the evidence obtained and make an assessment.*

*Such an assessment will be specific to each case and may include the following factors:*

- *Db(a) Level (remember the 65Db(a) **Limit**) **This cannot be exceeded, if prevailing winds meaning sound is directly at a property and anywhere near this limit we must reduce.***
- *Frequency of the sound (be mindful of booming bass, if present, we need to remove or reduce)*
- *Time and duration.*
- *Intrusiveness.*
- *Type of noise. (If other accumulative or mitigating factors are involved, such as loud music meaning campers / attendees are shouting at each other in the proximity of the complainant, we need to eradicate this)*

*If sound levels are **not** breached, however the resident is not satisfied with our assessment, we need to try and reach an amicable settlement, by reducing stage sound, moving campers, or noise issue.*

*If this is due to an attendee at the event, and they are uncooperative, we reserve the right to eject them from the event. Security needs to be available for this process.*

*Notices on entrance and around the field will be very clear of the following:*

*We are in a residential area, and we have to understand that our operations have an impact on our local communities and that residents may want to complain about aircraft activity. This policy explains how we receive and process complaints.*

*A review of the incident should be made immediately after the incident, with the persons present, and the site manager. These details should be recorded and if needed sent to CTC. A record of complaints and actions taken following their receipt to be kept and available to officers of the local authority for 30 days after the event.*

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## Calne BIKEMEET

15<sup>th</sup> July 2023

Dear Local Residents & Businesses of Calne,

The committee of Calne Bike Meet wishes to advise you that its annual event, the Calne Bike Meet, will take place this year in the town centre on Saturday 29<sup>th</sup> July 2023.

As an extension activity we are also looking to have our camping event return this year and located at the Recreation Ground along with some evening entertainment. This part of the event will be managed by the National Association of Bikers with a Disability. (NABD) who have been running successful events for the past 30 years.

Camping will commence from Friday Midday with no live evening music entertainment.

Saturday evening from 8pm we will have 2 live music bands playing for the campers and local towns people to enjoy until 10pm. From 10pm until 11pm there will be recorded disco music where the sound levels will be decreased over the 1 hour period to a full stop at 11pm.

We have technology for controlling sound levels below the 65dB(A) for 15 minutes as the music noise level limit at the boundary of the nearest noise sensitive properties. Please find a map outlining these points below.

We will adopt the policy to assess the properties and have a dedicated sound marshal at the event to initially take 1- or 2-minute LAeq's from various points and then a judgment can be made on this as to whether the 65dB is being exceeded or not. During the evening we propose a primary inspection at 19:00, one at 21:00 and then one at 22:30, to ensure the levels are well below the 65dB(A).

We have applied Wiltshire Council for the use of the whole of the recreation grounds, for live music and for the sale of alcohol. We are employing 8 SIA Security staff and will also have around 40 dedicated marshals at the field event.

We will not allow fires, BBQ's or any such flammable facilities, this also includes any fireworks or pyrotechnic devices.

**Dedicated noise telephone number:**

**07470 207354**

If you have any questions please do not hesitate to contact me.

Yours faithfully,

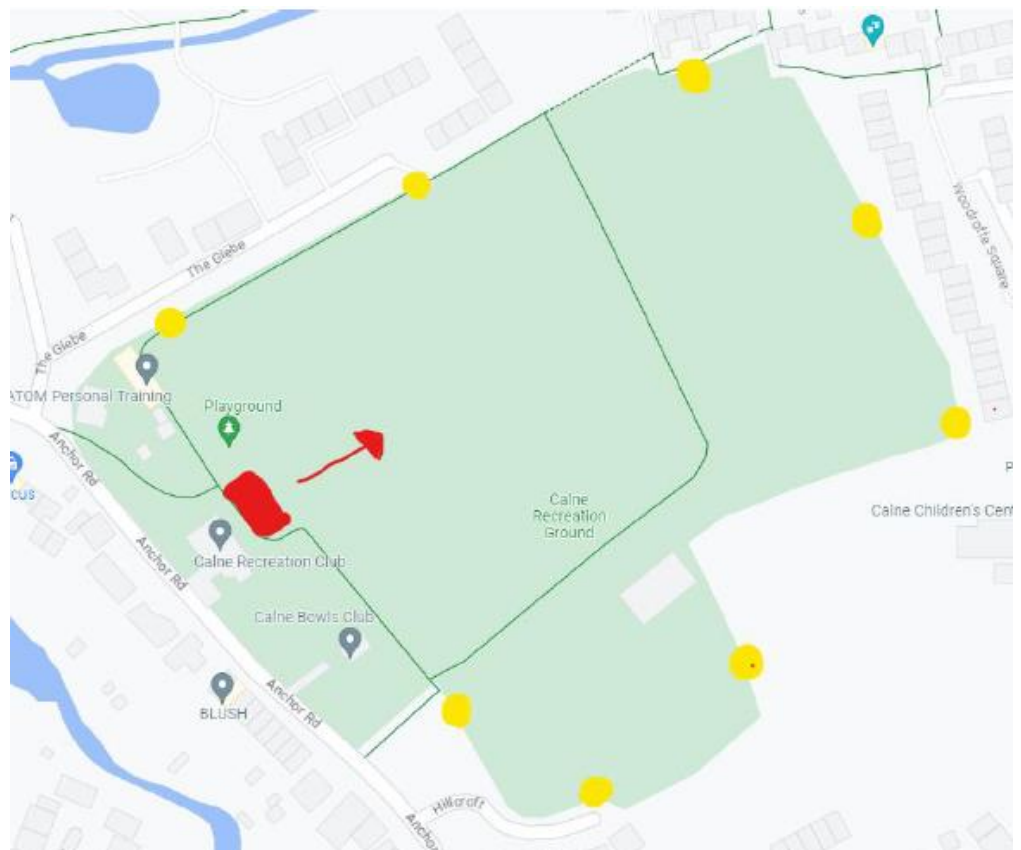
Jennifer Jennings

Chair

On behalf of the Committee of the Calne Bike Meet

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