



# CHELTENHAM

## BOROUGH COUNCIL

### Notice of a meeting of Licensing Sub Committee-Alcohol and Gambling

Tuesday, 21 July 2020  
10.30 am

Virtual WEBEX video conference via YouTube -  
<https://www.youtube.com/user/cheltenhamborough>

Membership	
<b>Councillors:</b>	Paul McCloskey, Mike Collins and Diggory Seacome
<b>Officers:</b>	Vikki Fennell (Legal Officer) and Jason Kirkwood (Senior Licensing Officer)

### Agenda

1.	ELECTION OF CHAIR	
2.	APOLOGIES	
3.	DECLARATIONS OF INTEREST	
4.	BREAK FILMS, CHELTENHAM TOWN FOOTBALL CLUB Officer Report	(Pages 3 - 44)
6.	ANY OTHER ITEMS THE CHAIRMAN DETERMINES TO BE URGENT AND WHICH REQUIRES A DECISION	

**Contact Officer:** Claire Morris, Democratic Services, 01242 264130

**Email:** [democratic.services@cheltenham.gov.uk](mailto:democratic.services@cheltenham.gov.uk)

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## Licensing Sub Committee – 21 July 2020

### Licensing Act 2003: Police Objection to Temporary Events Notice

#### Break Films, Cheltenham Town Football Club, Whaddon Road, Cheltenham

#### Report of the Licensing Team Leader

#### 1. Introduction

- 1.1 A Temporary Events Notice (TEN) was submitted to Cheltenham Borough Council on 07.07.2020 by Ms Teresa Dwyer of Break Films.
- 1.2 The TEN relates to a drive-in cinema showing 4 films per day at 5 showings at the Cheltenham Town Football Club on Whaddon Road. The TEN submitted only relates to the use of the football club's car park for the following days & times:

Date	Time from	Time to
15/08/2020	10:00	00:30
16/08/2020	10:00	00:30

- 1.3 The licensable activities subject to the TEN are:
  - 1.3.1 The sale by retail of alcohol
  - 1.3.2 The provision of regulated entertainment
  - 1.3.3 The provision of late night refreshment
- 1.4 A copy of the TEN form is attached at Appendix 1 of this report.
- 1.5 An objection has been received from Gloucestershire Constabulary.

#### 1.6 Implications

- 1.6.1 Legal
  - A sub committee is required to discharge its duty and determine an application with a view to promoting the licensing objectives. These objectives, which are set out in section 4(2) of the Licensing Act 2003, are: (a) the prevention of crime and disorder; (b) public safety; (c) the prevention of public nuisance; and (d) the protection of children from harm.

**One Legal**

**E-mail: [legalservices@tewkesbury.gov.uk](mailto:legalservices@tewkesbury.gov.uk)**

#### 2. Application (Ref. 20/00940/TEN)

- 2.1 Applicant: Ms Teresa Dwyer

2.2 Agent: N/A

2.3 Premises: Break Films, Cheltenham Town Football Club, Whaddon Road, Cheltenham

**3. Responsible Authorities**

3.1 An objection has been received from Gloucestershire Constabulary. A copy of the objection is attached Appendix 2.

**4. Local Policy Considerations**

4.1 The Licensing Act 2003 introduced a unified system of regulation through two types of licence: the premises licence (club premises certificates for qualifying clubs) and the personal licence. The Borough Council, as the licensing authority, is responsible for licensing all outlets in the borough that sell or supply alcohol or carry out any other 'licensable activities': public entertainment, theatre, cinema, or late night refreshment.

4.2 The system is underpinned by four objectives:

- i) the prevention of crime and disorder;
- ii) public safety;
- iii) the prevention of public nuisance; and,
- iv) the protection of children from harm. The licensing authority must promote these objectives in carrying out its functions.

4.3 The Council's adopted licensing policy statement (approved December 2015) includes the following:

4.4 The objective of this policy is to: (a) promote the four licensing objectives; (b) ensure that the premises are appropriate for their proposed use; (c) ensure the premises layout and condition is acceptable for the proposed use; (d) ensure that the premises are being managed responsibly; and (e) promote the policy vision statement. (para 1.9)

4.5 This policy also seeks to promote the council's wider priorities, in particular that: Cheltenham has a clean and well-maintained environment; Cheltenham has a strong and sustainable economy; communities feel safe and are safe; people are able to lead healthy lifestyles; and our residents enjoy a strong sense of community and are involved in resolving local issues. (para 1.10)

4.6 The council's powers and duties as the licensing authority are delegated by the council to its licensing committee, sub-committees and officers. The council approaches these delegations in accordance with the table of delegation or otherwise in accordance with the council's adopted constitution. (para 1.11)

4.7 The policy will be used as a basis in coming to consistent and transparent decisions in respect of licence applications. (para 1.12)

4.8 The policy does not: (a) Undermine the right of any individual to apply for a variety of permissions and to have each application considered on its individual merits; or (b) Override the right of any person to make representations on an application, or seek a review of a licence or certificate, where the Act allows. (para 1.13)

4.9 In determining a licensing application, the overriding principle adopted by the council will be that each application is determined on its merits. Licence conditions will be tailored to the individual application and only those necessary to promote the licensing objectives will be imposed. (para 1.16)

- 4.10 The council will also have regard to wider considerations affecting the residential population and the amenity of the area. These include littering, noise, street crime and the capacity of the infrastructure. (para 1.17)
- 4.11 Each of the four objectives is of equal importance and will be considered in relation to matters centred on the premises or within the control of the licensee and the effect which the operation of that business has on the vicinity. (para 1.18)

**Measures to limit nuisance**

- 4.12 The council will expect applicants to set out in their operating schedules the steps taken, or proposed to be taken, to deal with the potential for public nuisance arising from the operation of the premises. (para 3.20)
- 4.13 Applicants should identify and describe through a risk assessment how these risks will be managed. Public nuisance could include low-level nuisance perhaps affecting a few people living locally as well as major disturbance affecting the whole community. (para 3.21)
- 4.14 Applicants will be expected to have included measures in their operating schedules that make adequate provision to:
  - a) restrict the generation of noise within the premises and from activities associated with the premises in the vicinity, or from an open air site;
  - b) limit the escape of noise from the premises or open air site;
  - c) restrict noise emissions to below levels that could affect people in the vicinity going about their business, at work and when at home both while relaxing and while sleeping;
  - d) minimise and control noise from customers arriving at the premises, or open air site outside it and departing from it;
  - e) minimise and control noise from staff, contractors and suppliers and their activities;
  - f) minimise and control noise from vehicles associated with and providing services to the premises or open air site and their customers;
  - g) determine whether people standing or sitting outside premises are likely to cause obstruction or other nuisance;
  - h) whether the premises are under or near to residential accommodation;
  - i) the hours of the sale of alcohol in open containers or food for consumption outside the premises;
  - j) measures to make sure that customers move away from outside premises when such sales cease;
  - k) measures to collect drinking vessels and crockery, cutlery and litter;
  - l) the extent and location of areas proposed to be set aside for the consumption of food and alcoholic drink and for smoking;
  - m) whether there is a need for door supervisors to prevent or to control customers congregating in outdoor areas to smoke, consume food or drink (whether supplied from the premises or not).
  - n) adequate measures to prevent the following arising from the proposed licensable activity that may cause disturbance to people in the vicinity: a. litter, smells, fumes, dust, smoke, or other emissions; b. street fouling; c. light pollution. (para 3.22)

- 4.15 The role of the council is to maintain an appropriate balance between the legitimate aspirations of the entertainment industry and the needs of residents and other users of the town including businesses, workers, shoppers and visitors. (para 3.23)
- 4.16 Playing of music can cause nuisance both through noise breakout and by its effect on patrons, who become accustomed to high sound levels and to shouting to make themselves heard, which can lead to them being noisier when leaving premises. Other major sources of noise nuisance are vehicles collecting customers, the slamming of car doors and the sounding of horns. These noises can be particularly intrusive at night when ambient noise levels are lower. (para 3.24)
- 4.17 Where relevant representations are received, the council may attach appropriate conditions to licences, necessary to support the prevention of undue noise disturbance from licensed premises. Where premises remain open after 23:00, the licence holder will be expected to provide facilities which are relevant to controlling noise and the patrons of those premises late at night. The council also expects that premises which produce noise generating licensable activities are acoustically controlled and engineered to a degree where the noise from the premises when compared to the ambient noise level will not cause undue disturbance. (para 3.25)
- 4.18 The provision of tables and chairs outside the premises, either on the highway or on private land, and the provision of beer gardens, can enhance the attractiveness of the venue. It can have the benefit of encouraging a continental style café culture and family friendly venues. However, late at night, tables and chairs and beer gardens can cause significant public nuisance to residents whose homes overlook these areas. (para 3.26)
- 4.19 The 'smoke free public places' legislation in July 2007 has led to an increase in the number of people outside licensed venues. Where outside facilities are provided the council expects applicants to provide details in their application of:
  - a. the location of open air areas; and
  - b. how the outside areas will be managed to prevent noise, smell, or obstruction and nuisance to neighbours and the public. (para 3.27)
- 4.20 Licensees and their staff are expected to have sufficient measures in place to prevent such problems arising including a suitable litter and waste management program to ensure that the area outside the premises is kept free of litter at all times. (para 3.28)
- 4.21 Where the council receives relevant representations, or where a responsible authority or an interested party seeks a review, the council may consider imposing conditions to improve the management of the outside area or prohibiting or restricting the use of these areas in order to promote the public nuisance objective. (para 3.29)
- 4.22 Conditions may include maximum noise levels over particular time periods, the installation of acoustic lobbies, provision of signs, publicity and dispersal policies. (para 3.30)

**Public Safety**

- 4.23 The council in its role as licensing authority must try to ensure the safety of people visiting and working in licensed premises. The council will need to be satisfied that measures to promote public safety including risk assessments, setting safe capacities and adequate means of escape are put in place and maintained, if not adequately provided for by other regulatory regimes.
- 4.24 Consideration should be given to whether:
  - a) appropriate and satisfactory general and technical risk assessments, management procedures and certificates have been made available to the relevant responsible authority and to the council, that demonstrate that the public will be safe within and in the vicinity of the premises;

- b) the premises already has a licence or a fire certificate that specifies the maximum number of people that can attend it or be present and, if not, whether a risk assessment has been undertaken to assess the maximum number of people in terms of capacity in various parts of the premises, so that they can be operated safely and can be evacuated safely in the event of an emergency;
- c) there are procedures proposed to record and limit the number of people on the premises with opportunities for going outside and readmission;
- d) patrons can arrive at and depart from the premises safely;
- e) music, dance and performance venues will use equipment or special effects that may affect public safety (i.e. moving equipment, pyrotechnics, strobe lights, smoke machines);
- f) there are defined responsibilities and procedures for medical and other emergencies and for calling the emergency services; and/or
- g) the levels of compliance with conditions on existing licences relating to public safety.

## 5. National Guidance

5.1 Guidance has been issued under Section 182 of The Licensing Act 2003.

### Temporary Event Notices (TENs)

5.14 Paragraph 7.2 of the Guidance states: “The system of permitted temporary activities is intended as a light touch process, and as such, the carrying on of licensable activities does not have to be authorised by the licensing authority on an application. Instead, a person wishing to hold an event at which such activities are proposed to be carried on (the “premises user”) gives notice to the licensing authority of the event (a “temporary event notice” or “TEN”).”

5.15 Paragraph 7.6 of the Guidance states: “The police or EHA (“relevant persons” for the purposes of TENs) may intervene to prevent such an event taking place by sending an objection to the licensing authority, which the licensing authority must consider on the basis of the statutory licensing objectives and decide whether the event should go ahead.”

5.16 “Police and environmental health intervention”, paragraphs 7.32 – 7.36 of the Guidance states:

7.32 The system of permitted temporary activities gives police and EHAs the opportunity to consider whether they should object to a TEN on the basis of any of the licensing objectives.

7.33 If the police or EHA believe that allowing the premises to be used in accordance with the TEN will undermine the licensing objectives, they must give the premises user and the licensing authority an objection notice. The objection notice must be given within the period of three working days following the day on which they received the TEN.

7.34 Where a standard TEN was given, the licensing authority must consider the objection at a hearing before a counter notice can be issued. At the hearing, the police, EHA and the premises user may make representations to the licensing authority. Following the hearing, the licensing authority may decide to impose conditions which already apply to an existing premises licence or club premises certificate at the venue, or issue a counter notice to prevent the event going ahead. As noted above, there is no scope for hearings in respect of late TENs and if objections are raised by the police or EHA in relation to a late TEN, the notice will be invalid and the event will not go ahead.

7.35 Such cases might arise because of concerns about the scale, location, timing of the event or concerns about public nuisance – even where the statutory limits on numbers are being observed. The premises user who signs the form is legally responsible for ensuring that the numbers present do not exceed the permitted limit at any one time. In cases where there is reason to doubt that the numbers will remain within the permitted limit the premises user should make clear what the nature of the event(s) is and how they will ensure that the permitted persons limit will not be exceeded. For example, where notices are being given for TENs simultaneously on adjacent plots of land it may be appropriate for door staff to be employed with counters. In each case it is important that licensing authorities and relevant persons can consider whether they believe that the premises user intends to exceed the 499 person limit, or will be unable to control or know whether the limit will be exceeded. Where the planned activities are likely to breach the statutory limits or undermine the licensing objectives, it is likely to be appropriate for the police or EHA to raise objections.

7.36 However, in most cases, where for example, alcohol is supplied away from licensed premises at a temporary bar under the control of a personal licence holder, (such as at weddings with a cash bar or small social or sporting events) this should not usually give rise to the use of these powers.

5.17 “Modification” paragraph 7.37 of the guidance states: “As noted above, the police or EHA (as “relevant persons”) may contact the premises user to discuss their objections and try to come to an agreement which will allow the proposed licensable activities to proceed. The TEN can be modified (for example, by changing the details of the parts of the premises that are to be used for the event, the description of the nature of the intended activities or their duration). The other relevant person has to agree for the modification to be made. There is no scope under the 2003 Act for the modification of a late TEN.”

**6. Licensing Comments**

6.1 In relation to the objection, the committee can issue a counter notice if you are satisfied that any licensable activities proposed by the TEN is likely to adversely affect the promotion of the licensing objectives. The effect of the counter notice is that the event cannot go ahead under the TEN.

6.2 In coming to a determination, the committee must have regard to the statutory guidance, the authority’s statement of licensing policy and the objection of the police.

6.3 The grounds for objection specified by the police are:

- a) The prevention of public nuisance; and
- b) Public Safety

6.4 The objection is made with reference to the following matters:

- a) Noise nuisance
- b) Likely traffic management issues that raises public nuisance and safety concerns

6.5 An event management plan is attached at Appendix 3 for the committee’s information.

6.6 In relation to the ground of objections specified above, the committee’s attention is drawn to the follow extracts from the authority’s statement of licensing policy:

**Measures to limit nuisance** (Para 4.14 of this report)

- a) The committee can consider measures to “limit the escape of noise from the premises or open air site”

Break Films	Page 6 of 7	Last updated 13 July 2020
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- b) minimise and control noise from customers arriving at the premises, or open air site outside it and departing from it;
- c) minimise and control noise from vehicles associated with and providing services to the premises or open air site and their customers;
- d) determine whether nuisance; people standing or sitting outside premises are likely to cause obstruction or other
- e) whether the premises are under or near to residential accommodation.

**Public Safety** (Para 4.24 of this report)

Consideration should be given to whether:

- a) appropriate and satisfactory general and technical risk assessments, management procedures and certificates have been made available to the relevant responsible authority and to the council, that demonstrate that the public will be safe within and in the vicinity of the premises;
- b) there are procedures proposed to record and limit the number of people on the premises with opportunities for going outside and readmission;
- c) patrons can arrive at and depart from the premises safely.

6.7 Members are to note that Cheltenham Town Football Club does have a premises licence but this licence does not include the car park.

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**Background Papers**

Service Records

**Report Author**

**Contact officer:** Mr Louis Krog  
**E-mail:** [licensing@cheltenham.gov.uk](mailto:licensing@cheltenham.gov.uk)  
**Tel no:** 01242 264135

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## Temporary Event Notice

### Personal Details of Premises User

Your Name (please read note 1)

Title \*

Ms

First Name \*

Teresa

Surname \*

Dwyer

Have you been known by any previous names, including a maiden name? \*

No

### Personal Details of Premises User

Date of Birth \*

Place of Birth \*

National Insurance Number \*

**Current Address**

We will use this address and contact details to correspond with you unless you specify an alternative correspondence address.

Street Address \*

Town/City \*

Postcode \*

Daytime Telephone Number \*

Evening Telephone Number

Mobile Telephone Number

Fax Number

Email Address \*

Do you have an alternative correspondence address you would like us to use? \*

No

**The Premises**

Premises Address

Cheltenham Town Football Club Whaddon Road Cheltenham  
Gloucestershire GL52 5NA

Does a premises licence or club premises certificate have effect in relation to the premises, or any part of the premises? If so, please select and enter the Premises Licence Number or Club Premises Certificate Number.\*

Yes - Premises Licence

**Premises Licence**

Premises Licence Number \*

18/00438/PRMV

## Premises

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

Our intention is to use the car park only of the football club.

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

The premises are a football club with additional car park facilities which we intend to use for our event.

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

The event is a drive-in cinema showing 4 films per day at 5 showings. We anticipate up to 250 cars at each showing.

## Licensable Activities

Please state the licensable activities that you intend to carry on at the premises. \* (please select all licensable activities you intend to carry on) (Please read note 6) More than one can be selected.

The sale by retail of alcohol

The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club

The provision of regulated entertainment (please read note 7)

The provision of late night refreshment

Are you giving a late temporary event notice? \* (Please read Note 8)

No

## Licensable Activities

Please state the dates on which you intend to use these premises for licensable activities. (Please read note 9) \*

15/08/2020

16/08/2020

**Licensable Activities**

Please state the times during the event period that you propose to carry on licensable activities. \* Please give times in 24 hour clock. (Please read note 10)

Activity Date \*

15/08/2020

Start Time \*

10:00

End Time \*

00:30

**Licensable Activities**

Please state the times during the event period that you propose to carry on licensable activities. \* Please give times in 24 hour clock. (Please read note 10)

Activity Date \*

16/08/2020

Start Time \*

10:00

End Time \*

00:30

**Licensable Activities**

Please state the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers.\* (Please read note 11)

300

If the licensable activities will include the supply of alcohol, please state whether the supplies will be for consumption on or off the premises, or both. (Please read note 12)

On the premises only

Please state if the licensable activities will include the provision of relevant entertainment. (please read note 13)\*

Yes

**Licensable Activities**

Please state the times during the event period that you propose to provide relevant entertainment. \* Please give times in 24 hour clock. (Please read note 13)

Activity Date \*

15/08/2020

Start Time \*

10:00

End Time \*

00:30

**Licensable Activities**

Please state the times during the event period that you propose to provide relevant entertainment. \* Please give times in 24 hour clock. (Please read note 13)

Activity Date \*

16/08/2020

Start Time \*

10:00

End Time \*

00:30

**Personal Licence Holder**

Do you currently hold a valid personal licence? (please read note 14)\*

No

**Previous Temporary Event Notices**

Have you previously given a temporary event notice in respect of any premises, for events falling in the same calendar year as the event for which you are now giving this temporary event notice? (please read note 15) \*

No

**Previous Temporary Event Notices**

Have you already given a temporary event notice for the same premises in which the event period either; ends 24 hours or less before begins 24 hours or less after the event period proposed in this notice? \*

No

**Associates and Business Colleagues**

Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice? (please read note 16) \*

No

**Associates and Business Colleagues**

Has any associate of yours already given a temporary event notice for the same premises in which the event period; a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice? \*

No

Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice? \*

Yes

**Associates and Business Colleagues**

Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice? \*

No



**Declaration**

Please ensure you submit all the information required to support your proposal. Failure to submit all the information required could result in your notice being deemed invalid. It will not be considered valid until all the information required by the licensing authority has been submitted. Please read guidance note 17 for further information. I will send a copy of this notice to the chief officer of police for the area in which the premises are situated. I will send a copy of this notice to the local authority exercising environmental health functions for the area in which the premises are situated. If the premises are situated in one or more licensing authority areas, I will send at least one copy of this notice to each additional licensing authority. If the premises are situated in one or more police areas, I will send a copy of this notice to each additional chief officer of police.

It is a condition of this temporary event notice that where the relevant licensable activities described include the supply of alcohol that all such supplies are made by or under the authority of the premises user. (please read note 18)

The information contained in this form is correct to the best of my knowledge and belief. I understand that it is an offence: (i) to knowingly or recklessly make a false statement in or in connection with this temporary event notice and that a person is liable on summary conviction for such an offence to a fine of any amount; and (ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on summary conviction for any such offence to a fine of any amount, or to imprisonment for a term not exceeding six months, or to both.



Declaration Made

Date \*

07/07/2020

Name of Person Signing \*

Teresa Dwyer

**Email confirmation**

On submission an email confirmation will be sent using the details below

Forename

Teresa Dwyer

Surname /Company Name

Break Films

Email \*

Telephone

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**CHELTENHAM**  
BOROUGH COUNCIL

**REPRESENTATION FORM.**

**RESPONSIBLE AUTHORITY.** Please delete as applicable.

Police / Licensing Authority

Your Name	Rosalyn Tubb
Job Title	Licensing Officer, Gloucestershire Police
Postal and email address	Hucclecote Police Station, 58 Hucclecote Road, Hucclecote, Gloucester GL3 3RT
Contact telephone number	01452 752817

Name of the premises you are making a representation about.	Cheltenham Town Football Club
Application reference number.	20/00940/TEN
Postal address of the premises you are making a representation about.	Whaddon Road Cheltenham Gloucestershire GL52 5NA

Which of the four licensing Objectives does your representation relate to?	Please give the reason for your representation and detail the evidence to support your representation Please use separate sheets if necessary
TO PREVENT CRIME AND DISORDER	N/a
TO PREVENT PUBLIC NUISANCE	<p>As single events the management of 250 cars in that area has previously been challenging. To try and repeat this four times a day is not something that can be easily addressed. The impact for the local community in terms of noise and additional traffic disruption would be significant.</p> <p>It would be unrealistic to expect or hope that local officers would be able to assist. I can foresee, with the current suggested plan, that our attendance would be inevitable. This would be a significant drain on our resources and we could and would not guarantee attendance.</p> <p>We also have concerns about the noise pollution for residents, the traffic issues on local and passing traffic and lack of detail are grounds to oppose this this application.</p>

PUBLIC SAFETY	The cost in <b>Page 20</b> resources to support or address issues that do not appear to have been considered would be detrimental to the delivery of local policing.
THE PREVENTION OF HARM TO CHILDREN	N/a

<p>Suggested conditions that could be added to the licence to mitigate your representation or other suggestions you would like the Licensing Sub Committee to take into account. Please use separate sheets where necessary and refer to checklist.</p> <p>(For Minor Variations it may be helpful to give your recommendations to improve a subsequent application).</p>	Nil
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N.B If you do make a representation you will be expected to attend the Licensing Sub Committee and any subsequent appeal proceeding (not applicable for Minor Variations).

Signed: R Tubb

Date: 09.07.2020

Please return this form along with any additional sheets to: Licensing Team, Cheltenham Borough Council, Municipal Offices, Promenade. Cheltenham. GL50 9SA or email to [licensing@cheltenham.gov.uk](mailto:licensing@cheltenham.gov.uk)

**This form must be returned within the statutory period. Please check with the Licensing Department. 01242 262626**

OFFICIAL – SENSITIVE [PERSONAL DATA]

To find out how the Council use the personal data you supply on this form go to;

[https://www.cheltenham.gov.uk/info/81/how\\_we\\_use\\_your\\_data/1375/licensing\\_privacy\\_data](https://www.cheltenham.gov.uk/info/81/how_we_use_your_data/1375/licensing_privacy_data)



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# **BREAK FILMS**

Break Drive-in Events

**15th and 16th August**

**Event Management Plan**

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## ***Event Management Plan***

### **1.0 Introduction**

Break Films are showcasing their new film, Break, in a drive-in format. The objective is to publicize the film and bring it to new audiences. We will also be showing 3 other well-known films during the day, targeted at a family audience. The venue is Cheltenham Town Football Club with an expected drive-in audience of a 250 cars per film showing. Visitor profile expected to be families for 3 films during daytime, then over 15s for showing of Break.

### **2.0 The Event**

Break Drive-in to take place on 15th and 16th August at Cheltenham Town Football Club. Site expected to be open from 9am – 12.30pm. Day of set up we may need a little more time. Tickets are priced at £30 for Break showing and at £20 for all other films. Break is age-restricted to over 15s.

Large screen erected and cars to be parked with a view of screen.

#### **2.1 Set Up and Breakdown**

Set up will consist of the installation of large screen, stewards will then direct cars to appropriately distanced spaces. Access for emergency vehicles will be implemented. Stewards will direct cars from the venue following each showing and screen will be dismantled after final showing on 16th August.

### 3.0 Management of the Event

There will be a team in place which will cover the full management of the event. Here is a brief rundown of the roles

Dean Fisher

**Mobile Telephone N° 07973 320 235**

Terri Dwyer & Dean Fisher *Event Safety Officer and Lead Safe-guarder*, - who will monitor the site and be in overall control of safety at the event with the Event Manager. They will also have overall responsibility for the safeguarding of children and vulnerable adults at the event

**Mobile Telephone N° 07973 320 235 / 07850 770 898**

*Laura Jones, Event Operations Manager*, - who will assist Event Manager with operational delivery of the event.

**Mobile Telephone No 07809 711 533**

**Name here**, - *Stall/Caterer/Entertainment Manager*, - who will liaise between trade and the Event Manager. TBC

**Mobile Telephone N° number here**

Michael Elkin, *Communications Manager/PA Announcer*, - who will make all announcements for the event

**Mobile Telephone No 07947 353 304**

**Name here** – *Stewards/Volunteers Manager*, - who will be responsible for managing stewards and volunteers for the event. TBC

**Mobile Telephone N° number here**

#### 4.0 Security and stewarding

Alpha Omega Security will be our security for the event. The company has many accreditations. Here is a link to their website with all of the accreditation's. <https://alphaomegauk.com/affiliations>.

Alpha Omega will provide four stewards for the event.

Stewarding plan; this section could be included as an appendix supplied by Stewarding company or inserted with details below

Stewards will be on site from 9am – 12.30am

The stewards will be briefed by Terri Dwyer & Dean Fisher

The stewards' positions are as follows:

<b>Area</b>	<b>Stewards/staff</b>
Control	1
Entrances	2
Arena	1
Event general responsive	2 (SIA)
Lost ChildrenPoint	2 (1 male, 1 female)
<b>Total</b>	<b>8 number here</b>

#### 5.0 Emergency Services

The emergency services will be notified of the event and sent a copy of the event management plan and site plan.

#### 6.0 Communications

Stewarding company to have radio communications. Mobile phone use for all event management team.

The **Public Address** (PA) system will be used for communications with the crowd when necessary.

There will also be a number of loud hailers available to management team and stewards, plus mobile telephones on site throughout the event.

## **7.0 Toilet/ Welfare Provision and Accessibility**

There will be 3 male, 3 female and 1 disabled portaloos. Disabled portaloos to be very easily accessible. All portaloos to be clearly signed.

Facilities and information on any adjustments or site layouts to aid accessibility for visitors with disabilities.

## **8.0 First Aid**

There will be 2 First Aiders, plus standard first aid facilities. The **First Aid Provider** will provide First Aid provision from 10am to 11.59pm. There will be a small marquee that will provide a treatment area for the event, situated near the main exit. All incidents will be reported to the Safety Officer. Guidance is provided from Yorkshire Ambulance Service: yas.events@nhs.net

## **9.0 Safeguarding**

See separate safeguarding document

## **10. Event Control**

There will be a controlled space for the event. There will be the event management team at the created space. The room will be a clearly marked out gazebo. This will be next to the first aid space and the safeguarding gazebo.

## **11. Traffic Management (off site)**

There will be signs on the road directing people towards the entrance of the event. The parking will be on site as it's a drive in. Tickets will be checked on the way in. Traffic will be directed to their spaces. There will be no road closures.

## **12.0 Marquees Gazebos and Structures**

Gazebos and stalls will be erected by competent contractors with a wind management plan in place.

Appropriate access and emergency exits in marquees will be agreed with Safety Officer. Fire extinguishers will be available at fire points within the marquees (1 extinguishers per marquee).

Marquee pins will be covered with high visibility sheaths.

Numbers of visitors in the marquees will be monitored by stewards and restricted if necessary.

The marquees will be marked out and space allocated to ensure the area within does not get overcrowded with stalls etc.

Gazebos and stalls will be heavy duty and suitable for use at events, they will be erected as per their safety instructions.

The Safety Officer will inspect the marquees, gazebos and stalls prior to opening. Sign off sheets must be obtained to confirm that any structures have been built in accordance with manufacturer guidelines. If there is no safety officer at the event then the event manager should gather the relevant paperwork.

### **13.0 Generators, Electrical and Lighting**

All generators will be ultra-silent classification. They should be diesel or LPG fuel (no petrol generators allowed on SCC sites), and in good condition.

All equipment will be protected with RCD circuit breakers.

All cables will be routed safely away from the public.

All equipment will have had the relevant tests undertaken and certificate available for inspection.

All generators and electrical equipment will be segregated from the public.

### **14.0 Vehicle Movement (on site)**

Vehicle movement permitted to enable parking of cars before and after each showing, under steward supervision.

When moving, all vehicles will be restricted to 5mph and advised to switch on hazard lights and drive carefully.

Banksman/site traffic marshals to be used to direct and situate contractors/exhibitors.

### **15.0 Crowd Management**

Event layout well-spaced to avoid congestion areas.

Good access and egress will be maintained throughout the event to allow good flow and avoid congestion points.

Capacity will be controlled to ensure the number of people on site does not exceed 300 at any one time.

Public Address will make announcements when required.

Stewards will monitor the audience and report any issues to Control.

### **16. Fire**

Fire extinguishers will be positioned at appropriate fire points.

All catering units will be positioned in accordance to safety guidance and all caterers will have a fire blanket and fire extinguisher on site.

Only diesel generators will be used, no petrol generators or petrol inflatable blowers allowed on site.

Good housekeeping around the event site, regular litter picking, checks around marquees, and areas where litter may build up. Gas cylinders will be located outside of gazebos and fenced off from the public. In hot conditions they will be stored out of direct sunlight.

Access for emergency vehicles will be maintained at all times.

In the event of a fire, stewards will inform control who will raise the alarm, contact emergency services, stewards will evacuate the immediate area and will only take action to put out the fire if it is small and easily manageable.

Control must be informed as soon as possible. The public will be kept away until the area has been checked by Cheltenham Fire and Rescue.

The emergency vehicle entrance to the event will be TBC. This will also be the rendezvous point where the Event Manager and the Safety Officer will meet the Emergency Services.

### **17.0 Music Stage/Noise Management Plan**

PA system used to direct visitors in/out of venue, and to make announcements. Majority of sound will be transmitted via FM directly to car radio stereos.

## **18. Entertainment Arenas**

The main entertainment areas will be low risk, no standing crowd. Screens to have barriers. No live acts.

## **19.0 Food & Refreshments Stalls**

All caterers will be registered with a local authority and have a Food Hygiene certificate, washing facilities and fire extinguisher/fire blankets.

Caterers will have a minimum of 4 star food hygiene rating (scores on the doors).

Exhibitors and caterers will provide a risk assessment where appropriate, and this will include a Fire risk assessment for hot food caterers and exhibitors that include activities with a risk of fire.

## **20.0 Trips and Slips**

Site will be inspected to identify any trip hazards to be dealt with.

Any cables will be routed safely.

Marquee pins will have high visibility covers.

Any areas where ground conditions are unsuitable will be dealt with throughout the event and cordoned off if necessary.

## **21.0 Adverse weather**

Rain -Vehicles on waterlogged grass will be avoided.

Tracking/rubber mats/straw to be considered and used in areas that are wet and slippery e.g. car parks, marquees, entrance/exits etc.

Event is an 'in-car' event, so foot movement around site is minimal.

Wind -Decision may be made not to allow gazebos to be erected if wind is too strong or to remove sides or take down gazebos during the event in strong winds or gusts.

Stewards will monitor ground conditions and structures and report any issues to control.

Lightning - 30/30 rule: If it takes less than 30 seconds to hear thunder after seeing the flash, lightning is near enough to pose a threat; Stop activities and make safety announcements for everyone to take shelter, avoid structures (king poles in marquees to be isolated). After the storm ends, wait 30 minutes before resuming outdoor activities.

Heat/Sun – free, clean drinking water may need to be provided at drinking stations at the event if extreme heat is expected, shaded areas to be provided, and marquee sides may need to be removed to allow flow of air through marquees to reduce temperature.

Event may need to be cancelled or postponed if weather is severe, event management to monitor weather forecast prior to and during the event.

## **22.0 Special Effects/Fireworks/Lasers/Bonfires**

No special effects including, fireworks, lasers, bonfires

## **23.0 Waste Management**

All rubbish will be bagged up by the team and we will employ a local company to collect the bags at the end of the run. There will be pop up bins around the site.

## **24.0 Licensing**

Licenses in place are: radio broadcast license; temporary events license; music license; alcohol license.

## **25.0 Emergency Procedures**

# **BREAK FILMS DRIVE-IN**

Cheltenham Town Football Club

## **Emergency Evacuation Procedures**

### **1.0 Introduction**

These emergency evacuation plans have been drawn up to cover incidents, which may occur on the 15th and 16th August at Cheltenham FC during the Break Films Drive-in. These procedures are intended to deal with incidents such as Fire, Suspected Explosive devices, Crushing, etc.



## 2.0 **Emergency announcements**

To enable event staff, Police, Security, and Organizations to know when a **possible** evacuation may be required, announcements via the designated public address and the radio system will be made.

This announcement will be as follows:

***"The attendance of the organizer is required at the PA Unit"***

(This will be repeated)

This announcement will convey to all personnel to be alert, at their designated posts, (if they have one), and to be prepared to take instructions for what follows next.

All exit gates will be opened ready for any evacuation should there be one. No one is to be allowed into the event through these gates, or the entrance gates during the emergency situation.

If no other action is necessary, the all clear will be announced via the public address and radio systems.

This will be as follows:

***"The attendance of the organizer is no longer required at the PA Unit"***

(this will be repeated)

On this announcement entry into the event may re-commence. All the staff may then continue with their previous duties.

## 3.0 **Fire**

If any person becomes aware of a fire, in any part of the park, then they must immediately contact the **Event Manager** either directly or via an official with a radio, (Event Organizers, Security staff, and Police will be easily recognized as they will be wearing high visibility clothing, security clothing, or Police uniform).

The person who has been informed of the situation will then immediately inform the **Event Manager** who will assume control, assess the situation and take action accordingly. If necessary, the emergency services will be called.

If an evacuation of the event is necessary, this is covered later in these procedures.

#### 4.0 **Explosive Devices**

The same procedures will be followed for an explosive device as for fire, however, the area in which the device is reported to be, may have to be searched.

This will be undertaken after consultation with the Police.

If an explosive device is suspected, **no radios or portable telephones are to be used.**

A designated runner should be sent directly to find the **Event Manager**.

During events and prior to their opening it is prudent to undertake certain checks so that organizers have greater knowledge should a suspicious bag/item be found on site or a telephone call is received.

Checks and information prior to event opening

1. Erect signs around the site not to leave bags unattended

2. Check area is clear of unattended bags prior to opening of the event.

Checks during the event

1. Arrange for announcements to be given over the public address system for bags not to be left unattended.
2. Instruct stewards to undertake regular but common sense checks

## 5.0 **Crushing**

If there is crushing of people around the site the ***Event Manager*** will be informed of the problem and the situation eased by announcements from the relevant PA systems. **The security staff will also try and alleviate the situation.** If this is not possible, the activities in that part of the event may be delayed for a period until the situation has eased.

## 6. **Fatalities**

Should a fatality or fatalities occur, by any means during the event, the Police will be called immediately and the area sealed from the public by the security personnel until such time as the Police arrive. Members of the public will be asked to remain on the event site until the Police have had an opportunity to obtain information they require. **All** staff working on the event will make themselves available for interviews by the Police.

## 7.0 **Evacuation Procedures**

If an emergency situation cannot be controlled it may be necessary, after consultation with the Emergency Services, to evacuate the area.

Once this decision has been made, ***Event Manager*** and the Police will undertake the control of the evacuation, with assistance given by the event staff and Security personnel.

After the decision to evacuate the area has been made, the following procedures will take effect:

1. All Security staff must direct the public out of the park. The members of the public, via the public address systems will be asked to leave the area by the nearest exit.
2. Event management staff and volunteers will assist in the evacuation, and direct the public to the nearest exit.
3. All the outlets serving food, alcohol or other items will immediately stop serving and ask people to leave by the nearest exit. They will also assist in the evacuation and direct the public to the nearest exit.
4. The security staff and event staff will assist the public to leave the area as quickly and as calmly as possible. They will achieve this by dispersing themselves amongst the crowd, and directing them to the nearest exit however, they must not put themselves at risk.
5. In the event of a fire, where the whole site have may have to be cleared, no one will be allowed back into the site unless authorized to do so by the Emergency Services. All members of the public will be advised that the event has been cancelled and to make their way home.
6. In the event of a bomb alert, members of the public will be advised to make their way home however, no vehicles on the site will be moved until such time as the area has been declared safe by the Emergency Services. In such a situation the Emergency Services will assume control as soon as the Park has been cleared and will be given assistance by staff on site.

7. It has been agreed that in an emergency situation, where the entire park has to be cleared, the road can be used as a meeting point for those people losing family or friends. Appropriate announcements will be made directing people to this entrance along with directions from stewards inside the park should this be necessary.
  
8. After the Park has been made either secure or in control of the Emergency Services, all staff working on the event will collate at Whaddon Road for roll call.

**These procedures are not an exhaustive list of what might occur and are simply a guide. They are an objective assessment in the light of past experiences and will be reviewed as and when appropriate.**

## **26.0 Counter Terrorism**

# Suspicious items and counter terrorism advice and protocols

*When dealing with suspicious items apply the 4 C's protocol:-*

## **1) CONFIRM whether or not the item exhibits recognizable suspicious characteristics**

The HOT protocol (below) may be used to inform your judgement. If the item is assessed to be unattended rather than suspicious, examine further before applying lost property procedures. However, if H-O-T leads you to believe the item is suspicious continue to apply the 4Cs.

## **2) CLEAR the immediate area**

- Do not touch it
- Take charge and move people away to a safe distance. Even for a small item such as a briefcase move at least 100m away from the item starting from the centre and moving out
- Keep yourself and other people out of line of sight of the item. It is a broad rule, but generally if you cannot see the item then you are better protected from it
- Think about what you can hide behind. Pick something substantial and keep away from glass such as windows and skylights
- **Cordon** off the area

## **3) COMMUNICATE - Call 999**

- Inform your control room and/or supervisor
- Do not use radios within 15 meters

## **4) CONTROL access to the cordoned area**

- Members of the public should not be able to approach the area until it is deemed safe
- Try and keep eyewitnesses on hand so they can tell police what they saw

# Suspicious items - using the HOT protocol

A suspicious item is one that exhibits unusual characteristics (appearance or placement) and for which a legitimate purpose cannot readily be established.

To avoid unnecessary disruption of the network and alarm to visitors to the Manor, volunteers should first try to identify the owner of any unattended item. If no owner can be identified, they should then apply 'HOT'. This helps to decide quickly whether an unattended item is typical of lost property or whether it is suspicious. It is designed with volunteers and visitors safety in mind as well as minimising disruption to the festival and wider society.

**Hidden** - i.e. placed where they will not be readily seen or noticed as unusual  
**Obviously suspicious** (e.g. by physical appearance, by placement, or because of the circumstances in which they have been discovered)  
**Not Typical** of what you would normally expect to find in that environment

Lost property items are typically:

**Not Hidden** - often left where people congregate before moving to do something else  
**Not Obviously suspicious** - they do not usually exhibit improvised wiring, timers, putty-like substances etc.  
**Typical** of what you would normally expect to find in that environment - a judgement made best by volunteers with an intimate knowledge of the area in question

It is difficult to define comprehensively how items might appear "obviously suspicious" from their appearance. However, from experience, a suspicious item may display one or more of the following features:

- a. external wiring;
- b. visible batteries;
- c. switches;
- d. timers;
- e. circuit boards;
- f. wire passing from one package to another;
- g. items secured by plastic adhesive tape;
- h. annotations (e.g., 'ON', 'ARMED', 'DET', reference to the time delay);
- i. specially modified wooden or plastic boxes;
- j. unidentified powders or other putty-like substances; or
- k. carefully wrapped in plastic bags.

While the HOT protocol provides a useful starting point, it is not the final word. It is ultimately up to volunteers to use their judgement to decide whether an unattended item is suspicious or not.

Volunteers should seek immediate advice from their supervisor if they are unsure about whether an item is suspicious or not. If your supervisor deems the item suspicious, they should contact the onsite police. At this stage, people should be moved away from the immediate vicinity.

If the police officer cannot clear the item as safe, then the situation will be elevated, through the deployment of specialised resources who are trained to deal with suspect packages.

Note: If the item is believed from the outset to pose an immediate threat to life, police advice will be to move people at least 100m away and to stay behind hard cover (brick or concrete). A larger area may have to be evacuated if the item is particularly large or associated with a vehicle.

<p><b>H - Hidden</b></p>	<p>Has an attempt been made to hide the object? Not in general view and may have been deliberately positioned in a discrete area?</p>
<p><b>O - Obvious</b></p>	<p>i.e. obviously suspicious – signs of tape, wiring, batteries, ticking etc.</p>
<p><b>T - Typical</b></p>	<p>Is the object typical of the environment? Is it out of the ordinary? Not typical of the normal everyday situation?</p>



## **STAY SAFE: Terrorist firearms and weapons attacks**

Firearms and Weapons attacks are rare in the UK. The 'STAY SAFE' principles tell you some simple actions to consider at an incident and the information that armed officers may need in the event of a weapons or firearm attack:

### **3.1 RUN**

- Escape if you can
- Consider the safest options
- Is there a safe route? RUN if not HIDE
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you
- Leave belongings behind

### **3.2 HIDE**

- If you cannot RUN, HIDE
- Find cover from gunfire
- If you can see the attacker, they may be able to see you
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls
- Be aware of your exits
- Try not to get trapped
- Be quiet, silence your phone and turn off vibrate
- Lock / barricade yourself in
- Move away from the door

### **3.3 TELL**

Call 999 - What do the police need to know? If you cannot speak or make a noise listen to the instructions given to you by the call taker

- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.

- Stop other people entering the building if it is safe to do so

### **ARMED POLICE RESPONSE**

- Follow officers instructions
- Remain calm
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat
- Keep your hands in view

### **OFFICERS MAY**

- Point guns at you
- Treat you firmly
- Question you
- Be unable to distinguish you from the attacker
- Officers will evacuate you when it is safe to do so

### **You must STAY SAFE**

- What are your plans if there were an incident?
- What are the local plans? e.g. personal emergency evacuation plan

### **Further advice**

[citizenAID](https://www.citizenaid.org) is a simple, clear teaching aid for immediate actions and first aid for a stabbing, bomb incident or mass shooting. Building on Run, Hide Tell, this helps people understand what to do in the event of an attack. Visit the website - <https://www.citizenaid.org>



**ANNOUNCEMENTS INFORMATION FOR [Event Name](#)**

Please announce/be aware of the following:

Vehicle movement to cease from [enter times](#)

All vehicles to be moved to Trade car park or designated area by [enter times](#)

(Please start announcing this from [enter time](#))

The First Aid Post is situated at [enter location here](#).

The Lost Children point is situated [enter location here](#)

The Toilets are located at [enter location here](#).

Smoking is not allowed in any marquee/building or near their entrances

**PLEASE REGULARLY ANNOUNCE:** “This is a safety announcement – please keep all your bags and belongings with you. Please ensure that they are not left unattended at any time. Please ensure that children are supervised at all times”.

In case of EMERGENCY EVACUATION possibly being necessary and in order to alert staff that there may be the need for evacuation, you will be asked to make an announcement (in person) by [enter names here](#) (Safety/Event Management), please then announce:

“The attendance of the promoter is urgently required at the PA”.

(Please repeat)

If it is decided that no action is needed, please announce:

“The attendance of the promoter is no longer required at the PA”

(Please repeat)

If it is decided that IT IS necessary to stop the event and evacuate the site, you will be asked to announce the following:

“The event has been cancelled. Please leave the area immediately by the nearest safe route. Thank you for your cooperation”.

(Please repeat)

If the Park actually has to be evacuated during the event, please announce:

The Meeting Point, if family members/friends become separated is at the [enter location here](#).

If any other safety announcement is needed, you will be given the wording at the time the instruction is given to you by [Safety Officer or Event Manager](#).