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**Bath & North East Somerset Council**

MEETING:	Licensing Sub-Committee	AGENDA ITEM NUMBER
MEETING DATE:	Thursday 17 January 2019	
TITLE:	Application to Vary the Premises Licence for <b>Valley Fest</b> Denny Lane, Chew Magna, Bristol	
WARD:	Chew Valley North	
AN OPEN PUBLIC ITEM		
List of attachments to this report:		
Annex A Application to Vary the Premises Licence		
Annex B Current Premises Licence		
Annex C Plan of Premises		
Annex D Representation from Safety & Standards Bath & North East Somerset Council		
Annex E Additional Information submitted by the Representor.		
Annex F Additional Information submitted by the Applicant		

## **1 THE ISSUE**

- 1.1 An application has been received for the Variation of an existing premises licence under Section 34 of the Licensing Act 2003 in respect of Valley Fest, Denny Lane, Chew Magna, Bristol.
- 1.2 The application was scheduled to be determined before the Licensing Sub-Committee on Thursday 20 December 2018, however, due to correspondence received prior to that hearing, Members resolved it necessary in the public interest, to extend the hearing time limit to enable them to take legal advice.
- 1.3 In the exercise of their discretion under Regulation 11 of the Licensing Act 2003 (Hearings) Regulations 2005, Members determined to adjourn the meeting until Thursday 17 January 2019.

## **2 RECOMMENDATION**

- 2.1 That the Licensing Sub-Committee determines the application.

## **3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)**

- 3.1 The costs of processing licences are covered by the fees charged. The fee for this application is £1,190.00.

## **4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL**

- 4.1 An Equality Impact Assessment (EqIA) has been completed. No adverse or other significant issues were found.
- 4.2 Consideration must be given to the Human Rights Act 1998 and the "convention rights".
- 4.3 The Licensing Sub-Committee has been delegated authority to determine the application on behalf of the Licensing Authority in accordance with the Licensing Act 2003.
- 4.4 When reaching a decision, the Licensing Authority must carry out its functions with a view to promoting the four licensing objectives.

## **5 THE REPORT**

- 5.1 An application has been received to vary an existing premises licence (Annex A).
- 5.2 The current premises licence is detailed in Annex B.
- 5.3 The Variation application seeks to:

- Increase the maximum capacity of persons permitted on the premises from 4,999 (as permitted under the current licence), to 9,999 persons;

- Vary the times the premises is open to the public :

From 10:00 hours on Friday to Midday the following Monday

- Vary the hours for the sale of alcohol to:

Friday	11:00 – 03:00 the following morning
Saturday	11:00 – 03:00 the following morning
Sunday	11:00 – 01:00 the following morning

- Remove the following conditions following consultation with the Police :

A suitable lead time shall be given to ensure proper scheduling;

A comprehensive risk assessment will be produced for the event and for the use of the licensed premises;

SIA accredited staff shall be provided and positioned at key points which shall include, but not be limited to, the bar areas;

All staff involved in the sale of alcohol shall be trained in respect of the specific Alcohol Policy for this event;

There will be a Lost Child Policy for the event on which staff shall be briefed.

The premise shall operate a Challenge 25 age verification policy

- Add the following conditions following consultation with the Police pre-application:

Staff shall be trained on issues regarding the Licensing Act 2003, service of alcohol with a record of this training kept at the premises and made available for inspection as required by the Police or Licensing Authority;

SIA registered security staff will be deployed at entrances and exits and key points within the premises including all bars. The total number of SIA registered security staff on site will be as follows in line with ticket sales:

Audience size up to 4,000: 10 SIA registered security staff during licensable activities times and 7 during the remaining hours;

Audience size 4,000 – 5,999: 12 SIA registered security staff during licensable activities times and 8 during the remaining hours;

Audience size 6,000 – 7,999: 19 SIA registered security staff during licensable activities times and 12 during the remaining hours;

Audience size 8,000 – 9,999: 24 SIA registered security staff during licensable activities times and 14 during the remaining hours;

The premises shall operate a Lost Child & Vulnerable Adult Policy of which all staff shall be made aware of.

NB Given that the maximum capacity applied for is 9,999 “audience size” should read “capacity”.

5.4 There are no changes proposed in respect of the provision of regulated entertainment or the provision of late night refreshment which shall remain as per the current licence.

5.5 A plan of the licensed premises is attached at Annex C.

5.6 The Licensing Act 2003 (Section 4) states that it is the duty of all Licensing Authorities to carry out their functions under the Act with a view to promoting the licensing objectives. The licensing objectives are:

- a) The Prevention of Crime and Disorder.
- b) Public Safety.

- c) The Prevention of Public Nuisance, and
- d) The Protection of Children from Harm.

Each objective is of equal importance; there are no other licensing objectives so these four are of paramount consideration at all times. When considering applications, representations or notifications, the Licensing Authority will have regard to these licensing objectives.

- 5.7 The Licensing Authority may vary and grant the application with or without additional conditions if they consider it appropriate and proportionate to do so.
- 5.8 The Licensing Authority can refuse the variation, or part of the variation, for the promotion of the licensing objectives.
- 5.9 The Licensing Authority may not however do anything to reduce the effect of the rights granted by the existing premises licence.
- 5.10 Section 4(3) Licensing Act 2003 states that the Licensing Authority should also have regard to the Council's Licensing Policy, the Statutory Guidance issued under Section 182 of the Licensing Act 2003, and the Licensing Act itself, and in particular to:-
  - a) Paragraphs 3-6, 8-10, 13-14, 15, 17-23, 27, 33-36, 38-41 and 43 of the policy as revised in 2015.
  - b) Chapters 8, 9 and 10 of the Statutory Guidance (as revised April 2017).
  - c) Sections 4, 9, 10, 13, 34, 35, 36, 182 and 183 of the Act.
- 5.11 The Licensing Authority recognises that Licensing and Planning are separate regimes. Where an application is granted by the Licensing Authority which would require planning permission this would not relieve the applicant of the need to obtain that permission. It will still be necessary for the applicant to ensure that he/she has **ALL** the necessary permissions in place to enable them to run the business within the law.
- 5.12 If the application is refused the applicant may appeal within 21 days of the notification to the Magistrates Court.

If the application is granted the person making the relevant representation may appeal within 21 days of the notification to the Magistrates Court.

On appeal the court may either dismiss the appeal; substitute the decision appealed against for any other decision which could have been made by the Licensing Authority, or remit the case to the Licensing Authority to dispose of it in accordance with the direction of the court. The court may make such order for costs as it thinks fit.



- 5.13 In accordance with the requirements of the Act copies of the application were served upon the Police, the Fire Authority, Environmental Health, Development Control, Trading Standards, the Health Authority and the Safeguarding Children and Young Persons Team.
- 5.14 The applicant was required to place a notice at the premises for a period of 28 days starting the day after the application was made and place an advert in a local newspaper within 10 working days of submitting the application to the licensing authority.
- 5.15 **One representation** of objection has been received from Ms Suzanne McCutcheon, Team Manager Safety and Standards BANES Council (Annex D). It expresses concern that the applicant's proposals to increase the maximum capacity of persons permitted to the licensed premises from 4,999 to 9,999 is likely to undermine the **Public Safety** licensing objective.
- 5.16 **No representations** have been received in relation to the proposal to remove several conditions attached to the current licence or to the proposal to vary opening times, or the times the sale of alcohol shall take place.
- 5.17 **Additional information** was submitted in advance of the hearing by the Representor (Annex E) and the applicant (Annex F). This information was promptly circulated to all parties.
- 5.18 This report has not been sent to the Trades Union because they would have no involvement in this application.

## **6 RATIONALE**

- 6.1 As a relevant representation has been received the Licensing Sub-Committee must determine the application in accordance with the Licensing Act 2003.

## **7 OTHER OPTIONS CONSIDERED**

- 7.1 None

## **8 CONSULTATION**

- 8.1 In accordance with the Licensing Act 2003 (Premises Licence and Club Premises Certificate) Regulations 2005, the applicant has given notice of the application to all the relevant Responsible Authorities and has advertised the application in the manner prescribed, both at the premises and within a local publication.
- 8.2 Issues relating to Safeguarding have been considered in respect of this application.

## **9 RISK MANAGEMENT**

- 9.1 A risk assessment related to the issue and the recommendations has been undertaken in compliance with the Council's decision making risk management guidance.

## **10 ADVICE SOUGHT**

- 10.1 The Council's Monitoring Officer (Head of Legal & Democratic Services and Council Solicitor), section 151 Officer (Director of Finance) and Head of Building Control and Public Protection have had the opportunity to input to this report and have cleared it for publication.

<b>Background papers</b>	Licensing Act 2003; Guidance issued under s.182 of the Licensing Act 2003; Licensing Act 2003 (Premises and Club Premises Certificates) Regulations 2005; and B&NES Statement of Licensing Policy.
<b>Contact person</b>	Terrill Wolyn, Public Protection Officer (Licensing)  01225 39693

## Application to vary a premises licence 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 Mini V LTD

(Insert name(s) of applicant)

being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below

## Premises licence number

18/00947/LAPRE

## Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description Valley Fest, Denny Lane, Chew Magna, Bristol			
Post town	Bristol	Postcode	BS40 8SZ

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£

## Part 2 – Applicant details

Daytime contact telephone number	07855 492108		
E-mail address (optional)	luke@valleyfest.co.uk		
Current postal address if different from premises address	Mini V Ltd, Herons Green Farm, Compton Martin Bristol		
Post town	Bristol	Postcode	BS40 6NL

**Part 3 - Variation**

Please tick as appropriate

Do you want the proposed variation to have effect as soon as possible?

☒ Yes☐  
No

If not, from what date do you want the variation to take effect?

DD		MM		YYYY	

Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (Please see guidance note 1) ☐ Yes ☒ No**Please describe briefly the nature of the proposed variation** (Please see guidance note 2)

To enable the event to grow in both attendance and added value for the audience, Valley Fest would like to propose the following variations:

1) To vary the maximum capacity limit authorised under the current licence from 4,999 to 9,999

2) To vary the opening hours of the premises authorised under the current licence to the following:

Friday: 10:00 – 23:59

Saturday: 00:00 – 23:59

Sunday: 00:00 – 23:59

Monday: 00:00 – 12:00

This will more accurately reflect the camping nature of the event; but please note that the existing Entertainment and Late Night Refreshment hours will remain unchanged.

3) To vary the Sale of Alcohol hours authorised under the current licence to the following:

Friday: 11:00 – 03:00

Saturday: 11:00 – 03:00

Sunday: 11:00 – 01:00

Please note that despite there being a substantial increase in capacity, there is to be no increase in the footprint of the licensed premises. The plans submitted with this application are for reference only.

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend:

9999

**Part 4 Operating Schedule**

Please complete those parts of the Operating Schedule below which would be subject to change if this application to vary is successful.

- | <b>Provision of regulated entertainment (Please see guidance note 3)</b>                                    | <b>Please tick all that apply</b> |
|---|-----------------------------------|
| a) plays (if ticking yes, fill in box A)  | <input type="checkbox"/>          |
| b) films (if ticking yes, fill in box B)  | <input type="checkbox"/>          |
| c) indoor sporting events (if ticking yes, fill in box C)   | <input type="checkbox"/>          |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D)  | <input type="checkbox"/>          |
| e) live music (if ticking yes, fill in box E)   | <input type="checkbox"/>          |
| f) recorded music (if ticking yes, fill in box F)   | <input type="checkbox"/>          |
| g) performances of dance (if ticking yes, fill in box G)  | <input type="checkbox"/>          |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input type="checkbox"/>          |

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

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

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



A

Plays Standard days and timings (please read guidance note 8)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 5)		
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 6)		
Thur					
Fri			<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> (please read guidance note 7)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 8)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 5)		
Tue					
Wed			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 6)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 7)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 8)			<u>Please give further details</u> (please read guidance note 5)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 6)
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 7)
Fri			
Sat			
Sun			

## D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 8)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 5)		
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 6)		
Thur					
Fri			<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> (please read guidance note 7)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 8)			Will the performance of live music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 5)		
Tue					
Wed			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 6)		
Thur					
Fri			<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> (please read guidance note 7)		
Sat					
Sun					



F

Recorded music Standard days and timings (please read guidance note 8)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 4)</u>	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here (please read guidance note 5)</u>		
Tue					
Wed			<u>State any seasonal variations for the playing of recorded music (please read guidance note 6)</u>		
Thur					
Fri			<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 (please read guidance note 7)</u>		
Sat					
Sun					

G

<b>Performances of dance</b> Standard days and timings (please read guidance note 8)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon			<b><u>Please give further details here</u></b> (please read guidance note 5)		
Tue					
Wed			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 6)		
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 7)		
Sat					
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 8)			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 4)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 5)		
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 6)		
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 7)		
Sun					

I

<b>Late night refreshment</b> Standard days and timings (please read guidance note 8)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon			<b>Please give further details here</b> (please read guidance note 5)		
Tue					
Wed			<b>State any seasonal variations for the provision of late night refreshment</b> (please read guidance note 6)		
Thur					
Fri			<b>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</b> (please read guidance note 7)		
Sat					
Sun					

J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 8)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 9)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 6)		
Mon					
Tue					
Wed			<b>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</b> (please read guidance note 7)		
Thur					
Fri	11:00	03:00			
Sat	11:00	03:00			
Sun	11:00	01:00			

K

<p><b>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</b> (please read guidance note 10).</p>
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L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 8)			<b>State any seasonal variations</b> (please read guidance note 6) N/A
Day	Start	Finish	
Mon	00:00	12:00	
Tue			
Wed			
Thur			
Fri	10:00	23:59	<b>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</b> (please read guidance note 7) N/A
Sat	00:00	23:59	
Sun	00:00	23:59	

**Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.**

These are the conditions currently imposed on the license which we believe could be removed as a consequence of the proposed variation:

- "A suitable lead time shall be given to ensure proper scheduling."
- "A comprehensive Risk Assessment will be produced for the event and for the use of the licensed premises."
- "SIA accredited staff shall be provided and positioned at key points which shall include, but not be limited to, the bar areas."
- "All staff involved in the sale of alcohol shall be trained in respect of the specific Alcohol Policy for this event."
- "There will be a "Lost Child Policy" for the event on which staff will be briefed."
- "The premises shall operate a "Challenge 25" age verification policy."

Please tick as appropriate

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence

☐☐

If you have not ticked one of these boxes, please fill in reasons for not including the licence or part of it below

As this is an electronic application the premises licence will be returned by post.

**M** Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

**a) General – all four licensing objectives (b, c, d and e) (please read guidance note 11)**

- Staff shall be trained on issues regarding the Licensing Act 2003, service of alcohol.
- A record of this training will be kept at the premises and made available for inspection as required by the Police or Licensing Authority.

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

- SIA registered security staff will be deployed at entrances and exits and key points within the premises including all bars. The total number of SIA registered security staff on site will be as follows in line with ticket sales:

- Audience size up to 4,000: 10 SIA registered security staff during licensable activities times and 7 during the remaining hours.
- Audience size 4,000 – 5,999: 12 SIA registered security staff during licensable activities times and 8 during the remaining hours.
- Audience size 6,000 – 7,999: 19 SIA registered security staff during licensable activities times and 12 during the remaining hours.
- Audience size 8,000 – 9,999: 24 SIA registered security staff during licensable activities times and 14 during the remaining hours.

**c) Public safety**

- The premises will operate a Lost Child and Vulnerable Adult Policy of which all staff will be made aware.

**d) The prevention of public nuisance**

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

- The premises will operate a 'Challenge 25' policy and will display signage advertising this policy at the all bar areas.


**Checklist:****Please tick to indicate agreement**

- I have made or enclosed payment of the fee; or ☐
- I have not made or enclosed payment of the fee because this application has been made in relation to the introduction of the late night levy. ☐
- I have sent copies of this application and the plan to responsible authorities and others where applicable. ☒
- I understand that I must now advertise my application. ☒
- I have enclosed the premises licence or relevant part of it or explanation. ☐
- I understand that if I do not comply with the above requirements my application will be rejected. ☒

**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.**

**Part 5 – Signatures** (please read guidance note 12)

**Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent** (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	Luke Hasell 
Date	1 <sup>st</sup> November 2018
Capacity	Director

**Where the premises licence is jointly held, signature of 2nd applicant (the current premises licence holder) or 2nd applicant's solicitor or other authorised agent** (please read guidance note 14). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

<b>Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 15)</b>			
<b>Post town</b>		<b>Post code</b>	
<b>Telephone number (if any)</b>			
<b>If you would prefer us to correspond with you by e-mail, your e-mail address (optional)</b>			
harad@tarrenproduction.co.uk			

### Notes for Guidance

**This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence, you should make a new premises licence application under section 17 of the Licensing Act 2003.**

1. You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable for the late night levy
2. Describe the premises. For example, the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place of consumption of these off-supplies of alcohol, you must include a description of where the place will be and its proximity to the premises.
3. In terms of specific regulated entertainments please note that:
  - Plays: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500.
  - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
  - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
  - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
  - Live music: no licence permission is required for:
    - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
    - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.



## Schedule 12 Part A

Regulation 33, 34

### Premises Licence

<b>Premises Licence Number</b>	18/00947/LAPRE
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#### Part 1 – Premises Details

**Postal address of premises, or if none, ordnance survey map reference or description, including Post Town, Post Code**

Valley Fest  
Denny Lane  
Chew Magna  
Bristol

**Telephone number** Not available

**Where the licence is time limited the dates** Not applicable

**Licensable activities authorised by the licence and the times the licence authorises the carrying out of licensable activities**

#### **Sale of Alcohol**

Friday to Sunday 10:00 - 01:00

#### **Performance of Dance (Indoors and Outdoors)**

Friday and Saturday 10:00 - 02:00

Sunday 10:00 - 01:00

#### **Exhibition of a Film (Indoors only)**

Friday and Saturday 10:00 - 02:00

Sunday 10:00 - 01:00

#### **Performance of Live Music (Indoors and Outdoors)**

Friday and Saturday 10:00 - 02:00

Sunday 10:00 - 01:00

#### **Performance of Recorded Music (Indoors and Outdoors)**

Friday and Saturday 10:00 - 02:00

Sunday 10:00 - 01:00

#### **Other Entertainment within Act (Indoors and Outdoors)**

Friday and Saturday 10:00 - 02:00

Sunday 10:00 - 01:00

#### **Late Night Refreshment (Indoors and Outdoors)**

Friday to Sunday 23:00 - 05:00

**The opening hours of the premises**

Friday and Saturday	10:00 - 02:00
Sunday	10:00 - 05:00

**Where the licence authorises supplies of alcohol whether these are on and/or off supplies**

Alcohol is supplied for consumption on the premises

## Bath & North East Somerset Council

### Part 2

**Name, (registered) address, telephone number and email (where relevant) of holder of premises licence**

MiniV Ltd  
Herons Green Farm  
Compton Martin  
Bristol  
BS40 6NL  
07855492108  
luke@thestorygroup.co.uk

**Registered number of holder, for example company number, charity number (where applicable)**

Registered Business Number - 06358616

**Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol**

Mr Luke Hasell  
Herons Green Farm  
Compton Martin  
Bristol  
BS40 6NL

**Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol**

B&NES/18/00530/LAPER  
Bath & North East Somerset Council

This licence is issued by Bath & North East Somerset Council as licensing authority under Part 3 of the Licensing Act 2003 and regulations made thereunder.

Signed for and on behalf of  
Bath & North East Somerset Council:



Dated 14 May 2018

• •

## **Annex 1 – Mandatory conditions**

Mandatory conditions in respect of premises supplying alcohol for consumption on the premises only, or both on and off the premises:

No supply of alcohol may be made under the premises licence:

- a) at a time when there is no designated premises supervisor in respect of the premises licence, or
- b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.

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

From 28 May 2014:

The Licensing Act 2003 (Mandatory Licensing Conditions) Order 2014

1. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

2. For the purposes of the condition set out in paragraph 1:

- (a) "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979(a)\*;
- (b) "permitted price" is the price found by applying the formula:

$$P = D + (D \times V)$$

where:

- (i) P is the permitted price,
- (ii) D is the rate of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
- (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
- (c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence:
  - (i) the holder of the premises licence,
  - (ii) the designated premises supervisor (if any) in respect of such a licence, or

(iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;

(d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

(e) "valued added tax" means value added tax charged in accordance with the Value Added Tax Act 1994(b)\*.

3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

4. (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.

(2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

(a)\* 1979 c. 4. Section 1 was amended by regulation 2 of the Excise Duty (Amendment of the Alcoholic Liquor Duties Act 1979 and the Hydrocarbon Oil Duties Act 1979) Regulations 1992 (S.I. 1992/3158), section 162 of and Part 1 of Schedule 29 to the Finance Act 1995 (c. 4), section 7 of and paragraph 2(a) of Schedule 2 to the Finance Act 1991 (c. 31), section 3 of the Finance Act 1993 (c. 34), section 227 of and paragraph 51 of Schedule 39 to the Finance Act 2012 (c. 14), section 1 of the Finance Act 1995, section 1 of and Part 2 of Schedule 1 to the Finance Act 1988 (c. 39), section 5 of the Finance Act 1997 (c. 16) and Article 2 of the Alcoholic Liquor Duties (Definition of Cider) Order 2010 (S.I. 2010/1914). Section 2 was amended by article 6 of the Alcoholic Liquors (Amendment of Enactments Relating to Strength and to Units of Measurement) Order 1979 (S.I. 1979/241), regulation 2 of S.I. 1992/3158, section 11 of and Part 2 of Schedule 8 to the Finance Act 1981 (c. 35), section 7 of and paragraph 3 of Schedule 2 to the Finance Act 1991 and section 5 of the Finance Act 1997. Section 3 was amended by article 7 of S.I. 1979/241. Section 4 was amended by article 8 of S.I. 1979/241, section 15 of and paragraphs 2 and 3 of Schedule 1 to the Finance Act 2011 (c. 11) and section 227 of and paragraphs 51 of Schedule 39 to the Finance Act 2012 (c. 14). Section 5 was amended by section 1 of the Finance Act 1982 (c. 39) and section 180 of the Finance Act 2013. Section 36 was amended by section 7 of the Finance Act 1991, section 4 of and paragraph 1 of Schedule 1 to the Finance Act 2002 (c. 23), sections 14 and 15 of paragraphs 2 and 4 of Schedule 1 to the Finance Act 2011, section 180 of the Finance Act 2013 and section 1 of and paragraph 9 of Schedule 1 to the Finance Act (No. 2) Act 1992 (c. 48). Section 37 was amended by section 15 of and paragraph 1 of Schedule 1 to the Finance Act 2011 and section 180 of the Finance Act 2013. Section 54 was amended by section 1 of and paragraph 12 of Schedule 1 to the Finance (No. 2) Act 1992 and section 5 of the Finance Act 1985 (c. 54). Section 55 was amended by section 1 of the Finance Act 1984 (c. 43) and section 1 of and paragraph 13 of Schedule 1 to the Finance (No. 2) Act 1992. Section 62 was amended by section 3 of the Finance Act 1996 (c. 8), section 10 of the Finance (No.2) Act



## Bath & North East Somerset Council

1997 (c. 58), section 180 of the Finance Act 2013, section 4 of the Finance Act 1998 (c. 36) and section 3 of the Finance Act 1997. There are other amendments which are not relevant to this Order.

(b)\* 1994 c. 23. Section 2 was amended by section 3 of the Finance (No.2) Act 2010 (c.31). Section 7 was amended by section 76 of and Part 1 of Schedule 36 to the Finance Act 2009 (c. 10) and section 203 of and paragraphs 2 and 3 of Schedule 28 to the Finance Act 2012 (c. 14). Section 24 was amended by section 19 of and paragraph 1 of Schedule 8 to the Finance (No.3) Act 2010 (c.33). There are other amendments which are not relevant to this Order.

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From 1 October 2014:

### The Licensing Act 2003 (Mandatory Licensing Conditions) (Amendment) Order 2014

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

4. The responsible person must ensure that: a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures - i) beer or cider: ½ pint; ii) gin, rum, vodka or whiskey: 25ml or 35ml; and iii) still wine in a glass: 125ml; b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

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Admission of children is restricted in accordance with the recommendation by the British Board of Film Classification.

If the film has not been classified the restriction of children must be approved by the Licensing Authority.

("Children" means any person under 18 years).

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Any individual employed to carry out a security activity must be licensed by the Security Industry Authority.

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## Annex 2 – Conditions consistent with the Operating Schedule

This premises licence is to have effect from Friday, up to and including the following Monday, on one weekend per calendar year during the month of August.

3 months written notification of the event dates to be given to the Responsible Authorities.

Each year, prior to the event:

A suitable lead time shall be given to ensure proper scheduling.

The premises licence holder shall ensure that members of the event's team liaise with representatives of the Safety Advisory Group for Events (SAGE) or equivalent and attend SAGE meetings as required;

Members of the event's team shall liaise with the Police in advance of the event to identify any trends/intelligence which may surround a particular group or audience profile and plan accordingly and consult with local residents via their engagement with parish councils.

A comprehensive risk assessments will be produced for the event, and for the use of the licensed premises;

A detailed Event Safety Management Plan will be produced; and

A detailed site layout plan will be produced showing clear ingress/egress routes, audience circulation areas, welfare and medical facilities;

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The event shall be limited to three "Show" days (only late night refreshment shall be permitted on the premises beyond 01:00 hours on the Monday).

Appropriate fencing shall be installed at the event site to define the limits of the licensed premises.

Entry to each event will be restricted to ticket/wristband access only.

Staff shall monitor and regulate the number of persons attending the event and shall ensure that safe capacities are not exceeded in the individual venues.

There shall be an established and clear method of communication on site between all key personnel.

Designated parking areas shall be managed by experienced "traffic management providers".

SIA accredited staff shall be provided and positioned at key points which shall include, but not be limited to, the bar areas.

A list of all persons evicted from the event site will be logged and produced at the request of the Police.

All staff involved in the sale of alcohol shall be trained in respect of the specific Alcohol Policy produced for this event.

All staff shall be trained in respect of the specific Drugs Policy produced for this event.

All alcohol sold at the premises shall be provided in non-glass vessels.

Patrons shall not be permitted to bring glass onto the premises.

Medical and welfare facilities shall be staffed and clearly signed during the event.

Lighting levels on the premises shall be set at a level to enable patrons to clearly navigate their way around.

Appropriate warning signage will be prominently displayed to flag up any potential hazards on site.

A dedicated "noise complaint line" shall be provided to local residents to enable them to report any noise nuisance they experience during key events.

No build-up of festival litter or waste shall be permitted on the premises, outside of the premises or on local highways.

No under 18's attending the event will be admitted to the premises without a responsible adult.

No under 18's shall work at the licensed site unless a suitable and sufficient risk assessment has been carried out and all control measures have been effectively implemented.

There will be a "Lost Child Policy" for the event on which staff will be briefed.

The premises shall operate a "Challenge 25" age verification policy.

Security personnel shall confiscate alcohol from any persons found to be drinking under-age.

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**Bath & North East  
Somerset Council**

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**Annex 3 – Conditions attached after a hearing by the licensing authority**

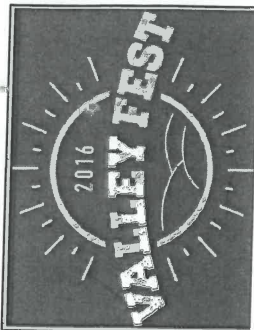
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# Bath & North East Somerset Council

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## **Annex 4 – Plans**

As submitted with application.



Drawing Title:  
**Valley Fest 2016**

Drawing Revision  
**Version 9**

Drawn By  
**Jim Davey**

Issue Date  
**10.06.16**

Circulation

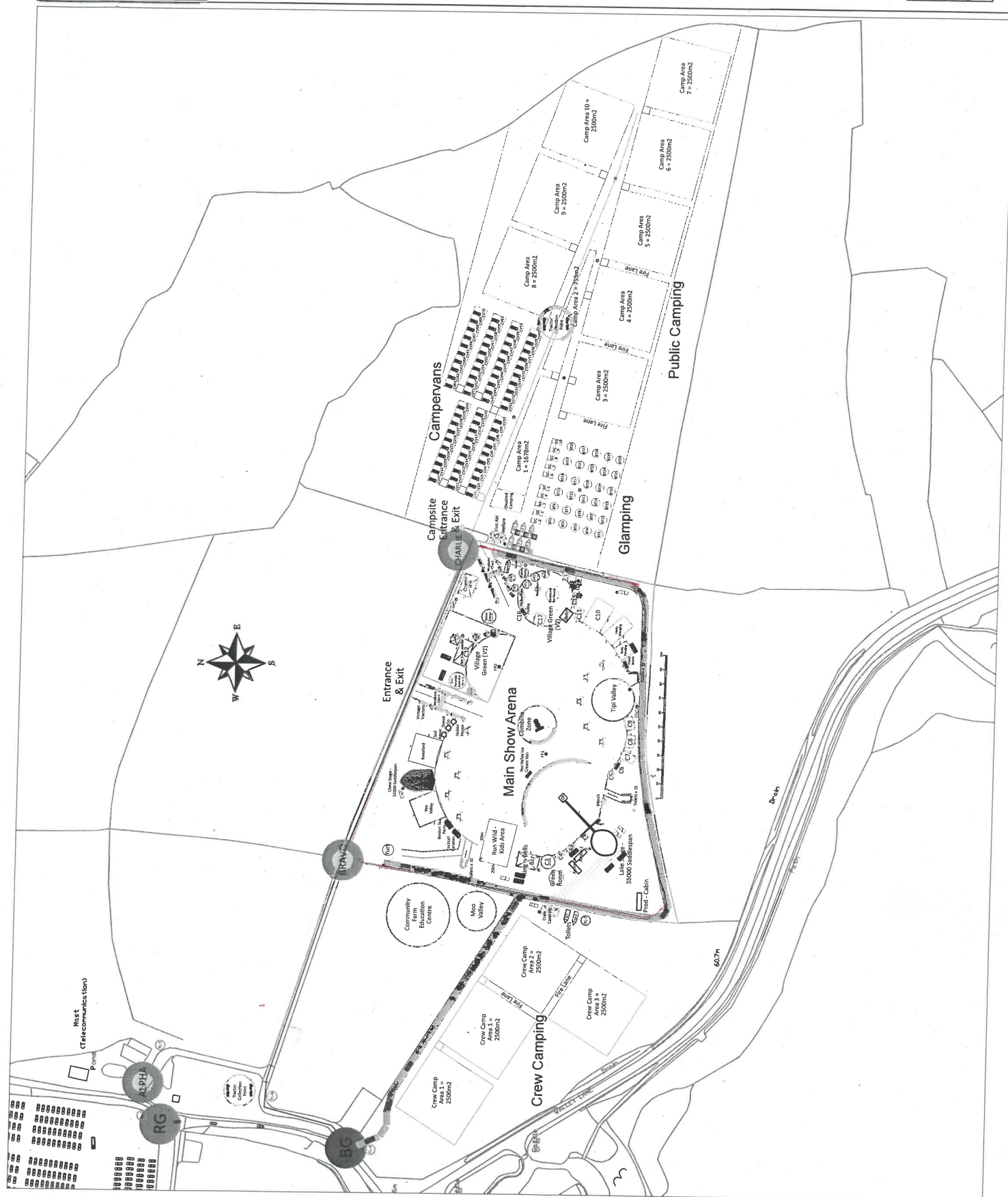
**VF Senior  
Management and  
B&NES Only**

Scale

**DNS**

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**Lewis House, Manvers Street, Bath BA1 1JG**

## **Representation Form**

### **Responsible Authority.**

Health and Safety

Your Name	Suzanne McCutcheon
Job Title	Team Manager Safety and Standards
Postal and email address	Bath & North East Somerset Council Health & Safety Lewis House Manvers Street Bath BA1 1JG
Contact telephone number	01225 396044

Name of the premises you are making a representation about.	Valley Fest Variation to Licence Application 18/03096/LAPRE
Address of the premises you are making a representation about.	Valley Fest The Community Farm Denny Lane Chew Magna Somerset BS40 8SZ

Which of the four licensing objectives does your representation relate to? Please state yes or no.	Yes or No	Please detail the evidence supporting your representation. Or the reason for your representation. Please use separate sheets if necessary.
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<p>All 4 licensing objectives, namely:</p> <ul style="list-style-type: none"> <li>• The prevention of crime and disorder;</li> <li>• The prevention of public nuisance;</li> <li>• Public Safety</li> <li>• The protection of children from harm</li> </ul>	<p>No</p> <p>No</p> <p>Yes</p> <p>No</p>	<p>In its role as a Responsible Authority the Health and Safety Team has considered this application and have serious concerns that the applicant's operating schedule fails to propose appropriate measures to promote the licensing objectives in respect of :</p> <p><b><u>Public safety relating to location of the festival site (the capacity and access arrangements to manage 9999 persons) and the overall capacity of the site to accommodate that increase in numbers safely especially in relation to camping and car parking.</u></b></p> <p>The Community Farm is located off Denny Lane which is a single track lane. Access to the event is from Walley Lane.</p> <p>Last year, the event organisers trialled access to the event site via land owned by Bristol Water, however the main route for event traffic would be signed off Walley Lane.</p> <p>The recently updated Traffic Management plan has been reviewed and advice sought from the Council's Transportation Planning Team in order to assist the H&amp;S Team in assessing the issues.</p> <p>A number of points were raised that cast doubt on the validity and realistic application of this report:</p> <ul style="list-style-type: none"> <li>• The reference documents that the Traffic Management Consultant is quoting from when determining the capacity of the local road network infrastructure is inappropriate for this situation. The data being reference refers to a Design Manual for Roads and Bridges – traffic capacity of urban roads. This document is the start point in the design an assessment of new urban road links. Not appropriate in this circumstance.</li> <li>• The tables quoted in the Traffic Management plan are for the construction</li> </ul>
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	<p>of new roads – not traffic management of existing ones.</p> <ul style="list-style-type: none"> <li>• The traffic flows quoted for each type of road is the maximum flow or free flow on a link given certain speeds and does not take into account local circumstances or the interaction with other junctions.</li> <li>• The flow capacities in the tables assume no other traffic on the network at the time.</li> </ul> <p>The Consultant makes a number of unsubstantiated assumptions in the report when determining the flow capacity which includes:</p> <ul style="list-style-type: none"> <li>• No adjustment for HGV traffic (there is no restriction on them travelling at weekends)</li> <li>• The flow rate calculated has assumed a rate of 750 cars per hour turning however takes no account of existing flows that aren't entering the site, or traffic having to give way to each other.</li> <li>• It also states that the majority of the traffic could approach via the A37/B3130. This is v misleading as this could be anywhere between 51 or 99% of the traffic.</li> <li>• The report assumes 2.5 persons per vehicle but provides no evidence to support this.</li> <li>• The report states given the attendance includes staff and other methods of arrival, the car parking provision is adequate. Given the site location and its lack of public transport links, it should be assumed that in fact everyone will be arriving by car.</li> </ul> <p>The report states that the assessment made and the event history suggests that Walley Lane can cope, however offers no evidence to substantiate this. The report also states that congestion is deemed acceptable given that it brings income to the local economy. No assessment has been made as to how wide spread this congestion maybe and how it may affect those in the local area, trying to go about their daily activities.</p>
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	<p>The risk assessments included in the Traffic management plan do not relate to the event site in question and are identical to a Traffic Management plan recently submitted for a different event within in BANES. This reduces the confidence that we have in relation to the Traffic Management Consultant.</p> <p>The event organiser has not engaged in any pre-license discussions and has not offered any information relating to the ticketing of the event.</p> <p>In 2018 The site accommodated :  2848 – weekend camping  164 – weekend no camping  687- Saturday tickets  1123 – crew and artists  Friday and Sunday tickets – 433</p> <p>Max capacity: 4822</p> <p>This does not breakdown how many were campervan camping or the number of vehicles that arrived on site</p> <p>The festival is not proposing to expand the event footprint.</p> <p>Using the site plan from 2018 and the areas designated for camping – using 430 tents per hectare or 11m<sup>2</sup> per person as outlined in the previous event management plan, the number that can be accommodated in the designated camping areas is <b>2566</b> persons. This is less than the actual number of camping tickets sold, although it is not clear how many campers had a camper van or were in the 'glamping' field.</p> <p>There is no indication as to the numbers of persons that can be accommodated in the 'glamping area' of the 2018 site plan and this is not apparent from last years ticket sales.</p> <p>There is no indication as to how many 'campervans' can be accommodated in the 'Campervan area' on the site plan. No density</p>
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		<p>ratios are quoted in the event management plan.</p> <p>Crew camping utilising the same footprint area and the same 11m<sup>2</sup> per person calculation could accommodate 909 persons</p> <p>Given the current lack of detail in relation to the above, it is difficult to assess the total capacity that the site has in relation to camping provision. However, given that the current capacity is half of what it could be if the variation is granted it is unlikely that the site would be able to accommodate double the number of camping ticket holders.</p> <p>The event organiser has not provided a detailed breakdown of the proposed number of ticket types for the 2019 event Therefore it is not possible to determine whether there will either be an increase in the percentage number of tickets holders remaining on site, ( ie camping for the weekend) or if there will be a significant increase of day/weekend tickets with no camping ,which will greatly impact on the vehicle movements entering and leaving site across the duration of the festival.</p> <p>Either way, both these scenarios pose risks to public safety either in terms of site accommodation or in wider terms of public safety that also impinge on the local area and accessing the event site.</p> <p>In addition there is no indication of how parking arrangements will be managed to enable free access and egress of day ticket holders or contingency arrangements for inclement weather</p> <p>Reference is made to the site plan contained on page 10 of the TRAFFIC, TRANSPORT &amp; PEDESTRIAN MANAGEMENT PLAN Valley Fest 2019 produced by JPS Event Consultancy Ltd</p>
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## ANNEX D

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<p>Suggested conditions that could be added to the licence to remedy your representation you would like the Licensing Sub Committee to take into account. Please use separate sheets where necessary and refer to checklist.</p>	<p>While the H&amp;S team have powers under the Health and Safety At Work Act, the application to short duration events and festivals can be problematic. Likewise once and problem arises, the knock on effect to remedy it can cause even more issues, which makes it difficult to resolve.</p> <p>I am unable to recommend or advise on any appropriate conditions that would be enforceable as it is difficult to determine when a 'proposed' plan can be deemed sufficient.</p> <p>I would however advise that the event organiser collates more specific data around the following to justify that the site within its current footprint is capable of accommodating a doubling in capacity</p> <ul style="list-style-type: none"> <li>• ticket sales and their breakdown into each category,</li> <li>• break down in relation to the number of vehicle movements arriving and leaving site (ticket holders, suppliers, crew etc) on each event day</li> <li>• occupancy levels in relation to the different types of camping (campervan, crew, glamping and camping)</li> <li>• assessment of traffic flow around the local area of the site</li> </ul> <p>This would enable to the event organiser to put more evidence based plans together, and reassure the Committee that the site can safely accommodate the requested increase in capacity ie 9999 persons..</p>
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N.B. If you do make a representation you will be expected to attend the Licensing Panel and any subsequent appeal proceeding.

**Signed:**

*Jeane McCurran*

**Date: 28/11/2018**

Please return this form along with any additional sheets to:

Licensing Services,  
Public Protection,  
Lewis House,  
Manvers Street,  
Bath  
BA1 1JG

E-mail address: [licensing@bathnes.gov.uk](mailto:licensing@bathnes.gov.uk)

***This form must be returned within 28 consecutive days of the application being made to the Licensing Authority.***



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# TRAFFIC, TRANSPORT & PEDESTRIAN MANAGEMENT PLAN

## Valley Fest 2019

Produced by JPS Event Consultancy Ltd for and on behalf Mini V Ltd.  
DRAFT VERSION 1.0





## Document History

Document Ref.	Prepared by:
VF2019_TTPMP_1.0	Jonathan Perry BA(Hons) GRAD IOSH MIsntLM
Date:	Notes:
6th November 2018	Draft Version 1.0 - For Discussion and Consultation Purposes.

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# Sections

About the Author of this Plan	4
Introduction	4
Summary	5
Traffic Flow General Principles	6
Application to Valley Fest	8
Public Traffic and Pedestrian Management	9
<i>Travel by Car</i>	<i>11</i>
<i>Travel by Bus</i>	<i>15</i>
<i>Travel by Train</i>	<i>15</i>
<i>Travel by Taxi</i>	<i>15</i>
<i>Travel by cycle</i>	<i>16</i>
<i>Contact Numbers</i>	<i>16</i>
Production Traffic Management	17
Emergency Access	18

## About the Author of this Plan

Jonathan Perry BA(Hons) GRAD IOSH MInstLM is a director of JPS Event Consultancy Ltd. The company provides services to some of the countries best-known festivals and events, including Traffic Management, Health & safety, Fire Safety & Equipment and Waste Management. In terms of Traffic Management JPS provides the event a complete package from planning and designing the Transport, Traffic and Pedestrian Management Plan, manufacturing the Traffic Signs Manual (TSM) compliant signage, and supplying all staffing from Community Safety Accreditation Scheme (CSAS) - the company being authorised by the National Police Chief's Council to Streetworks and various marshals involved in Traffic and Pedestrian Management. Jonathan is a retired police officer, having served at three ranks as a traffic officer for Devon & Cornwall Constabulary. There was an overlap in careers as he established JPS in 2004. He is a graduate level member of the Institute of Safety and Health, graduate level in social and organisational studies, including the psychology of crowds and data analysis. He is also a qualified forensic collisions investigator, holding an advanced City & Guilds certificate, a highways inspector, Streetworks operative and supervisor, and a CSAS accredited person. He is also an advanced police driver and motorcycle instructor. He is the onsite traffic manager for Glastonbury Festival, provides traffic management and H&S to London Mela, authored the traffic plan for the First National Palladium in Dubai and has lectured on producing safer events to the Province of Nova Scotia, Canada (their equivalent of a regional Safety Advisory Group). He was also Safety Advisor to the Ed Sheeran UK tour in 2018. This is only a brief selection; a full CV is available on request.

## Introduction

This plan has been developed to establish a framework for the proficient management of traffic and pedestrian movement in connection with Valley Fest. It has been split into three constituent parts:

- Public Traffic and Footfall
- Production Traffic Management
- Emergency Service Access

It has been prepared with consideration to the successful management over previous years and has been informed by HSG 195 "The Event Safety Guide", the code of practice for safety at street works and road works, the traffic signs manual, the road safety good practice guide, JPS Event Consultancy Ltd, and many years of experience within the live events & festival organisation.

This plan shall be circulated to all members of the Safety Advisory Group, or similar body, for their consideration and approval. Appropriate reference should also be made to the Event Management Plan.

This plan will be executed from Monday 22nd July 2019 until such time as the last production traffic has vacated the site. Specifically with regards to ticket holder transport, this section of the plan will be implemented from 08:00 hours on Friday 2nd to noon on Monday 5th August 2019.

## Summary

MiniV Ltd is producing Valley Fest 2019 in partnership with Yeo Valley Organics. The event has grown out of the smaller MiniV Harvest Festival held for the first time in 2014. The planned event for 2019 varies little from the success of 2018 from a Traffic Management perspective. The new entrance / route to facilitate a small growth last year show clear capacity to facilitate further growth. As such a license capacity of 9,999 persons will be applied for in 2019. The venue is The Community Farm, Denny Lane, Chew Magna.

Most attendees will be families or mature adults due to the association with Yeo Valley and other sponsors, which is the primary purpose of the event.

Valley Fest will be a weekend event, running Friday to Sunday, with a safe, family-friendly atmosphere focused around musical entertainment, food and performing arts activities. The event aims to enrich the local area and build strong ties to the rural community here, a shared vision of the event organisers and partners. Aimed at all ages, Valley Fest 2019 will also provide extensive facilities, workshops and entertainment for children.

## Traffic Flow General Principles

The capacity of roads can be affected by a wide range of factors that may not always be accurately predicted by the road features identified. For this reason capacity flows may be up to 10% more or less than the values given in this document, which is restricted to only relevant observations for the roads under consideration.

Potential capacity will not be reached if either the capacity of nearby junctions or the capacity of an adjoining road is lower than the road in question. The flow on a road may also be affected by turning movements restricting the capacity.

The flows given in the below tables are the maximum that typical roads can carry consistently in an hour. The principal factors that may affect flow levels on roads are given in Table 1.

For motorways the prime determinant is the carriageway width, but for all-purpose roads flow is also affected by the speed limit, the frequency of side roads, the degree of parking and loading, the frequency of at grade pedestrian crossings, bus stops, and accesses.

Roads in Category UAP3 and UAP4 may carry high proportions of local traffic, resulting in an increase in turning movements at junctions and accesses.

Feature	ROAD TYPE				
	Motorway	All-purpose			
	UM	UAP1	UAP2	UAP3	UAP4
<b>General Description</b>	Through route with grade separated junctions, hardshoulders or hardstrips, and motorway restrictions.	High standard single/dual carriageway road carrying predominantly through traffic with limited access.	Good standard single/dual carriageway road with frontage access and more than two side roads per km.	Variable standard road carrying mixed traffic with frontage access, side roads, bus stops and at-grade pedestrian crossings.	Busy high street carrying predominantly local traffic with frontage activity including loading and unloading.
<b>Speed Limit</b>	60mph or less	40 to 60 mph for dual, & generally 40mph for single carriageway	Generally 40 mph	30 mph to 40 mph	30mph
<b>Side Roads</b>	None	0 to 2 per km	more than 2 per km	more than 2 per km	more than 2 per km
<b>Access to roadside development</b>	None. Grade separated for major only.	limited access	access to residential properties	frontage access	unlimited. access to houses, shops & businesses
<b>Parking and loading</b>	none	restricted	restricted	unrestricted	unrestricted
<b>Pedestrian crossings</b>	grade separated	mostly grade separated	some at-grade	some at-grade	frequent at-grade
<b>Bus stops</b>	none	in lay-bys	at kerbside	at kerbside	at kerbside

		Two-way Single Carriageway- Busies: direction flow (Assumes a 60/40 directional split.)					Dual Carriageway		
		Total number of Lanes					Number of Lanes in each direction		
		2		2-3	3-4	4	2	3	4
Carriageway width		6.75m	7.3m	10.0m	13.5m	14.6m	6.75m	11.0m	14.6m
Road type	UM	Not applicable						5600	7200
	UAP 1	1320	1590	2010	2800	3050	3350	5200	*
	UAP 2	1260	1470	1860	1900	2100	2950	4800	*
	UAP 3	1110	1300	1620	*	*	2300	3300	*
	UAP 4	900	1140	1410	*	*	*	*	*

## Notes

1. Capacities are in vehicles per hour.
2. Assumption that HGV capacity is less than or equal to 15%
3. (\*) Capacities are excluded where the road width is not appropriate for the road type and where there are too few examples to give reliable figures.



		<b>Two-way Single Carriageway- Busiest direction flow</b> (Assumes a 60/40 directional split)									<b>Dual Carriageway</b>			
		Total number of Lanes									Number of Lanes in each direction			
Carriageway width		2				2-3	3	3-4	4	4+	2	3	4	
		6.1m	6.75m	7.3m	9.0m	10.0m	12.3m	13.5m	14.6m	18.0m	6.75m	7.3m	11.0m	14.6m
Road type	UM	Not applicable										4000	5600	7200
	UAP1	1020	1320	1590	1860	2010	2550	2800	3050	3300	3350	3600	5200	*
	UAP2	1020	1280	1470	1550	1650	1700	1900	2100	2700	2950	3200	4800	*
	UAP3	900	1110	1300	1530	1620	*	*	*	*	2300	2600	3300	*
	UAP4	750	900	1140	1320	1410	*	*	*	*	*	*	*	*

The capacities given in the above tables provide a guide for the assessment of an appropriate carriageway width and standard. The capacities apply to the class of roads stated and take no account of the effects of junctions.

These capacities have been calculated with a view to supporting the automated and manual traffic counts as an indicator of any spare capacity and at what times of day.

Source: Roads Task Force and Transport for London.

## Application to Valley Fest

Firstly there is no need to make any adjustments to any of the above figures due to usage of large goods vehicles, particularly as the event is held on a weekend.

Congestion will occur where vehicle flow intensity exceeds the highway filtration capacity. Any road has an optimum finite capacity. Should traffic volume exceed the figures detailed in this plan congestion is anticipated.

What is 'acceptable congestion' varies depending on location and self-interest. This is a subjective term and whilst a topical phrase for Traffic Management does not currently have a definition. For example, what is acceptable congestion of the M25 will differ from what is acceptable through Scorrier, particularly when environmental factors are taken into account.

As such this plan will consider "the man on the omnibus". Acceptable congestion will be judged on what your average man on the bus may think. Some congestion must be acceptable given that the event will bring significant income to the local economy. Some congestion will be acceptable in the same way that traffic brought by the holiday trade is accepted because of the benefits it also brings. This plan sets out to anticipate where congestion may occur and provide ways minimise this to a level where it is either removed or becomes acceptable and reasonable.

The remainder of this plan will use the application of this data to suggest an option that is most acceptable both in terms of the location and the overall flow.

This enhanced plan has been produced to demonstrate that it does represent "acceptable congestion" and is based on evidence and science.

Walley Lane to the venue in both directions should be considered as UAP3. This suggests an approximate flow of 900 vehicles per hour in each direction. However, considering traffic requiring to turn right into the venue, even though this is assisted by Community Safety Scheme (CSAS) accredited persons, a reduction to UAP4 and 750 vehicles per hour is reasonable.

At this rate the parking team can park vehicles at the rate they can leave the road and enter the estate.

CSAS operatives will be deployed, linked by radios and a manager keeping an overview, to ensure this flow rate is maintained as much as possible.

If all persons attending were to arrive by car, not bus / coach, then this would equate to 3,000 cars, or 4 hours. Accepting there will be arrivals on Friday as early as 8am steadily increasing to a peak around the gates opening time and then tailing off to around 6pm only 'acceptable congestion' is anticipated given the 10-hour arrival period. It should also be noted that about 80% are expected to arrive on the Friday and the above is calculated on 100%.

## Public Traffic and Pedestrian Management

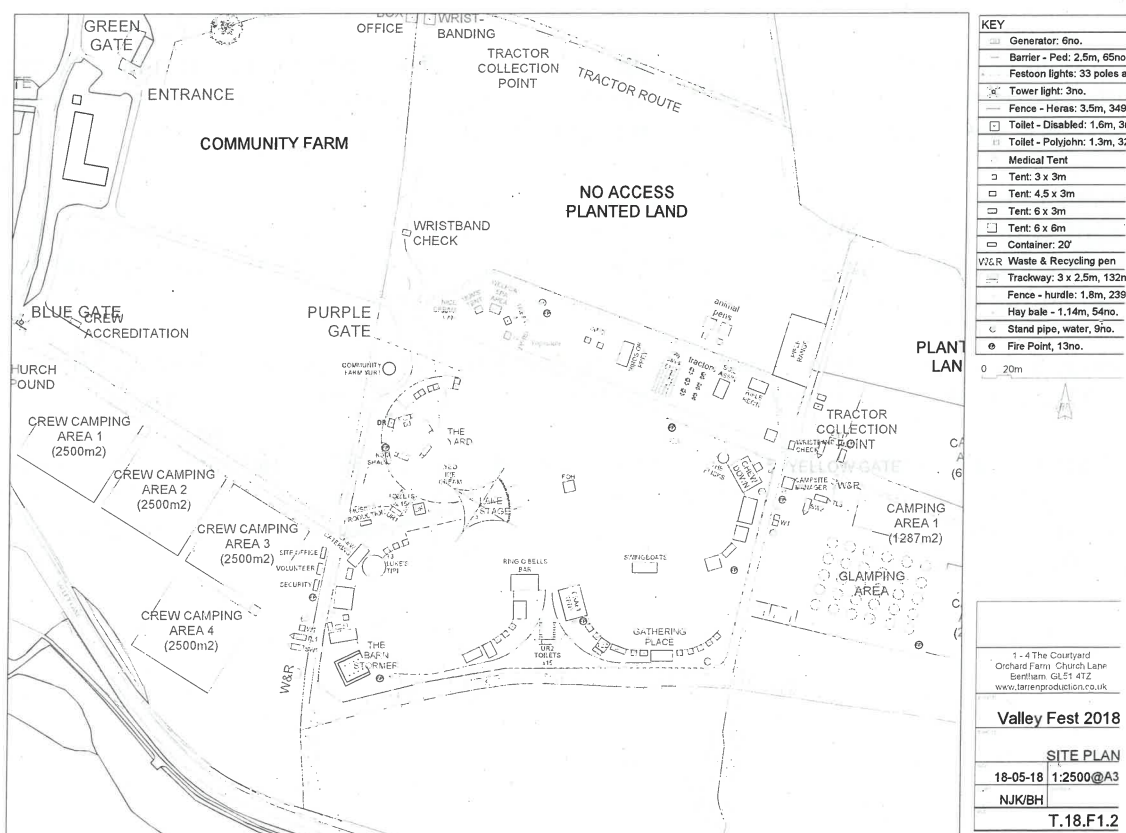
The Community Farm is situated on Denny Lane close to the junction with Walley Lane opposite Chew Lake Picnic Site. The venue is roughly situated between Chew Magna and Chew Stoke, and within 150m of the lake shore. Public access to the site will be via the water works off Walley Lane, which emerges in Denny Lane at Brown gate. By using this new route there is a long run to the car parks not on the public road, and no conflict with exiting traffic, facilitating a larger capacity. From here it is a short distance to a number of possible access and egress points on both sides of the road. For the purposes of this plan the route between Walley Lane and the farm we have designated as Blue Route, whilst Green Route takes users from the farm to Tunbridge Road, where Denny Lane exits into Chew Magna. Normal exit will be down Denny Lane to Walley Lane.

The land in use for the festival incorporates 38 acres of The Community Farm plus 10 acres of additional parking on the other side of the lane accessible through an entrance designated as Brown Gate, which will be used for staff and contingency parking.

All roads in the area are managed by Bath and North East Somerset Council. The primary roads in relation to this plan are the B3130 through Chew Magna; Chew Lane which leads to Chew Stoke; Walley Lane which runs along the lake shore and the A368 which leads from the A37 into Bishop Sutton and to which Walley Lane adjoins via a short lane.

Previous years presumption that the majority of traffic would approach via Bristol using either the A37/B3130 or the Wells Road into Chew Magna has proved correct.

The Parking field - entered via Green Gate and exited via Red Gate - is large and easily accessible via Denny Lane from Walley Lane. The Event Site is accessed via Blue Gate on the right of the Lane via a stone track entry that leads through the site. (Below maps to be updated with 2019 site maps when available.)





\* During time of heavy demand traffic maybe exited north bound up Denny Lane. However, in order to minimise any impact on Chew Magna when possible marshals will facilitate exit southbound. Such exiting traffic is expected to be light.

The festival will provide sufficient personal radios for onsite and offsite traffic marshals to effectively communicate. Testing must take place prior to the festival to ensure the most northern point in Denny Lane is within range.

### **Travel by Car**

The car park is 16 acres in size and could accommodate up to 3,200 vehicles if parked effectively, equivalent to 8,000 persons at the accepted rate of 2.5 persons per vehicle. As such it will easily accept all cars expected to attend the event in 2019. Given that the licensed capacity and hoped for future growth to 9,999 in attendance includes staff and other methods of arrival the car park is still sufficient. However, there is also contingency parking as shown on the site plan should additional space be required in the event of poor ground conditions, for example.

The live-in vehicle area could easily accept 500 vehicles, which again exceeds requirement. The organisers will provide adequate fire fighting cover/equipment for the live-in vehicle area and all car parks in the event of a vehicle fire.

Peak arrival is expected between noon, when the gates officially open, and 20:00 on Friday 2nd August, with peak exit being between 0800 and noon on Monday 5th. With the increased capacity car parks will be available to receive vehicles from 10am in order to prevent a build up of circling traffic and a 'false-peak' at noon. Non-event traffic levels can be considered light / moderate having moved the event from the bank holiday weekend. However, Chew Valley Lake is a popular destination and good weather is likely to bring visitors to the picnic site at the end of Denny Lane. This may cause complexities in traffic management. In order to ensure local travellers are made sufficiently aware in advance, the plan will be advertised in detail in the local area prior to the event, in order to raise awareness of the likely greater traffic levels, and also locally. The above assessment and the event history suggest this stretch of Walley Lane has sufficient capacity to cope with the additional traffic flow.

The event organisers recognise the concern expressed by the SAG should an emergency occur nearby, which may or may not be related to the event. To this end the EMP works through a realistic scenario showing how the event would deal with such an incident in support of the emergency services.

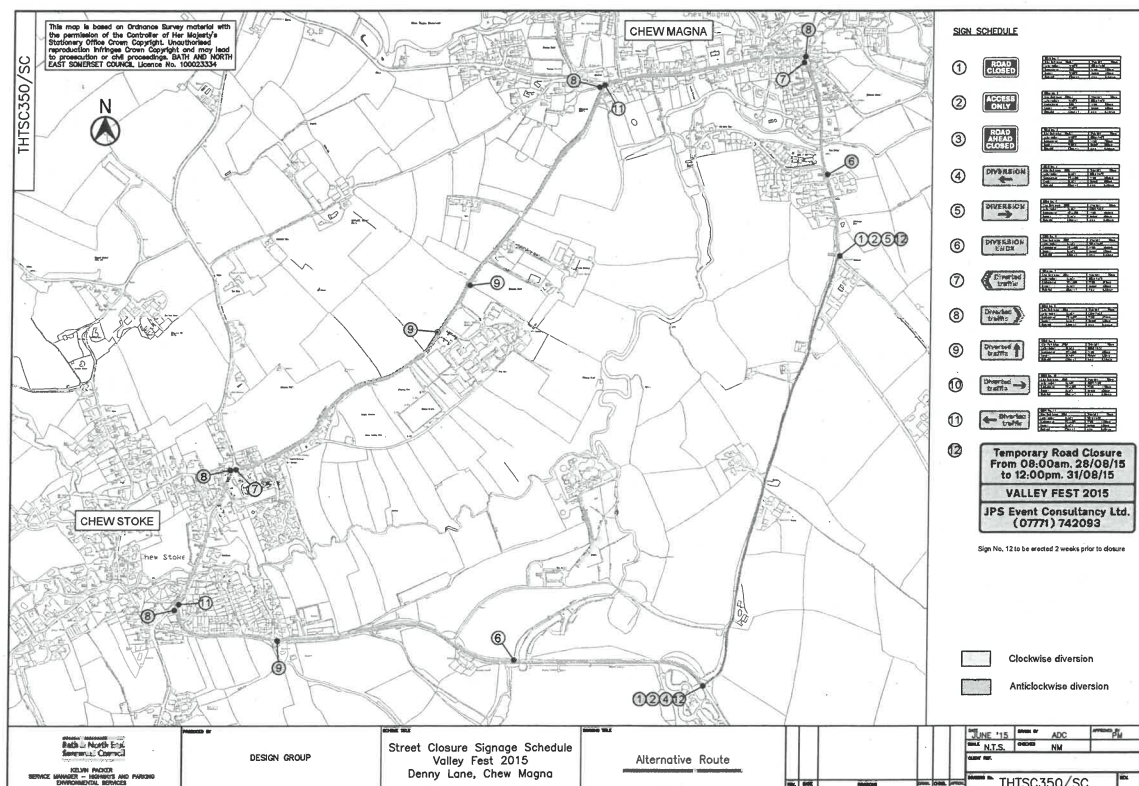
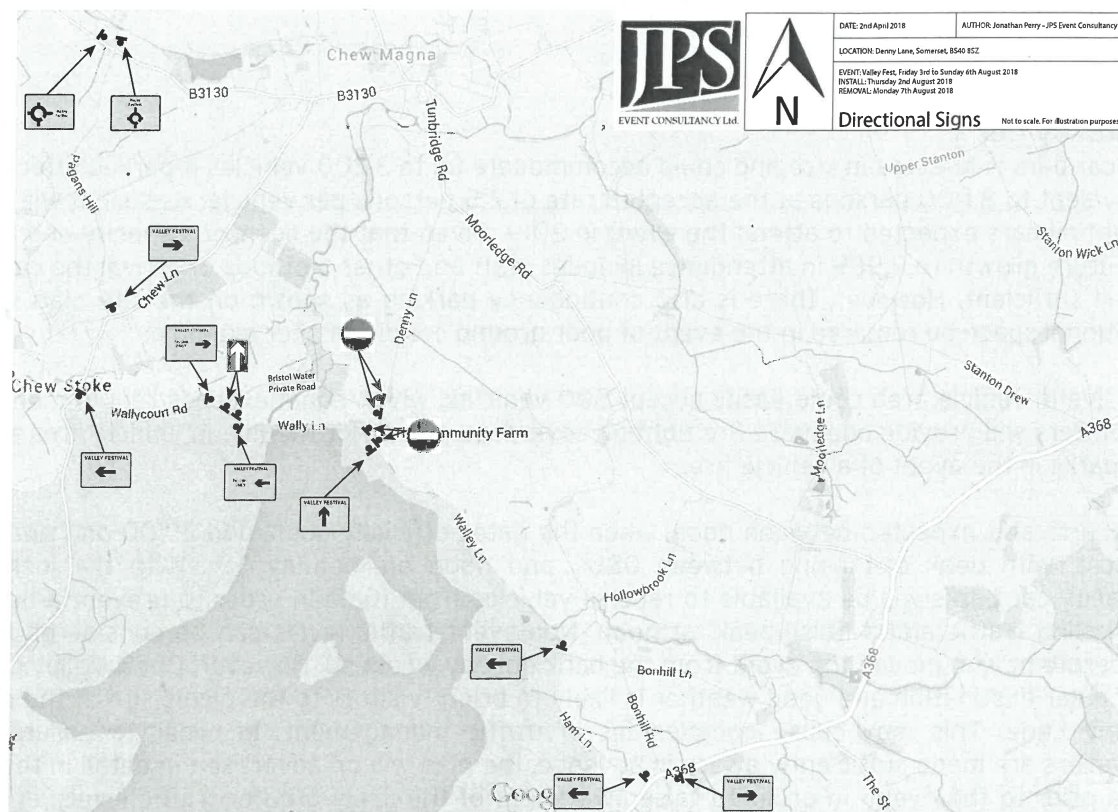
Due to the multiple routes to Chew Lake, it is difficult to put in a one size fits all vehicle routing strategy. All traffic will be directed to Walley Lane - which runs adjacent to the Lake between Chew Stoke and Bishop Sutton - and then up Denny Lane to the venue.

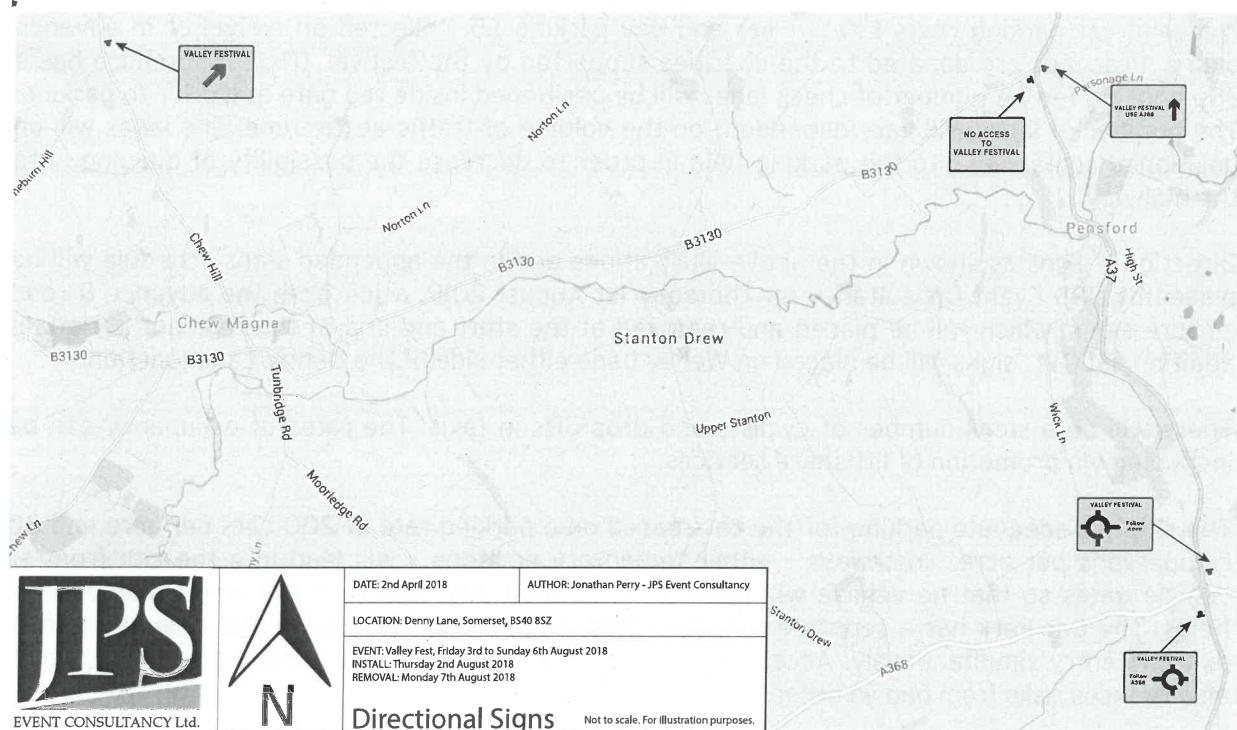
In order to reach Walley Lane traffic from the North will be routed via the B3130 (west of Chew Magna) and from the South via the A368. This will be achieved both by pre-event advertising to ticket purchasers, staff and content providers; and by a signage schedule designed and implemented for the purpose. Signage will also direct traffic attending the event away from Chew Magna and toward Walley Lane, as detailed on the map below.

From the North, most traffic will approach from Bristol via either the A37 or else via Wells Road/ Chew Hill, passing Dundry. Traffic using the A37 will be signed to use continue to the A368 and not use the B3130. Traffic approaching via Wells Road will be directed onto Limeburn Hill, not Chew Hill, and progress to Walley Lane via Pagan Hill.

From the South, vehicles will approach via the A368 through Bishop Sutton. Vehicles approaching from the A37 will likely turn left at Cholwell by the waste depot, if following Sat

Navy and so vehicles will be routed from here. This will in turn lead to the A368 which vehicles will turn left down towards Chew Valley Lake. We will then route vehicles down Bonhill Road to Walley Lane, as this is the most direct and clear route to the site from the A368. Vehicles from the Westcountry may approach the site East on the A368. We will sign this route from West Harptree, directing vehicles to Bonhill Road and on to Walley Lane.





The postcode of the farm - BS40 8SZ - will be advertised as the nearest one. (The postcode for Salt & Malt is actually further away). However, website directions, ticket enclosures etc will advise to follow event signs on arrival in the area, not SatNavs, and approach via either Chew Stoke or Bishop Sutton, not Chew Magna.

To further ensure Chew Magna is protected from event traffic, and also to ensure car parks can be efficiently loaded and unloaded as detailed in this plan Denny Lane will be closed to traffic, bar access to the event at the southern end.

The below two maps show how traffic from all directions will be routed onto Walley Lane, avoiding Chew Magna and the road closure. (The second map is derived from the 2015 traffic order supplied by Bath and North East Somerset Council (BANES)).

A request was made of BANES Council in 2015 not to sign the diversion for the for the following reasons:

- Advance signs will advise of the closure at least a week in advance. Only local traffic is likely to use this road and will be aware of the alternative routes.
- Different diversion routes would be required around Denny Lane, which together with the event signs may well lead to confusion or "sign blindness".
- Clear event signage should take priority.
- This would not be setting a precedent as diversions are not required elsewhere in the UK in these circumstances, such as the Secret Garden Party.

However, BANES required the diversion signs were installed as detailed in the below map, which were placed in addition to the event information signs. For 2019, we would again ask the Council to consider not signing the diversion. In addition to the above points, the picturesque village of Chew Magna was blighted with the large number of signs required.

The two advance signs will be placed one week prior to the event together with a notice.



Weekend car parking costs £10 per car and day parking £5, collected on arrival or in advance online. Proceeds are donated to the charities supported by the festival. (Online purchase has a 25p booking fee.) A number of check lanes will be positioned inside red gate and prior to parking. The number of lanes will vary dependent on the volume of traffic at the time. The lanes will be positioned some way into the parking field in order to decrease the possibility of queuing onto the highway.

Directional signs as shown in the above illustrations and in the appended signs schedule will be placed by JPS Event Consultancy on Thursday 1st August 2019, aside from the advance & road closure signs, which will be placed and removed at the start and end of the relevant period. In addition "SLOW" signs will be placed on Walley Lane either side of the Denny Lane junction.

There will be a small number of cyclists and drop-offs in taxis. The rates of occupancy can be increased via promotion of lift-share services.

The site has adequate parking for the cars based on a parking rate of 200 cars per acre and 80 campervans per acre. Trackways - either temporary or stone - will lead into the site from all vehicle gates so that no vehicle will need to leave the track until they are well inside parking fields. The Car Park has a separate exit gate (Red Gate) to facilitate a circular flow and permit exit and entry simultaneously. Access to the Car Park is at the top of a hill via red gate, which also reduces risks from bad weather.

Disabled vehicle access will be via Blue gate and along the internal road to the accreditation point, at which juncture marshals will recognise the vehicle by its pre-purchased pass and direct it into the disabled parking and adjacent camping field. Any vehicles carrying disabled persons, without proper accreditation, will be assisted if possible. However, without advance notification may have to enter the check lanes with other traffic.

Vehicles will be assisted off the carriageway at the water works junction of Walley Lane by CSAS accredited or 'Streetworks' operatives provided by JPS. (CSAS accredited operatives are permitted to direct traffic on the public highway by using hand signals. 'Streetworks' operatives are permitted to place signs and other street furniture on the highway). Operatives will also be present at the other end of the road closure. Systems will allow for a flow of up to 900 vehicles per hour, though actual numbers will be a lot less than this at most times.

There is space to stack around 50 camper vans at any one time on stone and temporary track inside the event site. In a similar way to the car park operation this is aimed at preventing queuing onto the public highway. Any drivers who have an issue with accreditation or payment will be directed to a holding area, where the issue will be resolved, or they will exit via either Red or Blue Gate, depending on their entry point.

Disabled persons (both cars and live-in vehicles) will be parked as close the car park entrance as possible. Similarly disabled persons have a reserved camping area should they wish to use it. Live-in vehicles with disabled persons will be escorted to their pitch from the parking area.

Cars, live-in vehicles and tents will be segregated for safety. Whilst tents would not normally be permitted to be pitched near campervans, balancing the risks involved this will be permitted where children wish to camp next to their parents.

Lighting of the routes and car parks will be as follows:

- Check lanes will be flood lit during darkness to a minimum of 200 lux.
- Road entrances will be floodlit during hours of darkness to a minimum of 100 lux. Light towers will not be within 0.5 meters of the edge of the carriageway and not more than 5.4 meters high if overhanging the carriageway. Lamps will face away from oncoming traffic.
- The pedestrian internal route crossings will be flood lit during darkness to a minimum of 20 lux.

- The remaining car park and pedestrian areas will be lit to a minimum of 5 lux.

Signs in the car parks and the rear of tickets will advise attendees what articles are prohibited from the event, and that anything left in vehicles is at the owners risk.

Adequate fire fighting equipment will be provided in the live-in van area and car parks in the event of a fire (please refer to site plan for fire point locations).

It is not expected that any debris (mud) will be carried off the site, even in the event of foul weather. However, event control will liaise with the Bath & North East Somerset Council Local Services Manager should this become an issue.

Off site obstructions, which are not break downs, will be reported to the police to deal with in accordance with their normal operating procedures.

Gates staff under the direction of Dick Sheppard will be responsible for the internal implementation of this plan and the management of the car parking fields. All persons or teams implementing this plan will have contact with event control via a separate traffic management channel. Where necessary ear pieces will also be provided.

JPS will oversee the external implementation of this plan. This will include the provision of "Streetworks" staff, either NRSWA or LANTRA qualified, and where necessary CSAS staff (Community Safety Accreditation Scheme) to direct traffic on the highway. (JPS Event Consultancy Ltd is an authorised CSAS company and employs staff accredited in various parts of the UK, including the South West Region)

All traffic management marshals will be suitable trained, briefed and equipped, to include reflective vest (to minimum BS EN 471 category 2, preferably 3), torch and clothing to suit the conditions at the time. CSAS staff will wear their approved uniform.

The main car parks and living van field will be marked out by gates staff prior to Friday 2nd August using highly visible posts, tape and / or rope.

### **Travel by Bus**

Due to a lack of interest a private shuttle bus service to and from Keynsham Rail Station was discontinued in 2018 with no apparent complaint.

Denny Lane/Chew Lake is serviced by the Route 67 bus which runs from Bristol Bus Station through Chew Magna and Chew Stoke and on to the Picnic Site at the end of Denny Lane. This service is provided by ABUS but only runs once daily and very minimally during the summer holidays. They cannot scale up for the event. A further bus, Route 752, runs once a day from Bath to the same location, and Route 640 also runs from Keynsham daily.

### **Travel by Train**

Chew Magna is poorly serviced in terms of rail transport. The nearest stations are Nailsea, Keynsham or Parsons Street in Bristol. As such onward travel by taxi will be necessary.

### **Travel by Taxi**

There is a large area of hard-standing inside Blue Gate to manoeuvre taxis and other vehicles attending for purposes of drop-off and pick-up. The area is sufficiently large that traffic will not build-up behind them. Vehicles will then be exited to Walley Lane. However, should Blue gate

become assessed as too busy for any reason, then drop-offs will be dynamically moved to Green Gate, where they will unload and exit via Red Gate.

As Blue Gate is the main access on to the festival site, its absolutely essential that it is kept clear and unencumbered at all points. Should a situation arise where Blue Gate becomes temporarily unusable (i.e. A broken down vehicle), all traffic will be redirected directed into the car parking field via Red Gate until the obstacle can be cleared, or entry onto the site via Alpha gate. A tractor will be situated inside Blue Gate for the purposes of removing broken down vehicles.

### Travel by cycle

Only a small number of cycles are expected. These will accommodated via Blue Gate. It's approximately a nine mile cycle ride from central Bristol. There are two possible National Cycle Network routes which are shown on Ordnance Survey maps or can be found at <http://www.sustrans.org.uk/map>.

### Contact Numbers

Name	Role	Number
Jon Perry	Traffic Manager	07771 742093
Dick Sheppard	Carparks	07901 984311
TBA	Security	TBA

## Production Traffic Management

Production traffic in this respect includes all infrastructure deliveries, maintenance and collections, service vehicles and concessions.

The first production traffic will arrive on Friday 26th July 2019. The responsible person during this period will be the site manager. All production vehicles should contact the site manager and /or site office on arrival. The site manager will direct their activities on site and brief them regarding the applicable sections of the risk assessment. He will also ensure a banksman is present where necessary.

Key staff cars will park around the production area, as will local authority and emergency vehicles.

Vehicles belonging to crew and contractors will enter the site via Blue Gate (the principle festival entry point - see earlier Map), which usually operates as the main entrance to the Community Farm. All such vehicles are advised to enter Denny Lane via Walley Lane, which runs adjacent to the Lake. HGVs and other large vehicles are not to approach from the Chew Magna end of the lane, even prior to the road closure being enforced. However, crew arriving when public gates are open should also access via the water works.

Prior to the event non-HGV traffic will egress the site via Blue Gate and take whichever route is their preference. Crew & Contractor access primarily occurs in the build period leading up to the event, with some exceptions such as artists. The peak staff and trader access will be over the period of Wednesday 31st July and Thursday 1st August with limited traffic prior to this period.

During the event production traffic, crew and artists will exit to Walley Lane. In some circumstances non HGV traffic exit may be granted via Chew Magna, but this will be by exception.

All HGV traffic must enter via Walley Lane into Denny Lane and Blue Gate at all times.



## Emergency Access

It is imperative that sterile routes are maintained in case offsite emergency services are called to the venue.

Whilst the traffic management system is not in place emergency services may approach the venue via the most convenient route to them.

Between 08:00 on Friday 2nd and noon on Monday 5th August emergency services will be permitted through the road closure, so may still approach via the most convenient route to them.

Emergency services requiring access to site will generally enter via Blue gate and via the internal hard track roads. They will first proceed to the Production Area between Blue Gate and the Box Office and then be led to the emergency as required. When an Emergency Vehicle is called (and where known by staff), Event Control will instruct marshals staffing the road closure to close Denny Lane to all traffic. Traffic Staff will then clear existing queuing vehicles from all effected routes. Further more the operative on Walley Lane may stop all traffic in both directions in order that emergency services can approach Denny Lane using the unaffected carriageway unimpeded, should it not be possible to completely clear the carriageway beforehand. Once services have entered the site if possible traffic direction will recommence. In the instance of a major incident appropriate action will be taken in accordance with the Event Management Plan.

Whilst the preferred entry to the venue is from Walley Lane as it is likely that notice of emergency services arrival will be available. As such if access is required along Denny Lane from the Chew Magna direction this can be accommodated and marshals will ensure the route is clear.

During this period, Event Control will also instruct all Security and Stewarding staff to hold internal traffic and ensure internal routes are clear. The event medical facility, including 4x4 ambulance, will be stationed directly adjacent to a stone track so as to ensure easy access and egress. There is a trackway system that provides access to all fields in use and brings any emergency vehicle to within 50m of any venue of size.

Should a short term obstruction of blue gate occur this will be cleared by onsite tow vehicles or by the most appropriate means.

In the unlikely position that Blue gate becomes unavailable for an extended period then a dynamic assessment will be applied to ensure emergency access is maintained and public access and egress is considered. This may require the use of alternative routes or holding areas as the circumstances dictate. The new entrance / route first used in 2018 somewhat relieves this scenario.

Please see the emergency scenario within the EMP as an example of how the above principles maybe applied.



EVENT CONSULTANCY Ltd.

# TRAFFIC MANAGEMENT RISK ASSESSMENT REGISTER

## Risk Assessment Register Valley Fest 2019

Produced by JPS Event Consultancy Ltd for and on behalf of client or itself.  
Version: 1.0

5th November 2018

This document should be read in conjunction with the event safety management plan and sub-contractor's safety documentation. The methodology utilised follows the HSE Guidance Note INDG 163 and their Principles of Sensible Risk Management.

**Assessments conducted by:** Jonathan Perry BA (Hons) GRAD IOSH MInstLM  
**Procedures for review:** Continual and Dynamic On-Site Assessment

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ANNEX D

## TRAFFIC AND PEDESTRIAN MANAGEMENT

Where 'Chapter 8' is written this indicates qualified unit 2 operatives and unit 10 supervisors under the provisions of the 'New Roads and Street Works Act 1991', LANTRA Sector scheme or CSAS accredited persons.

Hazards	Who/What Might be Harmed and How?	What are you already doing?	What further action is necessary?	Action Points
Unloading of Production Trucks	<p>Event Contractors. Manual Handling, Vehicular/Pedestrian Interaction, Equipment Failure.</p> <p>NB. Production vehicles will not be permitted access to public areas, aside from service vehicles, at times when the event is open to the public.</p>	<p>All personnel operating shall utilise high visibility personal protective equipment conforming to BS EN 471 Category 2 as a minimum.</p> <p>The Manual Handling Operations Regulations 1992 (as amended) to be complied with in all instances. Contractors to risk assess manual handling operations.</p> <p>All drivers of event vehicles shall have the appropriate DVLA license for the vehicle utilised.</p> <p>Vehicle tail lifts are subject to PUWER 98 and LOLER 98 and safe working load limits must not be exceeded.</p> <p>Technical production load in areas shall be secured against unauthorised access. Site lighting to be provided in such areas.</p>	<p>Monitoring the situation throughout equipment load in and load out.</p> <p>Dynamic risk assessment re use of Bankmen.</p>	<p>Production Manager / H&amp;S responsible person to ensure that the unloading/load in zone is appropriately sterile for such operations.</p>

Hazards	Who/What Might be Harmed and How?	What are you already doing?	What further action is necessary?	Action Points
		<p>Reversing manoeuvres to be minimised so far as is reasonably practicable. Banksman will be deployed if necessary.</p> <p>Site speed limits to be strictly adhered to - 10 mph venue and 5 mph Arenas.</p> <p><b>Drivers not to use hazards. Instead dipped headlights and beacons should be utilised.</b></p> <p>All drivers must ensure that handbrakes are securely on prior to alighting their vehicles.</p>		
Slips and Trips walking from vehicles and entrances to arena.	Contractors, Crews, Public	<p>All major holes and uneven ground filled prior to event.</p> <p>Areas of very high risk shall be cordoned off.</p> <p>Warning signs placed in areas of high risk.</p> <p>Staff appraised of risk during safety briefings.</p> <p>All personnel providing services shall be advised to wear appropriate footwear.</p> <p>Sufficient lighting to be provided during hours of darkness.</p> <p>Staff to report and take action to address any risk identified during event.</p>		

Hazards	Who/What Might be Harmed and How?	What are you already doing?	What further action is necessary?	Action Points
Water, Streams, Ponds and Leats	Persons walking from vehicles and entrances to arena.	Water hazards in hired area and approaches from car parks and entrances to be fenced off. Fences to be marked for water hazard. Appropriate lighting provided during hours of darkness. All personnel to exercise vigilance.		
Vehicular Manoeuvres	Pedestrians or vehicle occupants through collision with another vehicle or person	Roads within grounds to be checked and repaired where necessary. Tracks to be clearly marked. Fences bordering roads and tracks to be checked and repaired. Signs to be placed as appropriate. 'Hot Spots' to be staffed by marshals. Marshals to receive appropriate training and briefing. Events speed limit of 10 mph. Speed limit in arena of 5 mph. Vehicles not to use hazards but rather use beacons and dipped headlights. Emergency vehicles that may need to exceed this limit to use blue beacons and warning sirens. Liaison with stewarding and security teams to marshal clear routes for any such movement.		

Hazards	Who/What Might be Harmed and How?	What are you already doing?	What further action is necessary?	Action Points
Driving/Walking to Site	Vehicle occupants and pedestrians through collision or delay related stress.	Warning and information signs to be placed on approach to site at regulated or frequent intervals. Alternative control measure to be available to relieve congestion. In advance marketing campaign.		
Animal Faeces (Health Risk and Slip)	Crew, staff and attendees from disease or slip.	Removal of faeces after animals removed from site at least 4 weeks prior to event.		
Driver fatigue	Production driver safety and driver hours. Excessive driving will lead to fatigue and possible collision, endangering driver, other road users and pedestrians. Anything from minor injury and damage to severe damage and fatality may result.	Driver to use tachographs as per regulations and to drive hours as set out in regulations. Trucking companies to have systems in place with qualified tachograph examiners to check drivers hours quarterly and enforce as required.		
Obstruction of Emergency Services Sterile Route	Public, Crews, Emergency Services Personnel through collision on obstructed route or through delayed arrival.	Sterile route access to backstage area, arena, and car parks.  Route to be patrolled by security staff and kept clear during relevant times.		



Hazards	Who/What Might be Harmed and How?	What are you already doing?	What further action is necessary?	Action Points
Various signage activities involving lifting	Public, crew, Emergency Services Personnel through poor positioning or musco-skeletal injuries through manual handling	<p>The Manual Handling Operations Regulations 1992 (MHOR) shall be complied with in all instances. Dynamic manual handling assessments to be performed in situ.</p> <p>Appropriate design and specification of equipment</p> <p>Safe working areas to be established.</p> <p>Personnel trained to Chapter 8 standards.</p> <p>3 Point PPE system to be utilised</p> <ul style="list-style-type: none"> <li>- gloves, safety footwear, high visibility clothing.</li> </ul>		
Access or egress from production vehicles	Slips, trips or falls resulting in personal injury to driver or other occupants.	<p>Use the steps provided.</p> <p>Use grab handles to assist, not the steering wheel.</p> <p>Visually check the ground for obstruction before egress.</p> <p>Do not jump out of the cab.</p> <p>Use steps and grab handles provided and exit the cab backwards.</p>		
Water logged ground	Personal injury or damage as a result of trying to free "stuck" vehicles or drive on water logged / slippery ground.	<p>Inspection of ground in week prior to event.</p> <p>Monitoring of weather forecasts.</p> <p>Quantity of sawdust, bark, hardcore or similar available.</p> <p>Cordon off isolated areas.</p> <p>Suitable vehicles available to tow occasional stuck vehicles.</p> <p>No parking permitted in any flood plain.</p>		



Hazards	Who/What Might be Harmed and How?	What are you already doing?	What further action is necessary?	Action Points
Placing signs on public roads - collision with works vehicle	Personal injury to vehicle occupants and vehicular damage	Driver of works vehicle will be Chapter 8 Trained. Vehicle will be positioned to cause the least obstruction possible with the maximum visibility possible. Vehicle will display warning beacons and high visibility markings.		
Placing signs on public roads - collision with staff	Personal injury to persons placing signs	Member of staff will be Chapter 8 trained. Member of staff will wear Personal Protective Equipment complying to BS EN 471 Category 3. Staff will place signs in pairs.		
Collision with placed sign	Personal injury through collision with placed sign.	Person placing signs will be Chapter 8 trained. Furniture will be placed in accordance with Chapter 8. Specifically each sign will comply with Chapter 8. Each sign will be placed with a reflective cone. Each 1000mm sign will have 2 sandbags. Smaller signs may have one. Alternatively signs may be securely fastened to posts. Signs will be placed not cause an obstruction where possible. Signs will be placed from 'out' to 'in' and collected in reverse.		

Hazards	Who/What Might be Harmed and How?	What are you already doing?	What further action is necessary?	Action Points
Manual direction of traffic	Persons directing traffic or other road users through collision to avoiding action	Any persons undertaking this action will be accredited under the Community Safety Accreditation Scheme (CSAS). Suitable training will have been required prior to this accreditation. Direction must be in accordance with the traffic plan provided by the authorised company. The uniform as required by the accreditation must be worn.		

#### DYNAMIC HAZARDS

Further risk assessments to be added as a result of dynamic assessment at the venue during the event by the event Health and Safety Manager or Traffic Manager.

**Terrill Wolyn**

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**From:** Suzanne McCutcheon  
**Sent:** 06 December 2018 14:16  
**To:** Terrill Wolyn  
**Subject:** Valley Fest ADDITIONAL INFORMATION from S McCutcheon  
**Attachments:** Valley Fest Rep 3 2019.docx

Hi Terrill

Further to my representation I provide additional information qualifying the reasons for the representation in the attached document.

Regards Suzanne

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Further to my Representation I would like to qualify and expand on the reasons for submitting the Representation.

1. This variation is seeking to double to current number accommodated on the festival site from 4999 to 9999 without changing the overall footprint of the site.

With such an increase in numbers, the level of infrastructure required to support this will also increase. This will include additional toilets, food vendors, bars, seating areas and entertainment spaces. This will also require increased backstage support such as larger storage areas for caterers, refuse collection etc.

All these additional requirements reduce the amount of space available for festival goers. The application does not provide any information in relation to:

- The size of the main arena
- what the capacity of the main area site is and how this has been calculated
- what additional infrastructure may be required to service numbers up to 9999 and where this would be sited.
- How this increase in infrastructure would impact on the usable area by festival goers
- how the crowd flow and crowd dynamics maybe affected by (a) increase in ticket numbers (b) an increase in the number of structures being accommodated in the main arena

Without this information, it is very difficult to calculate and assess how this number of persons can be safely accommodated on the same festival foot print and therefore how public safety can be assured.

2. As this event is taking place in a rural area, where there is **no public transport**, all festival goers will be accessing the site by car. Access to and from the site is limited, and the traffic management plan submitted does not provide any information on how day and weekend with no camping ticket holders and their vehicles will be segregated from the vehicles of weekend camping ticket holders. I understand that cars and campervans are required to purchase car parking tickets, but no breakdown has been provided for us to see how many of each were sold for the 2018 event. This information would have been used to assess what spare capacity there is likely to be on the site in order to accommodate the extra number of vehicles expected. Good pedestrian/ vehicle separation is essential in ensuring public safety is maintained and numerous incidents are caused by poor management of workplace transport issues. The current plan appears to indicate more parking space than is actually available as the area of car parking that includes campervan parking looks like it has been double counted. No projected forecast in relation to ticket type has been provided. An increase in day tickets, will increase the number of daily vehicle movements to and from the festival site. An increase in weekend camping tickets will increase the space required for camping. The traffic management plan submitted does

not provide sufficient information or evidence to demonstrate that there is sufficient space or measures in place to ensure public safety. This should be demonstrated by the event organiser, prior to tickets numbers being increased, to ensure that the event is feasible and can safely accommodate all festival goers.

3. **If insufficient parking is available on site or if the access to site is poorly managed and heavily congested there will be a risk of festival goers trying to park on the access roads around the site which could impact on the ability of emergency vehicles gaining access to the site or to local residences.**
  
4. Finally based on the "Purple Guide" section 19.8 *a density of 476 to 543 tents per hectare, with a predicted occupancy of 2 to 2.4 people per tent for general camping fields at rock/pop events is a realistic standard. In a more family-orientated campsite i.e. larger tents with greater number of occupants, this density would need to be reduced, possibly by as much as 50%. Land used within the campsite for access tracks, facilities, maintenance, entertainment, unusable space and storage should be factored into the planned size and subtracted from the space available for camping. Camping areas for people with disabilities should also be considered. These may require more space, using larger tents* **Based on the current festival site footprint and the outlined camping areas it would appear that there is unlikely to be sufficient camping space for the requested increase in numbers.** Again the event organiser has not provided enough information to assess this or demonstrate that there is sufficient capacity Although this is not a licensable activity per se , the ability for event goers to camp on site is a prerequisite of an outdoor festival. Section 19.1 of the Purple Guide states *camping is no longer incidental and an alternative to other accommodation it is an integral part of the event. Camping should be provided within the defined event site and included in the event planning process.* **The amount of camping area is important as it will have an impact on public safety, as potential overcrowding in the camping areas may severely restrict emergency vehicular access around the site in the event of a fire, and may well increase the risk of minor injuries caused by slips and trips .**

Alternatively if the organisers intend to limit the number of camping weekend tickets to the available camping area, it must be assumed that there is likely to be a significant increase in the number of day ticket. This will have an impact on the local area as it may result in people leaving the site under the influence of alcohol, increase the risk of noise disturbance to local residents resulting from the increased vehicle movements late at night. The event organisers have not demonstrated in the variation application how they propose to manage these issues as part of the Licensing Objectives

**Terrill Wolyn**

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**Subject:** FW: Valley Fest LSC - Additional Information  
**Attachments:** Valley Fest - Response to Representation Recieved.pdf

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**From:** Harad Smith [<mailto:harad@tarrenproduction.co.uk>]  
**Sent:** 19 December 2018 13:09  
**To:** Terrill Wolyn  
**Cc:** 'Chris Tarren' ([chris@tarrenproduction.co.uk](mailto:chris@tarrenproduction.co.uk)); [luke@valleyfest.co.uk](mailto:luke@valleyfest.co.uk)  
**Subject:** Re: Valley Fest LSC - Additional Information

Hi Terrill,

I hope you've had a good week.

Please find attached our response to the Representation ahead of the meeting tomorrow.

See you in the morning,

Harad



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Ref – Valley Festival – Variation to License Application 18/03096/LAPRE

Response to representation received.

Dear Committee,

Before the representation is formally responded to, there are multiple matters which should be noted.

Firstly, the representation stated that no consultation was given before the application was submitted. This is a false statement and the Licensing Officer can testify that a period was given before the submission. During this time, feedback was given from the Police and Fire Authorities. Advice was then taken from the Police Licensing Department, to amend the licensing conditions to better promote the four licensing objectives.

Secondly, no representation has been received by the Highways Department or from any Local Resident. While it must be acknowledged that any event of this nature will have an impact on the local infrastructure, it can be inferred that the lack of local representation is in keeping with the festival's own understanding that the community are behind the event and that the positive benefits outweigh the negative.

Finally, as stated in the event's Traffic Management Plan, Bristol Water have again granted permission to use their private access road, which enables the festival to queue cars off public highways and avoids conflict with existing traffic. Additionally, residents of Denny Lane will be given permits to display on their windscreens to ensure that their access isn't prohibited.

### **VALLEY FEST IN NUMBERS**

#### **Licensed Area**

The Licensed Area, or "Main Arena" is close to 28,000 square meters, this is after a third of the area has been excluded for production and the additional site infrastructure required for an increased capacity. Using the model outlined in the Purple Guide that  $0.5\text{m}^2$  should be allowed per person, it's evident that the site has ample space to comfortably accommodate 9,999 audience and staff.

#### **Car Parking & Campervans**

The two car parking areas identified on the plan, accessed via Green Gate, can accommodate 3200 cars. Using the model of 2.5 persons per car, this equates to 8000 audience members. This calculation has been questioned but is an industry recognised number used by most event organisers, councils and highway departments.

The plan for 2019 is to utilise 6.25 acres of this field for the campervan area, which will equate to 500 vehicles. Conservatively working on a rate of 3 persons per vehicle, this will allow space for 1,500 audience members.

Ref – Valley Festival – Variation to License Application 18/03096/LAPRE

Response to representation received.

While this will reduce the car parking space to only 9.75 acres, accommodating 1,980 cars and 4,875 guests, the field on the other side of Denny Lane, marked as Brown Gate, will also be used. At more than double the size of the current car parking area, it will easily provide space for the remaining 3,624 attendees, including staff and artists, were the event to reach the full 9,999 capacity.

While the event must accept that the majority of people will drive to Valley Fest, due to its rural location and limited public transport, there is more than sufficient space to accommodate 9,999 people. Additionally, the festival is again investigating a shuttle bus service from Bristol, as well as looking at lift share and cycle schemes.

### Valley Fest 2018

As stated in the received representation, the attendance in 2018 was close to the 4,999 capacity at its peak. So, in order to continue to grow the event, an increase is necessary.

For clarity, the event also makes an allowance for staff/artists/traders to be on site and is included within the capacity figures. As stated in the representation, this would have been 1,123 if all personnel were on site simultaneously in 2018. It is extremely improbable however, that this would have been the case due to the phased nature of the project (build period, live period, break period & artists only staying one day), so although an increased capacity will see a nominal increase of on-site staff, the allowance will remain more than sufficient in 2019.

### INFORMATION SOURCES

Throughout the representation, the information sources provided in the Traffic Management Plan were questioned. This document is actually part of a wider body of work, which will be submitted as the 2019 Event Safety Management Plan (ESMP). However, an early version was submitted to the BANES officer upon request.

It is worth pointing out that the data quoted is accepted across the country by a large number of councils and authorities both in rural and urban locations. This includes Cornwall County Council and multiple London Boroughs. Most notably it is used to assess the impact of festival traffic at Boardmasters, an event that sees a capacity attendance of 55,000 and competes with Newquay holiday traffic during the busy summer season.

Additionally, the validity of the Traffic Risk Assessment has been questioned as the representative has seen it used for a previous event. The point must therefore be made that it is standard practise across the event and building industries to use similar Risk Assessments when the risks i.e. road traffic and vehicle management, will be very similar between projects, the Traffic Management Plan, is the document that is specifically tailored to the event.

Ref – Valley Festival – Variation to License Application 18/03096/LAPRE

Response to representation received.

Therefore, it is a clearly set president that these data sources and methods of working are widely accepted across the wider events industry and local authorities.

The monitoring of the HGV traffic has also been called into question, however in 2018, as per previous years, the Traffic Management Company suggests that this is less than 15% of traffic, and no evidence has been submitted to suggest it is more.

Likewise, the lack of congestion monitoring has been questioned, but as there was little / no congestion in previous years, it cannot be monitored and likewise, no evidence has been submitted to suggest this isn't the case.

It should be noted that the company used, have not only been part of the Valley Fest team for 5 years and so are extremely familiar with the event, it is also lead by extremely qualified personnel who have worked in the events industry for nearly 15 years specialising in Health & Safety and Traffic Management.

#### **RELEVANCE TO THE APPLICATION**

While the Production Team are happy to share any/all information with BANES when requested, the expectation is that the majority of discussion will take place during the SAGE meeting, once the 2019 ESMP has been submitted. They were even advised to remove this level of detail from the application, as it was deemed not to be a licensable activity.

It should be noted that a large portion of the representation questions activities that are not licensable activities. Most predominantly, it questions the camping provision.

Please note, that the split of tickets available (Weekend Camping / Day Tickets etc) will be calculated on a number of factors including; license granted, artist bookings and available space, which will be communicated to BANES as part of the 2019 ESMP. If necessary, camping numbers will be limited to the space available or additional camping fields will be added, but the decision will be made once the above factors are known.

