LANCASTER CITY COUNCIL
Promoting City, Coast & Countryside

Lancaster
Application for a premises licence
Licensing Act 2003

For help contact
licensing@lancaster.gov.uk
Telephone: 01524 582033

* required information

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You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference	Not Currently In Use	This is the unique reference for this application generated by the system.
Your reference	Wheels Up North Renntag	You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

○ Yes ◉ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name	Matthew
* Family name	Owen
* E-mail	[redacted]
Main telephone number	[redacted]
Other telephone number	

Include country code.

☐ Indicate here if you would prefer not to be contacted by telephone

Are you:

◉ Applying as a business or organisation, including as a sole trader

○ Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is your business registered in the UK with Companies House? ◉ Yes ○ No

Note: completing the Applicant Business section is optional in this form.

Registration number	13939197	
Business name	Wheels Up North LTD	If your business is registered, use its registered name.
VAT number	- None	Put "none" if you are not registered for VAT.
Legal status	Private Limited Company	

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Your position in the business	Director	
Home country	United Kingdom	The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Building number or name	[redacted]
Street	
District	
City or town	
County or administrative area	
Postcode	
Country	

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PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

(•) Address ( ) OS map reference ( ) Description

Postal Address Of Premises

Building number or name	Leighton Hall Estate
Street	Storrs Lane
District	Carnforth
City or town	Lancaster
County or administrative area	Lancashire
Postcode	LA5 9ST
Country	United Kingdom

Further Details

Telephone number	[redacted]
Non-domestic rateable value of premises (£)	1,000

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APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- ☐ An individual or individuals
- ☒ A limited company / limited liability partnership
- ☐ A partnership (other than limited liability)
- ☐ An unincorporated association
- ☐ Other (for example a statutory corporation)
- ☐ A recognised club
- ☐ A charity
- ☐ The proprietor of an educational establishment
- ☐ A health service body
- ☐ A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- ☐ A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- ☐ The chief officer of police of a police force in England and Wales

Confirm The Following

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

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NON INDIVIDUAL APPLICANTS

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

Non Individual Applicant's Name

Name: Wheels Up North LTD

Details

Registered number (where applicable): 13939197

Description of applicant (for example partnership, company, unincorporated association etc)

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Company

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

[redacted]

Contact Details

E-mail [redacted]

Telephone number [redacted]

Other telephone number

* Date of birth [redacted]
dd mm yyyy

* Nationality [redacted]

Documents that demonstrate entitlement to work in the UK

Add another applicant

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OPERATING SCHEDULE

When do you want the premises licence to start? 05 / 06 / 2027
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end 05 / 06 / 2027
dd mm yyyy

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

The site is the Leighton Hall Estate. The venue is a large open space, with a small driveway proceeding down towards the large hall. This site will be used for a static car event and split into 3 separate sections. These sections will consist of general public parking, showground and food & drink sections. Heras fencing will be used on site to split the general parking from the showground.

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The main licensable activities include the sale and consumption of alcohol in the food & drink area and live & pre-recorded music in the stretch tent within the food & drink area.

The serving and monitoring of alcohol will be kept within two small sections of the event. The food & drink area at the bottom of the showground and the VIP hospitality area within the conservatory. Consumption of alcohol will be allowed and monitored in other areas of the event but will ONLY be sold in the food & drink area.

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

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PROVISION OF PLAYS

See guidance on regulated entertainment

Will you be providing plays?

○ Yes ◉ No

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PROVISION OF FILMS

See guidance on regulated entertainment

Will you be providing films?

○ Yes ◉ No

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PROVISION OF INDOOR SPORTING EVENTS

See guidance on regulated entertainment

Will you be providing indoor sporting events?

○ Yes ◉ No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

See guidance on regulated entertainment

Will you be providing boxing or wrestling entertainments?

○ Yes ◉ No

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PROVISION OF LIVE MUSIC

See guidance on regulated entertainment

Will you be providing live music?

◉ Yes ○ No

Standard Days And Timings

MONDAY

Start End

Start End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

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Continued from previous page...

TUESDAY

Start | End

Start | End

WEDNESDAY

Start | End

Start | End

THURSDAY

Start | End

Start | End

FRIDAY

Start | End

Start | End

SATURDAY

Start 11:30 | End 15:00

Start | End

SUNDAY

Start | End

Start | End

Will the performance of live music take place indoors or outdoors or both?

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

○ Indoors ◉ Outdoors ○ Both

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

We will have 3 half an hour sets in our stretch tent during the show on Saturday 5th June. This will be at 11:30, 13:00 and 14:30. Music will be a solo act which will be amplified. The music is simply to provide atmosphere to the event and is not the main draw at the event.

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

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For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Will you be providing recorded music?

(•) Yes ( ) No

Standard Days And Timings

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

MONDAY

Start End

Start End

TUESDAY

Start End

Start End

WEDNESDAY

Start End

Start End

THURSDAY

Start End

Start End

FRIDAY

Start End

Start End

SATURDAY

Start 10:30 End 16:30

Start End

SUNDAY

Start End

Start End

Will the playing of recorded music take place indoors or outdoors or both?

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

( ) Indoors (•) Outdoors ( ) Both

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State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Recorded music will be played at low volumes throughout the show on Saturday 5th June within the stretch tent in the food & drink area. This will be to add atmosphere to the event when we do not have guests talking within the tent or live music. This will be amplified at low volume.

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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PROVISION OF PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing performances of dance?

○ Yes ◉ No

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PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing anything similar to live music, recorded music or performances of dance?

○ Yes ◉ No

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

○ Yes ◉ No

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

◉ Yes ○ No

Standard Days And Timings

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Continued from previous page...

MONDAY

Start | End

Start | End

TUESDAY

Start | End

Start | End

WEDNESDAY

Start | End

Start | End

THURSDAY

Start | End

Start | End

FRIDAY

Start | End

Start | End

SATURDAY

Start 11:00 | End 16:30

Start | End

SUNDAY

Start | End

Start | End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Will the sale of alcohol be for consumption:

(•) On the premises ( ) Off the premises ( ) Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

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For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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

Name

First name

Family name

Date of birth

[redacted]

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

[redacted]

Personal Licence number (if known)

[redacted]

Issuing licensing authority (if known)

[redacted]

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- ○ Electronically, by the proposed designated premises supervisor
- ◉ As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

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ADULT ENTERTAINMENT

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Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

MONDAY

Start End

Start End

TUESDAY

Start End

Start End

WEDNESDAY

Start End

Start End

THURSDAY

Start End

Start End

FRIDAY

Start End

Start End

SATURDAY

Start 08:00 End 16:30

Start End

SUNDAY

Start End

Start End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

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Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

The venue is open to selected show vehicles from 8:00-10:00. General admission ticket holders can access the event from 10:30-16:30.

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LICENSING OBJECTIVES

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

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

Designated Premises Supervisor nominated (Harry Tagg-Event Director).

Sufficient number of staff on the premises to cover all aspects of the event (15 marshals). Additional security & medical teams have been subcontracted (4 Security & 2 Medical).

Staff are regularly trained throughout the year at our smaller shows & there will be a full brief and training before our show.

Adherence to 4 objectives as below

b) The prevention of crime and disorder

There will be a constant 4 SIA badged security at all times during the event.

The bar, which has been hired for this event, will be running a strict check 25 policy. They will also hold their own Refusals Register and Incident Report Register which they will send to the 'Wheels Up North' team after the event has been concluded.

All members of the 'Wheels Up North' team will be briefed and trained prior to the event on how to deescalate situations that may arise by the subcontracted security team.

We have a zero tolerance policy on any illegal substances on site. A lock box will be on site and it will be kept in a secure locked car owned by the site security manager. Anyone found in possession of illegal substances will be removed from the venue. If the quantity is deemed to be more than personal use, police will be involved and all illegal substances on removal of said person will be confiscated (handled by our subcontracted security).

Radios will be provided to all staff (security, medical & marshals) in order for best communication between all parties.

A register will be kept of any issues which occur during the event by the 'Wheels Up North' team.

c) Public safety

The licence holder [redacted] or people authorised by them will check the premises before it opens to the public to ensure there are no risks to patrons and that all safety precautions are in place.

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The licence holder [redacted] will ensure that all staff receive appropriate training about emergency and general safety precautions and procedures.

Crowd management plans will be put into place to reduce overcrowding in certain areas such as the show field and food & drink area. This will involve spreading out the display and stalls in the show field to distribute crowds evenly around the event. The food & drink area will be constantly monitored, if this is starting to become overly busy (especially around 12:00-13:00 on show day) marshals will be instructed to only let people into that area once other guests have left.

Vehicle movement on site will be limited, any vehicle who wishes to move will be guided through by a marshal at low speeds with hazard lights on.

The licence holder [redacted] will ensure that all staff are aware of their social and legal obligations.

All rubbish removed from public areas on a regular and frequent basis.

All drinks purchased on site will be served in open plastic containers or plastic bottles. No glass will be served from the licensed bar.

There will be 8 fire extinguisher points throughout the venue with a mix of 3 water extinguishers, 5 Dry Powder extinguishers and 12 foam extinguishers. Our elected head staff of each area and the event directors (6 marshals) will have had a fire training course in order to best know how to deal with a situation should it occur.

An adequate and appropriate supply of first aid equipment and materials available on the premises. Our subcontracted medical team will have at least 2 fully trained staff working the hours of the event.

d) The prevention of public nuisance

Suitable and conspicuous notices shall be displayed at entrances, exits and around the site with all site rules. Security will also be enforcing these rules on site.

Alcoholic drinks purchased on the premises will not be allowed to be taken off site.

Due to the isolated location of the venue, no noise shall emanate from the premises nor vibration be transmitted from the premises that gives rise to a nuisance.

Where live/recorded music takes place, the licence holder [redacted] shall undertake regular monitoring of noise levels with a digital decibel monitor at the nearest noise sensitive locations. A record shall be kept of any monitoring, including date, time, location, name of the person conducting the check and any remedial action taken. Records shall be kept for at least 6 months and made available on request to Police or an Authorised officer.

e) The protection of children from harm

Colour coded wristbands will be used on site for marshals, security and medical to best indicate attendees and their age range (individual ID checks will still take place at the purchase of alcohol).
-Adult Wristband (gold)
-Under 18 Wristband (bright red)

There will be a lost child station at the medical van which will be visibly signed. All marshals, security & medical staff will be under the instruction that if a lost child is found at the event, they will be taken directly there.

Anyone under the age of 16 can only attend the event with adult supervision.

The licence holder [redacted] will operate a Challenge 25 Age Verification Policy and display prominent signage at the point of sale indicating that the Challenge 25 scheme is in operation. These signs will be provided to the bar on site if they do not have them.

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The only acceptable proof of age identification shall be a current Passport, photo card or Driving Licence.

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is A British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination** with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

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- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
    - evidence of the applicant's own identity – such as a passport,
    - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
    - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
        (i) working e.g. employment contract, wage slips, letter from the employer,
        (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
        (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
        (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

(i) any page containing the holder's personal details including nationality;
(ii) any page containing the holder's photograph;
(iii) any page containing the holder's signature;
(iv) any page containing the date of expiry; and
(v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

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If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at https://www.gov.uk/prove-right-to-work) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

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NOTES ON REGULATED ENTERTAINMENT

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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.
  - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
  - any playing of recorded 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.
  - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

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- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
  - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
  - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

Section 21 of 21

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non domestic rateable value of the premises.
To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm
Band A - No RV to £4300 £100.00
Band B - £4301 to £33000 £190.00
Band C - £33001 to £8700 £315.00
Band D - £87001 to £12500 £450.00*
Band E - £125001 and over £635.00*
*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee
Band D - £87001 to £12500 £900.00
Band E - £125001 and over £1,905.00
There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.
Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.
If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time
Capacity 5000-9999 £1,000.00
Capacity 10000 -14999 £2,000.00
Capacity 15000-19999 £4,000.00
Capacity 20000-29999 £8,000.00
Capacity 30000-39000 £16,000.00
Capacity 40000-49999 £24,000.00
Capacity 50000-59999 £32,000.00
Capacity 60000-69999 £40,000.00
Capacity 70000-79999 £48,000.00
Capacity 80000-89999 £56,000.00
Capacity 90000 and over £64,000.00

* Fee amount (£) 100.00

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

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Continued from previous page...

Address

Building number or name	
Street	
District	
City or town	
County or administrative area	
Postcode	
Country	United Kingdom

DECLARATION

* I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application.

☐ Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name	
* Capacity	
Date (dd/mm/yyyy)	

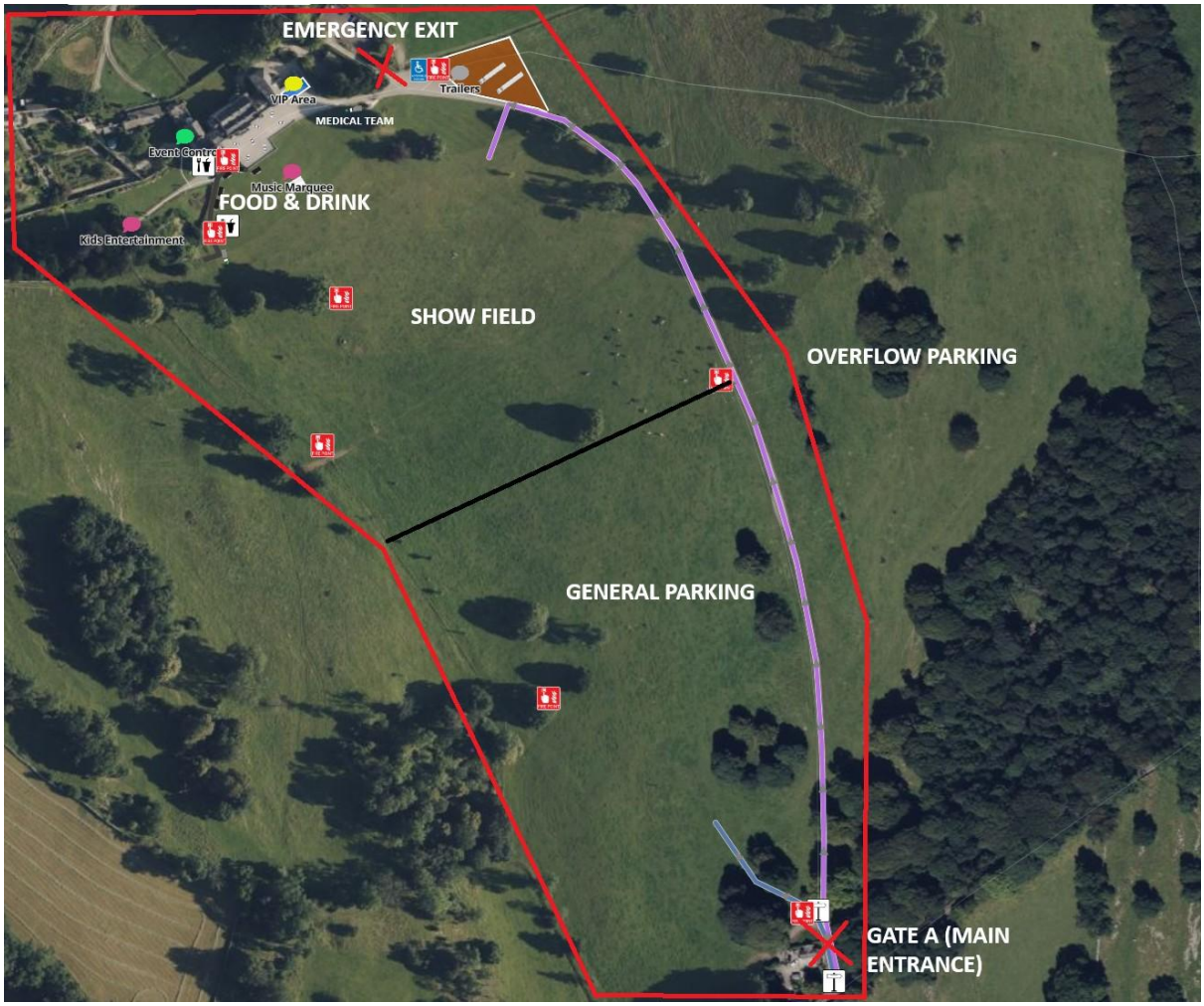
Add another signatory

Once you're finished you need to do the following:
1. Save this form to your computer by clicking file/save as...
2. Go back to https://www.gov.uk/apply-for-a-licence/premises-licence/lancaster/apply-1 to upload this file and continue with your application.
Don't forget to make sure you have all your supporting documentation to hand.

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

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

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EMERGENCY EXIT
Trailers
VIP Area
MEDICAL TEAM
Event Control
Music Marquee
FOOD & DRINK
Kids Entertainment
SHOW FIELD
OVERFLOW PARKING
GENERAL PARKING
GATE A (MAIN ENTRANCE)

Event Management Plan

1. Overview

Name

- Wheels Up North Renntag (Directed by Wheels Up North LTD)

Dates

- Setup days: Thursday 3rd June 2027 & Friday 4th June 2027
- Event day: Saturday 5th June 2027
- Takedown days: Sunday 6th June 2027

Location

- Leighton Hall Estate, Storrs Ln, Carnforth LA5 9ST

Mission Statement & Overview

- Renntag is an exclusive automotive event dedicated to the passion, performance, and heritage of Porsche. Bringing together an exceptional lineup of Porsche models, from classic air-cooled icons to cutting-edge modern supercars, While Porsche takes centre stage, a limited selection of high-end performance and supercar brands—such as Ferrari, Lamborghini, and McLaren—will also be represented, adding to the prestige of the event.
- The event is a 1 day show.
- All activities, entertainment, food and drink suppliers will be third party and will have their own public liability insurances, certificates and licences.

Audience

- Renntag is a family friendly event, therefore we expect an audience of all ages. These automotive shows attract a very wide demographic of people.

Gate Opening Times

Setup Days (Thursday 3rd June 2027 & Friday 4th June 2027)

- Mark out stands, infrastructure, vendors, clubs etc.
- Arrival of infrastructure & setup.
- Internal signage.
- Bins located.
- Fencing put in place.
- Fire extinguishers located.

- Marquee setup.
- Road signage.
- Some vendors set up.

Final Snagging and Event Day (Saturday 5th June 2027)

- Snagging - final checks.
- 7:00 - 10:00 Trade setup.
- 7:00 - 10:00 Show car arrivals.
- 7:00 - 10:00 Club arrivals.
- 10:00 show car arrival cut off.
- Public gates open at 10:30 for general admission.
- Gates close 16:30.
- Start takedown of the event.

Takedown Day 1 (Sunday 6th June 2027)

- Infrastructure takedown.
- Branding etc takedown.
- Litter sweep.
- Check for damages, things that may need rectifying.
- Return keys.

2. Team and Roles

Event Directors: [redacted]

- Manage, create and oversee all aspects of the event from conception to evaluation, including but not limited to: suppliers, sponsors, logistics, marketing, support to event guests, safety documentation, licensing and legals, insurance, branding, marshalling, budgeting and more.
- Ultimate legal duty to ensure that risk management is implemented and carried out properly.
- Ensure appropriate medical, ambulance and welfare provision are available to all those attending or involved in delivering the event.

Health and Safety Coordinator: [redacted]

- Advising on venue or site suitability.
- Identifying hazards and risks at the planning stage.
- Identify and control hazards and risks as the event progresses.
- Determining suitable and sufficient precautions to be taken to control the risks.
- Where the event involves construction work (such as marquees, staging, scaffolding etc.) writing a Construction Phase Plan and creating a Health and Safety file in compliance with the Construction and Design Management Regulations 2015.
- Aiding in the competent assessment of contractors and subcontractors.
- Advising on the development of site safety rules.
- Identifying event-specific health and safety training needs for employees, contractors and others.
- Developing monitoring arrangements to be applied by key event staff.
- Auditing and inspecting of safety performance throughout the event.
- Incident investigation.
- Liaising with enforcement agencies.
- Reviewing outcomes of monitoring and preparing a debrief report.
- Ensure adequate health and safety supervision is on site at all times.

VIP Guest Manager: [redacted]

- Managing the VIP area within the conservatory of the venue. Sold at a limited number of tickets.
- Ensuring all guests in the area have their wristbands and have the refreshments and food that they need.
- Communicating with the event coordinator to make sure everything runs smoothly within the area and any issues are ironed out.

Event Control: [redacted]

- Be a base for all issues and events going on throughout the day.
- Keep track of the event schedule for the teams - check rotations are done, breaks are had etc.
- Manage the communication between the different teams for example if a medical issue arises the team calling it in will give it to event control who will then send the call out with a grid reference to the medical team.
- Collect and create a plan for lost children or property.
- Take logs of all actions happening throughout the day for insurance purposes but also to help in the improvement of the next event.

Head Of Parking: [redacted]

- Manage the parking team and take care of their wellbeing. Manage breaks and rotations within the team.
- Make sure that all vehicles are parked up evenly to maximise space.
- Deal with any questions and queries from the guests in that area if the main team can't help.
- Periodically check the car parks to make sure there are no blockages and all vehicles are safe.
- Communicate with the event control and director when an issue arises.
- Report back at the end of each day to debrief and come up with any future plans.
- Attend a debrief after the show to discuss future plans and improvements.

Head of Ticketing: [redacted]

- Manage the ticketing team and take care of their wellbeing. Manage breaks and rotations within the team.
- Make sure that queues are watched over and managed as efficiently as possible.
- Deal with any questions and queries from the guests in that area if the main team can't help.
- Communicate with the event control and director when an issue arises.
- Report back at the end of each day to debrief and come up with any future plans.
- Attend a debrief after the show to discuss future plans and improvements.

Head of General Stewarding: [redacted]

- Manage the stewarding team and take care of their wellbeing. Manage breaks and rotations within the team.
- Make sure that the general public are happy throughout the event and everything is running smoothly.
- Deal with the logistics of moving things around the site including escorting vehicles and people.
- Communicate with the event control and director when an issue arises.
- Report back at the end of each day to debrief and come up with any future plans.

- Attend a debrief after the show to discuss future plans and improvements.

3. Amusements

- We plan to have a few entertainment options throughout the day. We will have Larksfoot CIC offering a range of activities for kids in the forest area of the venue. Larksfoot is a fully insured and DBS checked community interest company that aims to provide nature connection, play and learning opportunities for all. We will also have a scalextric stall that will provide timed challenges and finally, a simulator company offering a more immersive experience for any age.
- Experienced companies are to host the amusements. When booking these amusements in, we have ensured that the company will give us their insurance details & risk assessments.
- Amusement operators will be staff from the company that is providing any equipment. This way, we know that they are fully trained on that specific piece of equipment.
- Our team will be patrolling the site throughout the event and doing checks to make sure all contractors are working in a safe way.

4. Access Statement

Wheels Up North welcomes every visitor equally regardless of their physical, sensory or mental capacity. That being said, we must be honest about the accessibility of our rural venue and therefore have created this statement for you to understand if this event is suitable for you or whom you care for.

We hope that we can accommodate you at the show and ask that if you are struggling with any information/missing information that you get in contact with us using the details at the bottom of this document.

Pre-Show Day

- Advance tickets are available online once the early bird runs out.
- Contact by email and phone when necessary.
- Nearest and easily accessible railway station is Carnforth, approximately 4 miles from the venue.
- Nearest large village is Carnforth travelling south, approximately 4 miles from the venue.
- Concessionary terms are available for registered carers accompanying a disabled visitor –
- Please contact us for full details and to book.
- Visitors with disabilities are encouraged to seek advice and assistance for the day, please do not hesitate to get in touch regarding this and we will be more than happy to help.

Arrival and Car Parking Facilities

- All vehicular routes will be signposted.
- Designated blue-badge disabled parking in an area in close proximity to the main show and Leighton Hall home via gate A. Please get in touch to confirm location.
- Car parks clearly marked and accessed via gate A.
- Parking Stewards on hand to assist.

- All parking is free.
- Drop-off point for visitors via gate A.

Main Entrance

- Admission ticket booths – (cash and cards accepted).
- Show day event brochures including event schedule, information and maps available.
- Toilets (including disabled) in close proximity to the main entrance and around the site.

Showground

General:

- The main area is grassed which can be uneven underfoot in some areas. Flat areas are positioned at the ‘house’ end of the venue but some areas are on a hill.
- Chairs, benches and seating are provided on site.
- First Aid point and welfare available - Please speak with a steward to assist.
- Litter bins strategically sited throughout the site.
- Dogs welcome, provided on a short fixed lead at all times and mess to be cleared up.
- Dog water bowls will be placed around the site.
- Stewards, identified with a branded high vis, on duty throughout the site, are always able to offer assistance wherever/whenever required.
- Central information and merchandise point on the site for all enquiries however feel free to stop and ask a steward throughout the day.

Toilets:

- There are multiple sets of toilets throughout the site.
- Individual toilets are ground level and unisex.
- Temporary disabled units, accessed at ground level around the site.

Planning & Signage:

- Information & rule boards throughout the site
- Directional sign posts at strategic points throughout the Showground.
- Detailed map included within the site and within the event brochure.

Contacts:

[redacted]

5. Barriers & Fencing

- Proper use of barriers and fencing around the event will aid us in many ways including: Security, blocking hazards (electrical controls etc), management and routing of guests.
- We will be using fencing to guide and route guests getting into the event. A few rows where tickets can be checked or bought will be created to ease pressure and the long queues. They will also be used from the entry gate after people park up, then to fence around equipment will be essential to stopping hazards and risks of people interfering or having an accident.
- A fence line will be created to make sure of separation between general parking and event space.
- Roping will be used to surround some of the higher value vehicles and to create a bit more of a feature.

6. Cancellation Procedure

Weather conditions

- Extreme weather could be one of the main causes of a cancellation. We will monitor the weather all the way up to the event to make sure we know what it is supposed to be and then make a decision from there. A little bit of rain with a few heavy downpours would not shut the event down, however a complete waterlogging of the site or extreme winds around the site may be something we need to consider a cancellation.
- We would look at the weather impact matrix. Yellow weather warnings would not shut the event but we would monitor leading up and during the event. Amber would mean we are looking to consider cancelling. A red warning would mean that we are more than likely shutting down the event unless a change in this occurs due to safety of the public and major damage occurring to vehicles and infrastructure.

Pandemic complications

- If we were to have issues with a pandemic in which the government or local councils suggest we shut down, we would look to reschedule the show.
- We will do everything we can in terms of spreading queues, sanitisation stations and providing masks if required to make sure that we avoid any of these issues if we are able to continue with the event.

Venue complications

- The venue may ask us to cancel the show for their own reasons, this could be due to a number of issues, including problems with the ground, water or electricity. We will make sure we do what we can to help the venue to allow us to continue however if we are instructed to cancel then we will follow the procedures below.

Cancelling before the event

- Remove the option to purchase tickets from online.
- Send email out to all ticket holders, show vehicle applicants, traders, vendors and sponsors. Also send a text out to everyone that we can with software to make sure that people are receiving the information.
- Give all suppliers a call to make sure they understand what is going on.
- Select a new date for the show to take place with the venue.
- Explain to ticket holders that their tickets will be automatically transferred to this new date. If they can’t make the new date then they are welcome to email us and ask for a refund on the ticket.
- Begin promoting the new date, trying to keep as many people involved as possible.

Cancelling on the day/Shut down

- If we need to cancel the show whilst the event is ongoing due to a major emergency (weather conditions or other issues) then we need to evacuate the site as efficiently as possible.
- The site does not back onto any major A roads directly and therefore we will have to make use of all directions to exit. The roads in the area do allow for you to take different routes.
- We will open all gates to allow for quick exits, this will spread traffic around the site so we don’t have a major backup.

- An email will be sent out to all ticket holders, show vehicle entries, traders, vendors and contractors to explain what happened and what the next steps are in terms of the next show etc.

7. Complaints Procedure

- As much preparation has been taken to reduce complaints, but there may still be issues. Complaints will be handled in a few stages.
- We will make sure that we understand the person's issue and address it in a way that works for both parties.
- If a steward is approached by a customer with a minor complaint then they should be polite and understanding. Making sure to get as much information as they can from the person and then address if they feel they can do so.
- If they feel it is a matter for someone else then event control can be contacted and from there event directors [redacted] will be asked to come and speak with the person.
- We will make a log of the complaint at control, to make sure we can improve on things next time.
- If a complaint is made post event, then an email communication will take place with either [redacted] to address the issue. This should be done as soon as possible, post event.

8. Crime and Disorder

Distribution of tickets and social media scams

- Tickets will only ever be released via our own channels, namely our website. The resale of tickets will not be allowed and anyone with unwanted tickets should get in touch with us to figure out if they can get a refund in certain circumstances or if they can transfer tickets to another name.
- We will make use of social media, email and information on our website to make sure that people are informed of this and therefore will limit risk of scams or resale.
- Resale for more money shouldn't really be an issue as we expect that we will not need to limit tickets.
- We do know about social media scams that often happen with events. Coming up to the events, fake profiles will post links to 'streaming sites' and 'last minute tickets'. We will make sure to keep on top of this prior to the event to try and stop/limit it happening.
- Often fake social media profiles will comment and post on our own pages explaining they need to sell tickets, we will hide/delete all of these comments and issue a notice on our own profiles to be aware.

Police and Security

- The risk of crime and disorder throughout this type of event is low due to this being a family friendly show, however issues can still arise.
- The police will be informed prior to the event to speak through our plans and to get their opinion on what we can do to slow drivers down on their way in/out, keep noise and disorder to a minimum.
- A security team will be in place and will be patrolling the site throughout the event. They will be keeping an eye out for any issues and will deal with people appropriately. We will meet with them prior to the event to get an understanding of how we want them to deal with people breaking our rules/being a nuisance.

- We have a zero tolerance policy on any illegal substances on site. A lock box will be on site and it will be kept in a secure locked car owned by the site security manager. Anyone found in possession of illegal substances will be removed from the venue. If the quantity is deemed to be more than personal use, police will be involved but all illegal substances on removal of said person will be confiscated (handled by our subcontracted security).

Ejection Policy

- Ejection from the event will depend on the severity of what the person/s have done to raise our attention.
- All rules will be clearly stated before and during the event. We understand mistakes can be made and a strike system will be in place. If someone becomes a regular nuisance or creates multiple complaints from other guests, then the security team will eject the person from the event.
- If we suspect any criminal offences, then the subcontracted security will step in. If needed, they will then inform the local police.

9. Crowd Management

- Crowd risk assessment notes found in section 27.

Site inspection findings

- Most of the crowd/traffic will be caused by cars queuing, therefore, we have made sure that a plan is in place to get the vehicles off the road and parked up as quickly as possible.

Audience demographic

- The main audience demographic for this event will be filled up mostly by male/female adults. While we do have children attending the event these are not making up anywhere near the same numbers, but there is entertainment on site dedicated for them and no content 18+ will be shown on site at any point.

Steward roles (moving people for vehicle movement, queue monitoring)

- To begin with, on entry to the event, stewards will be placed within the car parking area to make sure guests are heading in the right direction to get parked up.
- There will also be parking stewards that will direct each vehicle into their own space as quickly as possible.
- All vehicles will be entering via the same gate (Gate A) and so the marshals will not have to move around the site, but we will be rotating shifts for breaks.
- Once people exit their vehicles they will be directed to head over to the ticketing just before the private drive down to the show area.
- Ticketing stewards will be under a gazebo and bring people through as fast as they can.
- This show will have a teepee/marquee with live music inside, meaning some crowding could take place in this area. To avoid this we will have marshals and security monitoring what is happening.

Emergency procedures (moving for injury egress, medical access etc)

- Marshals have been briefed to be loud and assertive when moving people in an emergency or need to move crowds for ingress and egress.
- Extra marshals will be called and security if needed to move people to a safe distance.

Ingress & egress checks

- All exits are unlocked.
- All pedestrian routes are clear.
- A sweep of exit routes for suspicious people or packages has been undertaken.
- All barriers are correctly placed.
- Ground conditions are stable.
- Lighting levels are adequate.
- Signage is correctly placed and illuminated as necessary.

Internal circulation

- Pathways/roadways will be actively checked throughout the event to make sure there are no blockages.

Exits

- The main exit for the event will be clearly signposted.
- The main exit for all guests will be through ‘Gate A’.

Security

- We have 3 SIA badged security on site (as we had in the previous year) throughout the event to make sure that nothing is being tampered with, no damage is caused and to get involved if needed. They have been briefed to be assertive when needed but try to reason with our guests before escalating. This is something they have assured us their training has also taught them.

Volunteer training/briefing

- A marshal briefing will take place prior to the event. We will go through all of the main roles, site entrances and exits, vehicle movement, safety and how they will run throughout the day. A copy of the marshal briefing sheet will be included in the safety pack for any refreshers that they may need.
- Everyone assisting with the event will be present at this briefing, if they can’t make it then an in person meeting will be arranged to go through it.
- All marshals must sign a form to confirm they have been briefed thoroughly and understand their role and how the event will take place.

10. Entertainment

- Our small stage area within the marquee will be used for entertainment during the day including some live music from a solo singer as well as a compere speaking with vehicle owners, guests and sponsors.
- The live stage will start from 10:30 Saturday 5th June with pre-recorded music, talking intervals throughout the day and 3 live music sections from a solo singer. One at 11:30, one at 13:00 and one at 14:30.

11. Environmental / Sustainability Impact

- Our environment/Sustainability impact aims to be as low as possible for this event.
- Marshals will be circulating the event to remove litter from the floor and putting it in the bins provided. These will then be taken by ‘Ace Skips’ where they will aim to recycle as much as possible from the waste created by the event.
- One of our major contributors to our carbon footprint during this event will be the vehicles arriving and leaving. In order to try and offset this, vehicles will remain off throughout the event as a way to further reduce the carbon footprint created by this event and this will be monitored by marshals.
- Food and drinks will be served in as many recyclable containers as possible as a way to further reduce the event and businesses' carbon footprint and then recycled by ‘Ace Skips’.
- One of the main aims for this event is to find how and where we can make any of our future events more sustainable and environmentally friendly for all to enjoy for years to come.

12. Event Communication Plan

STAFF/VOLUNTEER COMMUNICATION

Terminology

Control points

- **Entrance**
  Show Cars / General Parking (Gate A) - ///premature.today.tower
- **Exit**
  General Parking (Gate B) - ///crumb.primed.reckon
  Show Cars (Gate B) - ///crumb.primed.reckon
  Wheels Up North Control Centre - ///ashes.blatantly.fuels
- **Medical tent & Security Hub** - ///applauded.suppose.beeline
- **Ticketing Area** - ///valuables.corrode.crunching

Site labels

- Marquee - ///trick.winded.generally
- Food & Drink - ///smiles.rural.tones

Local area points

- Carnforth Train Station - ///flattered.arranged.developed

Staff

- Use names and do not start talking until you have a clear response from that person when calling over on radio channels. (e.g. [redacted]

Level of urgency

- Making a call over to medical staff or to a director for any situation must state its level of urgency using the below terms. This will allow for the director or anyone needing to attend an incident or situation to assess the order in which they need to complete tasks.
- If attendance isn’t essential, this must be stated so as not to waste any time.
- Low: Attendance from medical, security or event director within 15 minutes
- Medium: Attendance from medical, security or event director within 5 minutes
- High: Attendance from medical, security or event director within 2 minutes

- Immediate: Attendance from medical, security or event director immediately

Contact procedure

- Call for an event director or whoever you need to speak to, such as medical staff or security.
- Explain details of the incident/issue quickly.
- Control point/location of incident. Use names from above or the gridded map issued to all marshalls & staff areas.
- Urgency level if needing to attend
- Warnings/details of any hazards (present or potential)
- Details about what might affect access to the scene, or advice on the quickest access route
- Any other relevant information.

Use of radio

- All radios will have a channel indicator/key attached to them for easy communication.
- Medical channel is strictly for medical staff and event directors/control use only. Marshals must contact their head of area who will contact control with regards to an incident rather than directly to the medical channel or director channel.

Who has access

Director channel:

- Event directors
- Health and safety manager
- Control manager

Control channel:

- Control manager
- Event directors
- Head of areas

Medical channel:

- Event directors
- Control manager
- Medical staff

Stewarding channel:

- Event directors
- Parking staff
- Gate staff
- General stewards

13. Electrical Considerations

- Electrical management will all be carried out by our main infrastructure supplier/contractor. They will have a team of people setting up, testing and managing the electrical install on site. This will be managed by [redacted]
- We will be using a generator and PA system for the event.

- We will make sure that any cabling is not exposed and run across fence/site edges where possible to avoid any damage or tripping.
- Where cables are led on the ground and/or may cross vehicles' access routes, there will be cable ramps/covers to again, avoid risk of tripping or issues.
- Access to any power/electrical control units will be restricted and only accessible by the contractors and event directors who will be trained in using it.
- The generators being used for the PA & vendors will be fenced off and monitored so that it can not be tampered with by any visitors.
- Fire provisions will be held close to any of the electrical setups and generators.

14. Fire Safety & Evacuation

- In case of a fire the first marshal on the scene will communicate immediately to the directors channel to inform them of this. Use a megaphone to call over vehicle owners that may be close by and get all customers to stand well back.
- There are extinguishers on site and so the trained head marshal of the area can attempt to put this out within reason.
- If the fire cannot be controlled emergency services will be phoned to the venue.
- Stage staff will then be informed by the nearest marshal or director in order to issue an announcement for all staff and customers.
- All marshals, staff and customers will gather away from the scene within the entertainment area. Should the fire be in this area, all will gather in the general car park and wait for further instruction.
- Please see section 26 for fire safety risk assessment.

Fire prevention and evacuation

- All vehicles must park up, turn their engines off and not turn them on again until they leave the event. The event will be mainly held on grass and therefore on a dry day, the heat from underneath the car may catch the ground below.
- BBQs will not be allowed on site under any circumstances.
- Security teams will monitor the above to make sure that no one will be increasing the risk of fire spreading.
- If evacuation is necessary then marshals will all be informed. They have been instructed to assertively tell people to leave the area, head back to their vehicles and leave the site as soon as possible. 2 marshals will be instructed to go and open any gates leading out to the roads to make sure that exit is as quick as possible. A marshal will head to ‘Gate A’ and make sure people keep moving out of the venue.

Inspection

- Marshals and security will be actively monitoring the areas to make sure that the rules are not being broken.

Level of fire cover

- We would be classed as a medium sized event based on the Purple Guide and therefore we would look to have:
- Fire extinguishers at the catering units, vendor and staged area appropriate to the risk.
- Additional extinguishers at strategic locations including all marshaled areas (ticketing booth, main gate, trailer parking and front of house plinth.
- Appropriate fire safety inspections on all areas of the site.
- Nominated person responsible for fire safety at the event
- Stewards trained to use fire extinguishers

15. First Aid/Medical

- First aid and medical plans are placed at the end of this document. This has been completed by the first aid company hired to assist us (Monarch Medical Services LTD). We have given input to help them assess the event and put in place the necessary measures as well as coming up with an efficient communication plan between our staff, control and their team.
- This company is in communication with the previous medical company from 2023, 2024 & 2025, we will receive a full medical breakdown post event and have a debrief to work out what could be improved. The company covering will be using staff previously used at our events and therefore they understand the style of event we host.
- Our medical team will consist of 1 Paramedic & 1 First Response Emergency Care professional with a medical van.

16. Food, Drink and Water Provision

- We will have a number of food, drink and bar vendors operating throughout the day. Below is relevant information regarding the use of these.
- Catering will be open between the event opening times of 07:00 - 16:30
- We will have a third party bar coming in to serve alcohol.
- We must check that all vendors are insured and also that they have the relevant food standard/hygiene rating. These will be based on England's legislation.
- Any caterers will be picked based on recommendations or a high level of reviews. We want to make sure that all vendors are of the highest possible quality to keep our guests safe but also so they enjoy their refreshments, meaning our reputation is kept high.
- An agreement stating the above and other relevant information will be signed with all relevant documents sent over to us from all food and drink vendors.
- Bins will be provided around the food areas to encourage the public not to litter. These bins will be monitored and litter will be kept on top of by marshals throughout the two days.
- Water supply will be available on site.
- Our marshals will be looked after with plenty of food and drink supplies throughout the day which can be found at a central location to keep and then collected by the head of teams.

17. Information & Welfare

- Getting as much information to our visitors as possible will be key to keeping them happy as well as allowing us to run as smoothly as possible.
- Information regarding the event will be available before purchasing tickets in multiple places, there will be the main/key points stated on the ticket page before making a purchase but also a page on the website dedicated to giving all of the important information so people can 1. Decide if the event makes sense for them to attend 2. Know what they are doing before attending the event depending on their tickets.
- Once someone buys a ticket they will be automatically emailed with their confirmation and also the key points they will need to understand depending on their tickets. This email will also include a link to the page on the website and further contact details to make sure they understand everything they need before the day.
- Information will be readily available around the site.

- An information tent will have our marshals in on the show day, so people can ask questions. The location of this will be included on the map which will be located on social media and our website.
- Rule signs will be placed around the site to try and deter any issues but also to limit people not understanding certain things at the event. For example we will have 5mph signs around the site for people driving, rule signs for behaviour in vehicles around the site (no drifting, burnouts, leave carefully etc).
- We will give information of what will not be available on site such as banking services/atm, cloakroom, convenience supplies etc.
- Information can be passed on throughout the event via the use of the stage and PA systems available. For example, if a vehicle is blocking another in the car park then we can shout out the registration number and car make/model to find the owner.
- Missing people may also be something we have to deal with, including missing children. In this case, marshals will take the child to the medical tent where the team will aim to talk to the child to get the name of their parents or carers. They will then be asked over the PA to go to the medical tent.
- This site has very good connection throughout for most networks and therefore people should be able to use their mobile phones to contact others, however we will have the facilities to call out for people if this is not the case if phones have run out of battery.
- Any welfare issues will be covered by the first aid team. The team we are using have agreed to use their experience for any situations that may occur. We feel this event is low risk in terms of welfare needs and therefore allowing the first aid team to deal with these issues should be more than adequate.

18. Infrastructure/Construction Phase Plan

- Must comply with construction and design management regulations 2015.
- Minor staging, generator, teepee and toilets will be arriving periodically throughout Friday day time.
- We will be monitoring them erecting the structures and then making sure we check their sign off sheets before they leave the site.
- Throughout the event we will do quick visual checks ourselves and assess whether we feel we need the contractors to check their structures.
- The general public must not be around any of the structures during construction.

19. Licensing Requirements

- Alcohol will be served from 11:00 to 16:30 on Saturday 5th June, which will happen in two designated areas of the event. One which will be sold at a bar within the show and another which will give free drinks to guests within our VIP area.
- Live music will be played on Saturday 5th June for 3x 30 minute sessions. One at 11:30, one at 13:00 and one at 14:30.
- Pre recorded music will take place on Saturday 5th June from 10:30 - 16:30 in intervals throughout the day, there are no specific times within this period.
- These activities are all licensable activities and have been addressed in the licensing application.

20. Lost Children & Property Procedures

- Meeting point for lost children will be at the medical tent in their welfare section.
- Lost property will be handed in to the information and merchandise tent throughout the event.

- When something or someone is brought to the marshals, they will communicate with control to let them know what is happening.
- All marshals will be informed of either lost children and items so that when people are asked they are directed to the correct location.

21. Marketing

- Marketing for the event will be done through a number of different means.
- Facebook and Instagram will be the main marketing vehicle. We will create posts as often as possible to help generate engagement.
- Facebook and Instagram adverts will be created to increase the reach as much as possible. We will use a new promotional video to try and create a vision of the event, explaining what is going on throughout the show.
- Photos/banners will be created and used for retargeting the people that had already seen the video but not yet bought their tickets.
- Event Directories will be used to expand reach for free throughout the car communities. The main ones we will be using will be Car Calendar, Motorhype and Roadstr as well as local event and business directories.

22. Noise Management

- Noise of the event is not a concern for monitoring due to the low level nature of the music and talking sections which will be on.
- Due to the location of the venue and the level in which music will be played (to create ambience) any local neighbours will not be within distance to hear the event.
- Noise levels will not exceed 90 db and so all noise will be at a safe listening volume for guests.

23. Public Liability Insurance

- Public liability insurance is covered by Event Insurance Direct.
- £10,000,000 Public Liability
- £10,000,000 Employee Liability
- £5,000,000 Sales & Service Liability

24. Risk Assessments

Risk assessments will be submitted with this document.

25. Sanitary Provision

- Hand sanitiser stations will be placed around the site, particularly inside of the portable toilet blocks. We also have a supply of hand sanitizer bottles for the public and staff to use as they wish.

26. Security & Stewarding Provision

- Minimum of 3 SIA badged security staff will be on site throughout the event.
- We will have 15 marshals spread throughout 3 different sections during the event. Ticketing, Parking and general stewarding.

- Parking for general entry/public will have a minimum of 2 marshals at all times.
- Showground parking will have another minimum of 2 people parking the vehicles to make sure they are in place and then an additional person to guide in trade and other people with specific spaces.
- Ticketing will have around 3 marshals at one time (will reduce when quiet)
- General marshalling will include someone standing around the teepee/marquee area and a number of marshals will be walking around the areas to make sure there are no issues, rules aren't being broken etc.
- We will have someone at all times in our information point tent to help the guests with anything they need.

27. Site Plans

- Site and reference map is attached to the bottom of the sheet or at the back of the paper version.

28. Statement of Intent

- The main aim for this event is to create a space where car enthusiasts, families and anyone who wishes to, can come and enjoy the event, talking to fellow like minded people about vehicles, admiring cars which they may not have seen before, enjoy live music with food and drink, competitions and come away wanting to repeat the experience.
- A lot of planning and preparation has taken place for this event using our knowledge from previous large shows. We hope that this event allows for us to continue the growth of our community and the shows we are building.
- We hope that the show can become a statement in the car community and bring people from miles up and down the country.
- We hope that the local area enjoys us being there and it makes for a great addition to their event calendar.

29. Ticketing Processes

- We will be using a scan system on tickets in order to quickly get customers through the gates.
- We will be closing online ticket sales prior to the event so that we can send all information off to our machine provider who will import all of this to the scanners.
- All tickets must be scanned to keep track of the amount of entries.
- Gate tickets will be available for cash or card payment.
- Stewards will tell people in the queue to make sure they have their tickets ready, this will also be done with signage heading into the queues.
- The idea is to get people through the gates as fast as possible to avoid complaints, restlessness and keep things flowing well.
- All guests will be given a wristband with a colour to differentiate under and over 18s.

30. Traffic Management

- The venue has one main road in and a lane out the back of the estate. There is one long paved driveway all the way down through the venue that will be acting as our access route in for show vehicles and out for all.
- Show cars will have split timings in order to maintain traffic on the public road.
    - Group B: 8:00-9:00
    - Group C: 9:00-10:00

- The maps mark all of the main usable roadways around the site.
- Once the event starts at 10:30 vehicle movement (apart from staff and medical) will cease until 15:00.
- Any vehicles moving on site will be escorted by a marshal walking in front and clearing the public out of the way.
- The speed limit around the site is 5 mph and will be marked.
- Hazard lights and/or beacons must be used by all vehicles moving around the site.
- These above rules do not apply to the public parking areas apart from the 5mph speed limit.
- Reversing is discouraged around the site due to decreased sight. Most of the areas/roadways are very easy to use forward movement only.
- Marshals that are escorting vehicles must be wearing a high vis tabard.
- General parking will be through Gate A and almost immediately left onto the grass via the route provided, parking will be dealt with starting at the bottom of the area in rows. We will have multiple marshals on this at a time to make sure it is efficient.
- This space at the top of the field is around 5.3 Hectares to where we will fence off into the show. This will be more than enough parking for the expected attendance.
- Disabled/blue badge parking will be directed to the bottom of the venue, we will park them by the lawn area in front of the house.
- Signs will be erected on the roadways around the site to direct the public into the event efficiently.
- Show vehicles will be directed in through Gate A, down the main lane into the venue following it through the ticketing area and into the show space. This gives us a long stretch of road that will help to ease traffic on the road. Due to the segmented times of arrival, there will be no general admission guests until after the arrival of show vehicles.
- Show vehicles will also be given a time slot for arrival. This means we can split them evenly and get people in more efficiently.
- On exit, all show vehicles will be directed back up the driveway, general entry will be told to head down and around onto the driveway. Once at the top (by Gate A), a marshal will be directing all vehicles. As the last general admission entry to the event is 15:00, we do not expect any entries while show vehicles are leaving from 15:00 and so they can leave down either road.

31. Temporary Demountable Structures (TDS)

- We will have a number of TDS throughout the event. The following list will explain what we plan to use, why we need it and anything we plan to reduce risk.
- Once structures are erected by the necessary teams, no one should be moving anything or making modifications to avoid any professional work from being undone and causing hazards.
- We will make sure that any contractor brought in to help build out the structures is trained and has a brilliant reputation before hiring. We want to go through all details with them regarding the infrastructure they will be bringing and putting up.
- We must check that they have carried out their own risk assessments on all equipment/structures they are using to make sure we both understand possible risks involved.
- Build out of the event will begin 1 day prior to the main show day. This will allow everyone enough time to safely build structures without rushing as this event has very minor build requirements.
- We will make sure we run through all of the structures with the contractor before handing over for the event. The contractor will produce an inspection sheet to sign off so we know they have checked everything over with us.

- We must check all infrastructure throughout the event to make sure everything still looks safe and secure. Checks will be written down on an inspection sheet for the day. People or weather conditions could cause issues with the structures and therefore we must stay on top of these inspections. They will be carried out by the health and safety steward.

General Use & Music Marquee

- A marquee/teepee will be erected in order for all guests to have a place in which they can get out of the sun or rain if needed. This area will be mostly open with seating inside. Music will take place here on Saturday 5th June.

Stage

- A small raised platform will be constructed within the marquee/teepee for our live & pre-recorded music. This will also be used for some guest talking segments

PA system

- A small PA system is to be constructed within the marquee/teepee to allow for pre-recorded music to be played by our DJ at low volumes during the day to add ambience.

32. Waste Management

- When bringing in the contractors to deal with waste management we will make sure they understand the following key points:
    - Audience size
    - Number of food/drink outlets
    - Site plans
    - Site rules for vehicle movement
    - Likely type of waste at the event
- Most of the waste management on the event days will be carried out by marshals. We will be making sure that the bins are cleared often to make sure there is no litter laying around.
- We will have a large skip provided by ‘Ace Skips’, which will be taken and disposed of after the event.
- Sewage/toilet waste will be managed by an external company ([redacted] We will bring in portable toilets around the site for the event.

Hazards from waste

- While there could be some hazards from the waste created by the event, this will be handled properly and by the correct parties.
- Any waste created by the toilets will be removed by an external supplier in order to prevent foul odours and furthermore respiratory problems induced by these odours to our attendees. These toilets will also be cleaned as required by the external supplier and checked over by marshals to prevent illnesses to our attendees such as Covid-19, hepatitis A, norovirus, and E. coli.
- Any rubbish on the floor of the site will be collected and disposed of by marshals using litter pickers and wearing gloves. This is to prevent hazards such as attendees tripping on litter when walking around the venue. Marshals will also be provided with hand sanitizer in order to further reduce contact with contaminants from waste.
- Any smaller bins on site will be emptied frequently by our marshals wearing gloves and litter pickers to reduce contact and furthermore illness from the waste. This rubbish will then be taken to the larger bins around the site.

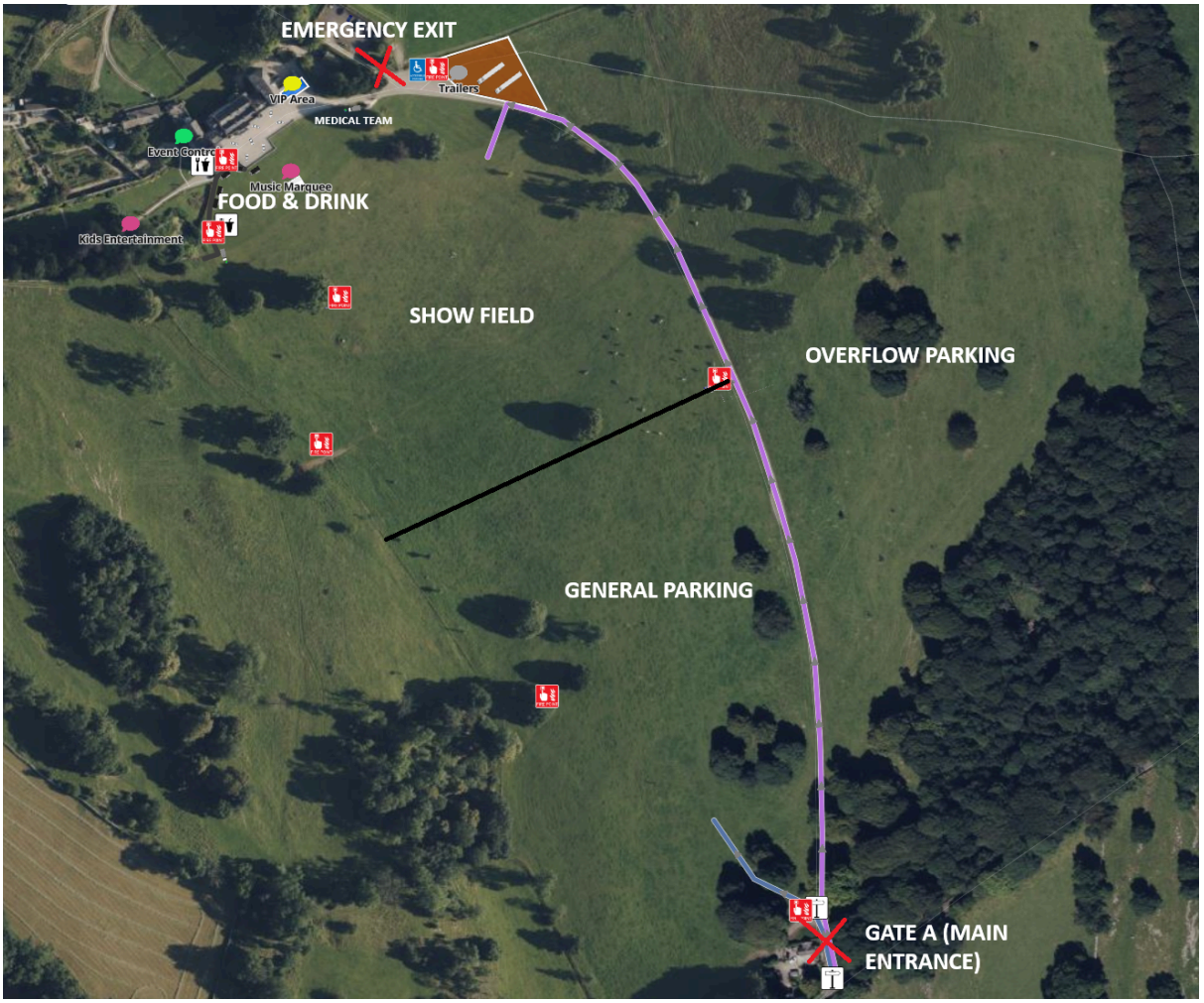
33. Working at Height

- Working from height will usually happen in the set up of the event, however we may see some maintenance being done throughout the event where issues arise such as marquee or stage problems. Therefore, the following is a plan to deal with this type of work and what to do if there is a fall, injury or emergency.
- When instructing contractors to erect infrastructure for the event, we must make sure that we know they are competent and trained thoroughly in their work. This will include asking the company for risk assessments and proof of training.
- Supervision of the event build out and maintenance should be carried out by the event directors and the health and safety steward.
- When work is being carried out, we must make sure there are enough barriers/fencing to clear the area in case of any issues. For example, if someone has to put a ladder up during the event, then we must tape/fence it off to ensure no one can knock the ladders whilst someone is working.
- The public could also be at risk of falling from a height during the event if we do not make sure to monitor and pre judge issues that could arise. We must look at all areas where someone could climb for example on top of fencing, scaffolding etc. We hope that our guests are respectful enough not to do this however there is always a chance, especially under the influence of alcohol, and therefore any areas like this must be fenced off or padded so climbing can't take place.
- The weather can cause a big risk when working at height. We will make sure that this is monitored throughout any work being done and a decision should be made if it seems too unsafe to continue. Again, most of the contracted suppliers for infrastructure will make this decision on their own, but we must make sure they are making the safe decision.
- Ladders and stepladders will only be used for tasks that will be a short duration. These can pose the most risk of slipping/falling when working at a height and therefore should be avoided if possible.
- Maintenance/Inspection of access structures such as scaffolding, the stage, ladders etc will be inspected regularly by a health and safety steward. A sheet will be printed for the event director and health and safety steward to use, check and sign off throughout the days of the event, build out and take down.

Emergency and rescue procedures

If someone is to fall when working from height then the procedure is as follows:

- First person to the scene to inform the medical team.
- Medical team to attend the incident.
- If NHS is required, then they will be called via the medical team contractor and the director/medical team will help to guide them in through the quickest and easiest entrance



The above map indicates where on site alcohol will be served and consumed. It also shows the area in which both live and recorded music will be played, stage location, safety equipment location and ingress/egress routes.

The food & drink area labelled at the top of the site is the only area around the site where the bars will be located. There will be 1 small bar and alcohol served to the limited number of guests in the VIP area, they will open on Saturday 5th June from 11:00 - 16:30.

The show field is our main static vehicle showground. This section will only be open throughout the Saturday day time from 10:30 - 16:30 to the general public. The small bar is located at the top of this area, in the food & drink zone. This will also be a glass free zone and all vendors must serve in plastic containers.

All of the red squares within the site are the location of the fire extinguisher equipment points. These are dotted around the site to allow easy/quick access in case they are needed. These locations will be monitored throughout the day to make sure nothing is missing.

The music marquee will be located within the show field on the map in the food & drink zone. This area will play pre-recorded music at intervals during the day when there are quiet gaps between interviews and live music. This area will be monitored on how many people are within the stretch tent by security and marshals and when the tent reaches capacity no more guests will be let in until others leave.

Gate A is our main entrance and exit for all throughout the weekend.

The emergency exit at the top of the venue will only be used should an issue arise that requires a quick exit for all guests.