

Winchester City Council has received an application from Brockwood Entertainment Ltd, Sheep Dip, Hinton Ampner, Alresford, Hampshire, SO24 0LF for a New Premises Licence for Brockwood Festival, Sheep Dip, Joans Acre Lane, Hinton Ampner, Alresford, Hampshire, SO24 0LF.

The purpose of the application is to provide licensable activities as detailed below:-

One event, running for no more than five consecutive days, each calendar year.

Films (indoor and outdoor)

Thursday	1400 to 2100
Friday and Saturday	1400 to 0000
Sunday	1400 to 2100

Live and recorded music and anything similar (indoors and outdoors)

Thursday	1400 to 2200
Friday and Saturday	1200 to 0200 the next day
Sunday	1200 to 2300

Late night refreshment (indoors and outdoors)

Thursday	2300 to 0000
Friday and Saturday	2300 to 0400 the next day

Supply of alcohol (for consumption on the premises)

Thursday	1400 to 2200
Friday and Saturday	1200 to 0200
Sunday	1200 to 2300

Proposed conditions supporting the application can be found below.

Representations from Responsible Authorities or any other person must be received at Winchester City Council offices no later than 7 March 2024.

Only written representations that relate to one or more of the four licensing objectives can be considered. The licensing objectives are:

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

Representations must clearly set out the likely effects the grant of the licence would have on the promotion of at least one of the licensing objectives, and must clearly relate to the premises for which application is being made.

The Act requires the Council to disregard representations that are considered to be frivolous or vexatious or repetitive.

Please note that relevant representations will form part of a public document which will include your name and address and will appear on this website. Anonymous representations will be disregarded.

Please send any Representations or queries regarding this application to licensing@winchester.gov.uk or to the following address:-
Licensing Section
Winchester City Council
City Offices
Colebrook Street
Winchester
SO23 9LJ

The application may be viewed by appointment at the City Offices.

Security & Event Solutions

Proposed schedule of conditions

All Licensing Objectives

A1: Notification

The Premises Licence Holder shall notify the Licensing Authority of any licensable activities proposed to take place under this premises licence, in writing, no less than six months in advance of those licensable activities commencing. This notification shall include the name of the event, type of event (including licensable activities and where these are to be sited), the date(s) of the event and anticipated capacity of the event.

A2

(a) For the event to be held in 2024, this premises licence shall be restricted to a maximum of 2000 persons which shall include all persons present at the premises regardless of their capacity including, ticket holders, performers, guests and staff.

(b) The timings for all licensable activities shall be reduced to 02:00 on every day.

A3

(a) For the event to be held in 2025, this premises licence shall be restricted to a maximum of 3000 persons which shall include all persons present at the premises regardless of their capacity including, ticket holders, performers, guests and staff.

(b) The timings for all licensable activities shall be reduced to 03:00 on every day.

A4

The premises licence shall authorise the licensable activities for one event, running for no more than five consecutive days, each calendar year.

A4: Safety Advisory Group (SAG)

The Premises Licence Holder will ensure suitable engagement and participation with the relevant Safety Action Group (SAG) prior to each event, including attendance at a minimum of one meeting prior to each event held under this premises licence unless the SAG chairperson agrees this is not necessary.

A5: Event Management Plan (EMP)

The Premises Licence Holder shall submit an initial Event Management Plan (EMP) to the Licensing Authority at least 120 days in advance of each event and a final version of the EMP to the Licensing Authority at least 30 days prior to the event.

The Event Management Plan will include but not be limited to:
Event Management Structure, roles and responsibilities;

Alcohol Management Plan;
Traffic Management Plan Including blue route);
Security & Steward Management Plan;
Noise Management Plan;
Major Incident and Emergency Plan (METHANE);
Medical Provision Plan;
Evacuation Plan;
Counter Terrorism Plan;
Food Safety Policy;
Drugs Policy;
Search Policy;
Use of Glass Policy;
Ejections Policy;
Safeguarding Policy (Including VAWG);

Security & Event Solutions

Welfare Policy;
Lost / Found Child Policy;
Vulnerable Adults Policy;
Health and Safety Plan including but not limited to Risk Assessments + Method Plans;
Fire safety plan;
Adverse weather plan
Waste / Recycling Management plan
Sanitary provisions
Water Provisions

A6: EMP Deadline

The deadline for submission of the EMP may be altered in writing by the Local Authority Head of Licensing following a written request from the Premises Licence Holder.

A7: EMP Requirements

In the event of any of the Responsible Authorities advising the Licensing Authority that the final version of the Event Management Plan (EMP) does not fully satisfy their reasonable requirements, the event will not proceed until such time as the reasonable requirements are met. The arrangements (as detailed in the final Event Management Plan) for protecting public safety, preventing crime and disorder, protecting children and preventing public nuisance shall be fully implemented prior to and during the event.

Any changes to the EMP made less than 30 days prior to the event shall only be in exceptional circumstances and agreed by the responsible authority most likely to be affected.

A8: Site Plan

The Premises Licence Holder shall ensure that a site plan, to standard scale, is submitted with the final version of the EMP to the Licensing Authority at least 30 days prior to the event.

A9: Management

A team of suitably qualified professionals will be employed to deliver the operational management of the event. Details of appointed contractors and appointed roles and responsibilities will be included in the EMP along with up-to-date contact details.

A10: DPS

The DPS or a nominated Personal Licence Holder must be present, on the premises, at all times licensable activity is taking place.

A11 - Security.

Security staff shall be clearly identifiable as Security staff by all wearing the same colour high visibility jackets / tabards marked "security"

A10.

Stewards shall be clearly identifiable as stewards by wearing the same colour high visibility jackets / tabards marked "steward".

A.11

For avoidance of confusion, security and stewards shall wear different coloured high visibility jackets / tabards.

Prevention of Crime and Disorder

Security & Event Solutions

CD1: Training

- (i) The Premises Licence Holder shall ensure that a training package is in place in order for all staff involved with the sale or supply of alcohol to be sufficiently trained in licensing matters proportionate to their role and aware of their responsibilities. Particular attention should be paid to underage sales / ID verification and the refusal of alcohol sales to a drunk person.
- (ii) Records shall be kept of this training, dated and signed by the staff member and trainer.
- (iii) Refresher training shall be completed prior to each annual event - again with documented records made and to be available for inspection from Police and other Responsible Authorities on request.
- (iv) A written record shall be retained at each bar or concession to show the staff that have been authorised to sell alcohol. This shall be made available to the Police and other Responsible Authorities on request.

CD2: Refusals / Incident Records

The Premises Licence Holder shall ensure that a refusals log and incident log is maintained at each bar or concession where alcohol is available for sale. These records shall be retained for a minimum of 1 year after each event held and be made available to the Police and other Responsible Authorities upon request.

CD3: SIA Security Staff

- (i) SIA registered front line security staff will be employed for the duration of the event.
- (ii) Numbers and locations of SIA security personnel are to be included in the EMP.
- (iii) SIA security personnel will be deployed to key areas of the event site giving particular attention to areas where there is a potential risk of confrontation, conflict, crowds and where retail sales of alcohol are undertaken.

CD4: Communication

A system of communication between the bars, security and event management will be in place such as a radio link.

Public Safety

PS1: Searching

Guests attending the event will not be permitted to bring alcohol or other prohibited items onto the event site. Appropriate measures will be in place to ensure this is prevented such as searching on entry and confiscating alcohol at the entrance.

PS2: Glass

Glass is not permitted in the public areas of the premises. All drinks must be served in plastic, paper or similar receptacles and all glass bottles must be decanted.

PS3: First Aid

First Aid trained staff will be on duty at the event site for the duration of the event.



Prevention of Public Nuisance

PN1:

The Premises Licence Holder shall produce an initial Noise Management and Community Liaison Plan at least 56 days prior to the commencement of the event. The final NMP shall be submitted to the Licensing Authority for agreement no later than 28 days prior to the commencement of the event. No alteration to the NMP after this date shall be made by the Premises Licence Holder except with the written consent of the Licensing Authority.

The final NMP shall contain the methodology which shall be employed to control sound produced on the premises, in order to comply with the premises licence. The NMP must include all of the arrangements for preventing public nuisance and consultation with the local community and shall include:

- An inventory of all sound systems to be used on the site.
- A schedule of contact details for those who are responsible for the sound systems.
- A list of stages together with sound power output details, a schedule of their location, orientation and shut down times and their maximum audience capacity.
- Maximum permitted sound power output details for traders.
- Management command and communication structure /methods for ensuring that permitted sound system output and finish times are not exceeded.
- Publication and dissemination of information to the public and complaints.
- Action to be taken by the Event Organiser following complaints.

The Premises Licence Holder shall ensure compliance with all aspects of the Noise Management and Community Liaison Plan.

At least 14 days prior to an event the Premises Licence Holder shall provide to the licensing authority a telephone number for contacting the licence holder or a nominated representative during the course of an event.

The Premises Licence Holder shall produce and make available a Public Information Document with details of arrangements for the event based on the EMP and NMP that might affect the local community. The contents of the document and required distribution list are to be agreed with the Licensing Authority at least 28 days in advance of each event. The final agreed Public Information Document shall be distributed to recipients as agreed at least 14 days prior to the event.

Between the hours of 1200 and 2300 on Friday and Saturday, broadband music noise levels from the event shall not exceed 60dB LAeq (15 mins) and music noise levels in octave band frequency ranges with a centre frequency of 63 Hz and 125 Hz shall not exceed 65dB LZeq (15 mins).

Between the hours of 2300 and 0200 on Friday night to Saturday morning and Saturday night to Sunday morning, broadband music noise levels from the event shall not exceed 45dB LAeq (15 mins) and music noise levels in octave band frequency ranges with a centre frequency of 63 Hz and 125 Hz shall not exceed 60dB LZeq (15 mins).

All music noise levels shall be measured as above in free-field conditions and in the absence of significant local noise sources at locations to be agreed in writing with the Licensing Authority no later than 28 days in advance of the event.

The sound systems of the principal stages shall be tested to ensure compliance with the above levels prior to the commencement of the event. The Licensing Authority shall be notified no less than 24 hours in advance of such testing being undertaken.

The Premises Licence Holder shall appoint a competent noise consultant to monitor and record on site and off site noise, to ensure compliance with music noise level limits.

The Premises Licence Holder shall not permit amplification equipment to be brought onto the site unless:

- it is for use as part of regulated entertainment; or
- it is for the use of authorised traders for the sole purpose of providing 'incidental' or background music to their stall or fairground attraction.

The Premises Licence Holder shall submit a post event Noise evaluation report to the Licensing Authority no more than 28 days after the end of the event. This shall include:

Security & Event Solutions

- The event complaint log including names, addresses, dates, times and details of complaint and action, taken in response to each.
- The event noise log, including dates, times, locations of noise monitoring).
- An explanation for any breaches of licensing conditions and any action that was taken to avoid breaching the music noise level criteria.
- A summary of what action can be taken to improve noise control and management, if appropriate.

Protection of Children from Harm

PC1: ID – Challenge 25

(i) The premises licence holder shall ensure that a system is in place to ensure that every individual who appears to be under 25 years of age seeking to purchase or be supplied with alcohol at or from the premises, shall produce acceptable means of identification and age confirmation.

(ii) Acceptable identification shall be a passport, photo driving licence or PASS accredited photo ID.

(iii) If the person seeking alcohol is unable to produce acceptable means of identification, no sale or supply of alcohol will be made to or for that person.

(iv) Public facing signage of a suitable size and frequency detailing the Challenge 25 Policy must be displayed at all bars, concessions and all similar locations where alcohol is available for sale by retail.

PC2: DBS Checks

Any staff or volunteers on the event site with responsibility for the welfare of children on site shall be DBS checked (Disclosure and Barring Service) and their name, date and place of birth be made available to Hampshire Constabulary upon request. The EMP shall include a plan to deal with all such lost / found children.

PC3: Age

No person under the age of 18 shall be allowed on site during the event.