

**EAST HERTS LICENSING AUTHORITY**  
**Licensing Act 2003**

**REPRESENTATION FORM FROM RESPONSIBLE AUTHORITIES**

**Responsible Authority** (please delete as applicable):

Police / Fire / Environmental Protection / Health and Safety / Child Protection / Weights and Measures / Planning Authority

|                                 |                         |
|---------------------------------|-------------------------|
| <b>Your Name</b>                |                         |
| <b>Job Title</b>                | Police Sergeant         |
| <b>Postal and email address</b> | Hertford Police Station |
| <b>Contact telephone number</b> | 01992                   |

|  |                |
|--|----------------|
| <b>Name of the premises you are making a representation about</b>    | Redrick Lakes  |
| <b>Address of the premises you are making a representation about</b> | Sawbridgeworth |

|   |                          |  |
|---|--------------------------|--|
| <b>Which of the four licensing Objectives does your representation relate to?</b>   | <b>Yes<br/>Or<br/>No</b> | <b>Please detail the evidence supporting your representation. Or the reason for your representation. Please use separate sheets if necessary</b> |
| To prevent crime and disorder, Public Safety and to prevent public nuisance.  | YES                      | Please see attached documents to form this representation.   |
| <b>Suggested conditions that could be added to the licence to remedy your representation or other suggestions you would like the Licensing Sub Committee to take into account. Please use separate sheets where necessary and refer to checklist.</b> |                          |  |

Signed: Sergeant

Date: 4.10.21

Please return this form along with any additional sheets to: East Herts Licensing Authority, Wallfields, Pegs Lane, Hertford, Herts SG13 8EQ or email to [community.protection@eastherts.gov.uk](mailto:community.protection@eastherts.gov.uk)

**This form must be returned within the Statutory Period. For more details please check with the Community Protection Section Unit on 01279 655261**



HERTFORDSHIRE  
CONSTABULARY

The governing principles of the Licensing Act are the four Licensing Objectives. All organisations and individuals involved in the running of Licensed Premises, must do so with a view to promoting these Objectives:

- The Prevention of Crime and Disorder
- Public Safety
- The Prevention of Public Nuisance
- The Protection of Children from Harm

This representation is made by Hertfordshire Constabulary in relation to the application for a Temporary Event Notice to cover 2 events to be held at Redricks Lakes, Redricks Lane, Sawbridgeworth. The applicant, Nina Rampling has applied to licence a big top tent and a stretch tent located in what is described as the car park area at the glamping site currently sited at the location. The applicant proposes to supply alcohol for consumption on the premise and regulated entertainment between the hours of 12pm and 10pm on both Saturday the 30<sup>th</sup> October and Sunday the 31<sup>st</sup> October 2021.

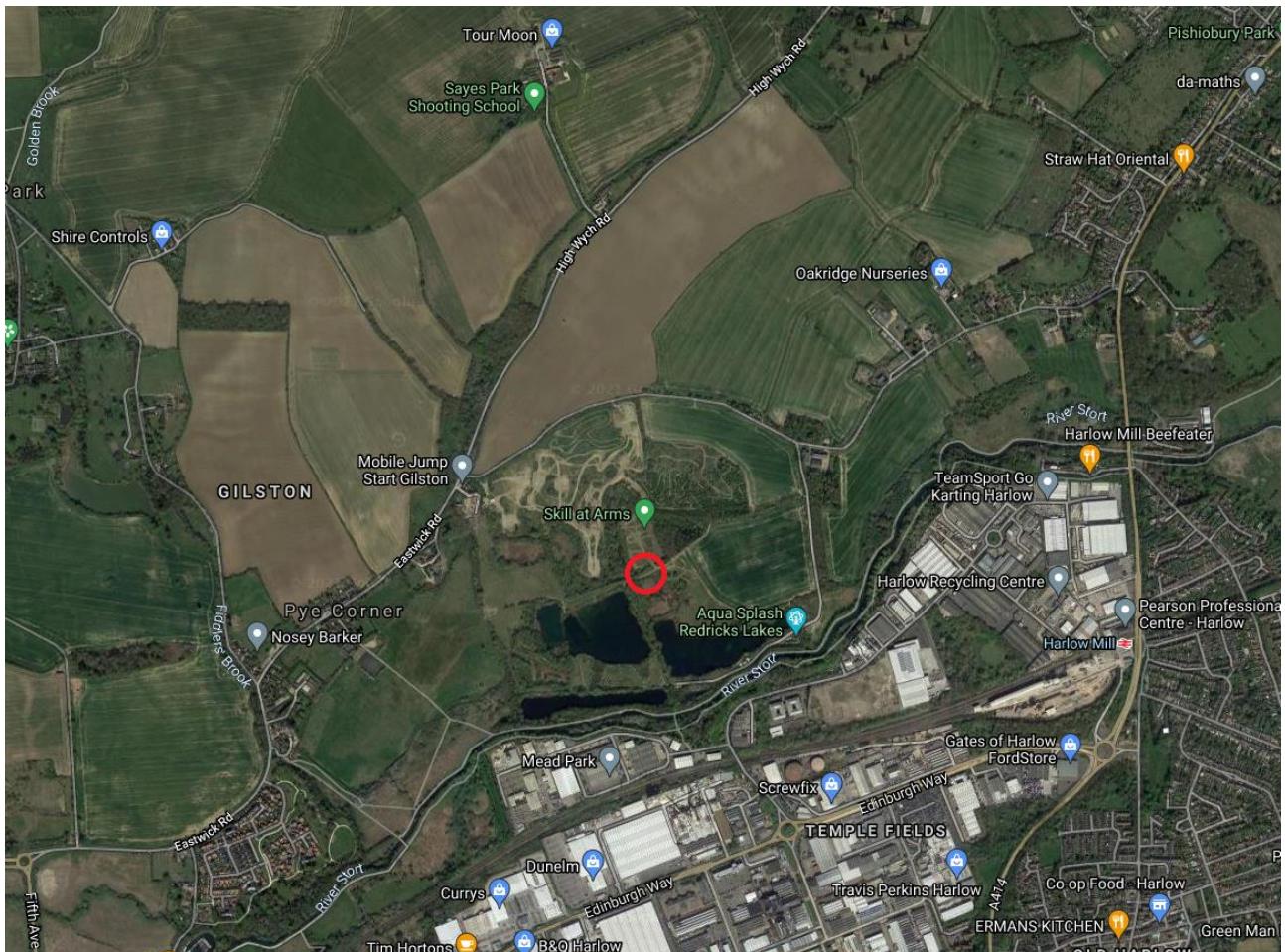
Nina Rampling is a manager employed by Ricky Harding. Ricky Harding owns and is a Director of the company Dog and Whistle Limited that is referenced on the TEN's application form. Ricky Harding is the event promoter for other Dog and Whistle Festivals that have been held at a site in Frogmore Hill, Walkern over the last 3 years. Police have worked with him in relation to the festivals over this time with the planning process for each festival needing to start a minimum of 3 months before each event. As a result of these events, the licence at Frogmore Hill was revoked in July 2021. This revocation is in the process of being appealed.

A premise licence is already held for a separate marquee at this location, it is held by Matthew Bone under the trading name of Cre8 Glamping. The intention of Ricky Harding is to use the TEN's for up to 499 people, in addition to the current licence which will accommodate additional people. Cre8 Glamping are also involved in the running of the event. An event management plan has been provided which states the capacity for the event will be 998 people, it is unclear if this number includes staff or not. There is the ability for people to camp on the site, within the glamping tents already located there, with a maximum capacity for 210 people.

The event will feature a line-up of DJ's from the commercial dance music genre with a Halloween theme. It is being advertised, on Facebook via the Dog and Whistle Facebook page, to the public as having a huge production, Halloween entertainment, huge headliners, big top in the haunted forest, 2 arenas, 1500 capacity, mind blowing effects. It is likely to attract young adults between the ages of 18-25 years. Police have witnessed that events of this nature are high risk in terms of alcohol consumption and drug use. Those attending mostly use taxi's or friends / family to act as a taxi meaning there are cars entering and leaving during both ingress and egress.

The location is in a rural area between Harlow and Sawbridgeworth, it is accessed via a track from Redricks Lane which is an unrestricted road with no street lighting. There are residential properties

on Redricks Lane with two being less than 600 meters from the site and some others being within 1000 meters of the site. The edge of Sawbridgeworth, on Redricks Lane is approximately 1000 meters away from the site. Pye Corner, Gilston is a similar distance from the site. The red circle on the following map shows the location of the festival tents. The map also shows the large lakes that are present on the Redricks Site. The edge of the lakes are approximately 100 meters away from where the festival tents will be located.



It is believed that if this application was granted the licensing objectives around public safety, prevention of public nuisance and prevention of crime and disorder would be undermined for the reasons detailed below.

The event organisers have not allowed enough time to safely plan this event and have given little consideration to key aspects of the event which can be seen from the documents supplied. Their focus has been on advertising the event rather than planning and organising the event.

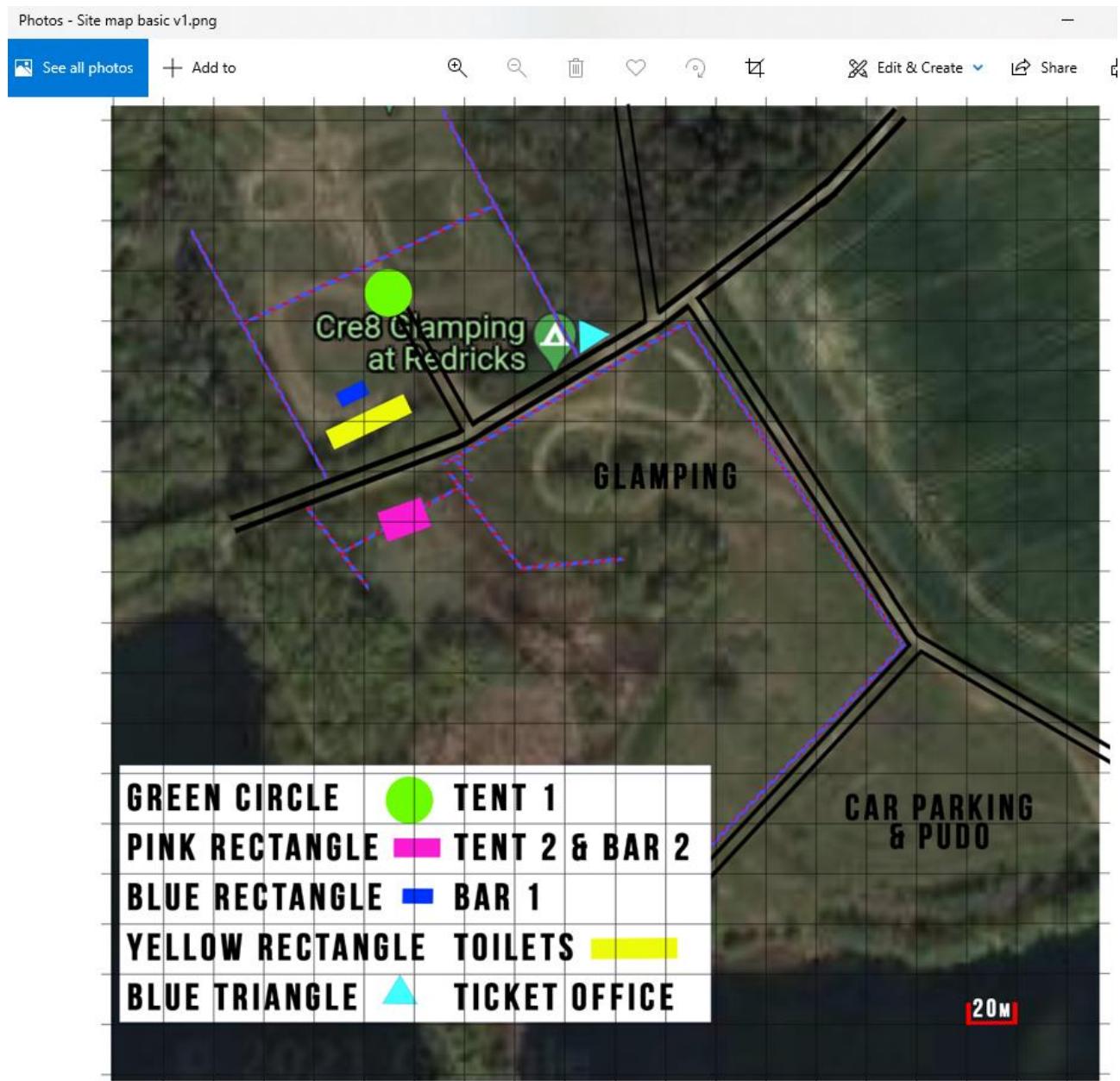
They have been advertising this event publicly since the 8<sup>th</sup> September 2021. Having seen the adverts Police contacted the organisers initially on the 15<sup>th</sup> September asking for an Event Management Plan, risk assessment and SAG notification to be submitted. At no point prior to this had the organisers contacted any responsible authority to inform them of the event or seek advice.

On the 17<sup>th</sup> September 2021 (6 weeks prior to the start of the event) Brittany Melly, Event Manager was officially taken on to organise the event. Prior to this no paperwork had been completed that was specific to the Halloween Festival. At this time Police were informed that a TEN's was going to

be used in addition to the premise licence already held at the location in order to allow for 999 people to attend the event.

Over the next few days Police expressed concerns to the organisers about the lack of time to plan the event. It was also pointed out that the Premise Licence held by Cre8 Glamping requires an EMP and SAG notification to be submitted 3 months in advance of any events with licensable activities for more than 499 people. By holding this event for over 499 people they will be in breach of their licence conditions but this information has not deterred the organisers from continuing to pursue this event.

A SAG notification was submitted to East Herts Council on the 24<sup>th</sup> September 2021 and an email was sent containing a link to the first draft of the EMP. As part of the SAG notification a COVID questionnaire has to also be completed. This was submitted but most of the questions were left unanswered. Some answers stated 'as per COVID plan (to be submitted separately)'. At the time of writing (3/10/21) the COVID plan is still yet to be submitted. The below site plan was also attached to the SAG notification email and is the same as the one contained within the EMP.

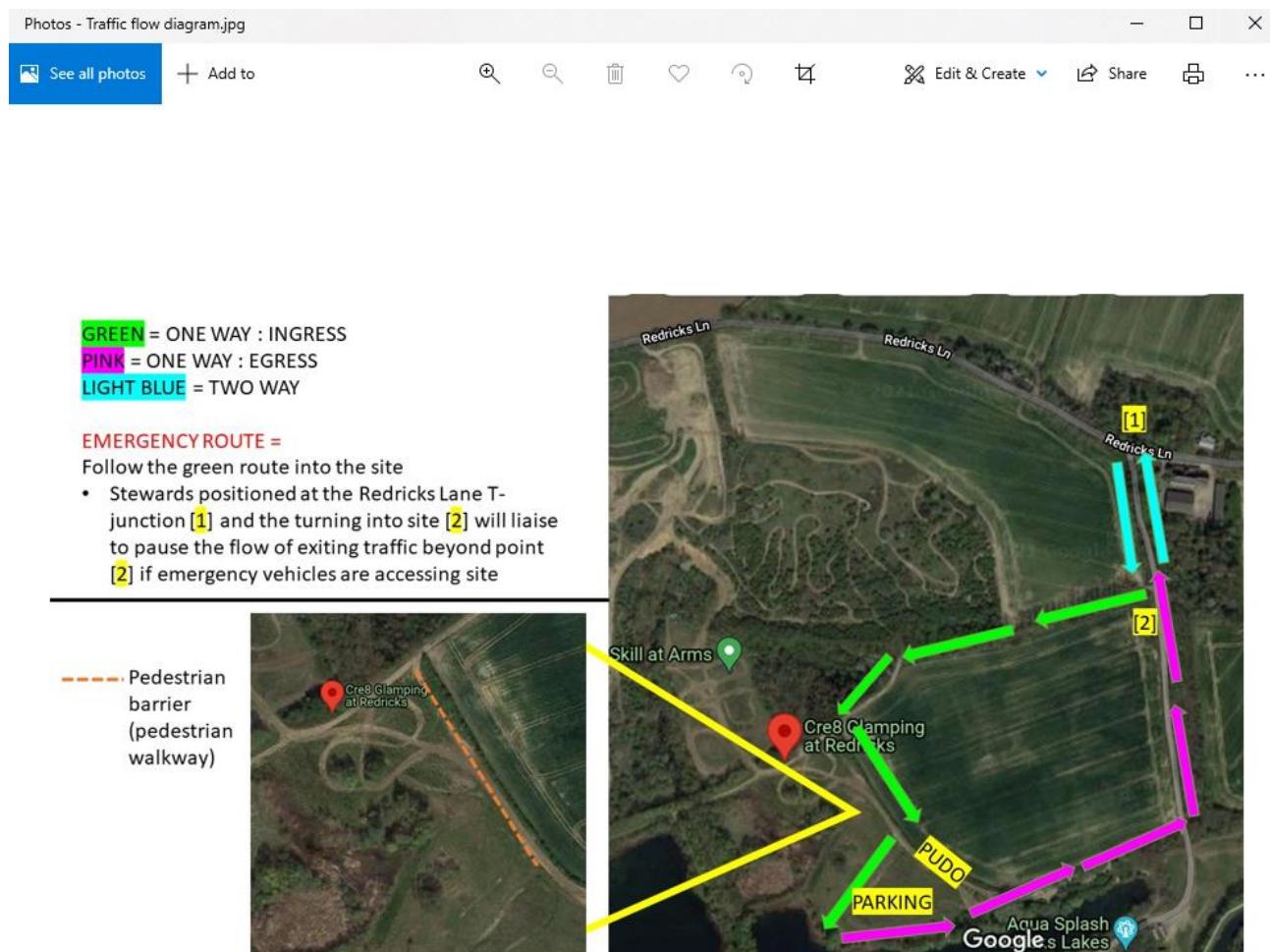


The site plan above is basic and unclear. A detailed plan is required showing the layout of the site, including the camping area, car parking area, evacuation points, emergency access routes as well as showing the structures to scale, heras fencing, medical base, security base, Event Liaison Team location, fire exits, tower lights and fire points as a minimum.

On the 27<sup>th</sup> September PS Ramirez spoke with Ricky Harding on the phone about the concerns. He was in Australia and admitted that he had never actually been to the Redricks site himself. Ricky Harding stated in an email that the ticket sales were at 451 for the Saturday and 189 for the Sunday.

A TEN's was initially submitted on the 27<sup>th</sup> September however there were errors and so was resubmitted on the 29<sup>th</sup> September 2021. The link to the Event Management Plan was sent to police on the 27<sup>th</sup> September 2021.

On the 28<sup>th</sup> September 2021 Brittany sent Police the below image for ingress / egress routes. Stating a one way system was in place to help aid the flow of PUDO vehicles for ingress and egress. This image is yet to be added to the EMP.



During a site visit the condition of the tracks to be used were checked. The majority is suitably covered with hardcore however there is a section, approximately 100 meters long where the ground is not suitable, it is extremely muddy and has not been covered with hardcore. The below photo

shows part of this track. This track is part of the pink arrow route that runs parallel with the lake below.



The traffic flow is not completely one way. There is a 150 meter section between Redricks Lane and the right turn into the first part of the one way system (Shown by the blue two way arrows in the diagram above). This piece of road has been viewed by Police and is only wide enough to accommodate traffic in one direction at any one time. The below screen shot is taken from the Police footage of this part of the track.



The below screen shot is taken from google photos and shows the entrance to Redricks Lakes from Redricks Lane.



A key part of the event is ensuring the safe arrival and egress of those attending the event. This should include the management of traffic on the surrounding roads as well as the management of the traffic on private roads within the site. Consideration must also be given to the possibility that some attendees will wish to leave on foot.

The traffic management plan is minimal as can be seen by the below screen shot below taken from page 22 of the EMP. The What3Word locations do not seem to pinpoint key locations and state that the ingress is via a point on Eastwick Road which is contrary to the traffic flow diagram supplied.

### **C. Traffic management plan**

We will be providing information prior to the event on how to get to/from the site, PUDO instructions and car parking information to assist with the management of this on the day.

Customers will be informed on the best route to the site.

Car park ingress is via Eastwick Road:  
///rock.until.broke

Car park egress is out towards Redricks Lane:  
///necks.exile.hero

Pedestrian ingress is \*\*\*. Pedestrian egress is \*\*\*.

Blue route access/egress is \*\*\*.

Communication will be made with taxi firms, which will be actioned closer to the event. Social media posts, and direct emails will be sent to customers to encourage thinking ahead and pre-booking transport.

Guy McCallan, Police Traffic Management Officer has completed a report highlighting his concerns as follows which all evidence concerns in relation to Public Safety at the event -

- For an event of this size you can expect approximately 411 vehicles for those attending the event plus staff, artists and contractors.
- The proposed two way use of the single track road between Redricks Lane and the point on site approximately 150 mts south of the road, has the potential to result in conflict (pedestrian vs vehicle & vehicle vs vehicle), periods of stop/start in order to give way to oncoming traffic, the creation of short term tail backs etc that may extend back to or have a detrimental effect on traffic using Redricks Lane, be it attendees or other traffic.
- The section of Redricks Lane at its junction with the site access is an unlit single carriageway road subject to the national speed restriction of 60 mph. Forward visibility is restricted by the road geometry and roadside vegetation. Road users would not expect to encounter stationary or slow moving traffic in the vicinity of the access.
- During both the entry & exit phase some attendees will want to turn right into or out of the site. At times this will necessitate traffic on Redricks Lane stopping to allow such turning movement which has the potential to create short term delay, and tailbacks at a point in the road where road users would not anticipate finding stationary or slow moving traffic. Although this is likely to be a short term problem it's not ideal. (RTC risk combined with visibility)
- The Traffic Flow Diagram provided states "*Stewards positioned at the Redricks Lane junction (1) and the turning into site (2) will liaise to pause the flow of existing traffic beyond point (2) if emergency vehicles are accessing the site.*" In the absence of CSAS qualified TM operatives then any stewards deployed to point 1 (Redricks Lane jw site access road) have no lawful power to stop/control traffic on Redricks Lane.
- The use of the site access road for uncontrolled two way traffic, as well as emergency vehicles at a time when any of the other businesses may also be operating gives cause for concern. In the event of the unexpected if the access were compromised we could be faced with attendees being trapped on site with emergency vehicles being unable to access the site.
- If access to or from the site is not simple, quick and easy then taxi's aren't going to want to slowly negotiated their way in and out which may result in pedestrians being dropped off / collected in Redricks Lane which then results in pedestrians waiting/walking in an unlit 60 mph road during the hours of darkness. Taxis & other vehicles potentially stopping at inappropriate locations and the knock on effect this may have on other traffic. i.e. overtaking stopped vehicles at less than ideal locations - risk of RTC's.
- The absence of a pedestrian route is also a concern. The venue is not too far from civilisation so some people may be tempted to walk in/out.
- Dependant on weather conditions there may be potential for mud to be transferred on the wheels of attendees vehicles to the public highway. Adequate mitigation should be in place to ensure this does not happen but if it does it is immediately cleared, i.e. operatives with suitable PPE equipped with shovels and brushes, jet wash, road sweeper etc.
- Police and Herts County Highways are not satisfied that the current TM plan adequately deals with the potential issues at this site.
- The promoter needs to reconsider how they deal with the problems posed by the access to this site. They should identify the potential hazards/risks and through their TM provider prepare and submit a plan that we can be confident will adequately mitigate the identified risk.

The only other parts of the EMP that refer to arrival and egress are shown below, none of which cover the concerns highlighted.

The below screen shots are taken from page 18 of EMP.

## **Arrival & Ingress**

### **Open Procedure**

Once the Event Manager deems the site safe and ready to open – and having checked with all other onsite management, the Event Manager will inform the Security Manager that the site is safe and ready to open. If possible the site will open slightly early so as to minimise excessive queuing outside the event space. A copy of the SOTO (sign-off to open procedure) can be seen in Appendix S.

### **Entry**

The road between the Event entrance and Car Park will be set-up with barriers to act as a walkway. On arrival guests will be required to show a valid ticket, purchase a ticket or validate their name on the guestlist before receiving an access wristband. The events will operate a no re-entry policy. Individual cases will be assessed and permitted at the discretion of the EMT on a case-by-case basis. This is communicated in the ticket terms.

### **Egress**

Customers will leave via the same entry-point through the site or go to the glamping campsite. This will be managed by the event stewards and security, who will be checking accreditation to ensure only those with camping tickets are accessing the camping area. To assist with a slower egress, the approach to site closure will be slow and steady - allowing customers to leave in their own time rather than asking them to leave. Music and alcoholic bar service will cease one hour before site closure.

Customers are deterred from vacating the site on foot in pre-event communications, and encouraged to arrive by car or taxi. Signage around the entrance with local taxi numbers will be visible. Anyone deemed vulnerable will be approached by security, assessed and - depending on the outcome of the assessment - encouraged to use a taxi and/or contact a family member / ICE contact for the vulnerable person. If they refuse, they will be invited to stay with the event team until such a time that they are fit to vacate the site safely (i.e. if too intoxicated).

Car park tickets are available for purchase prior to the event, which will give the event management team a clearer picture on the best method of car park/PUDO layout.

Page 18

It is unclear from the above description and from the site plan provided how people will safely move from the car park to the event tents. It is also unclear where the event entrance is located.

The EMP submitted contains no information about how the event organisers plan to reduce any impact on the local community. A section in the EMP entitled Local Community Impact contains just two sentences as can be seen from the below screen shot taken from page 20 of the EMP. As mentioned previously this site is in fact reasonably close to residential areas so the potential to

Page 8 of 84

impact on them needs to be considered and addressed but it has not been. As a result there is a real risk that this event will cause a public nuisance.

## Local Community Impact

The site is in a very rural location and has no immediate residential areas. Stages will be positioned to focus sound away from nearest residents, and a one-way system to/from the event site will support traffic flow in the area.

Police have been made aware by an Environmental Health Officer that residents near to Redricks Lakes have complained this year about the noise from the site in relation to clay pigeon shooting. They have mentioned how they were disturbed in the past when music was played at the location when it was used as a wedding venue. This shows that there are indeed residents in the area who will be impacted by this event. The organisers have not yet submitted a noise management plan for consideration. Even though the event is now only 3.5 weeks away.

The information supplied within the EMP and on the TEN's does not mention how the organisers will ensure that the number of people present within the areas licensed by the TEN's will not exceed 499 people.

No information or diagrams have been provided showing the sizes of the structures being used on the site, those structures being tent 1, tent 2 or bar 1. The TEN's application indicates that a Big top tent and a stretch tent will be placed in the car park area of the glamping site and will be licenced under the TEN's.

Police are aware that the marquee currently on the site, that Ricky Harding stated will be utilised, would have a capacity of 660 with nothing else in it. No diagrams have been provided to show how much space the bar and DJ will take up, therefore it is not possible to calculate the number of people that this marquee can safely hold. If the space were reduced by for example 16 square meters to allow for the bar and DJ then a maximum capacity would be 613. With this in mind, the covered space available to people and the numbers being quoted as attending the entire event are of concern.

The event is being run at a time of year when the weather is likely to be cold and not suitable for people to be outside for any length of time. The organisers should be planning to ensure that all those attending are able to be under cover at any one time. The TEN's restriction of 499 (including staff) people being allowed within the Big top (Tent 1) and Bar 2 as a whole means that at any one time the only other covered space for the other 499 people will be within the marquee currently on site (tent 2 on the plan above). I cannot see how the event organisers will ensure the maximum capacities are not breached without resulting in people having to wait in outside areas for periods of time. If the weather is particularly poor this difficult situation will be exacerbated further as people will get even more frustrated.

The security plan provided within the EMP is shown below. The screen shot has been taken from page 24 of the EMP. It contains very little information. It is unclear how the organisers have come to the conclusion that 12 security and 2 Stewards will be sufficient to manage the event and prevent crime and disorder. A deployment plan has not been completed in order for Police to assess how the differing aspects of the event are being managed. Security staff do not appear to be overseeing the security of the campsite or the rest of the event site after midnight each night therefore the prevention of crime and disorder has not been considered sufficiently.

## **E. Security assessment, operations and deployment plan**

There is no known threat identified to the event space.

### **Site Considerations**

- Vehicle to ram crowds - the main event areas are contained within hedges and Heras fencing perimeters which would act as a deterrent/blockade.
- Bomb – the Events Management and Security team will be briefed on what to look out for and remain vigilant always.
- Violence – the Events Management team will all be briefed on what action to take should an incident occur. Several of the event team are first aid trained.
- Knives – No problem has been encountered with knives at previous events, however caterers and contractors will be reminded of knife safety and the events team/security will remain vigilant

### **Communication**

The team will all:

- Be briefed on radio protocol
- Have read the Emergency Procedure
- Receive information with important information and mobile numbers
- Wear hi-vis vests
- Communicate through radios with earpieces on the day, mobiles for back up

### **Staffing**

Working with SRM Security, we will ensure an adequate number of SIA licensed security and stewards are present on site at all times.

SRM are providing:

12 SIA

2 Stewards

All staff will start at 11:00 and finish at 00:00.

The medical provisions stated in the EMP are very minimal and do not include coverage for those remaining on the site after midnight. The below screen shot is taken from page 38 of EMP

## **M. Medical provisions plan**

An appropriate level of medical provision as per the Purple Guide will be provided on site.

2 x Dedicated First Aiders will be provided by SRM.

This will be complemented by event and security staff first aiders.

Trained first aiders are present at the bar, within the management team and the security team.

Where medical assistance is required, staff are instructed to :

- Summon assistance through radio contact making the Event Control aware
- Assess the casualty
- Do not touch the patient and maintain distance UNLESS there is an immediate threat to life:
  - Put them in the recovery position, if appropriate, and security will alert the first aider team
- Await further instructions from Management

The EMP supplied contains errors and lacks detail in key areas. The errors cause concern and need rectifying. The EMP has been taken from another event and edited however points relating to the other event remain. There are statements made within the EMP that are factually incorrect and misleading. Some examples of this are as follows.

The below screen shot is taken from page 7 of the EMP.

### **The Site**

The site is located in the East Hertfordshire countryside between Harlow & Sawbridgeworth.

The space is grassed and has excellent drainage. The site is relatively flat, with one shallow hillside leading to some wooded areas. Temporary fencing will create a perimeter with several good-sized entrances / exits created, plus queuing systems.

Police visited the site on the 4<sup>th</sup> October 2021. The below image was taken of approximately the location where the big top tent would be positioned. The site was found to have poor drainage which is in contrast to the above statement. There were a number of areas around the site where there was standing water and at times boggy ground. It is concerning that these issues with the site have not been identified and addressed within the EMP. Again this is a public safety issue.



The following sentence is stated on page 6 of the EMP.

The event site will be managed by an experienced management team with a proven track record of safe and enjoyable events, on this site, and others.

The management team involved in this event have not run this type of event at this site before.

Overall the majority of the EMP is fairly generic information, it is lacking the required detail and information to ensure the safe running of the event.

The areas of risk highlighted above are not identified within the event risk assessment that has been supplied. The risk assessment provided is one that was produced in relation to the Glamping Camp Site, it contains no information specific to the Halloween event. There is a significant change in the way the camp site is to be used but this has not been recognised and readdressed. The EMP does not detail any plans to mitigate risks posed by the lake such as heras fencing, patrols and lighting. As a result there is a significant risk to public safety. Of further concern the EMP does not state that they will have a person allocated as an Event Safety Officer.

A fire safety officer has been involved in assessing the site, she has raised concerns that the marquee is proposed to be used for events other than just for families staying on site as was originally stated. An updated fire risk assessment is required to encompass the change of use. Additionally this fire officer visited the site on 30<sup>th</sup> September 2021 and found that the marquee had partially collapsed due to water and wind damage, poles had become unhinged, no emergency lighting, there was only one entrance / exit at the front and the emergency exit that should be located to the rear was not present. Instead one side of the marquee was completely open but this was an unsafe fire exit route due to overgrown vegetation and being unaccessible with trip hazards. It appeared to the fire officer that the marquee had not been erected by a competent person and in accordance with the manufacturers instructions. Evidence of this has been requested by the fire officer. She returned on the 4<sup>th</sup> October however the issues had not been addressed.

Not only are there issues in relation to the planning of this event but concerningly Matthew Bone who currently holds the premise licence for the marquee has stated to the Council that he is no longer involved in Cre8 Glamping and is not performing a DPS role for the premise. Therefore in order for this licence to be legally used in conjunction with the TEN's it will need to be transferred to another holder and a new DPS appointed.

In summary, the plans provided are inadequate, Police have a lack of faith in the safe running of these two events. There is insufficient time to rectify the issues highlighted. The normal process of planning such events takes a minimum of 3 months. If the events were allowed to go ahead with the TEN's granted there would be a risk to public safety concerns in relation to the prevention of crime and disorder and the prevention of public nuisance. Hertfordshire Constabulary's submission is that this application for a Temporary Event Notice is rejected.

Report completed by Police Sergeant  
Licensing Officer,

, Licensing Sergeant for East Herts and Police

.

| <b>POLICE EVIDENCE REPORT</b>   |                   |
|---|-------------------|
| <b>INDEX</b>  | <b>PAGES</b>      |
| Emails between Event Organisers and Police regarding SAG notification, EMP and TEN's                | 15-22             |
| Email containing link to EMP documents sent to Police 27/9/21                                       | 22-23             |
| Email with site pictures attached 'Traffic Flow diagram' and 'Muster Points' sent to Police 28/9/21 | 24-25             |
| SAG notification submitted to East Herts Council 24/9/21.   | 26-28             |
| Attachment sent with SAG notification – 'Site map basic'  | 29                |
| COVID questionnaire attachment sent with SAG notification. Screen shots of 11 pages.                | 30-40             |
| Email sent to event organiser by Fire Safety Inspector on 29/9/21                                   | 41                |
| PDF screen shot sent to event organiser by Fire Safety Inspector on 29/9/21                         | 41                |
| Six photos sent to event organiser by Fire Safety Inspector on 29/9/21.                             | 42-43             |
| Facebook Screen Shots   | 44-56             |
| TEN's application form  | 57-64             |
| Premise Licence conditions  | 65-67             |
| Traffic Management Report by Guy McCallan   | 67-70             |
| Email from environmental health detailing concerns of a resident                                    | 71                |
| Images from Police Site visit 4/10/21   | 72-84             |
|   |                   |
|   |                   |
|   |                   |
| D&W Halloween 2021 – Event Management Plan v1.0 - EMP   | Separate document |
| Appendix D.i. – Search Policy   | Separate document |
| Appendix G.i. – Ejection Policy   | Separate document |
| Appendix Q – Show Stop Procedure  | Separate document |
| Appendix S - SOTO   | Separate document |
| Appendix U.i. Cre8 Glamping – Bar and Garden COVID Risk Assessment                                  | Separate document |
| Appendix U.ii. – Cre8 Glamping – Fire Risk Assessment   | Separate document |
| Appendix U.iii. – Fire Safety Plan for Cre8 Glamping at Redricks Lakes                              | Separate document |
| Appendix U.iv. – Risk Assessment for Cre8 Glamping at Redricks Lakes                                | Separate document |

## Emails between Event Organisers and Police.

**From:** MINICIELLO, Sarb 8800 [REDACTED]  
**Sent:** 15 September 2021 10:17  
**To:** 'daniel@[REDACTED]'; 'brett@[REDACTED]'  
**Subject:** SAG notification link [OFFICIAL]

Hi Brett/Daniel,

Please notify SAG of your upcoming event for Dog and Whistle Halloween event, urgently. I will also require a completed EMP and Risk Assessment of the event.

<https://www.eastherts.gov.uk/article/35793/Event-Notification-Form--Road-Closure-Request>

If you need any further assistance or have any queries, please give me a call.

Kind regards,

Sarb Minichiello  
Licensing Officer, East Herts

---

**From:** daniel@[REDACTED] <daniel@[REDACTED]>  
**Sent:** 17 September 2021 14:34  
**To:** MINICIELLO, Sarb 8800 [REDACTED]  
**Cc:** 'Brittany Melly' [REDACTED]  
**Subject:** RE: SAG notification link [OFFICIAL]

Hi Sarb

I have had a conversation with Brittany the Event & Festival Manager for Dog & Whistle and she has said that she is happy to communicate directly with you and organise everything that you will need as she has so much more experience in this and will make sure you have everything that you need.

Is that OK?

All the best

Dan

[REDACTED]  
T: [REDACTED]  
E: [REDACTED]

On 17 Sep 2021, at 16:11, MINICIELLO, Sarb 8800 [REDACTED] wrote:

Hi Brittany,

Can you confirm your current and expected ticket sales for this event, split by day tickets and camping tickets.

Thank you,

Sarb

**From:** Brittany [REDACTED]  
**Sent:** 17 September 2021 16:16  
**To:** MINICIELLO, Sarb 8800 [REDACTED]  
**Cc:** [daniel](#) [REDACTED] | RAMIREZ, Clare 2182 [REDACTED] >; Ricky [REDACTED] [REDACTED]; Ricky [REDACTED]  
**Subject:** Re: SAG notification link [OFFICIAL]

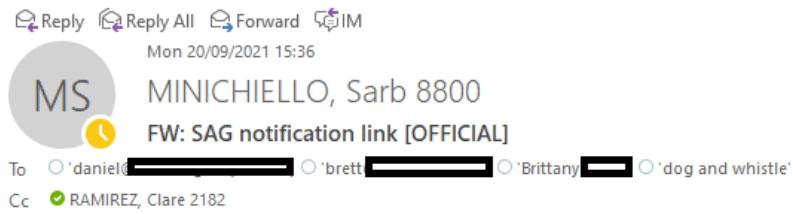
Hi Sarb

Ricky will be able to help with current event numbers, please bear with him on responding as he is in Australia.

We are anticipating a sell out event, so expecting 999 numbers on site. I believe a TEN is being applied for to accompany the existing premises license for 500 - I apologise if I have this wrong, I was taken on officially this morning and haven't got quite all the answers for you yet.

Kind regards,

Brittany [REDACTED]  
[REDACTED]



Dear All,

Thank you for your email. We were not aware a TENS was being considered. We are concerned that you are looking to hold an event of this size in just 5 and half weeks' time. (especially at a site that has not held this type of event before). You will note on your licence any event held at the site over 499 requires an EMP and SAG notification to be submitted 3 months prior to the event. We are yet to see an EMP or SAG notification for this event. We are not confident in the time frame that you have you will be able to achieve what is necessary.

Ricky please can you advise us of the current ticket sales as soon as possible.

Kind regards,

Sarb Minichiello  
East Herts Police Licensing Officer

[Reply](#) [Reply All](#) [Forward](#) [IM](#)

Tue 21/09/2021 11:41

R

Ricky [REDACTED]

Re: SAG notification link [OFFICIAL]

To ● MINICIELLO, Sarb 8800

Cc ○ daniel [REDACTED] ○ Brett [REDACTED] ○ Brittany [REDACTED] ● RAMIREZ, Clare 2182

i You replied to this message on 22/09/2021 12:57.

---

Hi Sarb & Claire

Hope you are both well.

The size of this event is just 998 People.

An event of this size I have run on multiple occasions over the past 5 years at my Venue Dog & Whistle with no major problems or complaints.

Also on the back of running x 2 festivals in August with up to 4500 across 2 days with only one problem which was caused by human error (a coach driver driving past a signal man)

We have the same team in place across the whole event with only 1 change which is the land owner.

We do not believe this event will cause us, yourselves, the land owners or any neighbours any issues or problems.

Our team have run events a lot bigger than these safety and with huge success, this will be no different.

We will be submitting a full EMP this week with everything in place that will cover any concerns from the SAG members.

I'm sure the majority of the SAG will be happy that our team are running this event and will have 100% confidence that it will be a safely run event for the 998 attendees.

We have taken advice and guidance from the previous SAG's at Frogmore and will be implementing these in our EMP for Redricks.

We are more than confident we can have everything in place this week.

Our numbers are Currently.

Saturday 425

Sunday 123

We believe that the Saturday will get to the 998

And the Sunday will get to 600

The Saturday being the busier day and Sunday quite a lot less.

Please let me know if you need any more info from myself, Brittany or Dan.

Thanks

Ricky [REDACTED]  
[REDACTED]

[Reply](#) [Reply All](#) [Forward](#) [IM](#)

Wed 22/09/2021 12:58

RC

RAMIREZ, Clare 2182

RE: SAG notification link [OFFICIAL]

To ○ 'Ricky [REDACTED]; ● MINICIELLO, Sarb 8800

Cc ○ daniel [REDACTED] ○ Brett [REDACTED] ○ Brittany [REDACTED] ○ 'Brad [REDACTED] ○ 'Nick [REDACTED] ○ [REDACTED] Julie [REDACTED]

---

Good Morning Ricky,

Thank you for your email. Running an event at this location cannot be compared to running an event at a town centre premise. The Dog and Whistle events held at Frogmore have involved significant public safety concerns due to a lack of foresight and planning. We are yet to have the debrief SAG for this event where these concerns will be discussed in full.

I am pleased to hear that you plan to have an EMP submitted this week, but I must stress that you have left this very late and this now puts significant pressure on all the responsible authorities. Please can you ensure, if not already done, that the SAG form is also submitted this week.

We will await the EMP and go from there.

Many thanks,

Clare

**PS 2182 RAMIREZ**

Community Safety Unit East Herts and Broxbourne

[Reply](#) [Reply All](#) [Forward](#) [IM](#)

Fri 24/09/2021 03:38



Ricky [REDACTED]

Re: SAG notification link [OFFICIAL]

To  RAMIREZ, Clare 2182

Cc  MINICIELLO, Sarb 8800;  daniel [REDACTED]  Brett [REDACTED]  Brittany [REDACTED]  Brad [REDACTED]  Nick [REDACTED]  
 Julie [REDACTED]

 You forwarded this message on 24/09/2021 09:55.

---

Hi Claire

Thanks for your reply.

Yes I understand running events in a town centre are different to rural locations but I was pointing out the size of the event is the same size as our town centre events and more than half the size of our previous rural events.

And I feel we are fully equipped and able to hold and event of this size.

We will be submitting the TEN this week.

The EMP and SAG will also be going in this week.

I Look forward to hearing back from you.

Thanks

Ricky [REDACTED]

---

[Reply](#) [Reply All](#) [Forward](#) [IM](#)

Sun 26/09/2021 23:00



Ricky [REDACTED]  
Halloween

To  RAMIREZ, Clare 2182

 You replied to this message on 27/09/2021 10:28.

---

Hi Claire

Hope you had a good weekend.

Would I be able to arrange a phone call to chat to you about our Halloween event at Redricks.

Thanks

Ricky [REDACTED]

[Reply](#) [Reply All](#) [Forward](#) [IM](#)

Mon 27/09/2021 14:46



Ricky [REDACTED]

Re: Halloween

To  RAMIREZ, Clare 2182

Cc  MINICIELLO, Sarb 8800;  Brittany [REDACTED]

[i](#) You replied to this message on 27/09/2021 15:41.

---

Hi Claire

So current numbers are

Saturday 451

Sunday 189

Glamping, we're at about 70% sold 147

We have space in the bell tents to go to 210

We also will be launching the bring your own tent option next week.

We wanted to sell the bell tents 1st.

So in total I think we'll get to over 300-350 camping if not more.

Which is roughly 30-35% camping

The EMP has gone in but hasn't got a full egress.

This will be done by tomorrow, so you have enough time to look at.

Let me know if you need any more info.

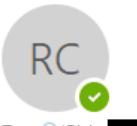
Thanks

Ricky [REDACTED]

---

[Reply](#) [Reply All](#) [Forward](#) [IM](#)

Mon 27/09/2021 15:42



RAMIREZ, Clare 2182

RE: Halloween

To  'Ricky [REDACTED]';  'Brad [REDACTED]

Cc  MINICIELLO, Sarb 8800;  Brittany [REDACTED]

[i](#) We removed extra line breaks from this message.

Hi Ricky,

Not sure if Council licensing have contacted you but apparently no payment has been received for the TEN's.

Also I discussed with Brad the TEN's and if done to cover the whole area you would only be able to have 499 total at the event as it would supersede the premise licence rather than sitting along side it. You would need to be more specific as to what area the TEN's is covering and show how you would ensure only 499 people (including staff) will be within the TEN's area.

I have copied in Brad at the Council.

Many thanks,

Clare

PS 2182 RAMIREZ

Community Safety Unit East Herts and Broxbourne

[Reply](#) [Reply All](#) [Forward](#) [IM](#)

Tue 28/09/2021 00:04



Ricky [REDACTED]

Re: Halloween

To  RAMIREZ, Clare 2182

Cc  Brad [REDACTED]  MINICIELLO, Sarb 8800;  Brittany [REDACTED]

We removed extra line breaks from this message.

---

Hi Claire

Thanks for letting me know.

Nobody has been in touch.

Maybe what's best if I do a new TEN ?

That way we can have all the specifics in places

Shall I cancel it or do you want to?

What's easiest for you?

Then we can have the full egress & maps in place also.

Ricky [REDACTED]

---

[Reply](#) [Reply All](#) [Forward](#) [IM](#)

Tue 28/09/2021 10:09



Brad [REDACTED] [REDACTED]

RE: [External] Re: Halloween

To  'Ricky' [REDACTED]

Cc  RAMIREZ, Clare 2182;  MINICIELLO, Sarb 8800

Payment for Temporary event notice  
Outlook item

---

Hi Ricky,

Please find our email to you attached.

At this stage as payment is not received please can you submit a new TEN and complete the payment process please.

Kind regards,

Brad [REDACTED]

Senior Licensing & Enforcement Officer

Below email is the email attached to the above email from Brad.

Mon 27/09/2021 08:29  
 Housing & Health Services - Community Protection [REDACTED]  
Payment for Temporary event notice  
To [ricky@dogandwhistlepub.co.uk](mailto:ricky@dogandwhistlepub.co.uk)

Hi,

Please call 01279 [REDACTED] and ask for community protection to pay £21.00 for your temporary events notice application. Please quote 21/0883/TEN when making payment.

Regards

Deborah [REDACTED]

 Reply  Reply All  Forward 

Tue 28/09/2021 10:38

 Ricky [REDACTED]  
Re: [External] Re: Halloween

To [Brad](mailto:Brad) [REDACTED]  
Cc  RAMIREZ, Clare 2182;  MINICIELLO, Sarb 8800

Hi Brad

Yes will do that now.

It's strange as you normally can't complete the process without the payment being completed.

I'll do it all again, thanks

Ricky [REDACTED]

 Reply  Reply All  Forward 

Wed 29/09/2021 05:02

 Ricky [REDACTED]  
Re: [External] Re: Halloween  
To [ricky](mailto:ricky) [REDACTED]  
Cc [Brad](mailto:Brad) [REDACTED]  RAMIREZ, Clare 2182;  MINICIELLO, Sarb 8800

Hi guys

I've submitted a new T.E.N and made the payment.

Claire, I've added more detail about the event and where we want the TEN (the carpark)  
Running alongside the existing premises license that's in place.  
So it's completely separate temp license.

Also we have sorted a one way in and one way out so egress should be lovely and smooth!  
The map should be in the EMP or will be in today.

Anything else you need let me know.

Ricky [REDACTED]

## Email containing link to EMP documents

Mon 27/09/2021 15:48

B

Brittany <[REDACTED]  
Fwd: D&W Halloween Weekender

To:  RAMIREZ, Clare 2182;  MINICIELLO, Sarb 8800

Cc:  brett[REDACTED]  daniel[REDACTED]

 Follow up. Start by 27 September 2021. Due by 27 September 2021.  
You forwarded this message on 01/10/2021 10:33.

Hi both

EMP v1 link as sent to council below. Egress plans and RAs will be sent separately.

Kind regards,

Brittany [REDACTED]

Begin forwarded message:

**From:** Brittany [REDACTED]

**Date:** 24 September 2021 at 11:14:10 BST

**To:** Housing & Health Services - Community Safety [REDACTED]

**Cc:** Julie [REDACTED], Nick [REDACTED], [brett\[REDACTED\]](#) [daniel\[REDACTED\]](#)  
[ricky\[REDACTED\]](#)

**Subject:** D&W Halloween Weekender

**Reply-To:** Brittany [REDACTED]

Hi Nick and Julie

Please see link below to first draft EMP for the D&W Halloween Weekender. The official SAG notification will go in today too - apologies for the delay on that one, the COVID questionnaire took a while longer to complete than anticipated. We will submit a COVID RA in any case, so please let Graham know to expect a separate document.

LINK to v1:

(please note this is a work in progress - I moved into my first home last weekend so been a little busy; a site visit next week will help to firm up the final RAs and vplans)

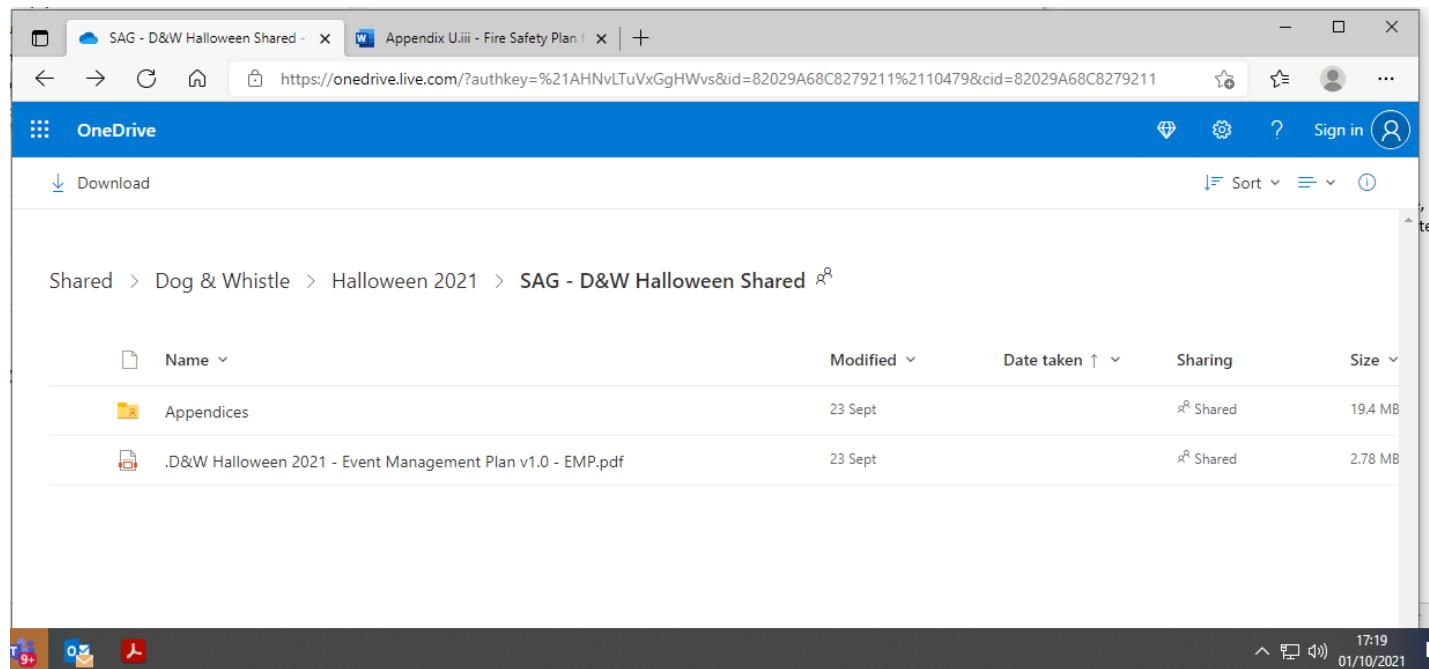
[https://1drv.ms/u/s!AhGSJ8homgKC0W9zby07l\[REDACTED\]](https://1drv.ms/u/s!AhGSJ8homgKC0W9zby07l[REDACTED])

Any queries let us know.

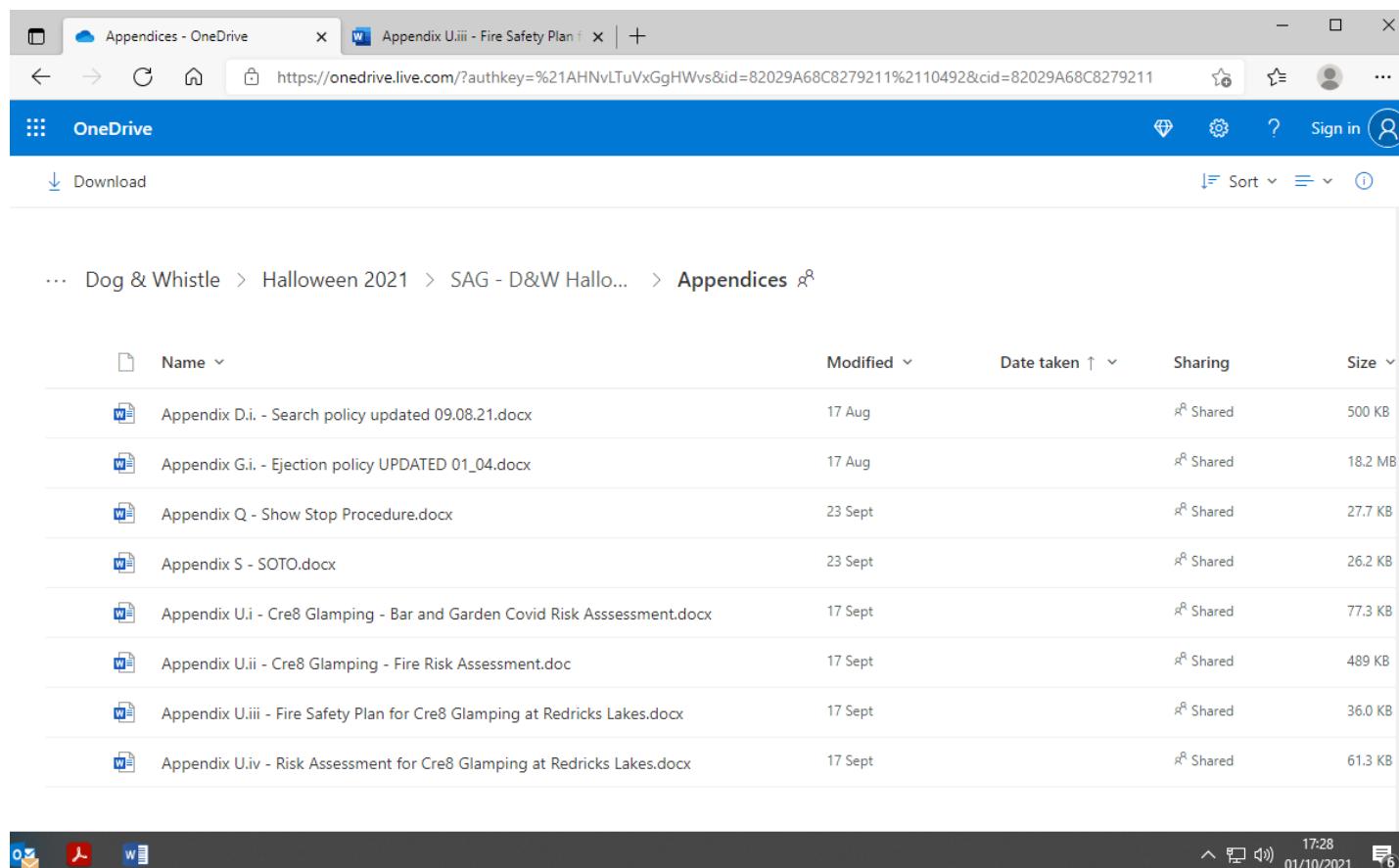
Kind regards,

Brittany [REDACTED]

Below two screen shots are of the online folder that the link takes you to from the email above.  
Screenshots taken on 1/10/21 at 1719 hours.



The screenshot shows a Microsoft OneDrive interface in a browser window. The address bar indicates the URL is <https://onedrive.live.com/?authkey=%21AHNvLTuVxGgHWvs&id=82029A68C8279211%2110479&cid=82029A68C8279211>. The page title is "Appendix U.iii - Fire Safety Plan". The navigation bar shows "Shared > Dog & Whistle > Halloween 2021 > SAG - D&W Halloween Shared". The file list table includes columns for Name, Modified, Date taken, Sharing, and Size. The table shows two items: "Appendices" (modified 23 Sept, shared, 19.4 MB) and ".D&W Halloween 2021 - Event Management Plan v1.0 - EMP.pdf" (modified 23 Sept, shared, 2.78 MB). The bottom status bar shows the date and time as 01/10/2021 17:19.



The screenshot shows a Microsoft OneDrive interface in a browser window. The address bar indicates the URL is <https://onedrive.live.com/?authkey=%21AHNvLTuVxGgHWvs&id=82029A68C8279211%2110492&cid=82029A68C8279211>. The page title is "Appendix U.iii - Fire Safety Plan". The navigation bar shows "... Dog & Whistle > Halloween 2021 > SAG - D&W Hallo... > Appendices". The file list table includes columns for Name, Modified, Date taken, Sharing, and Size. The table shows eight items, all of which are shared and modified on 17 Aug: "Appendix D.i - Search policy updated 09.08.21.docx" (500 KB), "Appendix G.i - Ejection policy UPDATED 01\_04.docx" (18.2 MB), "Appendix Q - Show Stop Procedure.docx" (27.7 KB), "Appendix S - SOTO.docx" (26.2 KB), "Appendix U.i - Cre8 Glamping - Bar and Garden Covid Risk Assessment.docx" (77.3 KB), "Appendix U.ii - Cre8 Glamping - Fire Risk Assessment.doc" (489 KB), "Appendix U.iii - Fire Safety Plan for Cre8 Glamping at Redricks Lakes.docx" (36.0 KB), and "Appendix U.iv - Risk Assessment for Cre8 Glamping at Redricks Lakes.docx" (61.3 KB). The bottom status bar shows the date and time as 01/10/2021 17:28.

[Reply](#) [Reply All](#) [Forward](#) [IM](#)

Tue 28/09/2021 17:04



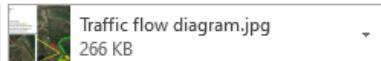
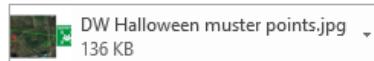
Brittany [REDACTED]

Re: D&W Halloween Weekender

To: [RAMIREZ, Clare 2182](#); [MINICIELLO, Sarb 8800](#)

Cc: [brett\[REDACTED\]](#); [danie\[REDACTED\]](#); [Ricky\[REDACTED\]](#); [ricky\[REDACTED\]](#)

[i](#) This message is part of a tracked conversation. Click here to find all related messages or to open the original flagged message.



Please see maps attached for ingress/egress routes, and evac muster points on site.

As you can see, a one-way system is in place to help aid the flow of PUDO vehicles for ingress and egress.

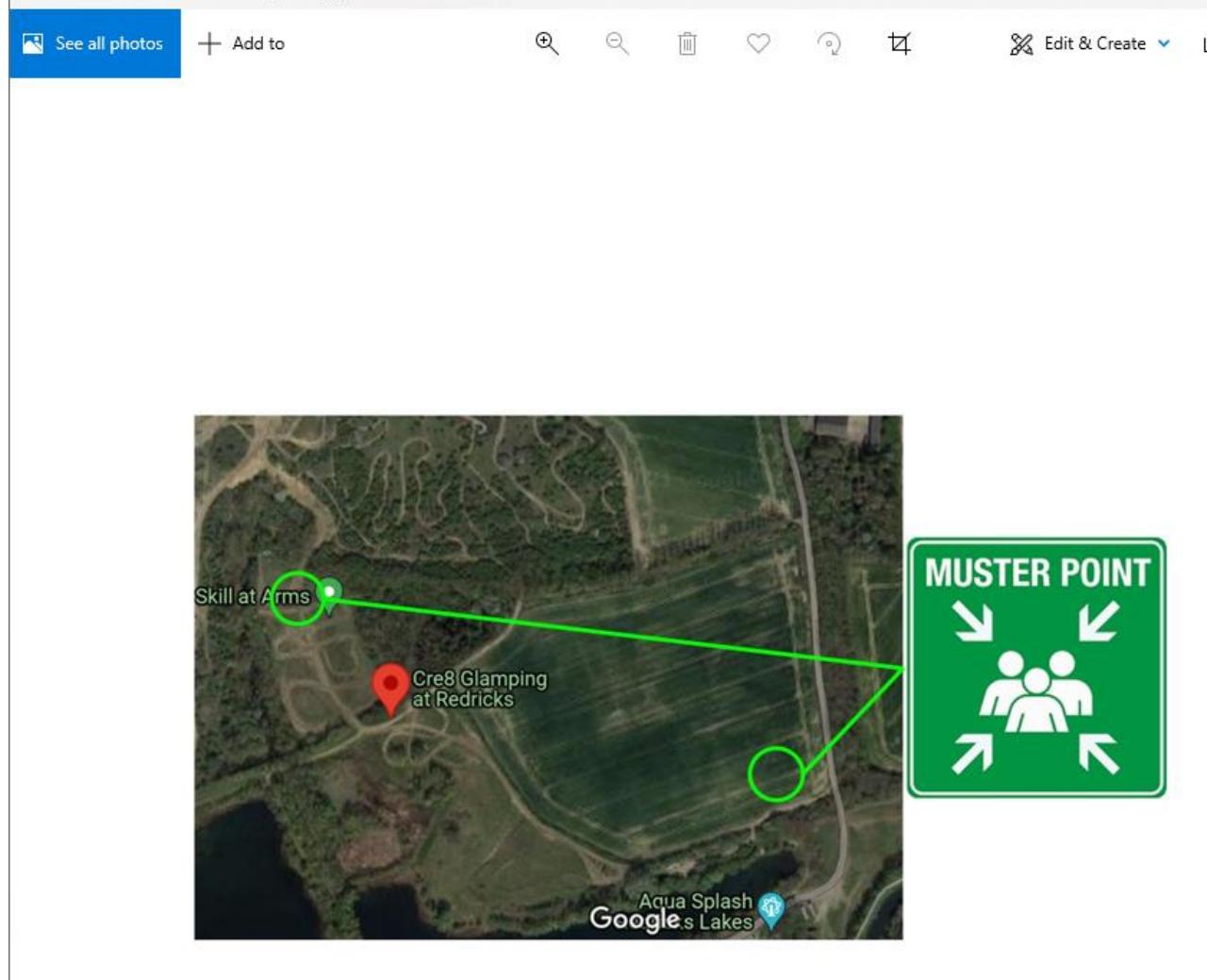
These will be added to updated EMP in due course.

Kind regards,

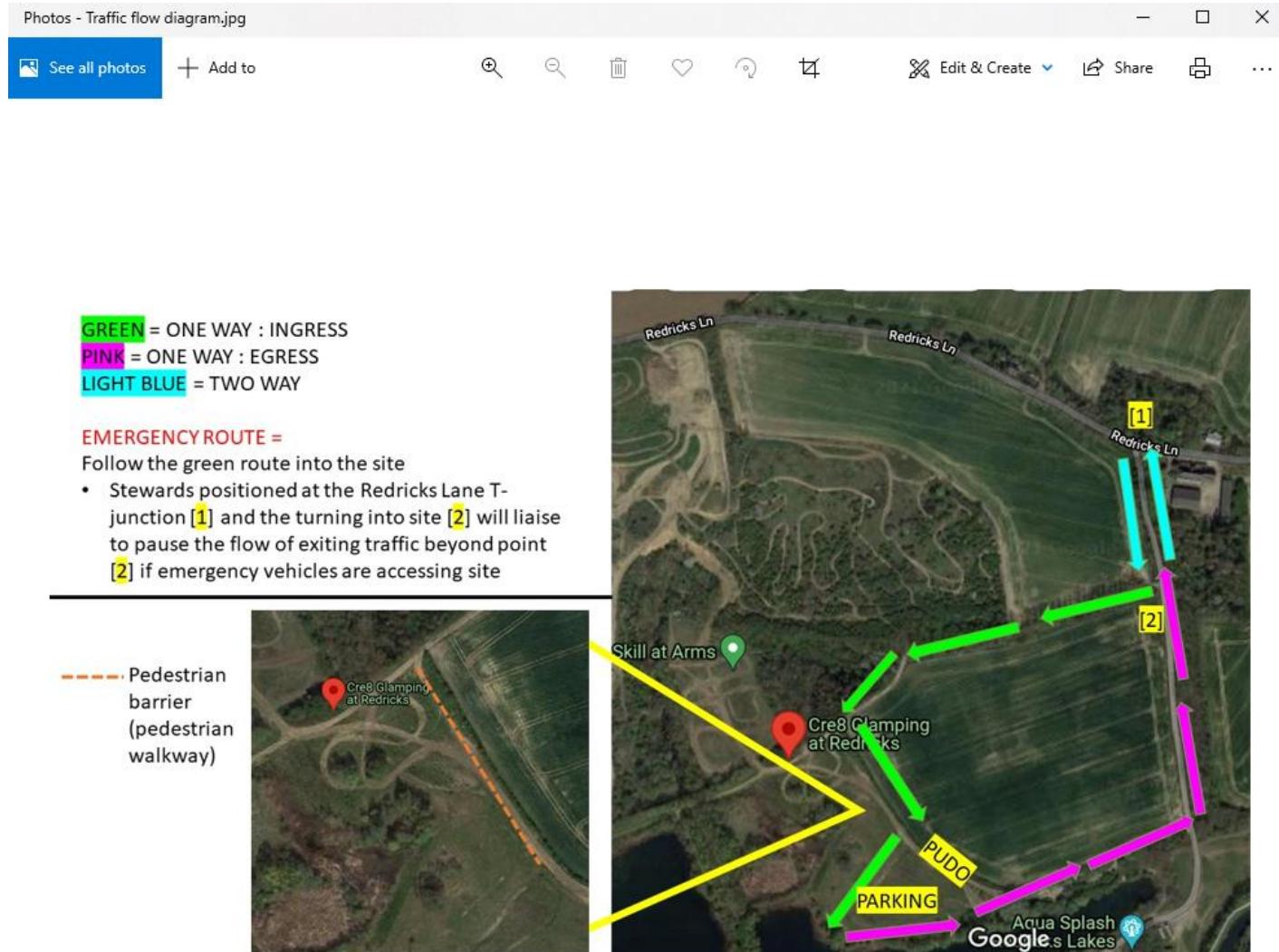
**Brittany** [REDACTED]

Below JPG was attached to the email above from Brittany.

Photos - DW Halloween muster points.jpg



Below JPG was attached to the email above from Brittany.





Fri 24/09/2021 15:23

East Herts District Council <no-reply@eastherts.onwebcurl.com>

[External] Event Notification & Road Closure Request Form

To  Housing & Health Services - Safe Events



Site map basic v1.png

2 MB



Event Organisers COVID Questionnaire 2021\_0.doc

1 MB

Submitted on Fri, 24/09/2021 - 15:19

Submitted values are:

## Event Details

### Organiser Details

**Organiser Name**

Mr Ricky [REDACTED]

**Your Address**

112 Fore Street  
Hertford. SG14 1AB

**Email address**

[brittany](#) [REDACTED]

**Phone Number**

[REDACTED]

## Event Details

**Name of Event**

D&W Halloween Weekender

**Please provide a description of the event location**

Redricks Lakes  
Redricks Lane  
Sawbridgeworth  
Herts  
CM21 0RL

**Please provide a description of the event**

Commercial dance music, Halloween themed event

**Date of event**

Sat, 30/10/2021

**Time of the event. If this event is longer than a day, please provide details**

Midday til 11pm, Saturday 30th and Sunday 31st

Please provide an estimate on the number of people attending (numbers of Adults and Children)  
998

Is this event:  
Commercial

Has this event been run before?  
No

## Event Activities

### Event Activities

Do you intend to publically advertise the event?  
Yes

If yes, please state how, e.g. flyers, posters, internet etc  
Social media

Do you intend on using Highway Directional Signs?  
No

If you have you created a detailed site plan, showing the positions of structures, car parking etc, please attach below

- [Site map basic v1.png](#)

Do you plan on having stewarding or security at the event  
Yes

Is your event being held;  
Outside

Do you intend on utilising or permitting any of the following at the event? (Please tick all boxes that apply)

Do you intend on utilising or permitting any of the following at the event? (Please see boxes below if you are permitting several of these  
Barriers/fencing, Marquees, Portable Generator, Portable Staging, Stalls (e.g. market, food tents), Toilets, Water

## Licensing

Is your event being held at licenced premises?  
Yes

Do you intend to supply alcohol at your event?  
Yes

Do you intend to hold regulated entertainment? (i.e. performance or play, live music or dancing, exhibition of films, boxing/wrestling, indoor sporting events, playing music etc)  
Yes

Do you intend to supply food at the event? Bought in snacks, food prepared or cooked at home, to be cooked on site, hot or cold, to be provided by a cater etc.  
Yes

If yes, please provide details, name of business providing food etc. Please note, if hot food and drinks between the hours of 23:00-06:00 will require a food licence  
TBC

If the answer to any of these licencing questions are Yes, you may need to apply for a Temporary Event Licence (TEN). Details of how to apply and links to an application form can be found on our [Temporary Event Notices \(TEN\)](#) page

## Health and Safety

Has an event risk assessment been completed?

No

Please supply details of First Aid Cover to be provided if this is relevant to your event  
RA under production, EMP sent to council today.

## Insurance

Community Events are recommended to have Public Liability insurance to the value of £10m

Name of insurer. If you do not have one, please confirm this  
tbc

## Traffic, Highways and Access

Who owns the land your event is being held on?

Brett 

Land Owners Contact Address (including Postcode)

Redicks Lakes Redicks Lane

Sawbridgeworth. CM21 0RL

Land Owners Phone Number



Has permission been sought from the Landowner?

Yes

Please indicate whether the event will take place on;

Other

If other, please specify

Private land

Is there clear access of at least 3.1 metres for the Fire Service and other emergency vehicles

Yes

Do you anticipate the need for a road closure?

No

## Additional Information

Please state any concerns

EMP submitted, RAs to and COVID policy to follow (in lieu of a completed covid questionnaire)

Please upload your completed copy of the 'Event Organisers COVID Questionnaire'

[Event Organisers COVID Questionnaire 2021\\_0.doc](#)

I confirm I have uploaded a completed 'Event Organisers COVID Questionnaire'

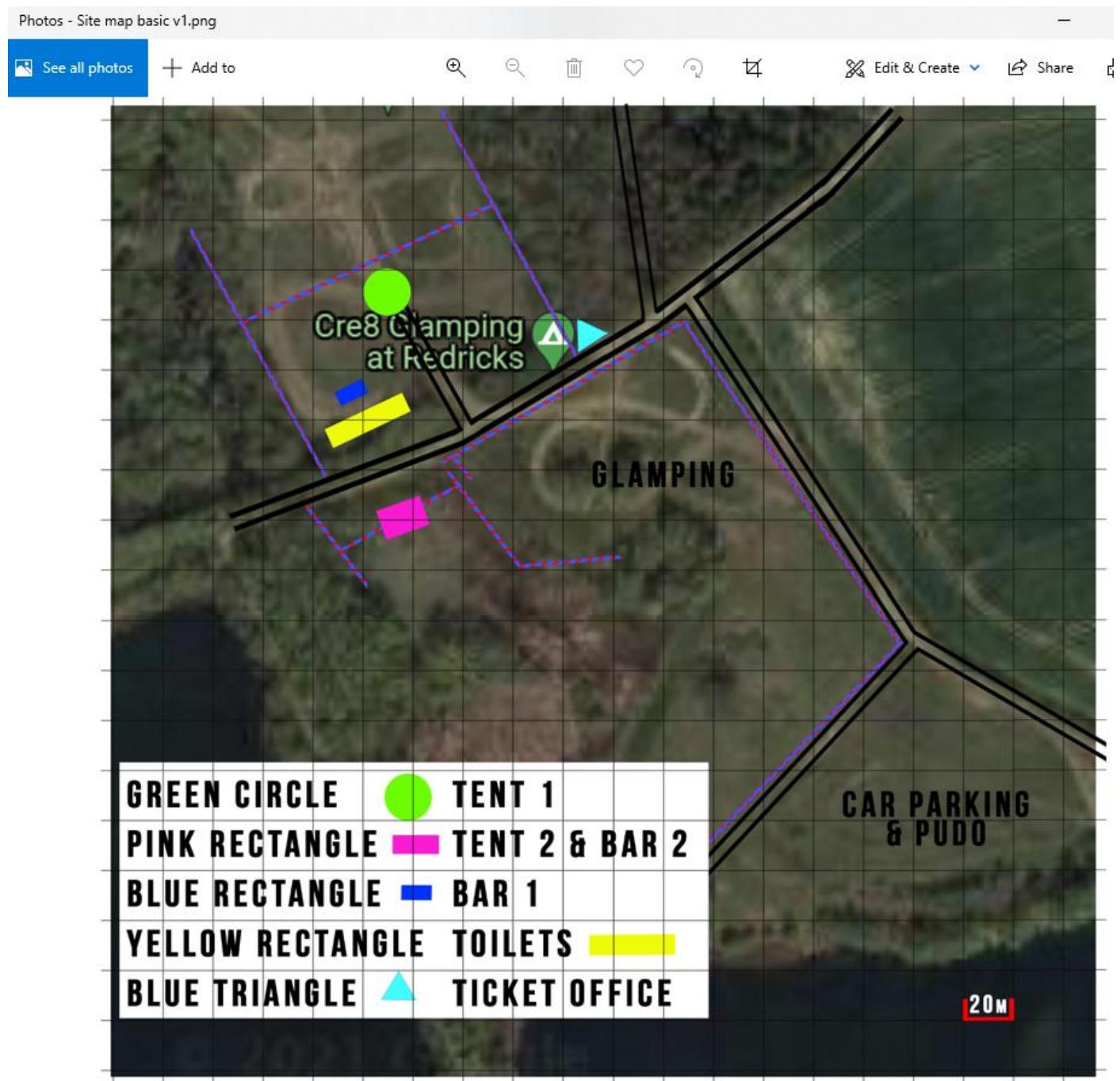
Yes

## Data Protection

[Click here to agree](#)

Yes

Attachment sent with SAG notification





**EVENT ORGANISERS COVID GUIDANCE QUESTIONNAIRE (POST 21<sup>ST</sup> JULY 2021)**

We would like to remind all Event Organisers that it is a legal requirement to undertake a suitable and sufficient Risk Assessment and ensure control measures are implemented to manage any hazards and the associated risks, including COVID-19.

Event operations should be reviewed, and consideration given to how they are implemented with a view to minimising the opportunity for transmission or infection.

We would encourage all event organisers to submit this completed questionnaire AND your Event Risk Assessment (and other supporting documents) at **least four weeks prior** to the start of the Event. This will enable Environmental Health / Safety Advisory Groups (SAGs) to assess whether suitable measures are in place. If the information requested is already readily available in other documentation produced, please reference in section 5.

Local authorities continue to have the power to place public health restrictions on businesses in cases where there is a serious and imminent threat to public health posed by COVID-19 however we want to avoid situations where it is advised that the Event should be stopped or restrictions / requirements placed upon it.

This is a generic questionnaire, and all may not be relevant to you. It is **your responsibility** to ensure that any information you give is **true and accurate**. If a question is not relevant, simply put 'N/A'.

When completing the questions, you **must take account of**:

- The people working at or supporting the event, those who you expect to attend including level of attendance overall, at any one time and vulnerabilities / disabilities.
- Others who may be affected by the event, even if they are not attending (adjacent business's / domestic dwellings, livestock etc)
- It is recommended that staff and attendees are tested prior to the event and consider how results are communicated. You may wish to have a vaccination policy which allows entry to the Event. [Testing Request](#).

For the latest guidance:

[The Purple Guide](#)

<https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions> and

<https://www.hse.gov.uk/coronavirus/working-safely/index.htm>

| <b>1. EVENT INFORMATION</b>  |  |
|--|--|
| Name of Event:<br><br>Halloween Weekender                                      | Description of Event:<br><br>Commercial dance event over Halloween weekend |
| Location:<br><br>Redricks Lakes  | Date(s):<br><br>30 and 31 October  |
| Duration:<br><br>2 days  | Opening / Closing Times:<br><br>12:00 – 23:00                              |
| Event Organiser Name:<br><br>Dog & Whistle<br><br>(Ricky Harding)              | Contact No: 07896 083144<br><br>Email: Ricky [REDACTED]                    |
| Health and Safety Persons Name:<br><br>Ricky Harding                           | Contact No: [REDACTED] 144<br><br>Email: Ricky [REDACTED]                  |
| Who is responsible for COVID controls?<br><br>Ricky Harding                    | Contact No: [REDACTED] 144<br><br>Email: Ricky [REDACTED]                  |
| Landowner / Venue Name:<br><br>Brett [REDACTED]                                | Contact No: [REDACTED] 744<br><br>Email: Brett [REDACTED]                  |
| Production Company Managing the Event:<br><br>[REDACTED] (Brittany [REDACTED]) | Contact No: [REDACTED] 274<br><br>Email: brittany [REDACTED]               |
| District Council:<br><br>East Herts  |  |
| Expected No of Attendees:<br><br>998   |  |
| Has This Event Been Held Before?   | NO   |

## 2. LAYOUT PLAN OF EVENT

a. Using the following list as an aide memoir, put a (X) beside each that you have considered and will include on your plan.

b. Attach a **clear plan of the event** site *ensuring you include the areas you have considered in (a)*:

|                                  |                          |                                    |                       |  |
|----------------------------------|--------------------------|------------------------------------|-----------------------|--|
| Reception:                       | Key Signage Points:      | Key Information Points:            | Marquees:             |  |
| Exit and Entry Points:           | Screens:                 | Canteens:                          | Travel Routes:        |  |
| Number of Rooms:                 | Barriers:                | Kitchens:                          | Smoking Areas:        |  |
| Number of Floors:                | Staff Zoning:            | Lifts:                             | External Buildings:   |  |
| Area Shared with Other Business? | Frequent Touch Points:   | Stairs:                            | Parking Area:         |  |
| Wash Hand Basins:                | Hand Sanitising Points:  | First Aid Facilities / Ambulances: | Disabled Parking:     |  |
| Toilet / Bathrooms:              | Ventilation:             | Fire Extinguishers:                | Disabled Facilities:  |  |
| Showers:                         | Tables /Chairs:          | Fire Assembly Areas:               | Propped Open \ Doors: |  |
| Storage Areas:                   | Stalls / Venders / Type: | Air Ambulance Landing Area:        | Animals Area:         |  |
| Inflatables:                     | Amusements:              | One Way Systems:                   | Marshall Points:      |  |
| Further Facilities:              |                          |                                    |                       |  |
| QR Codes:                        |                          |                                    |                       |  |
|                                  |                          |                                    |                       |  |
|                                  |                          |                                    |                       |  |

**3. DETAILS OF STAFF, VENDORS, CONTRACTORS OTHER COMPANIES ATTENDING ETC**

Don't forget, you will also need the Agency / Contractor Risk Assessments / Insurance for the Event activity.

| Category:                             | Number of Persons Employed by the Event Organiser in this Capacity | Agency / Contractors Business Name and Number of Persons in this Capacity | Number of Volunteers in this Capacity |
|---------------------------------------|--|---|---------------------------------------|
| Management                            |  |   |                                       |
| Supervisors                           |  |   |                                       |
| Health and Safety Advisors            |  |   |                                       |
| Administration                        |  |   |                                       |
| Catering Staff                        |  |   |                                       |
| Bar Staff                             |  |   |                                       |
| Waiting Staff                         |  |   |                                       |
| Front of House Staff                  |  |   |                                       |
| Security Staffing                     |  |   |                                       |
| Stewards                              |  |   |                                       |
| Electricians                          |  |   |                                       |
| Plumbers                              |  |   |                                       |
| Carpenters                            |  |   |                                       |
| Stage and /or Marquees Installers etc |  |   |                                       |
| Performers                            |  |   |                                       |
| Vocalist                              |  |   |                                       |
| DJs                                   |  |   |                                       |
| Vendors                               |  |   |                                       |
| Supervising Attractions               |  |   |                                       |
| Cleaners                              |  |   |                                       |
| Valet Parking Attendant               |  |   |                                       |
| Delivery Drivers                      |  |   |                                       |
| Others (Specify)                      |  |   |                                       |
| Riggers                               | Lighting Techs   | Video Tech  |                                       |



|            |             |               |  |
|------------|-------------|---------------|--|
| Local crew | Sound Techs | Backline Tech |  |
|------------|-------------|---------------|--|

**3. EVENT MANAGEMENT**
*If the question is not relevant, please enter 'N/A'*

4.1 What is your structure for Managing and Supervising Covid Arrangements during the Event?

As per COVID plan (to be submitted separately)

4.2 Detail how your COVID secure policies and procedures will be implemented and monitored on site.

4.3 Please outline what Health Screening do you intend to undertake for those identified in Section 3? *This should include those who may have travelled from restricted / lockdown areas and if they need to quarantine after travel from abroad. Any questionnaire should be attached.*

4.4 What Infection Control measures do you have for Covid for staff, contractors, attendees etc

**Staff to show proof of negative LFTs every 72 hours**

4.5 How will infected / symptomatic individuals be managed?

**Those with positive tests are asked not to travel to site**

**Those who undertake a test on site and are positive will be asked to leave site, seek guidance from the NHS COVID guidelines. Any person(s) who travelled to site with them will also be asked the same.**

4.6 Will you be using a QR code system linked to a Test & Trace system?

**Yes, NHS website ones**

Where will the QR Codes positioned?

**At accreditation**

IF QR Codes are not used, how will the contact details be obtained, stored and how long will they be kept for?

- **Staff must complete an online form for contact details before arrival to site**
- **Ticket holder information is accessible via the ticketing outlet**

How will you manage this information for multiday events?

Information stored digitally and can be filtered

|  |
|--|
| What are your proposals if contact details are not provided or refused?  |
| It is a condition of accreditation / ticket purchase to provide these details  |
| 4.7 What are the First Aid / Medical facilities and who is providing them?<br>tbc  |
| 4.8 How will Staff arrive at the event? ie. public transport, car sharing, mini-bus, coach etc<br>Car / car sharing                            |
| 4.9 What overnight arrangements are in place for staff, performers, contractors, attendees etc?<br>Glamping / camping facilities are available |

|  |
|--|
| 4.10 What provision is in place to reduce the opportunity for transmission during ingress and egress to the event?<br><b>Ingress – gates open for 6 hours to promote staggered arrivals</b><br><b>Egress – promoting glamping on site to reduce number of people utilising car park / PUDO at any one time</b> |
| 4.11 Are the start / finishing times staggered for Staff, Contractors, performers, vendors, attendees etc? If YES, please provide times.<br><br><b>No</b>  |
| 4.12 How will Security Stewards / Marshalls be protected from the risk of coronavirus transmission? (Consider searches, operating crowd control etc)<br><br><b>As per security contractor protocols (also must perform LFTs)</b>   |
| 4.13 Please provide training and /or instruction details of the following <ol style="list-style-type: none"> <li>COVID controls for management, marshals, stewards, security etc</li> <li>Cleaning and disinfection</li> <li>Wearing, donning and removal of PPE / face masks</li> </ol><br><b>To follow</b>   |
| 4.14 What measures are in place for dealing with or removing people whose behaviour is adversely affected by alcohol or drugs? Do you have an ejection process?<br><br><b>Yes, EMP</b>   |
| 4.15 If you have people working in enclosed spaces, what controls have you put in place to ensure adequate ventilation?<br><br>Use of cabins/indoor spaces limited to essential use only, windows open and doors open, capacities reduced  |

4.16 Are face masks required? If so, for who, and in which areas? How is this communicated? Will face masks be available to purchase / FOC?

**Not mandatory, but are available**

4.17 What measures are in place to minimise crowded areas / pinch points? *(If using barriers, what type is to be used?) Consider:*

|                      |  |
|----------------------|--|
| Entrances            |  |
| Exits                |  |
| WC's                 |  |
| Washing Facilities   |  |
| Security / Marshalls |  |
| Staff Rest Area      |  |

□

4.18 What measures are in place to minimise crowded areas / pinch points? *(If using barriers, what type is to be used?) Consider:* [\(contd\)](#)

|                      |  |
|----------------------|--|
| Bar Personnel        | More than one bar area   |
| Tables / Seating etc | None   |
| Point of Sale        | Contactless payments to reduce transmission via cash, barriers |
| Food Vendors         | Ample food vendors to reduce queues                            |
| Merchandise Stalls   | n/a  |
| During Performances  |  |
| After Show Parties   | n/a  |
| Attractions          | n/a  |
| Smoking Areas        |  |
| Fire Assembly Points |  |
| Pinch Points         |  |
| Activations          | n/a  |
| Amusement Rides      | n/a  |
| <i>other:</i>        |  |
|                      |  |
|                      |  |

|   |  |
|---|--|
|   |  |
|   |  |
| <p>4.18 Do you have sufficient resources to implement and support your COVID plans?</p> <p><b>yes</b></p>   |  |
| <p>4.19 Have you considered increasing toilet facilities?</p> <p><b>yes</b></p> <p>What is the frequency of the cleaning of high touch points within the toilets?</p> <p><b>tbc</b></p> |  |
| <p>4.20 What is the provision for cleansing hands? Confirm provision of the following at each one:</p> <p><b>Hand sanitiser at toilets, bars, and placed round site</b></p>             |  |

|   |  |
|---|--|
| <p>4.21 Cleaning and Disinfection Arrangements:</p> <p>(Disinfectants tested to BSEN 14476 is suitable for enveloped viruses such as Coronavirus.)</p> <ol style="list-style-type: none"> <li>Please provide a cleaning schedule.</li> <li>State what cleaning chemicals and equipment will be used.</li> <li>Have you ensured that the disinfectant will be used is suitable for coronavirus?</li> <li>What equipment will be used and how will this be cleaned and disinfected?</li> <li>Are product contact times realistic / products being used correctly? (check labels)</li> </ol> |  |
| <p>4.22 What arrangements are in place at points of sale to minimise transmission/ infection?</p> <p><b>Cashless payments</b></p>   |  |
| <p>4.23 Please provide a programme of entertainment for your event.</p>   |  |

  
**HALLOWEEN**  
 WEEKENDER  
 OCT 30TH / 31ST  
 SATURDAY OCT 30TH  
**THE SHAPESHIFTERS**  
 JESS BAYS / MELVO BAPTISTE  
 KEVIN CUTTS / ASTON / MAX EVANS  
 TICKETS - [WWW.THEDOGANDWHISTLE.CO.UK](http://WWW.THEDOGANDWHISTLE.CO.UK)

  
**HALLOWEEN**  
 WEEKENDER  
 OCT 30TH / 31ST  
 SUNDAY OCT 31ST  
**DARIUS SYROSSIAN**  
 BEN STERLING / MASON COLLECTIVE  
 ARTIKAL / RAZOR / D JAW  
 TICKETS - [WWW.THEDOGANDWHISTLE.CO.UK](http://WWW.THEDOGANDWHISTLE.CO.UK)  
 REEDS LANE / REEDS LANE / SWANTON MORTH / HERTS / CM21 8RL

4.24 What control measures for Performances do you have in place? *(look at cross-contamination from sharing items, designated storage for items, regular cleaning and disinfection, singing by one performer only, use of technology etc)*

4.25 What Funfair / Attractions are booked? What are the timings? What are the cleaning and disinfection arrangements between use?

**none**

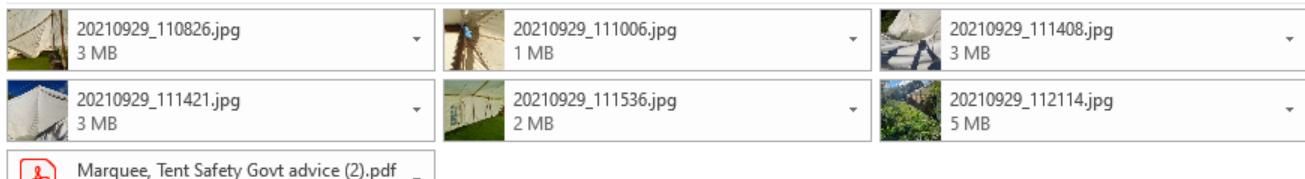
4.26 What Children's Play equipment is booked? What are the timings? What are the cleaning and disinfection arrangements between use?

**none**

4.27 Any other controls / information you wish to add: **YES / NO**  
 Details if YES:

COVID plan to be submitted separately

|  |                                |
|--|--------------------------------|
| Completed by: .....BRITTANY <input type="text"/> | Date Completed: 20/09/2021     |
| Printed Name: .....BRITTANY <input type="text"/> | Job Title: Event (Ops) Manager |



**From:** Tammy [REDACTED]

**Sent:** 29 September 2021 17:04

**To:** [daniel](#) [REDACTED]

**Cc:** MINICIELLO, Sarb 8800 [REDACTED]

**Subject:** Cre8 Glamping - Marquee

**Importance:** High

Hi Dan

It has come to our attention that the marquee is now being used for other events than just for families that are staying on site. We visited the marquee today which due to last nights weather had a partial collapse by the bar caused by water/wind damage, also some of the side polls have also become unhinged (pictures attached). On inspecting the site where the marquee is situated, there was only one entrance/exit which is to the front of the marquee, the side panel had been removed (to the left of the entrance) which led into a uneven ditch along with the guide ropes holding the marquee. At the rear of the marquee there was no evidence of an emergency exit as sited on your plan, this was all overgrown and not accessible.

Could you please clarify/provide the following:-

1. Confirmation that the marquee has been erected in accordance with the manufacturer's instructions. And sign off by the competent person, detailing weather resistance to wind/rain.
2. The layout of the proposed event, including means of escape.
3. Up to date fire risk assessment which encompasses the change of use.
4. Appropriate fire precautions i.e. emergency lighting and means of raising an alarm.

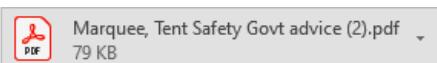
Please can you reply by the 5<sup>th</sup> October 2021.

I have also attached some relevant guidance for your information. Guidance can also be found in the Purple Guide.

Kind regards

Tammy [REDACTED] AlFireE  
Fire Safety Inspector | Regulatory Services | Community Protection  
Hertfordshire County Council

The below PDF was attached to the email above from Tammy. I have not screen shot all 9 pages.



## LEAFLET 9

# FIRE SAFETY FOR MARQUEES TENTS AND SIMILAR STRUCTURES IN SUPPORT OF SOCIAL/PUBLIC EVENTS

Six photos shown in the screen shots below were attached to the email above the Fire Safety Inspector.

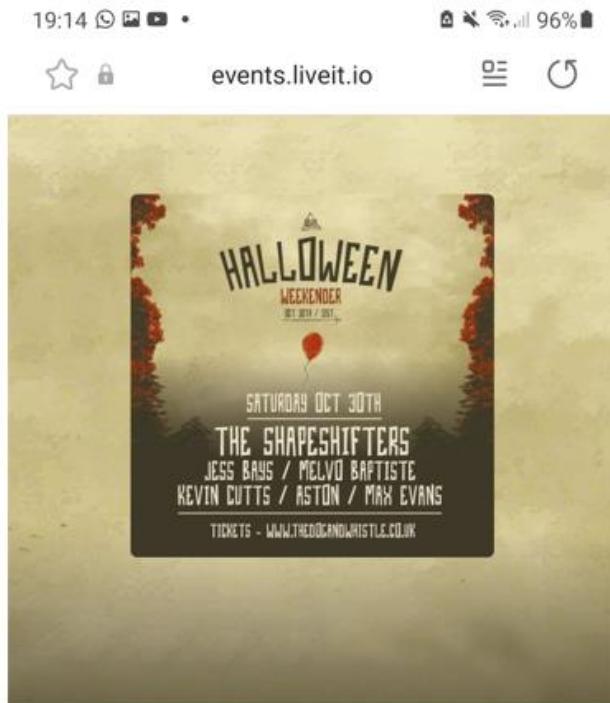




## Facebook posts – screenshots

Taken on 8<sup>th</sup> September 2021 at 1909 hours





## Dog & Whistle Halloween Weekender - Saturday

12pm-10pm  
Saturday, October 30, 2021  
Redricks Lakes, Sawbridgeworth, United Kingdom

Tickets



### What you need to know

Our Annual fright night experience is back!!

Our fastest ever yearly selling show..

This time we will be taking you to the forest's of Redricks Lakes in Sawbridgeworth for our BIGGEST Halloween event EVER!!!

Expect huge production, halloween entertainment, huge headliners all in a huge big top tent set in the forest's at Redricks Lakes.

Day tickets are available, weekend tickets and even glamping tickets to spend the whole weekend on site.

We will be pulling out all the stops with this one, with huge halloween props/designs and mind blowing effects.

Tickets will sell out in record time so don't miss out on what will be the biggest halloween event too ever hit Hertfordshire...

(LAST ENTRY 6PM)

Line Up....

Taken on 8<sup>th</sup> September 2021 at 1915 hours

19:14  95%

(LAST ENTRY 6PM)

Line Up....

THE SHAPESHIFTERS

MELVO BAPTISTE

JESS BAYS

KEVIN CUTTS

ASTON

MAX EVANS

Click below to book our ultimate clamping from £25 per-person, or pitch your own tent from as little as £40 for the pitch with max 4 person tent .

Book for 1 night or the whole weekend with our deluxe bell tents all completely fitted out with beds, bedding, furniture, lighting & electricity.

All you have to bring is your toothbrush and a change of clothes..

<https://www.cre8-glamping.co.uk>

## When

19:15  95%

deluxe bell tents all completely fitted out with beds, bedding, furniture, lighting & electricity.

All you have to bring is your toothbrush and a change of clothes..

<https://www.cre8-glamping.co.uk>

## When

Saturday, October 30, 2021 12:00 PM

Ends Saturday, October 30, 2021 10:00 PM

Timezone: United Kingdom Time

[Add to calendar](#)

[Add to Google Calendar](#)

## Organiser

Dog and Whistle Pub

[www.thedogandwhistle.co.uk](http://www.thedogandwhistle.co.uk)

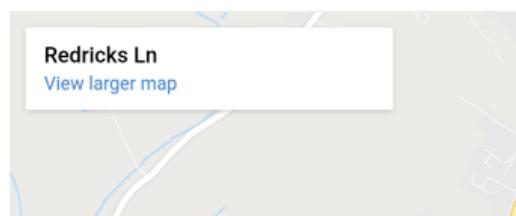
[Event terms and privacy policy](#)

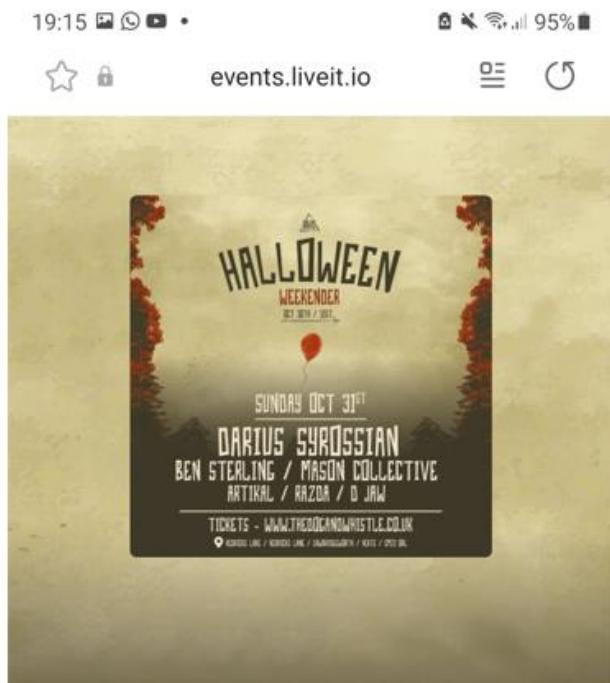
## Location

Redricks Lakes

Redricks Lane, Sawbridgeworth, Herts, CM21

0RL United Kingdom





19:15 95% events.liveit.io

HALLOWEEN WEEKENDER  
SUNDAY OCT 31<sup>ST</sup>  
DARIUS SYROSSIAN  
BEN STERLING / MASON COLLECTIVE  
ARTIKAL / RAZOR / D JAW  
TICKETS - [www.thedogandwhistle.co.uk](http://www.thedogandwhistle.co.uk)

12pm-10pm  
Sunday, October 31, 2021  
Redicks Lakes, Sawbridgeworth, United Kingdom

**Tickets**

< > ⌂ ⌂ ⌂ ⌂

19:15 95% LINE UP

DARIUS SYROSSIAN

BEN STERLING

MASON COLLECTIVE

ARTIKAL

Click below to book our ultimate clamping from £25 per-person, or pitch your own tent from as little as £40 for the pitch with max 4 person tent.

Book for 1 night or the whole weekend with our deluxe bell tents all completely fitted out with beds, bedding, furniture, lighting & electricity.

All you have to bring is your toothbrush and a change of clothes..

<https://www.cre8-glamping.co.uk>

## When

Sunday, October 31, 2021 12:00 PM  
Ends Sunday, October 31, 2021 10:00 PM  
Timezone: United Kingdom Time

[Add to calendar](#)

[Add to Google Calendar](#)

## Organiser

Dog and Whistle Pub  
[www.thedogandwhistle.co.uk](http://www.thedogandwhistle.co.uk)  
[Event terms and privacy policy](#)

20:23 🔍 C 🎥 •

🔋 🔁 🔍 25% 🔋



**Dog and Whistle** is at **Frogmore Hill Festival Site**

...

1 h • Hertford, Hertfordshire •

Who's excited to be partying in the forest again in October 😊🌳🔥

BEWARE it's haunted!! 😱

Book your tickets now 🎟

#hauntedforest #halloweenweekender



1 2



21:49 4G 50% •

# facebook

Home Groups Pages Newsfeed Notifications Help

Sunday

@darius\_syrossian  
@bensterling\_dj  
@masoncollective

Final tickets available, click the link in our bio!

See you at Redicks Lakes 💀🌳

#halloweenweekender #dogandwhistlepub



III O <

21:49 4G 50% •

Home Groups Newsfeed Like Comment Share

Dog and Whistle 6 h

Throwback to our first ever festival, we are super excited to welcome you to our Big Halloween Weekender! 🎃🌳

You voted the Forest your favourite stage, wait till you see what we have in store for you in the haunted forest 💀👉

We can't wait for all our amazing headliners -

Saturday

@theshapeshifters  
@jessbays  
@melvobaptiste

Sunday

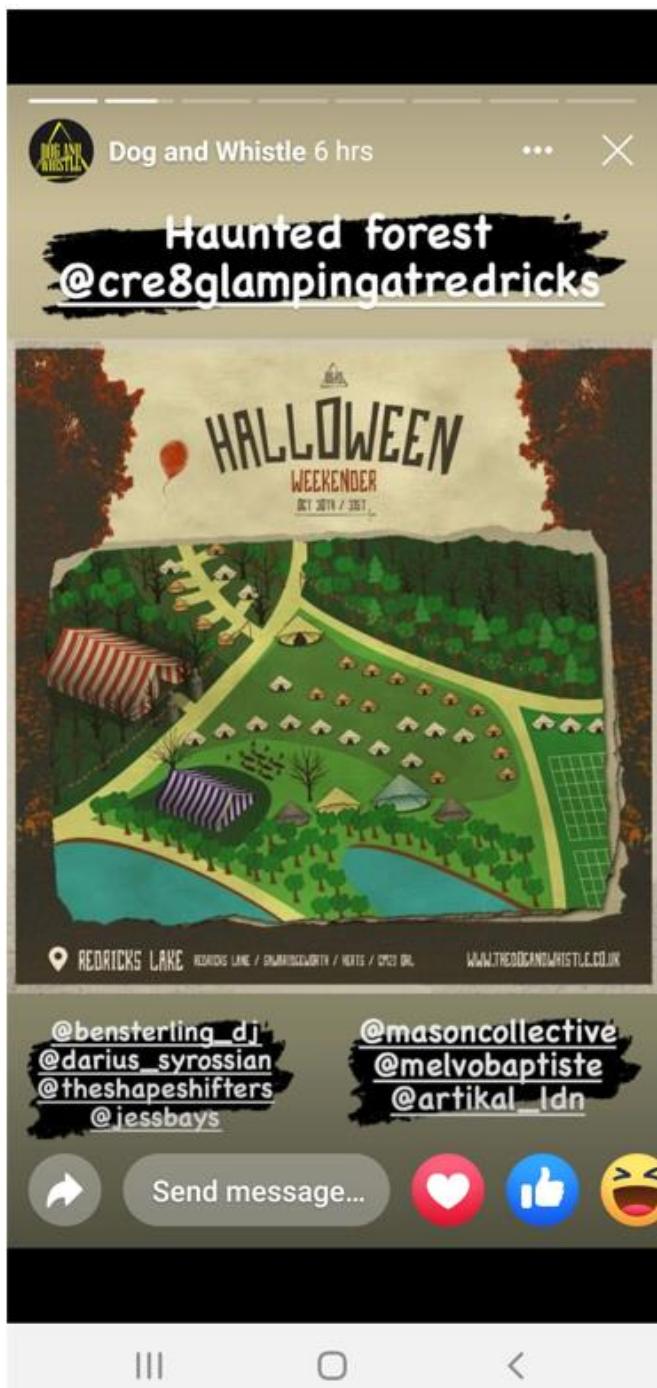
@darius\_syrossian  
@bensterling\_dj  
@masoncollective

Final tickets available, click the link in our bio!

See you at Redicks Lakes 💀🌳

#halloweenweekender #dogandwhistlepub

III O <





Taken on 17<sup>th</sup> September 2021 at 2004 hours



The image shows two screenshots of a mobile phone displaying a ticket purchase interface for an event. The left screenshot (17:31) shows general event details and a list of features. The right screenshot (17:29) shows ticket categories and their availability.

**Left Screenshot (17:31):**

- What you need to know:**
  - Our Annual fright night experience is back!!
  - This time we will be taking you to the forest's of Redricks Lakes in Sawbridgeworth for our BIGGEST Halloween event EVER!!!
  - Expect....
  - Huge production, Halloween entertainment, Huge headliners all in a huge big top tent set in the forest's at Redricks Lakes. We will also be announcing our stage 2 takeover soon.....
  - \* Big Top in the Haunted Forest
  - \* 2 Arenas
  - \* 1 or 2 nights Glamping available
  - \* 1500 capacity
  - \* Full Halloween Festival set up
- Day tickets are available, weekend tickets and even glamping tickets to spend the whole weekend on site.
- We will be pulling out all the stops with this one, with huge halloween props/designs and mind blowing effects.
- Tickets will sell out in record time so don't miss out on what will be the biggest halloween event too ever hit Hertfordshire...

**Right Screenshot (17:29):**

- Saturday**
  - Early Bird** **Sold out**  
£15.00 + 2.03 fees  
18+ Photo ID required
  - 1st Release** **Sold out**  
£20.00 + 2.70 fees  
18+ Photo ID required
  - 2nd Release** **Sold out**  
£25.00 + 3.38 fees  
18+ Photo ID required
  - Final Release** **0**  
£30.00 + 4.05 fees  
18+ Photo ID required
- Weekend**
  - Early bird** **Sold out**  
£25.00 + 3.38 fees  
18+ Photo ID required
  - 1st Release** **Sold out**  
£35.00 + 4.73 fees  
18+ Photo ID required
  - 2nd Release** **0**  
£45.00 + 6.08 fees  
18+ Photo ID required
  - Final Release** **0**  
£55.00 + 7.43 fees  
18+ Photo ID required
  - Carpark** **0**  
£7.50 + 1.01 fees  
valid for 1 car

14:30 83% 

←  →

Home Reviews Photos Posts Videos Co

 **Dog and Whistle is at Cre8 Glamping at Redricks.** 

2 h • Sawbridgeworth • 

 **HALLOWEEN WEEKENDER** 

Saturday tickets are days away from selling out!!

 Final Release 80% SOLD  
 Tier 2 SOLD OUT  
 Tier 1 SOLD OUT  
 Early Bird SOLD OUT  
 Pre Sale SOLD OUT

Our biggest Halloween event EVER!!!!

Final tickets from the link in our bio.... 



SATURDAY  
OCTOBER 30TH

14:30 83% 

←  →

Home Reviews Photos Posts Videos Co

 **Dog and Whistle is at Cre8 Glamping at Redricks.** 

1 d • Sawbridgeworth • 

 **HALLOWEEN FESTIVAL** 

October 30th & 31st

A full blown scarefest with Halloween entertainment from @blackbirdcage 

One of the biggest Halloween events to ever hit Hertfordshire..

 x 2 BigTops  
 Huge production  
 x 7 Headliners  
 1 or 2 day glamping  
 Set in a Haunted Forest

Set over 2 days in the haunted forest at @cre8glampingatredricks



 Sign Up  ...

eepurl.com





\* required information

### Section 1 of 9

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

halloween

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

Nina Rampling

\* Family name

Rampling

\* E-mail

ricky

Main telephone number

144

Include country code.

Other telephone number

274

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

[REDACTED]

If your business is registered, use its registered name.

Business name

Dog & Whistle Ltd

Put "none" if you are not registered for VAT.

VAT number

-

[REDACTED]

Legal status

Private Limited Company

*Continued from previous page...*

|                               |                |   |
|-------------------------------|----------------|---|
| Your position in the business | Manager        |   |
| Home country                  | United Kingdom | The country where the headquarters of your business is located. |
| <b>Registered Address</b>     |                | Address registered with Companies House.                        |
| Building number or name       |                |   |
| Street                        |                |   |
| District                      |                |   |
| City or town                  | essex          |   |
| County or administrative area |                |   |
| Postcode                      |                |   |
| Country                       | United Kingdom |   |

## Section 2 of 9

### APPLICATION DETAILS *(See also guidance on completing the form, general notes and note 1)*

Have you had any previous or maiden names?

Yes  No

\* Your date of birth

/  /   
dd mm yyyy

Applicant must be 18 years of age or older

National Insurance number

This box need not be completed if you are an individual not liable to pay UK national insurance.

Place of birth

### Correspondence Address

Is the address the same as (or similar to) the address given in section one?

Yes  No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Building number or name

Street

District

hertford

City or town

herts

County or administrative area

Postcode

Country

United Kingdom

*Continued from previous page...*

#### **Additional Contact Details**

Are the contact details the same as (or similar to) those given in section one?

Yes

No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

E-mail

ricky@██████████

Telephone number

██████████ 144

Other telephone number

██████████ 274

#### **Section 3 of 9**

#### **THE PREMISES**

I, the proposed user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry out a temporary activity at the premises described below.

Give the address of the premises where you intend to carry on the licensable activities or if it has no address give a detailed description (including the Ordnance Survey references). [\(See also guidance on completing the form, note 2\)](#)

\* Does the premises have an address?

Yes

No

#### **Address**

Is the address the same as (or similar to) the address given in section one?

Yes

No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

\* Building number or name

redricks lakes

\* Street

redricks lane

District

sawbridgworth

\* City or town

County or administrative area

herts

\* Postcode

cm210rl

\* Country

United Kingdom

\* Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)?

Neither

Premises licence

Club premises certificate

\* Premises licence number

21/0456/pl

#### **Location Details**

\* Provide further details about the location of the event

The event will be at Redricks lake on their grounds . part of the event will be in the carpark area in a big top tent which will be trading under a TEN. we will also be using the tent that's permanently in place which will be trading under the existing

*Continued from previous page...*

license that's in place.

The bar area will be in the carpark area under a stretch tent.

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, give a description and details below [\(see also guidance on completing the form, note 3\)](#)

This TEN applies to the car-park which is'nt licensed.

It is to run alongside the other licensed areas.

As a seperate licensed area for 499 people with a TEN.

Describe the nature of the premises below [\(see also guidance on completing the form, note 4\)](#)

The premises is a glamping site which also holds events throughout the year.

It is a wooded area with grass areas and a solid track way in and out.

Describe the nature of the event below [\(see also guidance on completing the form, note 5\)](#)

The event is dance music event with DJs, the event is a Halloween themed event.

#### **Section 4 of 9**

##### **LICENSABLE ACTIVITIES**

State the licensable activities that you intend to carry on at the premises

[\(see also guidance on completing the form, note 6\):](#)

- The sale by retail of alcohol
- The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club
- The provision of regulated entertainment [\(See also guidance on completing the form, note 7\).](#)
- The provision of late night refreshment
- The giving of a late temporary event notice

Late notices can be given no later than 5 working days but no earlier than 9 working days before the event.  
[\(See also guidance on completing the form, note 8\).](#)

##### **Event Dates**

There must be a period of at least 10 working days between the date you submit this form and the date of the earliest event when you will be using these premises for licensable activities.

State the dates on which you intend to use these premises for licensable activities

[\(see also guidance on completing the form, note 9\)](#)

Event start date

|    |   |    |   |      |
|----|---|----|---|------|
| 30 | / | 10 | / | 2021 |
| dd |   | mm |   | yyyy |

The maximum period for using premises for licensable activities under the authority of a temporary event notice is 168 hours or seven days.

*Continued from previous page...*

Event end date

31 / 10 / 2021  
dd mm yyyy

State the times during the event period that you propose to carry on licensable activities (give times in 24 hour clock)

12pm-10pm

[\(see also guidance on completing the form, note 10\)](#)

State the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers

499

Note that the maximum number of people cannot exceed 499.

If the licensable activities will include the supply of alcohol, state whether the supplies will be for consumption on or off the premises, or both

[\(see also guidance on completing the form, note 12\)](#):

- On the premises only
- Off the premises only
- Both

#### Section 5 of 9

#### RELEVANT ENTERTAINMENT [\(See also guidance on completing the form, note 13\)](#)

State if the licensable activities will include the provision of relevant entertainment. If so, state the times during the event period that you propose to provide relevant entertainment

12pm-10pm

#### Section 6 of 9

#### PERSONAL LICENCE HOLDERS [\(See also guidance on completing the form, note 14\)](#)

Do you currently hold a valid personal licence?

Yes

No

Provide the details of your personal licence below.

Issuing licensing authority

east herts

Licence number

21/ [REDACTED]

Date of issue

21 / 04 / 2021  
dd mm yyyy

Continued from previous page... Any further relevant details

### Section 7 of 9

#### PREVIOUS TEMPORARY EVENT NOTICES [\(See also guidance on completing the form, note 15\)](#)

Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?

Yes  No

Have you already given a temporary event notice for the same premises in which the event period:

a) Ends 24 hours or less before; or  
b) Begins 24 hours or less after the event period proposed in this notice?

Yes  No

### Section 8 of 9

#### ASSOCIATES AND BUSINESS COLLEAGUES [\(See also guidance on completing the form, note 16\)](#)

Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?

Yes  No

State the total number of temporary event notices your associate(s) have given for events in the same calendar year

6

Has any associate of yours already given a temporary event notice for the same premises in which the event period:

a) Ends 24 hours or less before; or  
b) Begins 24 hours or less after the event period proposed in this notice?

Yes  No

*Continued from previous page...*

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

Yes

No

State the total number of temporary event notices your business colleague(s) have given for events in the same calendar year

6

Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period:

Yes

No

- a) Ends 24 hours or less before; or
- b) Begins 24 hours or less after the event period proposed in this notice?

#### **Section 9 of 9**

#### **CONDITION [\(See also guidance on completing the form, note 18\)](#)**

It is a condition of this temporary event notice that where the relevant licensable activities described in Sections 4 and 5 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

#### **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.

This formality requires a fixed fee of £21

#### **DECLARATION [\(See also guidance on completing the form, note 19\)](#)**

- \* The information contained in this form is correct to the best of my knowledge and belief
- \* I understand that it is an offence:
  - \* (i) to knowingly or recklessly make a false statement in connection with this temporary event notice and that a person is liable on conviction for such an offence to a fine up to level 5 on the standard scale; and
  - \* (ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on conviction for any such offence to a fine not exceeding £20,000, or to imprisonment for a term not exceeding six months, or to both

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

nina rampling

**Continued from previous page...**

\* Capacity

manager

\* Date

29 / 09 / 2021  
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/temporary-event-notice/east-hertfordshire/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.

**OFFICE USE ONLY**

Applicant reference number

halloween

Fee paid

Payment provider reference

ELMS Payment Reference

Payment status

Payment authorisation code

Payment authorisation date

Date and time submitted

Approval deadline

Error message

Is Digitally signed

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [Next >](#)

Below are the conditions that are attached to the premise licence held by Matthew Bone for the Cre8 Glamping Marquee.

|  |   |
|--|---|
|  | <p>A camping licence as agreed by East Herts Council must be in place at any time alcohol is sold.</p>  |
|  | <p>A digital closed circuit television (CCTV) system to be installed internally ensuring the following:-</p> <ul style="list-style-type: none"><li>a. All entry and exit points must be covered to enable frontal identification of every person entering the premises in any light condition;</li><li>b. The CCTV system shall continually record whilst the premises is open for licensable activities and during times when customers remain on the premises;</li><li>c. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Recordings shall be made available immediately upon the request of Police or authorised officer throughout the preceding 31 day period;</li><li>d. A staff member from the premises who is knowledgeable with the operation of the CCTV system shall be on the premises at all times when the premises are open to the public and this staff member must be able to show and supply if requested a Police or authorised officer recent date or footage with the absolute minimum of delay when requested;</li><li>e. Any faults with the CCTV system must be recorded in writing and must be rectified without delay.</li></ul> |
|  | <p>A risk assessment must be completed and adhered to specifically in relation to the open water lakes that are on the site to include all measures to be taken to reduce any risks as must be reviewed every 4 months and review must be documented. Measure must include a plan to monitor lakes at regular intervals throughout when customers are on site.</p>  |
|  | <p>At least 3 months in advance of any events with licensable activities for more than 499 people, the event organiser or DPS will notify the Police Licensing Officer of the date of the event and submit an online notification to the Safety Advisory Group.</p>   |
|  | <p>At least 3 months in advance of any events with licensable activities for more than 499 people, the event organiser or DPS will submit to the Police Licensing Officer an Event Management Plan which details / contains, as a minimum, information on the following areas;</p> <ul style="list-style-type: none"><li>a) A detailed site plan showing temporary structures and emergency access routes / evacuation routes</li><li>b) Management structure, responsibilities and roles</li><li>c) Event Capacities including capacities for temporary structures</li><li>d) Event risk assessment covering all areas of risk and management of risks to ensure the health and safety of all those on site</li><li>e) Emergency protocols</li><li>f) Security operations and deployment plan</li><li>g) Dispersal policy</li><li>h) Drugs and weapons policy</li><li>i) Bar management and Alcohol policy</li><li>j) A Risk Assessment specifically relating to the area of water within the site.</li></ul>  |

SIA registered door supervisors shall be employed at the premises at events of over 499 people, where there is musical entertainment and alcohol.

Where SIA registered door supervisors are used at the premises:

- a) A record must be kept of their SIA registration numbers and the dates and times when they are on duty.
- b) They must wear high visibility arm bands or jackets when engaged outside the entrance to the premises.

For any events held on the island, or bordering onto the water, a Risk Assessment must be produced and provided to Police Licensing and the Licensing Authority at least 4 weeks in advance of the event.

The age verification policy operated at the premises shall be "Challenge 25". This means that whilst alcohol may be sold to persons aged 18 years or over, any person who appears under 25 years of age shall be required to provide proof of age using an acceptable form of ID. Notices advertising that the premises operate a "Challenge 25" scheme shall be displayed in a clear and prominent position at the premises entrance(s)/and inside at the premises bar serving area. The only forms of ID that may be accepted shall be

- a. Proof of age card bearing the PASS hologram logo
- b. Passport; or
- c. UK photo driving licence

The Premises Licence Holder or Designated Premises Supervisor to ensure that all management and staff are fully trained and briefed on the four licensing objectives, Challenge 25, the conditions on this licence, policies referred to in this licence. Also, any other Police initiatives, such as CSE. Every 6 (six) months these staff are to be given refresher training and this is to be documented in such a way that it can be given to an authorised officer on request. Staff should also sign documentation confirming the training has taken place and the date.

A written record of all refused sales shall be kept on the premises. It must include details of the member of staff who refused service, time and date it occurred and the reason for refusal. The record shall be made available to Police and/or local authority immediately upon request and shall be kept for a least one year from the date of last entry.

An incident book shall be maintained to record any activity related to drugs or of a violent, criminal or serious anti-social nature and be available for inspection at all times (when the premises is open) by an authorised officer of relevant responsible authority, it should record the following details: -

- a) Time and date and nature of the incident,
- b) People involved
- c) Action taken
- d) Details of the person responsible for the management of the premises at the time of the incident.

|  |   |
|--|---|
|  | No unaccompanied children, under 18 years of age to be on the premises, unless attending an age appropriate event at the jurisdiction of the Premise Licence Holder / Designated Premises Supervisor. |
|  | No children allowed in the bar after 20:00.   |
|  | There is to be a first aider on site at all times.  |
|  | The DPS is to always be on site when licensable activities are taking place.  |
|  | Onsite security is to be available 24hours a day.   |

### **Report by Guy McCallan, Police Traffic Management Officer**

I note the event is anticipated to attract approx' 700-998 people.

Assuming they all attend in a vehicle then using DfT guidance of an average vehicle occupancy rate of 1.7 per vehicle we can expect approx' 411 vehicles, plus I presume, staff, artists contractors etc.

The condition of the on-site access "road" and how it's used & managed during this event will be influential in how attendees (Pedestrians & Vehicles) can arrive & depart and what if any effect they may have on the wider highway network and what if any additional TM measures may be required.

I've not yet been on site but understand it currently hosts a range of other successful attractions/events/business which include:-

Skill at arms (Rifle shooting), Aqua Splash (Water park), Redricks Open Water Swimming Lake, Cre8 Glamping (holidays & short breaks), Various Yoga businesses, ACU (Motorcycle) Trial Enduro bike ride event, Summer Triathlon event, etc.

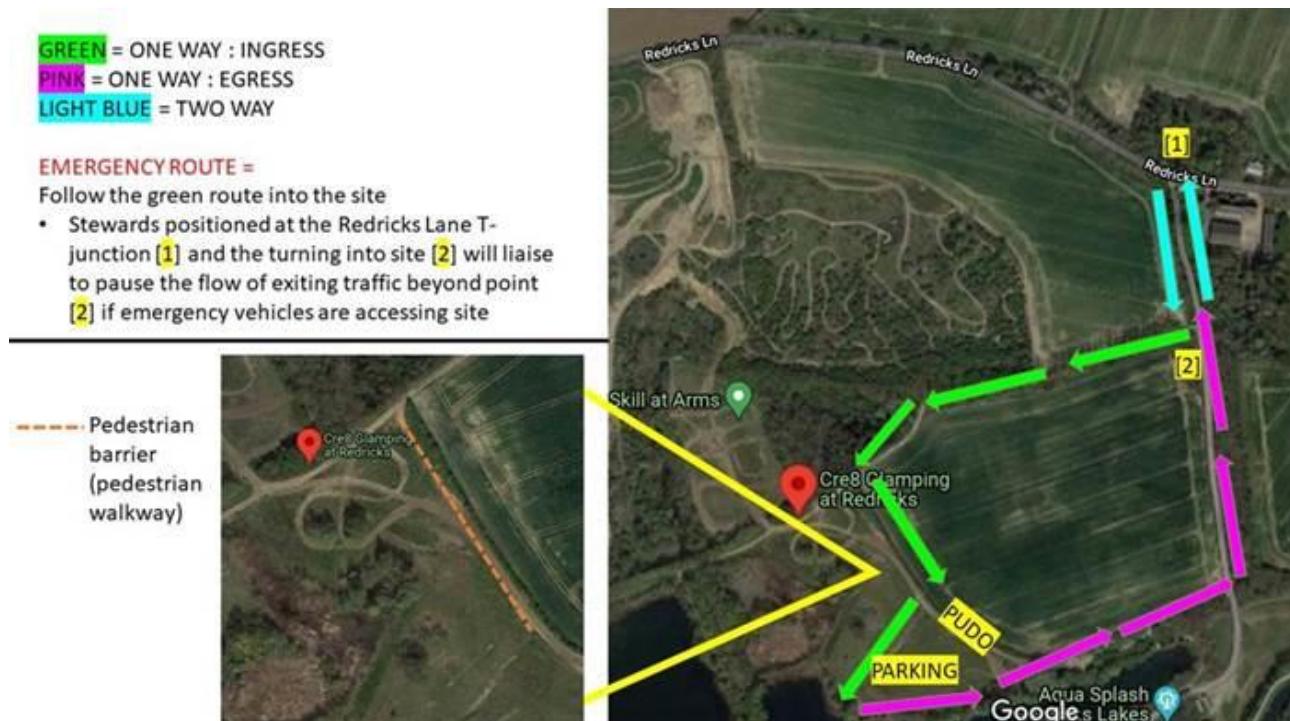
The Safety at Street Works & Road Works a code of practice, provides guidance in relation to the minimum requirements in terms of traffic management in temporary situations. Whilst it does not apply to private land the information within it is a useful guide and can help provide confidence in relation to "off road" events.

In terms of "road width" it suggests that for unrestricted (i.e. not controlled) two way traffic flow, the minimum road width should be not less than 6.75 mts but this may be reduced to a minimum of not less than 5.5 mts where cars and light vehicles only are expected.

Where these widths can't be achieved it will be necessary to introduce some form of traffic control, i.e. traffic lights or a stop/go board, to allow the safe movement of alternate single lane running.

Under these circumstances the minimum desirable road width is 3.50-3.25 mts, but this can be reduced to an absolute minimum of not less than 2.5 mts where only cars and light vehicles are expected.

Having had a look at the below "Traffic flow diagram" I note its proposed to operate two way traffic between Redricks Lane and a point on site approximately 150 mts south of the road, using what appears to effectively be a single track "road" that's approx. 3.0 mts wide? i.e. well below the 5.5 mt absolute minimum width recommended for two way traffic on roads and potentially less than the 3.50-3.25 mt minimum width recommendation for traffic controlled single lane running.



The below screen shot is taken from google photos and shows the entrance to Redricks Lakes from Redricks Lane.



I'm therefore concerned that at times, the operation of an uncontrolled two way traffic route has the potential to result in conflict (pedestrian vs vehicle & vehicle vs vehicle), periods of stop/start in order to

give way to oncoming traffic, the creation of short term tail backs etc that may extend back to or have a detrimental effect on traffic using Redricks Lane, be it attendees or other traffic.

I have viewed video footage taken by PS Ramirez (screen shot below) of the track linking the site to Redricks Lane that demonstrates the narrow width of the track Which in my opinion demonstrates the track is unsuitable for unrestricted two way traffic flow of the volume anticipated.



The section of Redricks Lane at its junction with the site access is an unlit single carriageway road subject to the national speed restriction of 60 mph. Forward visibility is restricted by the road geometry and roadside vegetation. Road users would not expect to encounter stationary or slow moving traffic in the vicinity of the access. During both the entry & exit phase some attendees with want to turn right into or out of the site.

At times this will necessitate traffic on Redricks Lane stopping to allow such turning movement which has the potential to create short term delay, and tailbacks at a point in the road where road users would not anticipate finding stationary or slow moving traffic.

I note the following is stated on the Traffic Flow Diagram above ***"Stewards positioned at the Redricks Lane junction (1) and the turning into site (2) will liaise to pause the flow of existing traffic beyond point (2) if emergency vehicles are accessing the site."***

In the absence of CSAS qualified TM operatives then any stewards deployed to point 1 (Redricks Lane jw site access road) have no lawful power to stop/control traffic on Redricks Lane.

The use of the site access road for uncontrolled two way traffic, as well as emergency vehicles at a time when any of the other businesses may also be operating gives cause for concern. In the event of the unexpected if the access were compromised we could be faced with attendees being trapped on or off site unable to get into venue or to leave.

Dependant on weather conditions there may be potential for mud to be transferred on the wheels of attendees vehicles to the public highway. Adequate mitigation should be in place to ensure this does not happen but if it does it is immediately cleared, i.e. operatives with suitable PPE equipped with shovels and brushes, jet wash, road sweeper etc.

I'm not satisfied we can be confident the current TM plan adequately deals with the potential issues at this site.

A single point of entry creates a vulnerability in terms of 999 access (sharing the only vehicular access) as well as issues if for example Redricks Lane is closed, i.e. because of an RTC or a water leak etc. Whilst unlikely such things do happen and in the event of a fatal RTC, the road could be closed for hours, which would then create issues stopping people trying to get in or out.

If the length of the “road” is as narrow as it appears in the screen grab it will result in some stop/start traffic & potential delay/tailbacks that may have an adverse effect on Redricks Lane, which if attendees are approaching from both directions will mean traffic on Redricks Lane will have to stop in one direction or the other, both during arrival and departure to allow attendees to turn right across the path of traffic, both in & out of the site.

Although this is likely to be a short term problem it's not ideal. (RTC risk combined with visibility)

If access to or from the site is not simple, quick and easy then taxi's aren't going to want to slowly negotiated their way in and out which may result in pedestrians being dropped off / collected in Redricks Lane which then results in pedestrians waiting/walking in an unlit 60 mph road during the hours of darkness. Taxis & other vehicles potentially stopping at inappropriate locations and the knock on effect this may have on other traffic. i.e. overtaking stopped vehicles at less than ideal locations - risk of RTC's.

Even if we work with the promoter to help develop their plan, unless an additional access can be secured it's still very much in my mind a hope for the best approach.

The absence of a pedestrian route is also a concern. The venue is not too far from civilisation so some people may be tempted to walk in/out.

The promoter needs to reconsider how they deal with the problems posed by the access to this site. They should identify the potential hazards/risks and through their TM provider prepare and submit a plan that we can have consider and have confidence will adequately mitigate the identified risk. ie. 3 way traffic signals which could warn and regulate traffic on Redricks Lane as well as help manage exiting site traffic.

HCC share the concerns I've raised, the promoter will need to demonstrate they can mitigate the risk, if they can I'm happy to reconsider any further submission.

**Report ENDS**

Email from environmental health officer containing a residents complaint.

**From:** Michelle [REDACTED]  
**Sent:** 04 October 2021 15:43  
**To:** MINICIELLO, Sarb 8800 <[REDACTED]>  
**Subject:** Re: Redricks Lakes

Hi Sarb

As discussed, please see the email below from a resident on 26th April 2021.

[REDACTED]  
Many thanks,

Michelle

*My neighbor, [REDACTED] who has already been in contact with you regarding local clay pigeon shooting and the relentless noise caused. We live even nearer to Redricks Lakes. The noise level and duration is outrageous.*

*My husband and I didn't know who to get in touch with or who might listen to us, hence the delay in getting in touch with you. It really is intolerable to learn that this will be a regular occurrence. You need only look at the Sporting Clays Facebook Page to see how many participants are "scoring" in the 90s. Every one of those is a gunshot that we hear. Loudly. Continuously. Relentlessly. It fills me with anxiety and despair to think that this might take place all summer long.*

*It may need a separate reference number, but if you will be visiting Redricks Lakes, I would also like to take the opportunity to draw your attention to another venture we heard about at the weekend. We are concerned about a number of aspects regarding Cre8 Glamping company. Their website shows that bookings are available from 17 May. Obviously, noise may become an issue, which we will address if it becomes audible from our home. We already had disruption from noise when there was a wedding venue there. There was no escape from that noise, even indoors. The nature of this new outdoors-y venue is that people will want to play music outside. Of more concern is that they appear, from the website wording, to be allowing campfires at the participants discretion. In other words, there aren't specific bricked in spots, by the sound of things. It is the camper's responsibility to provide means of putting out the fire and for purchasing firewood. We don't think these policies are likely to be adhered to. There is also a peculiar policy regarding rubbish. On the one hand, they ask people to take it home with them, which we believe may lead to fly tipping, but they also say that they have facilities for disposing of it. So are they already anticipating problems with capacity, when they haven't even opened yet, as far as we are aware? We would appreciate it if you could look into what is happening.*

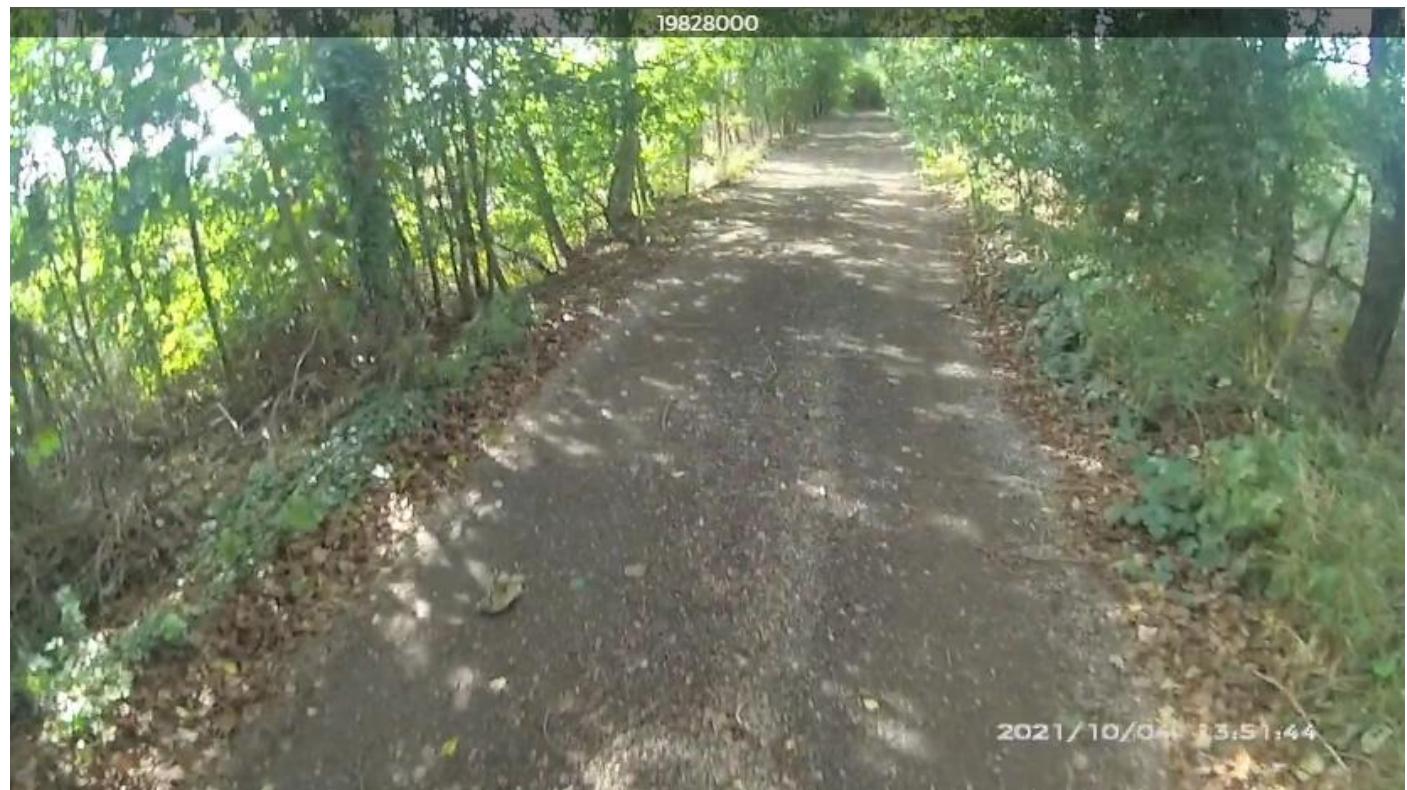
<https://www.cre8-glamping.co.uk/>

*In short, do either of these companies have permission for any of this? We were not consulted.*

Kind regards

[REDACTED]

Photos taken from Police visit on 4/10/21



2021/10/04 13:51:44



2021/10/04 13:55:16















19828000



2021/10/04 14:06:12

19828000



2021/10/04 14:11:07







