
To Andrea Bull Licensing Officer
From Kevin Winchcombe Principal Licensing Officer
Telephone 01983 823159
Email kevin.winchcombe@iow.gov.uk
Date 30 January 2015
Subject Licensing Act 2003
Application for a *Grant of Premises Licence*
V-Dub, South Fairlee Farm, Mews Lane, Newport, Isle Of Wight, PO30 2LB

Memo

By virtue of Section 13 (4)(ii), the Licensing Authority is a responsible authority and may make representations to the Licensing Department over applications for Premises Licences.

As a part of my role as Principal Licensing Officer I am Chairman of the Isle of Wight Safety Advisory Group. This group is responsible for reviewing large event plans and then provide comments back to the Isle of Wight Council as to the overall safety of the event. The Police, IW NHS Trust, Environmental Health, Building Control, IW Fire & Rescue Service, Highways and the transport providers form the membership of this group.

On the application, I read through the Event Safety/Safety/Operational Plan for VDub Island and I was concerned that there is a lot of critical information missing. I arranged for a meeting with the responsible authorities to discuss the application and the documentation which accompanied it.

During the meeting it became very clear that each responsible authority expressed concern that there was a lack of information relating to their individual area. Much of the plan relies on the agencies to tell them what is required; it is for the applicant to provide this information to allow the authorities to properly assess the event plans not the other way round. If the agencies provide this information, they are basically writing the event plans for the organiser. The event has run for a number of years, so the event organiser should be aware of each agency's previous requirements. In addition the organisers should be fully aware of the guidance documents available to them. This guidance should have been used to aid the production of the plans and provide the critical information required by the responsible authorities.

I am sure that each individual responsible authority will highlight the concerns they have.

As the licensing authority I am particular concerned that there is no explanation of how the number of people on site at any one time will be calculated and made available to agencies. This should define the number of, site crew, paying attendees, guests of the organiser and performers. This information is essential to ensure that the maximum numbers permitted on the site are not exceeded. Agencies will evaluate the requirements based on the maximum numbers on site. There are minimum standards for toilets, first aid provision set within The Purple Guide to Health, Safety and Welfare at music and other events (Events Industry Forum: 2014).

The site plan enclosed with the application provides two site layouts, however the event documents do not explain the reasoning for them. I would expect the applicant to provide a reasoning as to why they need to have two site layouts which should include when the decision would be taken as to which site layout will be used and how this would be circulated to all agencies.

Due to the lack of information supplied at this time I am of the opinion that the applicant has failed to promote all four licensing objectives and therefore my recommendation is the application should not be granted.

If the applicant is able to address the concerns of the responsible authorities, including the licensing authority as well as providing updated documentation to each agency's satisfaction, an agreed traffic management plan, along with information regarding number calculations, I can see no reason why this event cannot go ahead and therefore the application could be granted.

If revised documents are re-submitted I will submit another representation and recommendation.

Yours sincerely



Kevin Winchcombe
Principal Licensing Officer

To Andrea Bull Licensing Officer
From Kevin Winchcombe Principal Licensing Officer
Telephone 01983 823159
Email kevin.winchcombe@iow.gov.uk
Date 12 February 2015
Subject Licensing Act 2003
Application for a *Grant of Premises Licence*
V-Dub, South Fairlee Farm, Mews Lane, Newport, Isle Of Wight, PO30 2LB

Memo

I write further to my representation dated 29 January 2015 regarding the above application to confirm that I have read the revised documentation supplied by VDub Island which was circulated by you on 30 January 2015.

Having read the documents I still have reservations that the documents fall short of what should be supplied for an event of this nature. I am aware that the event organisers are working with the agencies and updating documents following these discussions.

You have informed me that there are a number of outstanding representations and therefore the application will be determined by the Licensing Sub Committee. It is important that each agency is satisfied with the documentation and the provisions being put in place. If any responsible authority or agency are not satisfied with the event plans, serious consideration should be given to refusing this application as one or more of the licensing objectives would be compromised.

With regards to the issues I raised in my first representation, the section relating to the control of numbers is still inadequate, however it does acknowledge the need to control numbers of paying customers, staff, artists and friends and family guests.

If the Committee are mindful of granting this application it is my recommendation that the following condition is added to ensure that an agreed methodology for calculation of numbers on site is achieved.

1. The licence holder must evidence to the licensing authority and Hampshire Constabulary a robust system for the control of the number of persons present at the event. The system shall include a mechanism for confirming:
 - a. the maximum number of event tickets (including single day admission tickets) and wristbands being made available for sale, or to be supplied, in advance of and during the event;
 - b. the methods by which the event organiser will prevent the total number of persons at the event exceeding the maximum number permitted by this premises licence;
 - c. the means by which, during the event, accurate information about the numbers present shall be provided to all authorities, to include the number of tickets already sold or supplied and (so far as can be known) the number of additional persons (staff, performers etc.) present; and
 - d. the person responsible for providing such information to all authorities.

It is normal and accepted that due to unforeseen circumstances the arrangements may need to be amended prior to the event which would require the event plans and associated documents to be updated to incorporate these changes. This application is being and will be considered by assessing the documents being supplied up to and at any hearing. It is essential that any changes to the event are with the agreement of the relevant authority and must be documented accordingly.

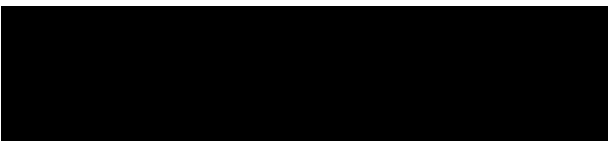
Therefore, if the committee are minded to grant the application I recommend that the following conditions are applied to the licence.

2. Where prior to the event, the licence holder considers it necessary to amend any provision within the Event Management Plan, attached to this Premises Licence, the proposed amendment must be brought to the attention of representatives of the relevant responsible authority or authorities and the Licensing Department. Such amendment(s) must be approved by all agencies and the plan must then be updated accordingly and recirculated to all relevant persons.
3. The Licence Holder must comply at all times with all elements of the Event Management Plan, appendices and any other associated documents.

If a premises licence is granted for more than one year the following conditions will need to be applied to the premises licence instead of 2 and 3 above. These will ensure that the Event Management Plan is submitted annually in times to allow all the responsible authorities to assess the plan on a yearly basis.

2. For the 2015 years event, where prior to the event, the licence holder considers it necessary to amend any provision within the Event Management Plan, attached to this Premises Licence, the proposed amendment must be brought to the attention of representatives of the relevant responsible authority or authorities and the Licensing Department. Such amendment(s) must be approved by all agencies and the plan must then be updated accordingly and recirculated to all relevant persons.
3. For all future years an Event Management Plan must be submitted to the licensing authority no later than one hundred and twenty days prior to the first day of that year's proposed event.
4. Following consultation with all relevant authorities a final Event Management Plan must be submitted to the licensing authority no later than fifty six days prior to the first day of that year's proposed event.
5. Following submission of the final plan as required by the above condition, where the licence holder considers it necessary to amend any provision within the submitted Event Management Plan the proposed amendment must be brought to the attention of representatives of the relevant responsible authority or authorities and the Licensing Department. Such amendment(s) must be approved by all agencies and the plan must then be updated accordingly and recirculated to all relevant persons.
6. The Licence Holder must comply at all times with all elements of the Event Management Plan, appendices and any other associated documents agreed prior to each year's event.

Yours sincerely



Kevin Winchcombe
Principal Licensing Officer