

Public Document Pack



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE LICENSING SUB-COMMITTEE

THURSDAY 16TH OCTOBER 2025, AT 11.00 A.M.

PARKSIDE SUITE, PARKSIDE, MARKET STREET, BROMSGROVE,
WORCESTERSHIRE, B61 8DA

SUPPLEMENTARY DOCUMENTATION ONE

The attached papers are additional items to be added to the Agenda previously distributed relating to the above mentioned meeting.

4. Application for the Grant of a Premises Licence in respect of Thornborough Events, Thornborough Farm, Redhill Road, Kings Norton, Worcestershire, B38 9EH (Pages 3 - 36)

J. Leach
Chief Executive

Parkside
Market Street
BROMSGROVE
Worcestershire
B61 8DA

8th October 2025

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RB Retail & Licensing Services Limited

Mobile: [REDACTED]

Email: [REDACTED]

www.alcohol-licence-services.co.uk

PREMISES LICENCE SITE OPERATIONS MANUAL

Store Name:

Address:

.....

.....

Issued:

Manual Contents

Section I - Licensing Applications

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- I.v Premises licence conditions
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Agenda Item 4

From: Louise Elliot
Sent: 01 September 2025 15:52
To: 'Richard Baker'
Cc: Sarah Royall WRS Enquiries Graham Rowberry
Subject: RE: 25/03508/PREMLI Thornborough Farm Redhill Road B38 9EH

Hello Richard

Assuming the amendments are made and the conditions are added to the licence at
Licensing Sub Committee, EH will withdraw their representation.

Kind regards

Louise

Louise Elliot

Principal Officer

Tel:

Wyre Forest House, Finepoint Way, Kidderminster, Worcestershire, DY11 7WF

Mobile:

Fax:

E-mail:

Web: <http://www.worcsregservices.gov.uk/>



Please don't print this email unless you need to.

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From: Richard Baker
Sent: 01 September 2025 15:40
To: Louise Elliot
Cc: Sarah Royall ; WRS Enquiries ; Graham Rowberry
Subject: Fw: 25/03508/PREMLI Thornborough Farm Redhill Road B38 9EH

This email originated from outside of the organisation

STOP : Were you expecting this email? Does it look genuine?

THINK : Before you CLICK on any links or OPEN any attachments.

Hi Louise

Thank you for your updated representation sent today at 14:52 hours below.

I have received confirmation from the applicants that the wording proposed by EH is acceptable and that the applicants are content to make the proposed alterations to the premises licence application and that any that require conditioning may be added to the licence should this application be granted by the Licensing sub committee.

May I respectfully request that on the assumption the concerns of the EH department are now satisfied with the amendments agreed that EH will withdraw their representation on the basis of this agreement.

May I thank you for your time and patience.

Kind regards

Richard

Richard Baker

Director

RB Retail & Licensing Services Limited

Mobile:

Agenda Item 4

Richard W R Baker -- RB Retail & Licensing Services Limited - Telephone: Facsimile:, All correspondence to: RB Retail & Licensing Services Limited - 23 Magister Drive, Lee on the Solent, Portsmouth, Hampshire, PO13 8GE. This email and any attachments or files transmitted with it are strictly confidential and intended solely for the named addressee. It may contain privileged and confidential information and if you are not the intended recipient you must not copy, distribute or use the communication in any other way. If you receive this email in error please contact the sender as soon as possible and delete the email and any attachments. We believe that this email is virus free but we cannot guarantee this. Recipients should therefore check for viruses and similar harmful devices and we cannot accept liability for any which may occur.

From: Richard Baker

Sent: 01 September 2025 15:22

To: Ken Moore Thornborough Events

Subject: Fw: 25/03508/PREMLI Thornborough Farm Redhill Road B38 9EH

Hi Ken/Sarah

Please check these conditions are acceptable.

Louise disappears at 3:45pm today and I hoped to agree her wording so she can withdraw her rep.

Many thanks

Richard

Richard Baker

Director

RB Retail & Licensing Services Limited

Mobile:

Richard W R Baker -- RB Retail & Licensing Services Limited - Telephone:, Facsimile: , All correspondence to: RB Retail & Licensing Services Limited - 23 Magister Drive, Lee on the Solent, Portsmouth, Hampshire, PO13 8GE. This email and any attachments or files transmitted with it are strictly confidential and intended solely for the named addressee. It may contain privileged and confidential information and if you are not the intended recipient you must not copy, distribute or use the communication in any other way. If you receive this email in error please contact the sender as soon as possible and delete the email and any attachments. We believe that this email is virus free but we cannot guarantee this. Recipients should therefore check for viruses and similar harmful devices and we cannot accept liability for any which may occur.

From: Louise Elliot
Sent: 01 September 2025 14:52
To: Richard Baker
Subject: FW: 25/03508/PREMLI Thornborough Farm Redhill Road B38 9EH

As discussed

Louise Elliot
Principal Officer
Tel:
Wyre Forest House, Finepoint Way, Kidderminster, Worcestershire, DY11 7WF
Mobile:
Fax:
E-mail:
Web: <http://www.worcsregservices.gov.uk/>

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From: Louise Elliot
Sent: 01 September 2025 14:33
To: 'Richard Baker'
Subject: RE: 25/03508/PREMLI Thornborough Farm Redhill Road B38 9EH

Hello Richard

As discussed

- Number of events with between 201 and 2000 attendees be limited to 18 days in total as follows, for the period requested in this application (May to September each year)

3 weekends (Fri /Sat) of 2 days with max 2000 attendees (not including staff/traders etc)

3 weekends (Fri /Sat) of 2 days with max 1000 attendees (not including staff/traders etc)

2 weekends (Fri /Sat) of 2 days with max 500 attendees (not including staff/traders etc)

2 weekends of (Fri or Sat)of 1 day with max 500 attendees (not including staff/traders etc) - not to include a Bank Holiday Monday

Events not to be held on consecutive weekends (with one exception), a maximum of two consecutive days of licensable activities and only on, one of the two Bank Holiday weekends in May (to include the Bank Holiday Monday)

- Number of events with attendees up to and including 200 (referred to in the application as weddings) to be limited to 5 days in total , no more than one day per month during the period requested in this application, to be held during the week (as indicated on the application).
- That for each event expecting 201 to 2000 attendees that an Event Management Plan be submitted to and agreed by WRS (acting on behalf of Bromsgrove District Council) at least 3 months beforehand. This to include a level for the noise limiter on site.

Agenda Item 4

- That a noise management plan is to be prepared and agreed with WRS and implemented for the site to cover all events .
- No category F3 and F4 Fireworks to be used on site.
- That the sections of the application for the provision of late-night refreshment is not granted as this would encourage attendees to remain on site after the entertainment stops with the potential to cause public nuisance
- That the section covering live music be amended to 12:00 to 22:00 for Monday to Saturday with Sunday to remain as on this application
- That the section covering recorded music be amended to 12:00 to 23:00 for Monday to Thursday with Friday/Saturday/Sunday to remain as on application.

Louise...

From: Richard Baker

Sent: 29 August 2025 19:17

To: Louise Elliot

Subject: Re: 25/03508/PREMLI Thornborough Farm Redhill Road B38 9EH

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Hi Louise

Many thanks for all your time and assistance this afternoon.

I look forward to receiving the amended condition wording asap on Monday morning so I can get it signed off by the applicants.

The normal procedure is to then agree the wording with yourself as the Responsible authority officer by email cc Licensing whereby you will hopefully be in a position to withdraw your representation submit to the application being amended as agreed.

Many thanks again

Kind regards

Richard

Richard Baker

Director

RB Retail & Licensing Services Limited

Mobile:

Richard W R Baker -- RB Retail & Licensing Services Limited - Telephone:, Facsimile:, All correspondence to: RB Retail & Licensing Services Limited - 23 Magister Drive, Lee on the Solent, Portsmouth, Hampshire, PO13 8GE. This email and any attachments or files transmitted with it are strictly confidential and intended solely for the named addressee. It may contain privileged and confidential information and if you are not the intended recipient you must not copy, distribute or use the communication in any other way. If you receive this email in error please contact the sender as soon as possible and delete the email and any attachments. We believe that this email is virus free but we cannot guarantee this. Recipients should therefore check for viruses and similar harmful devices and we cannot accept liability for any which may occur.

From: Louise Elliot
Sent: 29 August 2025 19:06
To: Richard Baker
Cc: Toby Hardman-Dodd Janine Burton
Subject: 25/03508/PREMLI Thornborough Farm Redhill Road B38 9EH

Hello

As discussed – the copy I found was from Birmingham City Council’s website

You mentioned that you are likely to include practical measures (possibly previously discussed with Toby Hardman-Dodd) such as

- Directing loudspeakers away from the most noise-sensitive buildings;
 - Use of directional speakers,
 - Location of stages ie as far away as practical from and facing away from noise sensitive properties;
 - Publicising events so that neighbours are aware of when they are going to happen and include a number for local residents to contact you during events if there are any problems – make sure it is answered
- Monitoring each event – The Music Noise Levels expressed as an LAeq should not exceed the background noise level by more than 15dB(A) over a 15 minute period (see attached)
- Making sure you can reduce the volume if necessary to ensure you stay within limits
- You may need to consider low frequency noise depending on the nature of the event
- You may need to take into account weather including wind direction for some events
- Finish on time – make artists aware of your finish time, plan to finish a little earlier so that you are not having to cut them off mid song.
- The above relates to entertainment but you may wish to consider other noise that may be on site , eg from generators etc

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This would form the basis of any noise management plan which WRS would want to see beforehand. My colleagues Toby and Janine Burton (copied in) would be available to meet on site to discuss this further.

Hope you have a good holiday

Kind regards

Louise.

Louise Elliot

Principal Officer

Tel:

Wyre Forest House, Finepoint Way, Kidderminster, Worcestershire, DY11 7WF

Mobile:

Fax:

E-mail:

Web: <http://www.worcsregservices.gov.uk/>



Environmental Health & Licensing

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Appendix D - Offered Licensing conditions, further proposed conditions & agreed conditions with Environmental Health.

Thornborough Events, Thornborough Farm, Redhill Road, B38 9EH – Premises licence application (25/0508/PREMLI)

Originally offered conditions in the Application:

1. The Premises Licence Holder shall ensure that all staff employed at the premises whose duties include the sale or supply of alcohol shall undertake and complete a relevant programme of internal training prior to them being authorised to sell or supply alcohol.
2. The premises licence guidance manual will be the basis of alcohol sales training.
3. Records of the training programme shall be maintained and made available to Authorised Officers upon request.
4. The Premises Licence holder shall provide a “refresher” training session to all relevant staff members as and when deemed necessary on a case-by-case evaluation, but as a minimum requirement the refresher training session shall be provided to all staff on at least one occasion every twelve months.
5. The CCTV policy shall incorporate the following basic requirements:
 - Be switched on and fully operational when the licensable activities are being carried out.
 - Record for a minimum rolling period of 31 days
 - Have a means of copying any footage to another medium as evidence if requested by the Police.
6. CCTV cameras will be located in consultation with the Police or crime prevention officer prior to the event but as a minimum, cameras will be located within the bar lorry, and on the music lorry, the marquee and on an appropriate external toilet location all aimed towards the seated and standing areas around the bar and music lorries. The CCTV monitor and hard drive will be located within the bar lorry.
7. Warning notices advising visitors that CCTV cameras will be recording around the event field.
8. All members of staff at the premises shall seek "credible photographic proof of age evidence" from any person who appears to be under the age of 25 years and is seeking to purchase alcohol for consumption on/off the premises. Such credible evidence will include a passport, photographic driving licence, or a Proof of Age card carrying a "PASS" logo.
9. A refusal log will be kept at the bar and be maintained to record the refusal of alcohol beverages to underage or intoxicated persons. The details collated will include a description of the individual refused, the date and time, the details of the product refused, the reason for refusal and the name of the staff member.
10. Prominent, clear notices shall be displayed at all exit points to advise customers to respect the needs of local residents and of acceptable behaviour in public spaces and when leaving the premises field and area to do so quietly.

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Appendix D - Offered Licensing conditions, further proposed conditions & agreed conditions with Environmental Health.

Thornborough Events, Thornborough Farm, Redhill Road, B38 9EH – Premises licence application (25/0508/PREMLI)

11. An appropriate number of SIA registered Door supervisors shall be on duty for the length of the event and until the dispersal policy is completed for any event that a risk assessment deems it to be necessary and appropriate.
12. Local taxi firm information is to be available at the premises.
13. There will a half hour drinking up time following each days stated terminal hour for the provision/sale of alcohol to permit the consumption of alcohol on the premises field. This half hour is included within the one hour winding down time prior to the closure of the premises.
14. Live and recorded music will cease by 23:00 hours on a Friday or a Saturday and by 22.00 hours on a Sunday.
15. Where regulated entertainment is provided, the premises licence holder (PLH) or designated premises supervisor (DPS) or a responsible person (RP) nominated in writing will regularly monitor noise recorded or live music emanating from the premises to ensure that noise levels are reasonable and unlikely to become a nuisance and will make necessary adjustments to reduce volumes or bass where necessary.
16. A written record shall be kept on the premises detailing the name of the person carrying out the monitoring, the monitoring locations, the date and time of the monitoring and the result obtained. The records shall be made available without delay to an officer of a responsible authority or the Police.
17. A noise limiter will operate at an agreed set volume at all times music is being played and in addition the PLH or DPS or RP shall immediately comply with a request to adjust noise levels/frequency spectra by an Officer of a responsible authority or the Police.
18. All alcohol to be consumed on the premises will be provided from a bar area. There will be no self-service of any alcohol. Visitors will not be permitted to bring their own alcohol into the events field for consumption on the premises.
19. Appropriately sized signage stating no consumption of alcohol not purchased on site is permitted. These notices will be displayed prominently on the Event field site, at the entrance to the site from the highway (Redhill Road) and at the alcohol point of sale as well as the overspill field (when used).
20. A risk assessment otherwise known as an Event Management Plan (EMP) will be made prior to an event to identify measures required for the safety of staff and patrons. This will include emergency medical care, sufficient toilets to cater for anticipated event attendance, lost child facilities, traffic wardens, security staff, marked visitor parking with parking staff to guide visitors, separate disabled parking area, litter patrol, dedicated refuse storage area & visitor help desk. The risk assessment will be provided at least 3 months before the event to the Bromsgrove

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Appendix D - Offered Licensing conditions, further proposed conditions & agreed conditions with Environmental Health.

Thornborough Events, Thornborough Farm, Redhill Road, B38 9EH – Premises licence application (25/0508/PREMLI)

safety advisory group (Police, EH & Licensing) or if the event is arranged at shorter notice no later than 4 weeks before the event.

21. A dispersal policy will be included with the risk assessment.
22. A zero tolerance to drugs policy will apply particularly to any events that include use of the overspill field for overnight stays.
23. A single named point of contact (PC) plus telephone number will be publicised on the event website, so that local residents can report any noise issues or other complaints directly to the organisers. All calls will be logged by time by the PC. Details of the caller will be requested by the PC to include their location/address and contact number. The log will include a note of the remedial action taken. The log will be kept on the premises and be made available upon request for inspection by an officer of a responsible authority or a Police Officer.

Between 1st May and 30th September each year there will be no more than 28 days of event activities. Events will be limited to just Friday to Sunday except for small privately booked events such as a wedding reception etc which would be limited to 200 persons. The privately booked events would still be included within the 28-day limit per annum. An appropriate risk assessment would be prepared for the provision/sale of alcohol to permit the consumption of alcohol on the premises field. This half hour is included within the one hour winding down time prior to the closure of the premises.

This condition has been withdrawn as it was superseded by EH conditions detailed below.

Additional offered conditions:

24. Only one event be it privately booked or publicly attended will be held on any one day on the event field.
25. All privately booked or publicly attended events will be held only between 1st May and the 30th September inclusive within any one calendar year.
26. No person other than the premises licence holder, the designated premise supervisor or an employee directly authorised by them shall organise, advertise, promote or manage any licensable activity at the premises.

Conditions agreed with Environmental Health:

27. Number of events with between 201 and 2000 attendees be limited to 18 days in total as follows, for the period requested in this application (May to September each year)

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Appendix D - Offered Licensing conditions, further proposed conditions & agreed conditions with Environmental Health.

Thornborough Events, Thornborough Farm, Redhill Road, B38 9EH – Premises licence application (25/0508/PREMLI)

3 weekends (Fri /Sat) of 2 days with max 2000 attendees (not including staff/traders etc)
3 weekends (Fri /Sat) of 2 days with max 1000 attendees (not including staff/traders etc)
2 weekends (Fri /Sat) of 2 days with max 500 attendees (not including staff/traders etc)
2 weekends of (Fri or Sat)of 1 day with max 500 attendees (not including staff/traders etc) -
not to include a Bank Holiday Monday

Events not to be held on consecutive weekends (with one exception), a maximum of two consecutive days of licensable activities and only on, one of the two Bank Holiday weekends in May (to include the Bank Holiday Monday)

28. Number of events with attendees up to and including 200 (referred to in the application as weddings) to be limited to 5 days in total , no more than one day per month during the period requested in this application, to be held during the week (as indicated on the application).
29. That for each event expecting 201 to 2000 attendees that an Event Management Plan be submitted to and agreed by WRS (acting on behalf of Bromsgrove District Council) at least 3 months beforehand. This to include a level for the noise limiter on site.
30. That a noise management plan is to be prepared and agreed with WRS and implemented for the site to cover all events .
31. No category F3 and F4 Fireworks to be used on site.

- That the sections of the application for the provision of late-night refreshment is not granted as this would encourage attendees to remain on site after the entertainment stops with the potential to cause public nuisance

LNR has now been withdrawn.

- That the section covering live music be amended to 12:00 to 22:00 for Monday to Saturday with Sunday to remain as on this application

This is an amendment to the licensing hours for live music.

- That the section covering recorded music be amended to 12:00 to 23:00 for Monday to Thursday with Friday/Saturday/Sunday to remain as on application.

This is an amendment to the licensing hours for recorded music.

End

Event Management Plan

As an Event Organiser you are responsible for:

- Informing Bromsgrove District Council of your event
- Seeking permission of the relevant land owner if appropriate
- Submitting the relevant documentation to Bromsgrove District Council in a timely manner to ensure it can be reviewed by the appropriate departments
- Submitting road closure requests a minimum of 12 weeks before your event to satisfy Highways Authority if necessary
- Ensuring the overall safety at your event as far as reasonably practicable
- Ensuring that health and safety arrangements are in place to control risks
- Ensuring the competence of staff at your event to undertake their roles safely
- Checking all insurance documents, risk assessments and methods of work for contractors, stall holders, caterers etc (these documents may also be requested by Bromsgrove District Council)
- The Health, Safety and Welfare of all members of staff, contractors and members of the public attending your event
- Informing the Performing Rights Society if you have live music at your event

Disclaimer: This template is a guide only. It does not necessarily include all the information that may be relevant to your event.

Contents

1. **Event Overview**
2. **Site Management**
3. **Incident Management**
4. **Traffic Management Plan**
5. **Event Safety Measures (Covid-19)**

Please type your answers into the white boxes

Please refer to our Events Toolkit when completing this document

Event Organiser Details

Event Organiser Name	
Organisation	
Contact Telephone Number	
Email Address	
Name of Event	

Location of Event	
Date of Event	
Contact Telephone Number on day of the event (if different to above)	

1. Event Overview

1.1 Event Overview

Please provide a description of your event

Please provide the following information about your event	
Event start time	
Event end time	

1.2 Event Itinerary

Please provide timings of your event including set up and break down timings	
Date / Time	Action

1.3 Programme of Events

Please provide your programme of activities and the timings for the day, including any performances

(e.g. the start and finish times of any musical performances)

Time	Activity

1.4 Event Management

Roles and Responsibilities on Event Day (s)

Please provide a brief description of the roles of event staff and their main responsibilities. There may be other roles that are not listed here that are applicable to your event.

Please note: the role of stewards is covered in section 2.13 so there is no need to complete the role of stewards in this section

Role	Responsibilities
Event Organiser	
Event Manager	
Site Manager	
Health & Safety Officer	
Arena/stage Manager	
Steward Coordinator	
Press and PR coordinator	
Other	

1.5 Crowd Management

Please provide details on how you will manage the crowd at your event

Please note: the role of stewards is covered in section 2.13 so there is no need to complete the role of stewards in this section

Is your event ticketed? If yes, what arrangements are in place for this?

How will you manage capacity at your event?

How will you manage the access and egress of the crowd?

--

1.6 Advertising

Please provide details of how you will advertise your event
How and where do you plan to advertise your event?
Will the media be in attendance and if so how will you handle them?
May we use the details supplied here for publicity purposes or to give to interested parties?
a) ☐ Yes ☐ No b) If yes, which name and contact details can we release?
Would you like Bromsgrove District Council to use their Social Media to help you promote your event?
☐ Yes ☐ No

2. Site Management

2.1 Contractor Management

Please provide details of any contractors that will be involved with your event Please ensure that you check any safety documentation of contractors that you hire	
Company	What are they providing/doing?

2.2 Traders

Please provide details of any traders/commercial traders and charity stalls that will be at your event Please ensure that you check any safety documentation of traders	
Name of Organisation	Concession Type

Sale of Alcohol

If you are selling alcohol at your event, please contact the licensing department as you will require a temporary events notice.

Please explain below how you will manage the sale of alcohol.

Catering Requirements (Food, drink, water)

For each catering supplier/food stall that you have attending your event, please provide the following information:

- Name of Business
- Address of Business
- Contact telephone number
- Name of local authority that they are registered with
- National food hygiene rating (if available)

2.3 Fencing and/or barriers

Please tell us if you plan to use any fencing and or barriers at your event including the type and their location

Please ensure that you check any safety documentation of contractors that you hire.

2.4 Electricity, Water, Gas Supply and Generators

Please tell us if you plan to use electricity, water, gas supply or other flammable liquids at your event. If so, please tell us where these will be sourced and the processes in place to manage these.

Please tell us if you plan to use any generators at your event. If so, please tell us where these will be sourced and the processes in place to manage these, including the storage and management of fuel and other flammable liquids.

Please ensure that you check any safety documentation of contractors that you hire.

2.5 Temporary Structures

Please list any temporary structures that you will have at your event and where they will be located e.g. gazebos, marquees, staging

Please ensure that you check any safety documentation of contractors that you hire.

2.6 Fire Safety

Please ensure that you have considered aspects related to fire safety at your event and provide detail here. Please ensure that you check any safety documentation of contractors that you hire.

2.7 Temporary Events Notice

IMPORTANT NOTE:

Licensable activities at your event such as the sale and supply of alcohol, the provision of late night refreshments to the public and regulated entertainment may require a temporary event notice (TEN). A temporary event notice is a notification to the licensing authority that an individual intends to carry on licensable activities for a period not exceeding 168 hours.

A temporary event notice application must be sent to the licensing authority and the police at least 10 working days in advance of a planned event. Please ensure that you have the necessary licences in place.

2.8 Musical Entertainment

Please tell us what entertainment you have arranged for your event i.e. Live music with amplification and how you manage noise disturbance and potential complaints.

Important notes:

- If you have live music you may require a Temporary Events Notice.
- It is your responsibility to inform the Performing Rights Society (www.prsformusic.com) if

you are having live music at your event. • Please ensure that you check any safety documentation of contractors that you hire.

2.9 Attractions

Please provide details of any attractions that will be at your event e.g. inflatable's, funfair/children's rides, fireworks For these attractions make sure that you see a copy of the provider's public liability insurance, risk assessment and method statement. For rides we will also need the name of each ride and their corresponding ADIPS number (Amusement Device Inspection Protection Scheme) Please ensure that you check any safety documentation of contractors that you hire.	
Name, address and telephone number of organisation	Attraction and ADIPS number if applicable

2.10 Medical and First Aid Cover

Please provide details of the medical provider and resources that you have arranged to be at your event including their location (i.e. number of first aiders, doctors, ambulances etc.)

2.11 Public Health and Welfare

Please provide details of the arrangements you have made for the following:
Toilet Facilities Please provide details of sanitary arrangements, including: number, ratio of male to female and disabled, location, maintenance. Please bear in mind the opening times of public facilities. There may be a charge if toilets are required outside normal opening times (check with Bromsgrove District Council). If inadequate provisions are available this can lead to a risk of a disruption to public order and safety.

Waste Disposal

Please provide details of the arrangements made for waste disposal, rubbish bins and litter collection at your event. As the event organiser you are responsible for arranging the disposal of waste. Any trade waste must be removed by a registered trade waste contractor.

As the event organiser if you anticipate that any waste bins within the event area may get full please indicate the position of these bins on the event site plan.

Noise Management

Please provide details of the arrangements made for minimising noise disruption at your event, particularly if you are having live, amplified music.

2.12 Accessibility

Please tell us how you have made your event accessible and provide details here. e.g. Accessible toilets provided, Accessible parking, Ramped access

2.13 Steward and Marshal Management

Please provide details of the arrangements you have made for stewards at your event

What are the roles and responsibilities of your stewards?

Where will they be positioned and why?

Who are your stewards? How will they be identified? We do not require names, just where you have recruited them from.
Will you be using Security Industry Authority (SIA) qualified security staff? If so, what will their role be?
How will your stewards be trained?
When will your stewards be briefed? Please provide a copy of the information that will be given to Stewards (briefing document)
How will the event team and the stewards (including traffic stewards) communicate with each other on the day of the event?

3. Incident Management

IMPORTANT NOTE:

Do not assume that the emergency services will attend your event other than in an emergency. Your event must be managed without the support of the emergency services, even if they have agreed to attend as they may be called away to an emergency elsewhere

3.1 Welfare of Children

Please provide details of how you would deal with a lost or found child or vulnerable person at your event. Please include the following: What is your procedure? Who is the designated person in charge of this? Where is the rendezvous point? How will announcements be made?

3.2 Incident Reporting and Investigation

Please provide details of the system you have in place for reporting and recording accidents and incidents at your event

3.3 Communication with the Public

Please provide details of how you will communicate with members of the public on the day of the event in the case of an emergency.

It is advisable to have emergency messages scripted before the event for use on the day

3.4 Emergency Plans

IMPORTANT NOTE:

It is not the responsibility of the Event Manager/Organiser to run an emergency procedure. If an emergency is to be declared then operational command will fall to the Police. However, procedures need to be in place so that emergencies can be dealt with responsibly until the emergency services arrive.

It is important that you set out your procedures carefully and brief all event staff, contractors and volunteers so that they are clear and widely understood.

In this situation we would advise that the decision is clearly recorded, including who took it, what time it was taken, and why it was taken.

Please provide details of your emergency plan for the event

It is your responsibility under Health and Safety, and the practice of a Risk Assessment, to consider the 'what if's' at your event (i.e. contingency planning).

What are your contingency plans for situations, such as:

Need for evacuation, fire, power failure, collapse of a temporary structure, road traffic collision, medical emergency, fatality, adverse weather conditions, key location becomes unavailable, cancellation prior to or during?

This is not an exhaustive list and the specific nature of your event will suggest others.

At your event, who will be responsible for determining that an incident is now a major incident or emergency and will take responsibility for decisions until the emergency services arrive and take control?

Who will report this to the emergency services?
What systems do you have in place to contact the local emergency services?
Who will liaise with the emergency services when they get to the site?
What entrance/access point should the emergency services use that is safe and can be kept clear of crowds for them to get to the incident?
Who will be responsible for crowd control during an incident?
If required, how would you evacuate your event? What steps would you take?
How will you communicate the evacuation instruction to your audience?
Please provide details of any emergency signage that will be used at your event (i.e. emergency exit signs)

4. Traffic Management

4.1 Traffic Management

Please answer the following questions in detail regarding traffic management at your event
Is your event taking place on or off the Highway?
☐ On the Highway ☐ Off the Highway

What is the best route for traffic to take in order to get to your event? How will this be communicated?	
What is the best and safest route for traffic to exit your event? How will this be communicated?	
In the interest of pedestrian safety, how will pedestrians interact with vehicle movement? Please include information about how they will cross open roads safely.	
What have you done to liaise with and inform local residents and businesses about the impact to local roads?	
Can people enter your event without causing an obstruction on the road?	
How have you considered the impact that your event will have on public transport? Have you informed your local bus/rail/taxi company?	
Are you requesting any parking suspensions as part of your event? If yes, please complete the information below. If you do not include ALL of this information your request cannot be considered (parking suspensions for your event may involve a charge)	
Location (street name/car park)	
Number of spaces	
Intended use for the parking spaces	
Start time of suspension	
End time of suspension	
If the answer to this is none, please explain why you think there will be no impact on parking, access or traffic flow. As the organiser you are responsible for ensuring there is none/minimal impact to traffic.	
If you are providing off-road parking, please complete the information below: Please note: any parking areas must be stewarded at all times. You may be asked to provide a parking plan.	
Location	
Number of spaces	
How will the area be managed?	
If the answer to this is none, please explain why you think there will be no impact on parking, access or traffic flow. As the organiser you are responsible for ensuring there is none/minimal	

impact to traffic.

4.2 Road Closures

If your road closure request is granted under the Town Police Clause Act, Bromsgrove District Council will produce the road closure order once it has been approved by the local Highways Authority. This may involve a charge. Speak to Bromsgrove District Council for more information.

If made under the provisions of the Road Traffic Regulation Act 1984 the road closure notices will be produced by the local Highways team. This will involve a charge.

IMPORTANT NOTE:

Before a road closure can be considered the following documents **MUST** be submitted to Bromsgrove District Council along with this plan and approved by the local Highways Authority:

- A copy of valid Public Liability Insurance (£5 million minimum)
- Health and Safety Risk Assessments
- Signage Schedule (Map and indication of where signs will go)
- Plan of diversion route (if applicable)

Please note the local Highways team require 12 weeks' notice of any road closures for coordination purposes.

Please answer the following questions in detail regarding any road closures at your event

Are you applying for a road closure as part of your event?

☐ Yes ☐ No

Please list ALL roads that you wish to close for your event below:

What is the duration of the closure? Please be realistic with timings.

Is it necessary to have a diversion route? If yes, please provide details of the route here.

A diversion plan will need to be submitted to Bromsgrove District Council.

Who is providing your signage for the road closure?

If you are using a signage contractor, please provide their details here.

Please ensure you check their public liability insurance. A copy of the signage schedule produced by the contractor must be provided to Bromsgrove District Council.

If you are providing signage yourself, please provide a signage schedule and a Health and Safety risk assessment for working on the highway.

5. Event Safety Measures (Covid-19)

Please provide full details of what control measures will be in place to ensure the safety of members of the public and staff/volunteers at your event in line with current Government guidelines on Covid-19

Appendices

i. Site Map

Please provide a site map of your event site

ii. Risk Assessment

Please complete an event specific risk assessment including a fire risk assessment

iii. Public Liability Insurance

Please provide a copy of your public liability insurance certificate (for a minimum of £5 million)

iii. Road Closure Documents (if applicable)

- A copy of valid Public Liability Insurance (£5 million minimum)
- Health and Safety Risk Assessments including reference to risks on the Highway
- Signage Schedule (Map and indication of where signs will go)
- Plan of diversion route (if applicable)

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Kenneth Moore & Sarah Moore Statement of Truth Thornborough Events, Thornborough Farm, Redhill Road, B38 9EH – Premises licence application (25/0508/PREMLI)

We are in receipt of a number of representations objecting to the above referenced application, within these representations a number of allegations are made suggesting the previous Temporary Event Notices (TEN) have not been run in accordance with the permission given and as a result any new premises licence will also be poorly controlled. We refute all these allegations.

1. Firstly, we can state that there has been no breach of any of the TEN's applications we have made since 2019. There have been a total of at least 32 TEN's grants to-date, the majority of which were till 11pm, some 12 and on one occasion 1am. It is possible these later tens are where people are wrongly assuming we have gone over our licenced hours. We have never gone over any licencing hours.

We do accept there was one unfortunately incident where a DJ who was to be doing the music on the Saturday, came on the Friday night after work and camped with some friends. They did plug in their equipment and played some music which we were told about straight away by a local residents and we called the person in question and demanded it to be turn off immediately which it was and we apologise for this and we have not use this said DJ since.

2. We can also confirm that we are aware of the recent regular visits by the responsible authorities (Environmental Health, The Police or Licensing Officers) who visit our premises late in the evening when a TEN's is in force - normally around 23.00 hours to check that licensable activities are still not in progress. Sometimes we speak to them sometimes we do not. On the first instance, that we were aware of their presence, they were met by a member of our staff locking up the main gates as the event was completely finished and they commented that they had no concerns and said they had been parked outside Hazeldene (3rd property down on the left) for over an hour. For information the 1st 2 houses on the left are actually supporters.

The following night, we were told from one of our attendees of the event that they were parked by his house on Bell Green Lane as he went to speak to them to find out what they were doing.

The same happened again at the one of the next events where they turned up at approx 11.30 and the main gates were being shut.

They also came on Friday 29th August and asked to speak to us and just advised they were there for addition monitoring in light of the application and once again confirmed they had no cause for concern. They told us they would come again on the

Kenneth Moore & Sarah Moore Statement of Truth Thornborough Events, Thornborough Farm, Redhill Road, B38 9EH – Premises licence application (25/0508/PREMLI)

Saturday and we did invite them to use the car park for their monitoring but we are unaware of whether they did or didn't.

In 2024 we had a letter, email and phone calls from Environmental health, the last communication being with Toby Hardman-Dodd who stated he was going to be monitoring the noise levels and we welcomed this test and requested the results and were told we'd receive them but never did nor hear from him since which we felt was rude after he confirmed on the phone that he would definitely sent us the results.

3. We can confirm we have ample litter receptacles to take any visitor or business generated trash. These waste bins are sited in convenient locations and are then deposited into skips. The skips are collected when full after the event. The waste collected is inside black bin bags before being deposited into a skip. The skip then has close mesh netting fixed to stop birds opening bags and also prevents litter from being affected by windy conditions. In addition, we have a team of litter pickers to ensure there is no rubbish left on the field. The Hi-Viz jacketed litter pickers operate on all the day(s) of the event.

4. We have submitted a draft outline of a risk assessment/Event management plan (EMP) which is to be submitted no less than three months for events of over 200 persons and no less than four weeks for privately booked events of under 200 visitors to the Local authorities Bromsgrove safety advisory group which consists of the Police, Licensing and Environmental Health officers amongst others. The EMP includes amongst many other considerations a traffic management plan to ensure there are no issues regarding the public highway.

This statement is true to the best of our knowledge & belief.

Signed

Kenneth Moore

Dated

Sarah Moore.....

Dated.....