

Application for a premises licence to be granted under the Licensing Act 2003

Please read the following instructions first

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We **Wheels Up North LTD**

(Insert name(s) of applicant)

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

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description			
Full map attached to the bottom of this document with description			
Westmorland County Agricultural Society			
Lane Farm			
Milnthorpe			
Cumbria			
Post town	Crooklands	Postcode	LA7 7NH

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£32,500

Part 2 - Applicant details

Please state whether you are applying for a premises licence as **appropriate** **Please tick as**

a)	an individual or individuals *		please complete section (A)
b)	a person other than an individual *		
	i	as a limited company/limited liability partnership	Yes please complete section (B)
	ii	as a partnership (other than limited liability)	please complete section (B)
	iii	as an unincorporated association or	please complete section (B)
	iv	other (for example a statutory corporation)	please complete section (B)

c)	a recognised club		please complete section (B)
d)	a charity		please complete section (B)
e)	the proprietor of an educational establishment		please complete section (B)
f)	a health service body		please complete section (B)
g)	a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales		please complete section (B)
ga)	a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England		please complete section (B)
h)	the chief officer of police of a police force in England and Wales		please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

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

(A) individual applicants (fill in as applicable)

<i>Mr</i>	<i>Mrs</i>	<i>Miss</i>	<i>Ms</i>	Other Title (for example, Rev)	
Surname			First names		
Date of birth		I am 18 years old or over		Please tick yes	
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service (please see note 15 for information)

Second individual applicant (if applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname			First names		
Date of birth		I am 18 years old or over		Please tick yes	
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service: (please see note 15 for information)					

(B) Other applicants

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

Name Wheels Up North LTD
Address 70 Cottam Green, Cottam, Preston, England, PR4 0AB

Registered number (where applicable) Company Number: 13939197
Description of applicant (for example, partnership, company, unincorporated association etc.) Limited Company
Telephone number (if any) [REDACTED]
E-mail address (optional) events@wheelsupnorth.co.uk

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
19	07	2025

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD	MM	YYYY
21	07	2025

Please give a general description of the premises (please read guidance note 1)

The site is the Westmorland County Showground. The venue is a large open space and will be used for a static car event and split into 4 separate sections. These sections will consist of general public parking, showground, food & drink section and camping.

The general public parking is the purple area on the map attached at the bottom of this document, the showground is the dark green area in the centre of the map, food & drink will be served in the pink area on the far left and camping will be hosted in the orange area (This is where our medical team will be based throughout the course of the event).

The main licensable activities include the sale and consumption of alcohol in the food & drink area and live & pre-recorded music within the main showground. Some quieter live & pre-recorded music will also take place within the food and drink area over the course of the event.

The serving and monitoring of alcohol will be kept within the smaller section of the event marked in pink (food & drink). Consumption of alcohol will be allowed and monitored in other areas of the event but will ONLY be sold in the food & drink area.

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

6,000

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)		Please tick all that apply
a)	plays (if ticking yes, fill in box A)	
b)	films (if ticking yes, fill in box B)	
c)	indoor sporting events (if ticking yes, fill in box C)	
d)	boxing or wrestling entertainment (if ticking yes, fill in box D)	
e)	live music (if ticking yes, fill in box E)	YES
f)	recorded music (if ticking yes, fill in box F)	YES
g)	performances of dance (if ticking yes, fill in box G)	
h)	anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	

<u>Provision of late night refreshment</u> (if ticking yes, fill in box I)	
<u>Supply of alcohol</u> (if ticking yes, fill in box J)	YES

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
				Both	
Mon	-----	-----	Please give further details here (please read guidance note 4)		
Tue	-----	-----			
Wed	-----	-----	State any seasonal variations for performing plays (please read guidance note 5)		
Thur	-----	-----			
Fri	-----	-----	Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat	-----	-----			
Sun	-----	-----			

B

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon	-----	-----		Please give further details here (please read guidance note 4)	Both
Tue	-----	-----			
Wed	-----	-----	State any seasonal variations for the exhibition of films (please read guidance note 5)		
Thur	-----	-----			
Fri	-----	-----	Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat	-----	-----			
Sun	-----	-----			

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)
Day	Start	Finish	
Mon	-----	-----	
Tue	-----	-----	
Wed	-----	-----	<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Thur	-----	-----	
Fri	-----	-----	<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 6)
Sat	-----	-----	
Sun	-----	-----	
	-----	-----	

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 4)		
Mon					
Tue					
Wed			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 5)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	YES
				Both	
Mon	-----	-----	Please give further details here (please read guidance note 4)		
Tue	-----	-----	<i>Live music for our campers will be taking place between 1pm and 10pm on Saturday 19th July in our large gazebo with a half an hour set at 1pm and continuous music from 4pm to 10pm. We will then have 2 half an hour sets on our stage during the show day (20th July). This will be at 11am and then 1pm. Music will be a solo act to begin with and then a house band. They aren't big named bands, it's simply for a little bit of atmosphere for the campers to have their dinner before the Sunday show day.</i>		
Wed	-----	-----	State any seasonal variations for the performance of live music (please read guidance note 5)		
Thur	-----	-----			
Fri	-----	-----	Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat	13:00	13:30			
	16:00	22:00			
Sun	11:00	11:30			
	13:00	13:30			

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors		
Day	Start	Finish		Outdoors	YES	
				Both		
Mon			Please give further details here (please read guidance note 4) <i>We will have a short DJ set being played in the large gazebo before the live bands begin their performances. The music will mainly be played to draw some attention ready for the acts on Saturday 19th. The evening music on Saturday 19th will be played at a lowered volume when the live music ends to try and disperse guests and have them head back to the campsite (this could proceed until 23:00 but is highly unlikely. We have extended the time to 23:00 as a precaution). Music will be played periodically at low volumes throughout the show day (Sunday 20th) around the stage area and in the food & drink area.</i>			
Tue						
Wed				State any seasonal variations for the playing of recorded music (please read guidance note 5)		
Thur						
Fri						
Sat	13:00	23:00		Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sun	10:30	16:30				

G

Performances of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 4)		
Mon	-----				
Tue	-----				
			State any seasonal variations for the performance of dance (please read guidance note 5)		
Wed	-----				
Thur	-----		Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 6)		
Fri	-----				
Sat	-----				
Sun	-----				

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Mon	-----	-----		Outdoors	
				Both	
Tue	-----	-----	Please give further details here (please read guidance note 4)		
Wed	-----	-----			
Thur	-----	-----	State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5)		
Fri	-----	-----			
Sat	-----	-----	Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sun	-----	-----			

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon	-----	-----	<u>Please give further details here</u> (please read guidance note 4)		
Tue	-----	-----			
Wed	-----	-----	<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)		
Thur	-----	-----			
Fri	-----	-----	<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat	-----	-----			
Sun	-----	-----			

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	YES
				Off the premises	
				Both	
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Mon	-----	-----			
Tue	-----	-----			
Wed	-----	-----			
Thur	-----	-----			
Fri	-----	-----			
Sat	13:00	22:00			
Sun	11:00	16:30	Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6)		
	-----	-----			

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name	[REDACTED]
Address	[REDACTED]
	[REDACTED]
	[REDACTED]
	[REDACTED]
	[REDACTED]

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon			
Tue			
Wed			
Thur			
Fri			
Sat	10:00	22:00	
Sun	10:30	16:30	Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6)

M

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

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

Designated Premises Supervisor nominated ([REDACTED]).

*Sufficient number of staff on the premises to cover all aspects of the event (24 marshals).
Additional security & medical teams have been subcontracted (6 Security & 8 Medical).*

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

Adherence to 4 objectives as below

b) The prevention of crime and disorder

There will be a constant 4 SIA badged security at all times during the weekend. This increases to 6 during the evening entertainment on Saturday 19th.

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

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

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

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

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

c) Public safety

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

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

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

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

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

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

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

There will be 11 fire extinguisher points throughout the venue with a mix of 2 water extinguishers, 7 Dry Powder extinguishers and 14 foam extinguishers. Our elected head staff of each area and the event directors (6 marshals) will have had a fire training course in order to best know how to deal with a situation should it occur.

An adequate and appropriate supply of first aid equipment and materials available on the premises. Our subcontracted medical team will have at least 4 fully trained staff working 24 hours a day. This will be upped during the show to 8.

d) The prevention of public nuisance

The stage has been placed at the far end of the show field to reduce noise & vibrations to any local residents. The Saturday evening entertainment will cease by 11pm so as to not disturb any residents living in the local area.

Suitable and conspicuous notices shall be displayed at entrances, exits and around the site with all site rules. One of these rules will consist of quiet times (11pm-7am) to reduce noise to local residents.

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

No noise shall emanate from the premises nor vibration be transmitted from the premises that gives rise to a nuisance.

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

e) The protection of children from harm

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

-Adult Wristband (grey)

-Under 18 Wristband (bright blue)

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

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

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

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

Checklist:

Please tick to indicate agreement

●	I have made or enclosed payment of the fee.	YES
●	I have enclosed the plan of the premises.	YES
●	I have sent copies of this application and the plan to responsible authorities and others where applicable.	YES
●	I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.	YES
●	I understand that I must now advertise my application.	YES
●	I understand that if I do not comply with the above requirements my application will be rejected.	YES
●	[Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).	

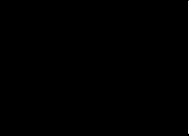
It is an offence, under Section 158 of the Licensing Act 2003, to make a false statement in or in connection with this application. Those who make a false statement may be liable on summary conviction to a fine of any amount.

It is an offence under Section 24b of the Immigration Act 1971 for a person to work when they know, or have reasonable cause to believe, that they are disqualified from doing so by reason of their immigration status. Those who employ an adult without leave or who is subject to conditions as to employment will be liable to a civil penalty under section 15 of the Immigration, Asylum and Nationality Act 2006 and pursuant to Section 21 of the same act, will be committing an offence where they do so in the knowledge, or with reasonable cause to believe, that the employee is disqualified.

Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Declaration	<ul style="list-style-type: none"> ● [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). ● The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)
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Signature	
Date	27/12/25
Capacity	Company Director

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

Notes for Guidance

- Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
- In terms of specific regulated entertainments please note that:
 - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
 - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets

consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.

- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local

authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
 - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
 4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
 5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
 6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
 7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
 8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
 9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
 10. Please list here steps you will take to promote all four licensing objectives together.
 11. The application form must be signed.
 12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
 13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
 14. This is the address which we shall use to correspond with you about this application.
 15. Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be issued to an individual or an individual in a partnership which is not a limited liability partnership who is resident in the UK who:

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

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

Applicants must demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

They do this in one of two ways:

- 1) by providing with this application, copies or scanned copies of the documents which an applicant has provided, to demonstrate their entitlement to work in the UK (which do not need to be certified) as per information published on gov.uk and in guidance.
- 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Home Office online right to work checking service.

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

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

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

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

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



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

The pink area labelled (3) at the bottom of the site is the only area around the site where the bars will be located. There will be 1 small bar. They will open on Saturday and Sunday when the event opens and they will stop serving at 22:00 on Saturday & 16:30 on Sunday.

The larger orange area on the left side of the above map labelled (4) is the camping area. There will be no vendors serving alcohol in this area and no live or pre recorded music will be played. People with their own cans of alcohol will be monitored very closely by patrolling marshals and security.

The large remaining green section labelled (2) is our main showground. This section will only be open throughout the Sunday day time from 10:30 - 16:30 to the general public. Alcohol vendors will not be located within here but expect that people will be walking from the entertainment area into here with drinks. This will also be a glass free zone and all vendors must serve in plastic containers.

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

The stage will be located within the show ground and labelled (1) on the map. The stage is 4 ft high from the ground and will contain a burnout section on the front. This area will be monitored by security and marshals throughout the day and cars will be specifically selected for the stage based on experienced drivers and vehicles setup for the purpose (line lock, rear wheel

drive), brought on and off with marshal assistance and guided safely on site. Crowd barriers will be in place to keep members of the public back from the stage. The stage may play pre-recorded music at intervals during the day when there are quiet gaps between interviews and prizes.

The only location where live and recorded music will be played between 13:00 - 23:00 (recorded music may be played at a low volume from 22:00-23:00 as we move the crowd back to the campsite, but this is unlikely) on Saturday 19th is within the refuel zone marked on the map (3). The musicians will be located within a large gazebo where members of the public can enter. This area will be monitored on how many people are allowed within that gazebo by security and marshals and when the tent reaches capacity no more guests will be let in until others leave.

Location (8) is our main entrance and exit for all throughout the weekend.
Location (7) will be used as an exit on Sunday should a queue start to back up on site.
Location (6) is our camping exit on Sunday.
All purple dots around the map are internal and external gates that would not be used apart from emergency.
All light pink dots are our fire meeting points. These have been located outside of the main area where there is a higher chance of there being issues. Marshals will lead any guests to these points should there be an emergency.

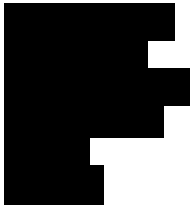
Licensing Team Westmorland & Furness Council
South Lakeland House, Lowther Street, Kendal LA9 4DQ
Tel: 0300 373 3300 Email: licensing@westmorlandandfurness.gov.uk

Consent of individual to being specified as premises supervisor

I, 

[full name of prospective premises supervisor]

of



[home address of prospective premises supervisor]

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

Application for a premises licence to be granted under the Licensing Act 2003

[type of application]

by

Wheels Up North LTD

[name of applicant]

relating to a premises licence

[number of existing licence, if any]

for

***Westmorland County Agricultural Society
Lane Farm
Milnthorpe
Cumbria***

[name and address of premises to which the application relates]

and any premises licence to be granted or varied in respect of this application made by

Wheels Up North LTD

[name of applicant]

concerning the supply of alcohol at

**Westmorland County Agricultural Society
Lane Farm
Milnthorpe
Cumbria**

[name and address of premises to which application relates]

I also confirm that I am entitled to work in the United Kingdom and am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

178994

[insert personal licence number, if any]

Personal licence issuing authority

Salford City Council

[insert name and address and telephone number of personal licence issuing authority, if any]

Signed

Name (please print)

Date

27/12/24



Event Management Plan

1. Overview

Name

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

Dates

- Setup days: Thursday 17th - Friday 18th July 2025
- Event days: Saturday 19th - Sunday 20th July 2025
- Takedown days: Sunday 20th and Monday 21st July 2025

Location

- Westmorland County Showground, Lane Farm, Crooklands, LA7 7NH

Mission Statement & Overview

- Our flagship event of the year. A family friendly weekend show in which we aim to bring the best of the best together in a celebration of all things automotive and to celebrate the community we are building year on year.
- The event is a camping weekend.
- There will be a range of entertainment throughout the show for the whole family such as inflatables, live demonstrations and evening live music.
- All activities, entertainment, food and drink suppliers will be third party and will have their own public liability insurances, certificates and licences.

Audience

- The Wheels Up North Weekender is a family friendly event, therefore we expect an audience of all ages. These automotive shows attract a very wide demographic of people, especially with our show having vehicles of all types and entertainment to suit all.

Gate Opening Times

Setup Day 1 (Thursday 17th July 2025)

- Mark out stands, infrastructure, vendors, clubs etc

- Arrival of some infrastructure
- Internal signage
- Bins located
- Fencing put in place
- Fire extinguishers located

Setup Day 2 (Friday 18th July 2025)

- Infrastructure final set up
- Marquee setup
- Road signage
- Some vendors setup from 11am

Snagging and Entertainment/Camping (Saturday 19th July 2025)

- Snagging - final checks
- Early trade setup
- Early show car arrivals with camping arrivals
- Early club arrivals
- Public gates open at 10:30 for camp set up
- Food and drink area opens at 10:30. Live music is split into two main set times. 13:00-13:30 then 16:00-23:00 (recorded music may be played at a low volume from 22:00-23:00 as we move the crowd back to the campsite, but this is unlikely) and all gates close for leaving the site/entertainment area by 23:00.

Event Day (Sunday 20th July 2025)

- 7:00 extra trade arrivals.
- 7:00 Show and Club arrivals start. These will be distributed over the course of 3 hours to save traffic on the road. All cars will be given an allocated time to arrive in 60 minute intervals.
- 10:00 show car arrival cut off
- 10:30 public gates open
- Gates close 16:30
- Start takedown of the event.

Takedown Day 1 (Monday 21st July 2025)

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

2. Team and Roles

Event Directors: [REDACTED]

- Manage, create and oversee all aspects of the event from conception to evaluation, including but not limited to: suppliers, sponsors, logistics, marketing, support to event guests, safety documentation, licensing and legals, insurance, branding, marshalling, budgeting and more.
- Ultimate legal duty to ensure that risk management is implemented and carried out properly.

- Ensure appropriate medical, ambulance and welfare provision are available to all those attending or involved in delivering the event.

Health and Safety Coordinator: [REDACTED]

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

Stage & Guest Manager: [REDACTED]

- Managing the schedule of the stage area within the entertainment zone.
- Looking after any special guests
- Communicating with the event coordinator to make sure everything runs smoothly within the area and any issues are ironed out.

Event Control: [REDACTED]

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

Head Of Parking: [REDACTED]

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

Head of Ticketing: [REDACTED]

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

Head of General Stewarding: [REDACTED]

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

3. Amusements

- We plan to have a selection of amusements/entertainment throughout the event. We have inflatables, facepainting and balloon modelling for the children. Other entertainment such as Free Running/Parkour demonstrations and our burnout pad will be explained in section 11.
- Experienced companies are to host the amusements. When booking these amusements in, we have made sure that the company will give us their insurance details & risk assessments. This area can hold a lot of risk if not done properly and therefore there will be a lot of focus on picking the correct contractors and then monitoring what they are doing when setting up/testing and of course throughout the show.
- Amusement operators will be staff from the company that is providing the inflatables/equipment. This way, we know that they are fully trained on that specific piece of equipment.
- Our team will be patrolling the site throughout the event and doing checks to make sure we feel the contractors are working in a safe way.

4. Access Statement

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

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

Pre-Show Day

- Reduced rate early bird admission tickets available online.
- Advance tickets are available online once the early bird runs out.
- Contact by email and phone when necessary.
- Nearest railway station is Oxenholme Lake District, approximately 4 miles from Showground.
- Nearest village is Milnthorpe travelling south on the B6385, approximately 2 miles from Showground.
- Concessionary terms are available for registered carers accompanying a disabled visitor – Please contact us for full details and to book.
- Visitors with disabilities are encouraged to seek advice and assistance for the day, please do not hesitate to get in touch regarding this and we will be more than happy to help.

Arrival and Car Parking Facilities

- All vehicular routes will be signposted
- Designated blue-badge disabled parking in an area in close proximity to the main Showground via gate A. Please get in touch to confirm location.
- Car parks clearly marked and accessed via gate A.
- Parking Stewards on hand to assist.
- All parking is free.
- Drop-off point for visitors via gate A.

Main Entrance

- Admission ticket booths – cash & card payment will be available during the event.
- Showground location maps and signage around the site.
- Show day event brochures including event schedule, information and maps available.
- Toilets (including disabled) in close proximity to the main entrance.

Showground

General:

- The main avenues are hard-core surfaces.
- Between 'roadways' the area is grassed which can be uneven underfoot.
- Chairs, benches and seating are provided mainly within the food & drink area of the showground including a sheltered gazebo for guests to get out of the sun or rain.
- First Aid point available - Please speak with a steward to assist. Located just within the camping area connected to the showground.
- Litter bins strategically sited throughout the showground.
- Dogs welcome, provided on a short fixed lead at all times and mess to be cleared up.
- Dog water bowls distributed through the event.
- Stewards, identified with a branded high vis, on duty throughout the showground, are always able to offer assistance wherever/whenever required.
- Central information and merchandise point on Showground for all enquiries however feel free to stop and ask a steward throughout the day.

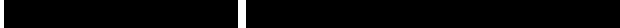
Toilets:

- There are multiple sets of toilets throughout the showground, entertainment area and camping area.
- Individual toilets are ground level and unisex.
- Temporary disabled units, accessed at ground level around the site.
- Hand washing & shower facilities will be available within the camping area, hand gels will be provided in individual and disabled units.

Planning & Signage:

- Information & rule boards throughout the site including separate signage for the camping area.
- Directional sign posts at strategic points throughout the showground.
- Detailed maps will be provided on social media and the website prior to the event and included on entrance to the site and within the event brochure.

Contacts:

- E-mail - events@wheelsupnorthweekender.co.uk
- Web - www.wheelsupnorthweekender.co.uk
- 

5. Barriers & Fencing

- Proper use of barriers and fencing around the event will aid us in many ways including: Security, blocking hazards (Electrical controls etc), management and routing of guests.
- We will be using fencing to guide and route guests getting into the event. A few rows where tickets can be checked or bought will be created to ease pressure and the long queues. They will also be used from the entry gate after people park up, then to fence around equipment will be essential to stopping hazards and risks of people interfering or having an accident.
- Fencing at the front of the stages will be necessary to avoid the crossing of people when showcasing vehicles and burnout shows.
- Roping will be used to surround some of the higher value vehicles and to create a bit more of a feature.
- Barriers will be hired in and placed around the burnout stage with space either side in the case of the vehicle coming off the platform. This is highly unlikely due to the setup of the vehicles.

6. Cancellation Procedure

Weather conditions

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

than likely shutting down the event unless a change in this occurs due to safety of the public and major damage occurring to vehicles and infrastructure.

Pandemic complications

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

Venue complications

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

Cancelling before the event

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

Cancelling on the day/Shut down

- If we need to cancel the show whilst the event is ongoing due to a major emergency (Weather conditions or other issues) then we need to evacuate the site as efficiently as possible.
- The site does not back onto any major A roads directly and therefore we will have to make use of all directions to exit. The roads in the area do allow for you to take different routes.
- We will open all gates to allow for quick exits, this will spread traffic around the site so we don't have a major backup.
- The stage will be instructed to make the announcement.
- An email will be sent out to all ticket holders, show vehicle entries, traders, vendors and contractors to explain what happened and what the next steps are in terms of the next show etc.

7. Complaints Procedure

- As much preparation has been taken to reduce complaints, but there may still be issues. Complaints will be handled in a few stages.
- We will make sure that we understand the person's issue and address it in a way that works for both parties.
- If a steward is approached by a customer with a minor complaint then they should be polite and understanding. Making sure to get as much information as they can from the person and then address if they feel they can do so.

- If they feel it is a matter for someone else then event control can be contacted and from there event directors ([REDACTED]) will be asked to come and speak with the person.
- We will make a log of the complaint at control, to make sure we can improve on things next time.
- If a complaint is made post event, then an email communication will take place with either [REDACTED] to address the issue. This should be done as soon as possible, post event.

8. Camping

- Camping is going to be a large section of the site and therefore there will be increased management in keeping people safe and limiting annoyance between campers and any local residents.
- Anyone with a camping ticket should enter through gate A on Saturday and then will be leaving via gate D which is located down the side road by the office buildings.
- Vehicles will be parked next to the tents and therefore we will make sure that there is enough space in between each pitch to reduce any risk of injury. Campers with show vehicles will be asked if they could bring their vehicle into the showground on the Saturday evening to ease the stress of movement on the Sunday morning.
- Caravans will have a pitch with their vehicle parked next to it just the same.
- Campervans will be parked in their own pitch with plenty of space in between.
- Marshals will be in the camping fields ready to direct people into their places.
- These marshals will be briefed prior to the start of the event to make sure they understand the rules around the campsites and so that they park up the campers properly.
- Large industrial bins will be placed around the campsite and guests will be given a black bin bag on arrival to keep litter to a minimum.
- Rules will be sign posted in the camping area, on an email, the website and social media prior to the event.
- We will have an overnight security and medical team ready on site to make sure that any issues that could arise will be solved.
- The security team will be ready to deal with any altercations, too much noise, campfires or other rules being broken. They will be instructed to warn before removing them off the site/out of the event unless they feel it is necessary.
- Security/steward patrols of the site will make sure that any issues are noticed such as isolated or organised criminal activities and fires.
- There will be a water supply available around the event, as well as hand sanitiser stations at all of the portable toilets.
- All property left inside tents or vehicles is entirely at the owner's risk. We will be putting systems in place to minimise any issues, such as security and advising people to leave valuable items in a locked vehicle rather than in their tents.
- Campfires, firepits and BBQs will not be allowed under any circumstances and will be monitored heavily as well as the rules being presented to campers before and during the event.
- Gas stoves will be allowed to make food and drinks as long as they are raised from the ground. A medical team will be on standby at all times for any injuries or issues that may occur from this. The stoves must only be used outside to avoid carbon monoxide poisoning.
- There will be fire points within the camping area for any issues that may arise, these will also be noted on maps. The head marshalls in charge of the areas will be trained in operating fire extinguishers and when each type should be used. This will be done via an external qualification.

- Access for vehicles in and out between rows of campers must be taken into consideration as well as how wide people may end up taking the guy lines out on their tents. This means we will not have rows any less than 6 metres apart from each other.
- Stewards will be patrolling the rows to make sure that there are no issues when people are pitching up their tents.
- Risk assessments for all things related to the campsite is below in section 27.

Fire evacuation planning

- An emergency could of course happen at any point throughout the day within the camping area of the event. If this is the case then we will assess what procedure needs to follow.
- If there is a fire within the area that looks like it may spread then it may be right to evacuate the site. All general public will be directed to head towards the field by the road. This is entered via the multiple internal gates from area B (Main Showground), which would be opened once the decision to evacuate the 2 connecting fields is made.
- Exit gates to the bottom of the field including the main camping exit will be cleared and used also to guide people out of the camping/top side of the site.
- Exit from the site as a whole will also be available from all main gates to the public highway.
- Action will be taken and the situation logged.

Medical

- Medical plans will be covered by Monarch Medical Services LTD however our stewards will be used to help assist if needs be.
- When an issue arises or is spotted by a team member they must immediately contact the medical team via radio.
- Action will be taken as noted in the general medical plan and the situation logged.

9. Crime and Disorder

Distribution of tickets and social media scams

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

Police and Security

- The risk of crime and disorder throughout this type of event is low due to this being a family friendly show, however things can still happen such as stealing from tents, arguments, and people trying to enter without tickets.
- The police will be informed prior to the event to speak through our plans and to get their opinion on what we can do to slow drivers down on their way in/out, keep noise and disorder all to a minimum.
- A security team will be in place and will be patrolling the site throughout the event. They will be keeping an eye out for any of these issues and will deal with people appropriately. We will meet with them prior to the event to get an understanding of how we want them to deal with people breaking our rules/being a nuisance.
- We have a zero tolerance policy on any illegal substances on site. A lock box will be on site and it will be kept in a secure locked car owned by the site security manager. Anyone found in possession of illegal substances will be removed from the venue. If the quantity is deemed to be more than personal use, police will be involved but all illegal substances on removal of said person will be confiscated (handled by our subcontracted security).

Ejection Policy

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

10. Crowd Management

- Crowd risk assessment notes found in section 27.

Site inspection findings

- Most of the crowd/traffic will be caused by cars queuing, therefore, we have made sure that there are plenty of off road pathways so that we can exit vehicles from the public highway as soon as possible and get them into our control.

Audience demographic

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

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

- To begin with, on entry to the event, stewards will be placed within the car parking area to make sure guests are heading in the right direction to get parked up.
- There will also be parking stewards that will direct each vehicle into their own space as quickly as possible.
- All vehicles will be entering via the same gate (Gate A) and so the marshals will not have to move around the site, but we will be rotating shifts for breaks.
- Once people exit their vehicles they will be directed to head over to the ticketing just before the showground at the middle gate.
- Ticketing stewards will be in the ticketing booths and will bring people through as fast as they can.

- 4 rows will be created leading up to the ticketing booths, this will mean that we can split customers up into pre-booked tickets and gate sales, as well as reducing the length of queues.
- This show will have a stage, meaning some crowding could take place in this area. To avoid this we will have fences placed around the stage and marshals monitoring what is happening. Security will also be patrolling the area.

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

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

Ingress & egress checks

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

Internal circulation

- Pathways/roadways will be actively checked throughout the weekend to make sure there are no blockages.
- Gravel paths are located around the whole site and so movement is easy for people and vehicles.

Exits

- All exits will be signposted around the event
- The main exit for all will be through 'Gate B',
- Camping exit will be at 'Gate D'
- Backup exits are placed at 'Gate A' and 'Gate C'.

Security

- We have 6 SIA badged security on site throughout the weekend to make sure that nothing is being tampered with, no damage is caused and to get involved if needed. They have been briefed to be assertive when needed but try to reason with our guests before escalating. This is something they have assured us their training has also taught them.

Volunteer training/briefing

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

11. Entertainment

- Our stage area will be used for entertainment during the weekend including our burnout stage. Burnout demos will take place twice throughout the Sunday, once at 12:00 and once at 14:00. These will last for around half an hour each and they will consist of 3 vehicles in the stage area. The vehicles will be pre approved and have line lock installed to stop them from moving and falling from the stage. The drivers are also trusted and pre-approved by the burnout stage contractor.
- There will be a number of music acts on as well as a compere speaking with our guests, sponsors etc.
- Music on the Saturday will be split into 2 sections 13:00-13:30 to encourage people to enter the area for lunch and then 16:00-23:00 for evening entertainment (recorded music may be played at a low volume from 22:00-23:00 as we move the crowd back to the campsite, but this is unlikely).
- The compere will begin around 10:30 Sunday morning, two sets of half an hour (Music), at 11:00 and 13:00, awards will be presented at 15:30 on the stage.
- Street Monkeys will be set up in the food and drink area of the show and will be training Free Running and Parkour demonstrations throughout the day.

12. Environmental / Sustainability Impact

- Our environment/Sustainability impact aims to be as low as possible for this event.
- Marshals will be circulating the event to remove litter from the floor and putting it in the bins provided. These will then be taken by "Sinkfall Recycling" where they will aim to recycle as much as possible from the waste created by the event.
- One of our major contributors to our carbon footprint during this event will be the vehicles arriving and leaving. In order to try and offset this, vehicles will remain off throughout the event as a way to further reduce the carbon footprint created by this event and this will be monitored by marshals.
- Food and drinks will be served in as many recyclable containers as possible as a way to further reduce the event and businesses' carbon footprint and then recycled by "Sinkfall Recycling".
- As a way of reducing our carbon output more, we are supplying all power to the vendors and systems around the site via a hookup installed by 'Bainbridge electrical' prior to the event. This will mean we are reducing the amount of generators being used around the site, also improving the safety of the event.
- Any tents or equipment which would be left on site by campers will either be properly recycled or donated to charity.
- BBQs have been prohibited for this event due to not only the damage they would do to the ground of the showfield but also, due to the fact that they are considered to have one of the highest carbon outputs.
- One of the main aims for this event is to find how and where we can make any of our future events more sustainable and environmentally friendly for all to enjoy for years to come.

13. Event Communication Plan

STAFF/VOLUNTEER COMMUNICATION

Terminology

Control points

- **Entrance**
Show Cars / General Parking (Gate A) - ///apprehend.downsize.newer
- **Exit**
General Parking (Gate B) - ///acrobats.inhaled.roosters

- Show Cars (Gate B) - ///skill.consented.collides
- **Wheels Up North Control Centre** - ///giggled.reclaimed.cried
- **Medical tent & Security Hub** - ///hurtles.delivers.agrees
- **Ticket Huts** - ///giggled.reclaimed.cried

Site labels

- Stage - ///hidden.whisk.painter
- Food & Drink (Entrance) - ///scout.bluntly.newsreel
- Camp entrance (Middle) - ///pronouns.assembles.migrate
- Camp entrance (Food & Drink) - ///disprove.writers.dashes

Local area points

- Kendal Train Station - ///deflection.grew.vets
- Crooklands Hotel - ///defensive.unveils.enchanted

Staff

- Use names and do not start talking until you have a clear response from that person when calling over on radio channels. (E.g. ████████████████████)

Level of urgency

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

Contact procedure

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

Use of radio

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

Who has access

Director channel:

- Event directors
- Health and safety manager
- Control manager

Control channel:

- Control manager
- Event directors
- Head of areas

Medical channel:

- Event directors
- Control manager
- Medical staff

Stewarding channel:

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

14. Electrical Considerations

- Electrical management will all be carried out by our main infrastructure supplier/contractor. They will have a team of people setting up, testing and managing the electrical install on site. This will be managed by Bainbridge Electrical LTD.
- We will be using a generator, lighting, PA systems and screens over the weekend.
- We will make sure that any cabling is not exposed and run across fence/site edges where possible to avoid any damage or tripping.
- Where cables are led on the ground and/or may cross vehicles' access routes, there will be cable ramps/covers to again, avoid risk of tripping or issues.
- Access to any power/electrical control units will be restricted and only accessible by the contractors and event directors who will be trained in using it.
- The generator being used for the stage will not be close to any residential areas of the site including the camping section to avoid any noise-nuisance. It will also be locked away in a unit area so that it can not be messed with by any visitors.
- Fire provisions will be held close to any of the electrical setups and generators.

15. Fire Safety & Evacuation

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

- Please see section 26 for fire safety risk assessment.

Fire prevention and evacuation

- All vehicles must park up, turn their engines off and not turn them on again until they leave the event. The event will be mainly held on grass and therefore on a dry day, the heat from underneath the car may catch the ground below.
- BBQ's will not be allowed in the campsite.
- Camp fires are not permitted even in specific fire pits. This is a risk we are not willing to take with our campers, especially if people may be under the influence of alcohol.
- Security teams will monitor the above to make sure that no one will be increasing the risk of fire spreading.
- If evacuation is necessary then marshals will all be informed. They have been instructed to assertively tell people to leave the area, head back to their vehicles and leave the site as soon as possible. 3 marshals will be instructed to go and open any gates leading out to the roads to make sure that exit is as quick as possible.

Inspection

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

Level of fire cover

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

16. First Aid/Medical

- First aid and medical plans are placed at the end of this document. This has been completed by the first aid company hired to assist us (Monarch Medical Services LTD). We have given input to help them assess the event and put in place the necessary measures as well as coming up with an efficient communication plan between our staff, control and their team.
- This company is in communication with the previous medical company from 2023 & 2024, we will receive a full medical breakdown post event and have a debrief to work out what could be improved. Injury rates were very minimal in previous years and only included general headaches, a bee sting and plasters handed out. After an increase in medical staff for 2024, this will now be kept the same for 2025.

17. Food, Drink and Water Provision

- We will have a number of food, drink and bar vendors operating throughout the weekend. Below is relevant information regarding the use of these.
- Food vendors will not be serving between the hours of 11pm and 7am.
- We will have third party bars coming in to serve alcohol.
- We must check that all vendors are insured and also that they have the relevant food standard/hygiene rating. These will be based on England's legislation.
- Any caterers will be picked based on recommendations or a high level of reviews. We want to make sure that all vendors are of the highest possible quality to keep our

guests safe but also so they enjoy their refreshments, meaning our reputation is kept high.

- An agreement stating the above and other relevant information will be signed with all relevant documents sent over to us from all food and drink vendors.
- Bins will be provided around the food areas to encourage the public not to litter. These bins will be monitored and litter will be kept on top of by marshals throughout the two days.
- Water supply will be available on site.
- Our staff will be looked after with plenty of food and drink supplies throughout the day which can be found at a central location to keep and then collected by the head of teams.

18. Information & Welfare

- Getting as much information to our visitors as possible will be key to keeping them happy as well as allowing us to run as smoothly as possible.
- Information regarding the event will be available before purchasing tickets in multiple places, there will be the main/key points stated on the ticket page before making a purchase but also a page on the website dedicated to giving all of the important information so people can 1. Decide if the event makes sense for them to attend 2. Know what they are doing before attending the event depending on their tickets.
- Once someone buys a ticket they will be automatically emailed with their confirmation and also the key points they will need to understand depending on their tickets. This email will also include a link to the page on the website and further contact details to make sure they understand everything they need before the day.
- Information will be readily available around the site including maps and info on barriers and brochures.
- An information tent will have our marshals in on the show day, so people can ask questions. The location of this will be included on the map which is located on social media, our website, in the brochure and printed large on site.
- One map will be placed at the main entrance to the site with key points highlighted to make sure people understand where they need to go throughout the day but also in emergency situations. We will highlight things such as gates, information points, first aid, food and drink locations, toilets, fire points, lost property etc. The map will also be available before the event and in the information leaflet.
- Rule signs will be placed around the site to try and deter any issues but also to limit people not understanding certain things at the event. For example we will have 5mph signs around the site for people driving, rule signs for behaviour in vehicles around the site (No drifting, burnouts, leave carefully etc). We will also put up rule signs around the camping area mentioning the use of bins, no fires, no BBQ's etc.
- We will give information of what will not be available on site such as banking services/atm, cloakroom, convenience supplies etc.
- Information can be passed on throughout the event via the use of the stage and PA systems available. For example, if a vehicle is blocking another in the car park then we can shout out the registration number and car make/model to find the owner.
- Missing people may also be something we have to deal with, including missing children. In this case, marshals will take the child to the medical tent where the team will aim to talk to the child to get the name of their parents or carers. They will then be asked over the PA to go to the medical tent.
- This site has very good connection throughout for most networks and therefore people should be able to use their mobile phones to contact others, however we will have the facilities to call out for people if this is not the case if phones have run out of battery.

- Any welfare issues will be covered by the first aid team. The team we are using have agreed to use their experience for any situations that may occur. We feel this event is low risk in terms of welfare needs and therefore allowing the first aid team to deal with these issues should be more than adequate.

19. Infrastructure/Construction Phase Plan

- Must comply with construction and design management regulations 2015.
- Staging, generator, marquees, toilets etc will be arriving periodically throughout Thursday and Friday day time.
- We will be monitoring them erecting the structures and then making sure we check their sign off sheets before they leave the site.
- Throughout the event we will do quick visual checks ourselves and assess whether we feel we need the contractors to check their structures.
- Public must not be on site or around the structures during construction.

20. Licensing Requirements

- The serving of alcohol will be taking place throughout Saturday 19th July between 13:00 and 22:00.
- Alcohol will also be served from 11:00 to 16:30 on Sunday 20th July. Both of the above will be happening in one section of the event.
- Live music will take place on Saturday 19th July from 13:00 - 13:30 and then 16:00 - 22:00.
- Pre recorded music will take place on Saturday 19th July 13:00 - 23:00 in intervals, there are no specific times within this period (recorded music may be played at a low volume from 22:00-23:00 as we move the crowd back to the campsite, but this is unlikely).
- Live music will be played on Sunday 20th July for 2x 30 minute sessions. One at 11:00 and one at 13:00.
- Pre recorded music will take place on Sunday 20th July 10:30 - 16:30 in intervals throughout the day, there are no specific times within this period.
- These activities are all licensable activities and have been addressed in the licensing application.

21. Lost Children & Property Procedures

- Meeting point for lost children will be at the medical tent in their welfare section. This will be the same all weekend.
- Lost property will be handed in to the information and merchandise tent throughout the event.
- When something or someone is brought to the marshals, they will communicate with control to let them know what is happening.
- All marshals will be informed of either lost children and items so that when people are asked they are directed to the correct location.

22. Marketing

- Marketing for the event will be done through a number of different means.
- Facebook and Instagram will be the main marketing vehicle. We will create posts as often as possible to help generate engagement.

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

23. Noise Management

- Noise will be something we need to monitor throughout the show.
- An initial volume will be taken during the sound test. A decibel monitor will be used at the edge of the show field while a member of staff will be near the local area. We will run a sound test at a volume we think to be appropriate and check this sound on the decibel monitor, if our member of staff near the local residents can hear it (which we are under the impression they won't) it will be turned down and the decibel monitor will give us our volume. This volume will then be checked periodically during the event.
- The large screen that will be showing timings and videos from sponsors, will not have any sound throughout the show.
- The music will be limited by the contractors manning the stage area. These contractors have been instructed to keep the level of noise to a minimum, however we do have a couple of tannoy towers so that the public can listen to what is going on around the site without the main speakers being too loud.
- We shut the live & recorded music off on Saturday evening at 23:00.
- Quiet times in the campsite are between 23:00-7:00. Security and marshals will be monitoring the site throughout the evening to watch for noise and not cause nuisance.
- The neighbours in the area have been made aware of the event and potential noise, however there are not many neighbours close to the venue.

24. Public Liability Insurance

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

25. Risk Assessments

Risk assessments will be submitted with this document.

26. Sanitary Provision

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

27. Security & Stewarding Provision

- Minimum of 6 SIA badged security staff will be on site throughout the event.
- We will have 24 marshals spread throughout 3 different sections during the show. Ticketing, Parking and general stewarding.
- Parking for general entry/public will have a minimum of 3 marshals at all times.
- Showground parking will have another minimum of 2 people parking the vehicles to make sure they are in place and then an additional person to guide in trade and other people with specific spaces.
- Ticketing will have around 4 marshals at one time (Can reduce when quiet)
- General marshalling will include someone standing around the stage area and a number of marshals will be walking around the areas to make sure there are no issues, rules aren't being broken etc.
- We will have someone at all times in our information point tent to help the guests with anything they need. This is a central point in the showground.

28. Site Plans

- Site maps and grid reference maps are attached to the bottom of the sheet or at the back of the paper version.

29. Statement of Intent

- The main aim for this event is to create a space where car enthusiasts, families and anyone who wishes to, can come and enjoy the weekend, talking to fellow like minded people about vehicles, admiring cars which they may not have seen before, enjoy live music with food and drink, competitions and come away wanting to repeat the experience.
- A lot of planning and preparation has taken place for this weekend and many improvements have been made from year one & two. We hope that year three can flow much better and in turn allow for us to continue the growth of the community and event we are building.
- We hope that the show can become a statement in the car community and a weekend bringing people from miles up and down the country.
- We noticed that there are not many shows like it with the selection of vehicles that we are bringing together. Crossing all sub-genres within the community in one space for all to enjoy.
- We hope that the local area enjoys us being there and it makes for a great addition to their event calendar.
- We hope that we can contribute to some charities via the audience that we bring together. This year we are hoping to raise another £5,000 for Mind Charity. Cars and the automotive community are often an escape for people and therefore we feel the match up works well and we can aid in spreading a positive message around the subject.

30. Ticketing Processes

- We will be using a scan system on tickets in order to quickly get customers through the gates.
- We will be closing online ticket sales prior to the event so that we can send all information off to our machine provider who will import all of this to the scanners.
- All tickets must be scanned if possible to keep track of the amount of entries.
- Tickets on the gate will cost more to try and encourage pre-sales/reduce queueing.
- Gate tickets will be available for cash or card payment.

- Stewards will tell people in the queue to make sure they have their tickets ready, this will also be done with signage heading into the queues.
- The idea is to get people through the gates as fast as possible to avoid complaints, restlessness and keep things flowing well.
- Separate disabled access will be available.
- All guests will be given a wristband with a colour to differentiate under and over 18s.
-

31. Traffic Management

- The venue is set up well for vehicle movement. There are internal gravel roadways all around the edges and around the main areas of the site.
- Roadways are mostly flat.
- The maps mark all of the main usable roadways around the site.
- Once the event starts vehicle movement (Apart from staff and medical) will not be allowed until 3pm.
- Any vehicles moving on site will be escorted by a marshal walking in front and clearing the public out of the way.
- The speed limit around the site is 5 mph and will be marked.
- Hazard lights and/or beacons must be used by all vehicles moving around the site.
- These above rules do not apply to the public parking areas apart from the 5mph speed limit.
- Reversing is discouraged around the site due to decreased sight. Most of the areas/roadways are very easy to use forward movement only.
- Marshals that are escorting vehicles must be wearing a high vis tabard.
- The majority of our general parking will be in the field next to the show ground which will be entered via 'Gate A'.
- This is about 1.9 hectares. We expect a maximum of 700 vehicles to fit in here to park. We also then have access to an overflow field (The large field which the vehicles will drive through after entering gate A). This is of a similar size however has some undulations and therefore we expect it to hold a further 700 maximum vehicles.
- This will be more than enough parking for the expected attendance.
- Disabled/blue badge parking is by the entrance/ticketing area. Vehicles will be directed into their place.
- Signs will be erected on the roadways around the site to direct the public into the event efficiently.

32. Temporary Demountable Structures (TDS)

- We will have a number of TDS' throughout the event. The following list will explain what we plan to use, why we need it and anything we plan to reduce risk.
- Once structures are erected by the necessary teams, no one should be moving anything or making modifications to avoid any professional work from being undone and causing hazards.
- We will make sure that any contractor brought in to help build out the structures is trained and has a brilliant reputation before hiring. We want to go through all details with them regarding the infrastructure they will be bringing and putting up.
- We must check that they have carried out their own risk assessments on all equipment/structures they are using to make sure we both understand possible risks involved.
- Build out of the event will begin 2/3 days before the main show day. This will allow everyone enough time to safely build structures without rushing. It will also mean that

if we have any weather issues (Wind too high, rain too heavy etc), then we have taken into account the extra delays that may occur.

- We will make sure we run through all of the structures with the contractor before handing over for the event. Ideally, the contractor will produce an inspection sheet to sign off so we know they have checked everything over with us.
- We must be checking all infrastructure throughout the event to make sure everything still looks safe and secure. Checks will be written down on an inspection sheet for the day. People or weather conditions could cause issues with the structures and therefore we must stay on top of these inspections. They will be carried out by the health and safety steward.

General Use & Music Marquee

- A marquee will be erected in order for all guests to have a place in which they can get out of the sun or rain if needed. This area will be mostly open with benches inside. Music will take place here on Saturday 19th as the main showground will not be open until Sunday 20th. Location of the marquee is within the food and drink area of the event.

Stage

- A small stage will be constructed as a place to host the awards ceremony, live artists, talks with sponsors, charities and special guests. This will be monitored by our stage manager. Location is noted in the map below.

Burnout Stage

- A small platform provided by one of our sponsors will hold an area in which a car can conduct a supervised burnout to give more entertainment to the guests. This will be fully inspected and cars must be pre approved for health and safety regulations. This will be monitored by our stage manager and sponsor. Multiple marshals will be on site when this stage is undergoing its activity.

Tannoy towers

- Tannoy towers will be in place on the campsite and the showground so that announcements can be made throughout the site.

PA system

- A PA system is being constructed on the stage to allow for the music to be played and our compere to do his interviews and commentary.

33. Waste Management

- When bringing in the contractors to deal with waste management we will make sure they understand the following key points:
 - Audience size
 - Number of food/drink outlets
 - Site plans
 - Site rules for vehicle movement
 - Likely type of waste at the event
- Most of the waste management on the event days will be carried out by marshals. We will be making sure that the bins are cleared often to make sure there is no litter laying around.
- We will have large bins provided by Sinkfall Recycling, which will be taken and disposed of after the event.

- Sewage/toilet waste will be managed by an external company (Richard Gibson LTD). We will bring in portable toilets around the site and over the full weekend.

Hazards from waste

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

34. Working at Height

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

for the event director and health and safety steward to use, check and sign off throughout the days of the event, build out and take down.

Emergency and rescue procedures

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

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





Traffic Management Plan

This plan lays out all of the necessary notes and activities that we need to be carrying out throughout the day to make sure that access in and out of the event is done as efficiently and safely as possible. Due to slight teething issues in our first year this plan has been developed to reduce these issues entirely.

For general admission attendees they will be off the roads and parked up as soon as possible and then tickets will be sorted when they are on foot and through the gates.

Show entrance/exit

- All show cars will enter via Gate A (Main Entrance) from 7:00 Sunday 20th July. They will drive through the overflow carpark field and to the ticketing booth.
- Show cars will have split timings in order to maintain traffic on the road.
 - Group A: 7:00-8:00
 - Group B: 8:00-9:00
 - Group C: 9:00-10:00
- There will be a 30 minute gap between show car and general admission entry in order for any late arrivals to get their cars in before the changeover.
- A marshal will stand at the entrance from the overflow car park to ask whether they are show or general and the person will then be allocated their spot.
- All cars will leave through either Gate A (Main Entrance) or Gate B to distribute traffic on site. Guests can start to leave from 15:00 and full site closure will be at 16:30 on Sunday 20th July.
- Show vehicles that wish to camp with us throughout the weekend will be able to arrive from 10:30am on Saturday 19th July. We will then ask the vehicle owners if they would prefer to place their vehicle in the showground that evening, again to help ease any bottleneck during the rush on Sunday morning.

General public parking entrance/exit

- General entrance will begin at 10:30 Sunday 20th July.
- All general entrance ticket holders will enter the event via Gate A (Main Entrance) and drive through the overflow field and into parking at point 2 on the map.
- Should the main parking fill then the overflow parking will be used.

- All vehicles on site will be directed by marshals during the event.
- General admission attendees can leave at any point they wish during the day, they will leave through Gate B to distribute traffic around the site and on the roads.
- Marshalls will be around these areas to help and direct any moving traffic out of the nearest exit point.

Camping entrance/exit

- Camping ticket holders will begin entrance from 10:30 Saturday 19th July entering through Gate A (Main Entrance). This timing has been extended to allow for more distribution throughout the day and therefore less traffic.
- They will drive through the overflow parking field and to point 4 on the map where they will have tickets checked and guided through the event.
- Most campers will be showing their vehicles on the showground and so they will be leaving through Gate B on Sunday 20th July. Should they not be showing their vehicle they will be leaving through Gate D, which is the closest gate to the campground and allows better distribution onto the roads.

Drop off/pick up zone (Taxi's & lifts)

- The drop off point for our event will be within the overflow car park. There is enough room for people to drive in, drop off and leave through one of the nearest gates.

Pedestrian entrance/exit (Ticket check in etc)

- Pedestrians will walk in through Gate A (Main Entrance) and make their way towards the ticket check to gain access to the event. Due to the open nature of the fields towards the event there will be plenty of room to walk down safely and in.
- They will then leave through the nearest gate to them but preferably Gate A (Main Entrance).

Signage

- There will be plenty of road side signage leading up to the venue in order to best direct our guests from all directions. This is to stop confusion on the roads and allow swift entrance to the event.
- There will also be plenty of signs on site along with speed limit signs to best guide our guests around the venue.

Internal traffic routes

- Cars moving on site during public opening times will be given a steward escort in order to not only provide ease of movement, but add another safety measure to keep other guests safe.
- Barriers and cones will be used throughout the site in order to add another aspect of slowing down vehicles and guiding them to where they need to be.
- There will be a one way system on site to avoid reversing vehicles.
- All vehicles moving on site must put their hazard lights or a beacon on to make themselves more visible.

Alternative/Emergency access points

- In case of an emergency on site, there are plenty of gates for access straight into the event. Gate B will be used as not only is this the widest for larger vehicles, but also has direct access into the showfield and therefore the venue as a whole. All emergency personnel will be guided by marshals directly to any issues.

Parking

Cars

- General admission cars will be parked in the main parking area as shown by point 2 on the map.

Motorbikes/bikes

- Motorbikes/bikes will be directed into the parking area and down to one side where they will have dedicated parking.

Disabled parking

- A disabled parking area will be available via the main car entrance. A blue badge must be located in the vehicle to get access to this.

Maintaining areas

- Throughout the day, we be making sure that a marshal is going around the traffic routes, entrances, exits etc to clear up/check for any litter, packaging or other obstructions such as cones that have been moved.

Transportation to and from the event

- Plenty of taxi services and bus routes are close to the event.

Specialist Vehicle operation (SVO)

- Bicycles will be used by event staff. This allows us to move around the site safer than using vehicles and also helps to reduce the carbon footprint of the event.