

**FOR THE CHAIR AND MEMBERS OF  
THE LICENSING SUB-COMMITTEE  
FOR 21 MAY 2014.**

## **APPLICATION FOR PREMISES LICENCE**

**Applicant:** Marton Cricket Club

**Ref. No.** PR0481

**Premises:** Stokesley Road, Marton, Middlesbrough, TS7 8JU

**Application received:** 18 March 2014

### **Summary of proposed Licensable Activities:**

To permit licensable activities to the outdoor areas of the grounds for a one day family festival in celebration of the 150 year anniversary of the club, namely the provision of regulated entertainment between 11am and 10.30pm and the sale of alcohol between 11am and 10pm on Saturday 12 July 2014.

**Full details of the application, accompanying operating schedule and event manual have been reproduced at Appendix 1.**

### **1. Notification to Responsible Authorities:**

The following Responsible Authorities have all received notification of the application:

Chief Constable	Planning Manager
Chief Fire Officer	Trading Standards Manager
Area Child Protection Group	Director of Public Health
Environmental Health Manager (Public Safety and Public Nuisance)	

### **2. Application advertised by the applicant:** Evening Gazette – 21 March 2014

### **3. Legislation**

The Licensing Act 2003 requires the Licensing Authority to carry out its functions with a view to promoting the four licensing objectives:

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

The Licensing Authority must also have regard to its Licensing Policy and any guidance issued by the Secretary of State.

#### **4. Background**

Marston Cricket Club is a social club set in grounds consisting of a cricket pitch and surrounding grassed areas and a fenced football pitch with surrounding grassed areas. The premises are in close proximity to residential properties and a location plan is attached at Appendix 2.

The purpose of this application is to enable the club to celebrate its 150<sup>th</sup> year anniversary by way of a family-fun day. The application is to sell alcohol from temporary outdoor bars and provide live and recorded music for the purposes of entertainment and dancing on the cricket pitch and the outdoor surrounding grounds of the cricket club. The location plan attached at Appendix 2 defines the areas to be used for licensable activities as follows:

The boundary of the premises – marked green  
The areas to be used for the provision of regulated entertainment – marked blue  
The area to be used for the sale and consumption of alcohol – marked red

The anticipated audience will be a maximum of 2000, including performers and will be a ticket only event.

The premises currently hold a Club Premises Certificate permitting the supply of alcohol from the premises between 11am and 11.30pm and the provision of regulated entertainment between 11am and 12 midnight each day. This certificate was granted on 30 September 2005 and does not permit the supply of alcohol to persons other than members or their guests. An application for a Premises Licence has therefore been made to enable the Club to sell tickets to non-members, including the local community to celebrate their 150<sup>th</sup> anniversary.

#### **5. The Representations**

On 4 April 2014 and 11 April 2014 representations were received from the Principal Licensing Officer and from Cleveland Police objecting to the application on the grounds of the Prevention of Public Nuisance. Their concerns related to the Traffic Management Plan which forms part of the Event Manual. As a result of these concerns the Event Organiser was contacted and agreed to review the Traffic Management Plan. On 9 April 2014 correspondence was received from the Applicant enclosing an amended Traffic Management Plan, amended information relating to parking, the location of portable toilets and a revised site plan. As a result of these amendments the Principal Licensing Officer and Cleveland Police were satisfied that the proposed parking provision would be satisfactory for the event and on 30 April 2014 withdrew their representations.

The amended Traffic Management Plan and accompanying information is attached at Appendix 3.

On 8 April 2014 a representation was received from Mr and Mrs Fitzgerald, local residents, objecting to the application on the grounds of the Prevention of Public Nuisance. A copy of this representation is attached at Appendix 4.

On 8 April 2014 a representation was received from Mr I Carling, a local resident, objecting to the application on the grounds of the Prevention of Public Nuisance. A copy of this representation is attached at Appendix 5.

#### **6. The Licensing Policy**

Members are referred to the following relevant sections of the Council's Licensing Policy.

Prevention Public Nuisance                      Pages 23 to 29

And any other sections of the Policy which Members consider to be relevant.

## **7. Guidance to the Licensing Act 2003**

Members are referred to the following relevant sections of the Guidance.

Prevention of Public Nuisance                      Starting at paragraph 2.18

And any other sections of the Guidance which Members consider to be relevant.

## **8. Members' Options**

Members may consider the following options:

- 
1. Grant the application subject to conditions consistent with the operating schedule and mandatory conditions if applicable.
  2. Grant the application subject to the addition of new conditions.
  3. Refuse to specify a person in the licence as the premises supervisor.
  4. Reject the whole or part of the application.

Members are reminded that any aggrieved party (i.e. Applicant, Responsible Authority, Other Persons) may appeal any decision of the Licensing Committee to the Magistrates' Court.

Contact Officer:        Sarah Morris  
                                  Senior Licensing Officer  
                                  Tel. 728716

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**For admin use only:**  
Decision:

Reasons:

MIDDLESBROUGH COUNCIL  
 18 MAR 2014  
 LICENSING PROTECTION SERVICE

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 **MARTON CRICKET CLUB**

*(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 Marton Cricket Club Stokesley Road Marton Middlesbrough Cleveland			
Post town	Middlesbrough	Post code	TS7 8JU

Telephone number at premises (if any)	01642 311800
Non-domestic rateable value of premises	£11250

**Part 2 - Applicant Details**

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

- a) an individual or individuals \*  please complete section (A)
- b) a person other than an individual \*
  - i. as a limited company  please complete section (B)
  - ii. as a partnership  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  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:

Please tick yes

- 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)**

<b>Mr</b> <input type="checkbox"/>	<b>Mrs</b> <input type="checkbox"/>	<b>Miss</b> <input type="checkbox"/>	<b>Ms</b> <input type="checkbox"/>	<b>Other Title (for example, Rev)</b>	
<b>Surname</b>			<b>First names</b>		
<b>I am 18 years old or over</b>				<input type="checkbox"/> Please tick yes	
<b>Current postal address if different from premises address</b>					
<b>Post Town</b>				<b>Postcode</b>	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					

**SECOND INDIVIDUAL APPLICANT (if applicable)**

<b>Mr</b> <input type="checkbox"/>	<b>Mrs</b> <input type="checkbox"/>	<b>Miss</b> <input type="checkbox"/>	<b>Ms</b> <input type="checkbox"/>	<b>Other Title (for example, Rev)</b>	
<b>Surname</b>			<b>First names</b>		
<b>I am 18 years old or over</b>				<input checked="" type="checkbox"/> Please tick yes	

<b>Current postal address if different from premises address</b>			
<b>Post Town</b>		<b>Postcode</b>	
<b>Daytime contact telephone number</b>			
<b>E-mail address (optional)</b>			

**(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.

<b>Name</b> Marton Cricket Club
<b>Address</b> Stokesley Road Marton Middlesbrough Cleveland
<b>Registered number (where applicable)</b>
<b>Description of applicant (for example, partnership, company, unincorporated association etc.)</b> Sport (Cricket) and Social Club
<b>Telephone number (if any)</b> 01642 311800
<b>E-mail address (optional)</b>

**Part 3 Operating Schedule**

When do you want the premises licence to start?

Day	Month	Year
1	2	007
2	0	01
0	0	4

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

Day	Month	Year
1	3	007
2	0	01
0	0	4

Please give a general description of the premises (please read guidance note1)

Marion Cricket Club is a social club set in grounds consisting of a cricket pitch and surrounding grassed areas and a fenced football pitch with surrounding grassed areas. The club house has two levels, the upper level consisting of two bars, one a members bar, the second a function room. The lower level has a third bar, mainly used for meetings and cricket teas. The Club holds a Club Premises Certificate.

The purpose of this application is to extend licensable activities to the outdoor areas of the grounds for a one-day family festival in celebration of the 150 year anniversary of the club.

Namely, in addition to the current club certificate, to serve alcohol and provide live and recorded music (amplified), for the purposes of entertainment and dancing, on the cricket pitch and the outdoor surrounding grounds of the cricket club, as defined by the perimeter fencing (see attached map).

Alcohol will be served from temporary outdoor bars (gazebos) and there will be a temporary stage erected at the side of the cricket pitch with musical entertainment throughout the day. Alcohol will be served until 22:00 with the entertainment concluding at 22:30. In addition to music and alcohol, there will be childrens entertainments, mini sporting challenges, food stalls and raffles.

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

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

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

**Provision of regulated entertainment**

**Please tick yes**

- 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)
- f) recorded music (if ticking yes, fill in box F)
- 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)

**Provision of entertainment facilities:**

- i) making music (if ticking yes, fill in box I)
- j) dancing (if ticking yes, fill in box J)
- k) entertainment of a similar description to that falling within (i) or (j)

(if ticking yes, fill in box K)

**Provision of late night refreshment** (if ticking yes, fill in box L)

**Supply of alcohol** (if ticking yes, fill in box M)

**In all cases complete boxes N, O and P**

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**A**

<b>Plays</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of a play take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors <input type="checkbox"/>
				Outdoors <input type="checkbox"/>
				Both <input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance note 3)	
Mon				
Tue				
Wed			<b>State any seasonal variations for performing plays</b> (please read guidance note 4)	
Thur				
Fri			<b>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</b> (please read guidance note 5)	
Sat				
Sun				

**B**

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			<b>Please give further details here</b> (please read guidance note 3)	Both	<input type="checkbox"/>
Tue					
Wed			<b>State any seasonal variations for the exhibition of films</b> (please read guidance note 4)		
Thur					
Fri			<b>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</b> (please read guidance note 5)		
Sat					
Sun					

**C**

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Wed			
Thur			<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 5)
Fri			
Sat			
Sun			

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 6)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Tue					
Wed			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 4)		
Thur					
Fri			<b><u>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</u></b> (please read guidance note 5)		
Sat					
Sun					

**E**

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Mon			<b>Please give further details here</b> (please read guidance note 3) Live music to be played from a temporary constructed stage and the outdoor grounds of the cricket club as defined by the perimeter fence and highlighted on the attached map. The music will be amplified (see Event Manual: Appendix 4 - Noise Management Plan)		
Tue					
Wed			<b>State any seasonal variations for the performance of live music</b> (please read guidance note 4)		
Thur					
Fri			<b>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</b> (please read guidance note 5)		
Sat	1100	2230			
Sun					

**F**

Recorded music Standard days and timings (please read guidance note 6)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 3) Recorded music to be played from a temporary constructed stage and the outdoor grounds of the cricket club as defined by the perimeter fence and highlighted on the attached map. The music will be amplified (see Event Manual: Appendix 4 - Noise Management Plan)		
Tue					
Wed			<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 4)		
Thur					
Fri			<b><u>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</u></b> (please read guidance note 5)		
Sat	1100	2230			
Sun					

**G**

<b>Performances of dance</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of dance take place indoors or outdoors or both - please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 3) Dancing will take place on the temporary constructed stage as part of the musical entertainment and performances. Audience dancing will take place on a defined dancing area in front of the temporary stage and in the outdoor grounds of the cricket club.		
Tue					
Wed			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 4)		
Thur					
Fri			<b><u>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</u></b> (please read guidance note 5)		
Sat	1100	2230			
Sun					

H

<p>Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)</p>			<p><b>Please give a description of the type of entertainment you will be providing</b> Children's entertainments: Face Painting Bouncy Castles Balloon Modelling etc.</p>		
Day	Start	Finish	<p><b>Will this entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)</p>	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<p><b>Please give further details here</b> (please read guidance note 3) Professional service providers will be in attendance on the day to provide childrens entertainments as above. Each service provider will, if necessary, be CRB checked and hold their own public liability insurances.</p>		
Wed					
Thur			<p><b>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</b> (please read guidance note 4)</p>		
Fri					
Sat	1100	2230	<p><b>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</b> (please read guidance note 5)</p>		
Sun					



<b>Provision of facilities for making music</b> Standard days and timings (please read guidance note 6)			<b><u>Please give a description of the facilities for making music you will be providing</u></b>	
			<b><u>Will the facilities for making music be indoors or outdoors or both - please tick</u></b> (please read guidance note 2)	
			Indoors	<input type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>		
Mon			<b><u>Please give further details here</u></b> (please read guidance note 3)	
Tue				
Wed				
Thur			<b><u>State any seasonal variations for the provision of facilities for making music</u></b> (please read guidance note 4)	
Fri				
Sat			<b><u>Non standard timings. Where you intend to use the premises for provision of facilities for making music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)	
Sun				

J

<b>Provision of facilities for dancing</b> Standard days and timings (please read guidance note 6)			<b>Will the facilities for dancing be indoors or outdoors or both – please tick</b> (see guidance note 2)	Indoors <input type="checkbox"/>	
				Outdoors <input checked="" type="checkbox"/>	
				Both <input type="checkbox"/>	
			<b>Please give a description of the facilities for dancing you will be providing</b> Dancing will take place in the outdoor areas, including the cricket pitch and grassed areas. There will be a clearly defined dancing area at the front of the temporary stage. Audience dancing will take place on the grassed areas and the cricket pitch.		
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat	1100	2230			
Sun			<b>State any seasonal variations for providing dancing facilities</b> (please read guidance note 4)		
			<b>Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		

**K**

<b>Provision of facilities for entertainment of a similar description to that falling within i or j</b> Standard days and timings (please read guidance note 6)			<b><u>Please give a description of the type of entertainment facility you will be providing</u></b> There will be mini sporting challenges aimed at the family audience such as Beat-The-Goalie (a football themed game) and Bowl-The-Batsman (a cricket themed game). In addition there will be a Tombola stall and a Raffle running throughout the day.		
Day	Start	Finish	<b><u>Will the entertainment facility be indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Wed					
Thur			<b><u>State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within i or j</u></b> (please read guidance note 4)		
Fri					
Sat	1100	2230	<b><u>Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within i or j at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sun					

L

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			<b><u>Please give further details here</u></b> (please read guidance note 3)	Both	<input type="checkbox"/>
Tue					
Wed			<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 4)		
Thur					
Fri			<b><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></b> (please read guidance note 5)		
Sat					
Sun					



M

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b>Will the supply of alcohol be for consumption (Please tick box)</b> (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 4)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat	1100	2200			
Sun			<b>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</b> (please read guidance note 5)		

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

<b>Name</b> Marianne Catharina DUNN	
<b>Address</b>	
<b>Postcode</b>	TS7 8JY
<b>Personal Licence number (if known)</b> MBRO - PL0346/020819	
<b>Issuing licensing authority (if known)</b> Middlesbrough Council	

**N**

**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 8)**  
 There will be no adult entertainment provision in the outdoor areas on the day of the festival.  
 There is a gaming machine located within the club house which is in constant view of staff.  
 Persons under 18 are prohibited from play and a sign is clearly attached informing patrons and confirmig the age-restriction.

**O**

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 6)			<b>State any seasonal variations</b> (please read guidance note 4)
Mon			
Tue			
Wed			
Thur			
Fri			
Sat	1100	2230	
Sun			

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

**a) General – all four licensing objectives (b,c,d,e) (please read guidance note 9)**

The club intends to meet all statutory obligations, under relevant legislation and that meets the standards of safety applied to public events. In addition, we will adhere to all restrictions, limitations and conditions outlined within any premises licence.

An event manual has been produced to clearly define parameters for the event. The event will run in accordance with the Event Manual.

**b) The prevention of crime and disorder**

The club has a membership policy that states that members are directly responsible for themselves and guests, to ensure that patrons act responsibly. In addition, this event will be a ticket-only event and supervision of entrance will prevent excessive numbers attending. The event is also open to members of the public and local residents will be encouraged to attend.

A security plan for the outdoor event has been produced (see Event Manual: Appendix 2 - Security Plan), to ensure that adequate security personnel are provided. All security personnel will be Security Industry Association (SIA) registered and supplied by a reputable security company (G4S). The Event Manager will coordinate with security staff to ensure that the appropriate procedures are implemented.

**c) Public safety**

The event will be controlled by the sale of tickets, limited in number to a capacity of 2000 (including performers, staff and volunteers). Gate entry supervision will be utilised to prevent any problems and ensure that capacity is not exceeded.

Provision is made for site security and public safety within the Event Manual. Safety within the site will be assessed by the Event Manager and risk assessments have been produced (see Event Manual: Appendices 2, 3 and 5: Security Plan and Risk Assessments).

**d) The prevention of public nuisance**

The membership policy controls the nature and type of customer at the club and many of the patrons expected to attend the event will be members and their guests.

The Event Manager will ensure appropriate noise control measures are in place (see Event Manual: Appendix 4 - Noise Management Plan)

Local residents will be made aware of the event, well in advance, via a local leaflet drop. The Event Manager will liaise with local Ward Councillors and the residents committee of the nearest residential area, The Wickets, to ensure they are fully briefed and aware of the event taking place.

**e) The protection of children from harm**



Large numbers of children already attend the club for sporting events and training. All coaches are CRB checked and many parents are members of the club. Children are not allowed into the club house unsupervised and must leave by 21:00. Staff have clear instructions on under-age drinking and the club's responsibilities in this area.

No persons under the age of 14 will be admitted to the festival unless accompanied by an adult.

The Event Manager will arrange for appropriately trained and experienced security staff and all bar staff, to operate a rigorous 'Challenge 21' procedure. anyone who appears under 21 years of age, and cannot provide appropriate identification, will not be served with alcohol from any bar area.

Serving staff will operate due diligence and challenge any person they feel may be under age. there will be an identified 'lost-child' meeting point made available and there will be regular announcements via the public address system as to its location.

The club has a formal child protection policy in place, which can be accessed via the club website - [www.martoncc.co.uk](http://www.martoncc.co.uk)


Please tick yes

- I have made or enclosed payment of the fee
- I have enclosed the plan of the premises
- I have sent copies of this application and the plan to responsible authorities and others where applicable
- I have enclosed the consent form completed by the individual I wish to be premises supervisor, if applicable
- I understand that I must now advertise my application
- I understand that if I do not comply with the above requirements my application will be rejected

**IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

**Part 4 – Signatures** (please read guidance note 10)

**Signature of applicant or applicant's solicitor or other duly authorised agent** (See guidance note 11). **If signing on behalf of the applicant please state in what capacity.**

Signature	
Date	11 <sup>th</sup> March 2014
Capacity	Event Planner - On behalf of Marton Cricket Club

**For joint applications signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent.** (please read guidance note 12). **If signing on behalf of the applicant please state in what capacity.**

Signature	
Date	
Capacity	

<p><b>Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)</b>          Karen SYKES</p>
--

**Notes for Guidance**

1. 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.
2. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. 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.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. 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.
7. If you wish people to be able to consume alcohol on the premises please tick on, if you wish people to be able to purchase alcohol to consume away from the premises please tick off. If you wish people to be able to do both please tick both.
8. 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, the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

**Consent of individual to being specified as premises supervisor**

MARIANNE CATHARINA DUNN

-----  
*[full name of prospective premises supervisor]*

-----  
*[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

Premises Licence for one day outdoor festival in celebration of the 150 year anniversary of Marton Cricket club

-----  
*[type of application]*

by

Marton Cricket Club

-----  
*[name of applicant]*

relating to a premises licence

-----  
*[number of existing licence, if any]*

for

Marton Cricket Club  
Stokesley Road  
Marton  
Middlesbrough  
TS7 8JU

-----  
*[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

Marton Cricket Club

-----  
*[name of applicant]*

concerning the supply of alcohol at

Marton Cricket Club  
Stokesley Road  
-----  
Marton  
Middlesbrough  
TS 7 8JU

-----  
*[name and address of premises to which application relates]*

I also confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

MBRO - PL0346/020819

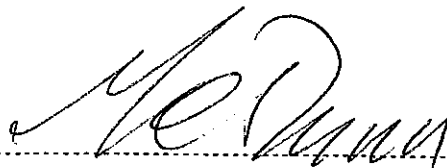
-----  
*[insert personal licence number, if any]*

Personal licence issuing authority

Middlesbrough Council

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

Signed



Name (please print)

Marianne Catharina DUNN  
-----

Date

17<sup>th</sup> March 2014  
-----

**YEARS**

**Marlon Cricket Club**

**150 Year Celebration  
Of  
MARTON CRICKET CLUB**

**Saturday 12<sup>th</sup> July 2014**

**Festival on the Pitch**

**EVENT MANUAL**

Date:	20 <sup>th</sup> February 2014	
Manual Owner:	Karen Sykes	
Event Manager:	Stephen Clarke	
Deputy Event Manager:	Steven Richardson	

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## APPENDICES

Appendix	Title
1	Site Plan
2	Security Plan
3	Stage Risk Assessment
4	Noise Management Plan
5	Risk Assessment (including Fire Risk Assessment)
6	Traffic Management Plan

## **1. INTRODUCTION**

Marton Cricket Club celebrates 150 years of Cricket in 2014. The club was founded in 1864 and cricket has been played there ever since. In 1974, the club grew from being a village club concentrating only on cricket to a more modern, rounded, sport club. The current club supports sports such as football and hockey in addition to enjoying a busy social section.

This planned event is a celebration of those 150 years of cricket. It is the first event of this kind to be staged at the cricket club and is a ticket-only event to be held on the cricket pitch. The event will be concentrated within the Cricket Club Grounds and all entertainments will take place within that location. Additional parking arrangements have been made with The Rudds Public House and Marton Hotel and Country Club.

The anticipated audience will be a maximum of 2000 (including performers). An outdoor stage will be erected on the cricket pitch and the audience will be confined to the cricket pitch, the club-house and the viewing/picnic area to the front of the club house.

There will be additional sanitary provision and refreshment facilities available for the audience, volunteers and performers throughout the event.

As the event is primarily a family celebration event, it is not anticipated that audience members will migrate to other locations at its conclusion.

### **1.1 Audience Profile**

As a ticket-only event we can manage numbers carefully to a maximum of 2000. The event is a family event, aimed at current members of the cricket club and local residents. It is anticipated that this event will attract a large cross-section of society including people of all ages.

## **2. PURPOSE OF THE EVENT MANUAL**

This document relates exclusively to the planning and management of the 150 year celebration music event at Marton Cricket Club. It is intended as a reference document for use by multiple agencies and presents a methodical approach to the overall planning of the event. Although every effort is made to ensure that this document is accurate, the organisers will adopt a flexible and fluid approach to dealing with any unforeseen circumstances, which may affect the details within this Event Manual.

Should unforeseen circumstances arise the event manager or any member of the organising committee, may exercise judgement and amend or deviate from the planning in the document.

This Event Manual has been compiled acknowledging the guidance contained in the 'Event Safety Guide' issued by the HSE in November 1999, which has been adapted to suit this particular event. It recognises that, in all considerations, the safety of the general public is of paramount importance.

The production of this document does not infer any increase to the perceived risk for the event but rather as an additional element of preparedness should such an incident occur.

Marton Cricket Club, Cricket Section would like to thank Middlesbrough Borough Council Licensing Unit in the compilation of this plan.

### **2.1 Aim**

The aim of this event manual is to ensure, so far as is reasonably practicable, the safety of guests, volunteers, performers, contractors and all other persons and to provide a unified, co-ordinated response to any emergency arising from the event.

### **2.2 Objectives**

The objectives of the plan are to:

- Identify roles, duties and responsibilities
- Identify lines of communication
- Control and prioritise factors affecting the event.



### 3. EVENT SCHEDULE (to be confirmed)

#### Thursday 10<sup>th</sup> July

- Additional Alcohol (cans) delivered: Extra storage to be utilised within the existing club cellar and also in the tea-room facility.
- Existing Fencing around the perimeter of the cricket field to be re-aligned and adjusted to accommodate safety features outlined in the site plan (see site plan: appendix 1)

#### Friday 11<sup>th</sup> July

- Stage arrives and commence building the main structure on the cricket pitch (see site plan: appendix 1). Staff from the stage hire company will remain on site overnight.
- Overnight security supplied as per the security plan (see security plan: appendix 2)
- Portable toilets delivered and erected

#### Saturday 12<sup>th</sup> July (am)

- Completion of stage build – including electric components and hook-up to electricity supply (see stage risk assessment document: appendix 3)
- First Aid/Bar/Lost Children gazebos to be erected & signage attached
- Alcohol bar(s) stocked and set-up
- Catering suppliers arrive and set up
- Stall holders set up (Tombola, Beat the goalie. Etc.)
- Fencing line completed and checked for safety
- Security attend and prepare site for audience
- Sound check with relevant performers

#### Saturday 12<sup>th</sup> July (pm)

- Gates open 12pm
- Approximate Stage times:

14:00 – 14:45	Opening Act (potentially Cleveland Police Brass Band)
15:00 – 15:45	Andy Carr Band (Westgarth Social Club)
16:00 – 16:45	Andy Carr Band (Westgarth Social Club)
17:00 – 17:45	Andy Carr Band (Westgarth Social Club)
18:00 – 19:00	Middlesbrough Jazz & Blues Orchestra
19:30 – 20:30	Mowtown Miracles
20:50 – 22:00	Beer Pigs
22:00	Firework Finale (TBC)

- 22.10 – 22.30 Crowd dispersal

#### 4. LICENSING OBJECTIVES

Marton Cricket Club intends to meet all statutory obligations, under relevant legislation.

**To prevent Crime and Disorder**, the Event Manager will coordinate with security staff, Cleveland Police and the local authority to ensure that appropriate procedures are in place. A security plan has been drawn up (see appendix 2) to ensure that adequate security personnel are provided for the event. Where appropriate and in accordance with the Security Industry Association (SIA) regulations, security personnel operating at the event will be SIA registered, and supplied by a reputable company.

**To ensure public safety**, the Event Manager will consult with the Licensing Unit and Event Planning Group on the plans within this document to ensure all plans are in accordance with the Licensing Objectives. The plans have been developed to meet guidance under the Event Safety Guide (HSG 195). A professional security company (G4S) has been secured to provide a safety and security provision throughout the event timetable (see security plan: Appendix 2)

**To prevent public nuisance**, the Event Manager will ensure appropriate noise control measures are in place in accordance with the Code of Practice on Environmental Noise Control for outdoor events. (see noise management plan: appendix 4 )

**To protect children from harm**, the Event Manager has made arrangements for appropriate trained and experienced security staff to operate a rigorous challenge 21 procedure. No persons under the age of 14 will be admitted to the event unless accompanied by an adult. Anyone who appears under 21 years of age and cannot provide appropriate identification will not be served with alcohol from any of the bar areas. Serving staff will operate due diligence and challenge any person they feel maybe under age.

The cricket club has a formal child protection policy in place, which can be accessed via the club website [www.martoncc.co.uk](http://www.martoncc.co.uk). There will be an identified 'lost-child' gazebo made available and regular announcements will be made as to it's location.

## 5. ORGANISATIONAL STRUCTURE AND ROLES & RESPONSIBILITIES

Event Manager	Stephen Clarke	Nominated official with overall responsibility for the event
		Coordination & management of Health & Safety issues
		Ensures Licensing objectives are met
		Overall site safety & liaison/management of security staff
		Liaison with Cricket Club staff and officials and outside agencies
		Liaison with Licensing Authorities
		Management of the event budget
		Coordination of site deployment and cleansing activities
Deputy Event Manager	Steven Richardson	Coordination and deployment of volunteers
		Work alongside the Event Manager in planning the infrastructure elements of the event
		Site planning and deployment
		liaison with performers and acts
		Coordination of event budget and financial issues
Planning coordinator	Karen Sykes	Coordination with cricket club internal sections and outside agencies
		Work alongside the Event Manager in planning the infrastructure elements of the event
		Coordination of the event schedule
		Liaison with outside agencies, volunteers and cricket committees in relation to the event
Licensee	Stephan Willers	Liaise with the technical agencies (ie stage hire) regarding technical aspects of the event.
		Premises License holder
Medical Management	Red Cross/St. Johns Ambulance (TBC)	Liaison with MBC licensing unit & alteration to premises licence
		First Aid cover will be provided by a recognised first-aid provider. In addition, all security personnel are first aid trained. A First Aid tent will be made available – including access to seating and water. In the event of a major incident occurring, any first aid resources will come under the direction of the North Eastern Ambulance Service and/or other emergency services.

## 5.1 Roles of partner agencies

Cleveland Police	<p>The police role will, primarily, be the maintenance of public order and the prevention and detection of crime. The police will not be involved in the routine management of the event.</p> <p>During the event the police will co-ordinate the response to any Emergency Situation impacting upon public safety and/or public order where it is deemed necessary to do so.</p>
Cleveland Fire Brigade	<p>The Fire Brigade will not implement any special arrangements for this event.</p> <p>The event organisers will deploy adequate firefighting and safety equipment to cope with untoward Incidents. Fire extinguishers will be available at within the club, the tea-room, at the site of the stage, and within the catering facilities on site.</p> <p>In the event of an Emergency Situation requiring Fire Brigade attendance, normal activation procedures will be implemented. On arrival, the Fire Brigade will assume control of any incident involving fire and will co-ordinate actions with the police and ambulance service.</p>
North East Ambulance Service	<p>The North East Ambulance Service will not implement any special arrangements for this event. In the event of an Emergency Situation requiring NEAS, normal activation procedures will be implemented.</p>

## 6. STATEMENT OF INTENT

The Event Manager, on behalf of Marton Cricket Club, will endeavour to :

- Create a safe and enjoyable event for all who attend
- Set and maintain appropriate standards for health and safety
- Take into consideration, where reasonably practicable, all recommendations made by partner agencies
- Comply with and promote the four licensing objectives in the licensing act 2003
- Create an event that positively contributes towards the club and local economy
- Use the event to promote Marton Cricket Club and raise its profile within the local area

## **7. SITE DESIGN**

See Appendix 1 (site plan) for a diagrammatical representation of the event site.

- The Stage will be located beside the tea room. This will provide for the necessary power to the stage and give access to performers using vehicles on the road behind.
- Additional sanitary facilities (portable toilets) will be placed on the cricket field at the opposite corner to the changing rooms – away from the main stage.
- The additional Bar serving area and catering vehicles will be on the cricket pitch, away from the main crowd, ensuring that no queues build up near to the stage or any power cables.
- Ticket collection and concessions will be situated at the main gate and to the side of the entrance to the cricket pitch
- Fete-style stalls will be pitched on the cricket pitch opposite the stage.
- A nominated area at the front of the cricket club-house will be allocated for people with disabilities.
- Access to the cricket pitch for the audience will be on foot. No vehicles, other than emergency vehicles, will be allowed access to the site once the event has begun. The main entry point will be the gate access at the road entrance to the cricket club.
- The audience will be able to leave the site via all exits as marked on the plan.

## **8. CAPACITY**

We have set a limit on capacity of 2000, including adults and children. The event is a ticketed event and patrons must purchase a ticket to gain entry. Tickets will be available from the club and from nominated individuals as identified on advertising materials. Should there be any spare tickets available on the day, these will be available for purchase on the gate. However, once the capacity of 2000 has been reached, no further tickets will be sold and no further access allowed.

Tickets will be marked upon entry to show that they have been used. Should any patrons wish to leave the site to return later, then the ticket will be marked to show this and they must present the ticket for re-admittance.

## **9. FIRE SAFETY**

A fire risk assessment has been carried out as part of the risk assessment and can be seen in Appendix 5. Fire fighting equipment will be located in key positions around the site.

## **10. CROWD MANAGEMENT PLAN**

Crowd Management has been outlined in the Security Plan (see appendix 2) and has been developed in accordance with the Event Safety Guide published by the Health & Safety Executive.

Crowd Management is determined by a number of factors.

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### **10.1 Aids to Crowd Management**

If a risk arises or an incident occurs, immediate remedial action will be taken and communicated via the Public Announcement System available at the stage.

### **10.2 Security Staff**

The event is being staffed by a team, of sufficient numbers, of professional security staff who have experience and suitable training in event management.

All security staff will be trained to a level of competence required to perform their duties, and will be made familiar with the expected response to any incident or emergency situation. All security staff will be SIA registered.

All volunteers will receive a briefing, on the day, as to what their actions should be in the case of an emergency.

### **10.3 Security Staff roles**

- To identify any issues or concerns quickly and communicate these concerns to an event organiser
- Provide information to audience members on the layout of the site and provide guidance and help as necessary
- Monitor and report on crowd densities
- Control access to the site and to restricted areas
- Monitor crowd behaviour and welfare
- Challenge and dispel instances of anti-social behaviour by calming situations and resolving issues
- To minimise the risk of fire (eg. Monitor the build-up of refuse etc.)
- To assist emergency services in an emergency situation

### **10.4 Security Staff deployment and numbers**

The Security Plan (appendix 2) outlines the required numbers of security staff and their intended deployment on the day. Staff numbers are based upon risk assessment rather than a precise mathematical formula. The risk assessment takes account of the required positions and all relevant circumstances. The Security plan can be amended at any point to accommodate extra demands. The Event Manager is responsible for management of the security staff. He will coordinate and take the lead on any major incidents.

## **10.5 Policing**

The Police are not directly involved in the management of this event. However, neighbourhood police officers have been made aware of the event and on duty officers have been encouraged to attend. In addition, MBC street wardens have been appraised of the event and will be invited should they feel it appropriate to be there.

---

## **11. TRAFFIC MANAGEMENT AND PARKING**

The purpose of traffic management is not only to control traffic moving around the event site during the event, but also to enable the free flow of traffic, so far as is reasonably possible, outside the event site. Please see Traffic Management Plan at appendix 6.

The priorities for the Traffic Management Plan are:

- To create a safe event for the public attending
- Minimise disruption to residents, business and traffic in the surrounding area
- Encourage the use of public transport

In order to minimise traffic disruption at the event – all advertising media will encourage patrons to attend on foot.

### **11.1 Off-site and access from Stokesley Road**

- Security staff will be utilised to maintain the flow of traffic from Stokesley Road onto the Cricket Club access road, Millenium Drive
- Bollards will be used to prevent parking on the access road to the Cricket Club and The Wickets residential area

### **11.2 Parking**

There is a small, existing car park within the grounds of Marton Cricket Club, however this will not be available for patrons on the day. This car park area will be utilised as the entrance to the site and for staff/volunteer parking. Access will be retained for performers transporting equipment, and they will be directed to the parking area behind the tea-rooms and the access road at the rear to take them to the stage. Emergency vehicles will be given access to the site as necessary.

A temporary car park will be created on the football field, between the club house and the A174 and there will be overflow provision at the North and East ends of the cricket pitch. Entrance prior to the event and egress following the event will be controlled by the security staff. The event manager has approached the following business premises with a view to arranging additional, overflow, car parking for the event:

- Marton Hotel and Country Club
- The Rudds Public House

### **11.3 Pedestrian Access**

The event is solely located within Marton Cricket Club. Access to the site will be restricted until the gates open at 12pm. There are no predicted issues with pedestrian access.

### **11.4 Taxis**

There is a regular taxi rank which is located on the access road to Marton Cricket Club to the side of the Rudds Arms Public House. There will be no change to the taxi rank in preparation for this event.

## **12. CLEANSING PLAN & SUSTAINABILITY**

Extra waste bins and disposable bin bags will be distributed around the site during the event. Removal of waste following the event is identified as critical. Additional waste collections have been organised for the days immediately following the event.

In addition, a clean-up team of volunteers has been identified to ensure that the Cricket Pitch is clean, clear and fit for purpose on the morning following the event (Sunday 13<sup>th</sup> July). Concessions providers and caterers must clear the area of all waste prior to leaving the site.

Miramax and J&B Ltd, local waste disposal companies have been appointed as nominated waste disposal companies. Duty of Care Certificates are available from each company.

## **13. COMMUNICATON AND EVENT CONTROL**

During the event, security staff and event organisers will be clearly identifiable. Security staff will be wearing obvious and clearly visible attire and event organisers will be wearing Identity badges. The centre of operations will be located within the club- house. In addition to this, all security staff and event organisers will have a list of relevant mobile phone numbers for use in an emergency.

The Event Manager and event planning committee will be on site throughout the duration of the event and will be contactable on the telephone numbers listed above.

### **13.1 Emergency Services**

Should an emergency occur, and it is deemed necessary, then a member of the event planning committee or security staff should call 999. All communications regarding the emergency services should be reported to the Event Manager.



## **14. TEMPORARY STRUCTURES**

The following Temporary structures will be erected using staff provided by the contracted companies or by competent persons adhering to the manufacturers instructions.

- The hired stage. The Stage Hire company (DHE Professional Ltd.) have provided a comprehensive risk assessments (Appendix 3).
- The Portable Toilets. Supply, installation, management and removal is included in the hire charge and the contracted company has sole responsibility for the correct installation of toilet cubicles.
- Catering Vehicles: The catering company, Roseberry Catering, will provide all necessary H&S documentation and risk assessments as required.
- Gazebos (for 1<sup>st</sup> Aid, can bars, lost children etc.).

## **15. SANITARY FACILITIES**

To ensure adequate sanitary provision, portable toilets have been ordered from a local supplier. Number of units have been calculated based on the Event Safety Guide HSG195:

Female toilet cubicles: x8

Male toilet cubicles: x4

## **16. MEDICAL AND FIRST AID MANAGEMENT**

The first aid provision for the event has been planned in accordance with recommendations from the Event Safety guide HSG195. All security staff are first aid trained. In addition, there will be a first-aid station (gazebo) identified with access to seating and water. There will be a minimum of two, fully trained first aiders, available throughout the event.

## **17. CONCESSIONS AND CATERING**

Catering will be provided by Roseberry Caterers and will consist of several mobile catering units providing hot food. Roseberry Catering holds it's own insurance and will provide risk assessments for the units attending.

Concessions will include an ice-cream van and a local traditional sweet shop selling traditional sweets.

All these units will operate within the perimeter fence, located to the side of the cricket pitch as outlined on the site plan (Appendix 1).

## **18. BARS & ALCOHOL**

Alcohol will be on sale at this event. A challenge 21 scheme will be in affect both on the at the bar area and all serving staff will have had appropriate and relevant training in the challenge 21 scheme, and their general responsibilities whilst serving alcohol.

The final check will be completed by the bar serving staff who will operate due diligence at all times and act according to the training they will have received. The bar serving area will operate a one way system with a clearly defined entrance and exit.

## **19. BARRIERS AND FENCING**

The entire site is securely fenced and self-contained. Access to the site will be managed through the main gate at the entrance to the carpark. The audience will be allowed to egress from all areas at the end of the event.

Clear access routes throughout the site will be identified by fencing. Movement of fencing and barriers is outlined on the site plan (Appendix 1).

## **20. POWER & ELECTRICAL INSTALLATIONS**

Power for the stage will be provided via the tea-room facility. The tea-room will be closed to all but authorised persons throughout the event. No tea-room service will be provided. The Stage hire company will provide back-up generators and operate as outlined in their risk assessment (appendix 3). Generators will be securely located as a safety precaution. No members of the public will have access to this area.

## **21. SOUND, NOISE and VIBRATION**

A sound system will be used throughout the event. Consideration will be given in positioning speakers to minimise any potential noise pollution to nearby neighbours.

The stage company and sound engineer will be advised of the current acceptable noise limits and will adhere to these guidelines throughout the event (75Db @ 1m from a residential property).

Noise Monitoring can be provided by a member of the institute of acoustics. This will be scoped during the planning stage.

Ear-plugs can be made available to all staff and volunteers during the event if required. The event planning committee will keep a store of such ear-plugs with them throughout the day.

## **22. LOCAL ENVIRONMENT AND COMMUNITY**

The following arrangements will be in place to help minimise the impact on the environment and community:

- Traffic Management Plan
- Security Plan, including crowd management undertaken by professional security staff
- Planning liaison with Police and other emergency services
- Event information to public via local media and the club website
- Full interaction and liaison with local residents and businesses that may be affected:
  - Visits to The Rudds/Marton Country Club, to keep them totally updated throughout the planning stage
  - Attend residents meetings at The Wickets – to allay any fears by local residents
  - Prepare a letter drop (GPS Distribution) to all households in the Marton district
  - Ensure that members remain updated by regular newsletters & leaflets

## **23. PEOPLE WITH DISABILITIES**

Arrangements, wherever possible, have been made to ensure disabled people are able to attend and enjoy the event.

Consideration has been given for people with:

- Mobility problems (including wheelchair users)
- Difficulty in walking
- Impaired vision and/or hearing
- Actions taken include:
  - All paths leading to the cricket club are of a suitable surface and gradient for wheelchairs users
  - Security staff assistance is available in the event of evacuation
  - There will be a designated area at the front of the club house for people with disabilities

## **24. PUBLICITY**

We anticipate that this will be a popular event. The event will be promoted in the following ways:

- Printed material including posters and flyers
- Press – Stories and editorial in local and potentially national press
- Online – social networks such as facebook and twitter and the club's web site [www.martoncc.co.uk](http://www.martoncc.co.uk)
- Radio advertising
- Door to door leaflet drops

## **25. WELFARE AND LOST CHILDREN**

A member of the Cricket Section Management Committee, that has been CRB security checked, will be appointed as the lost child representative. In the event that a child has been found, then they should be taken to the lost child meeting point (gazebo). A message will be circulated via the PA system on the stage. The lost child representative will attend the meeting point to ensure that the child is reunited with their guardian.

## **26. CONTRACTOR OBLIGATIONS AND PERFORMANCE**

- The Contractor shall perform the services with all reasonable skill, care and diligence
- All Contractors will co-operate with the Event Manager to ensure a safe and healthy workplace for all persons on site.
- The Contractors must bring to the attention of the Event Manager immediately any health and safety problems/hazards on site that could effect the safety of people or affect the performance under the Contract
- The Contractor shall provide all the necessary facilities, materials and other equipment and employees of appropriate qualifications and experience to undertake the services. All employees shall have appropriate competence and be properly managed and supervised
- Accidents and near-miss incidents involving the public and/or the contractor's employees must be reported immediately to the Event Manager
- The contractor is reminded that under the Management of Health and Safety at Work regulations they must co-operate with other contractors sharing the workplace, and coordinate preventive and protective measures to undertake the operations in a safe manner. Such co-operation should include reference to the contractor's method statement. **SHOULD THERE BE ANY CONFLICT IN CO-OPERATION WITH OTHER CONTRACTORS THE EVENT MANAGER MUST BE INFORMED**
- The Event Manager reserves the right to immediately stop the contractor's operation from proceeding, or continuing, for health and safety reasons where the operation departs from that of the method statement or where contractors and the general public may be at risk from this operation
- The contractor will be advised of, and be expected to comply with the site rules
- The Contractor shall perform the services in accordance with all relevant legislation and statutory requirements but in particular with regard to:
  - the Health and Safety at Work Act 1974
  - the Management of Health and Safety at Work Regulations
  - the Events Safety Guide HMSO
  - the Safe Use of Lifting Equipment Guide HMSO
  - Managing Crowds Safely
- The Contractor shall be responsible for effecting and maintaining adequate insurance to cover its engagement against any claims or risks that might arise and shall indemnify Marton Cricket Club against all demands, liabilities, claims, loss or

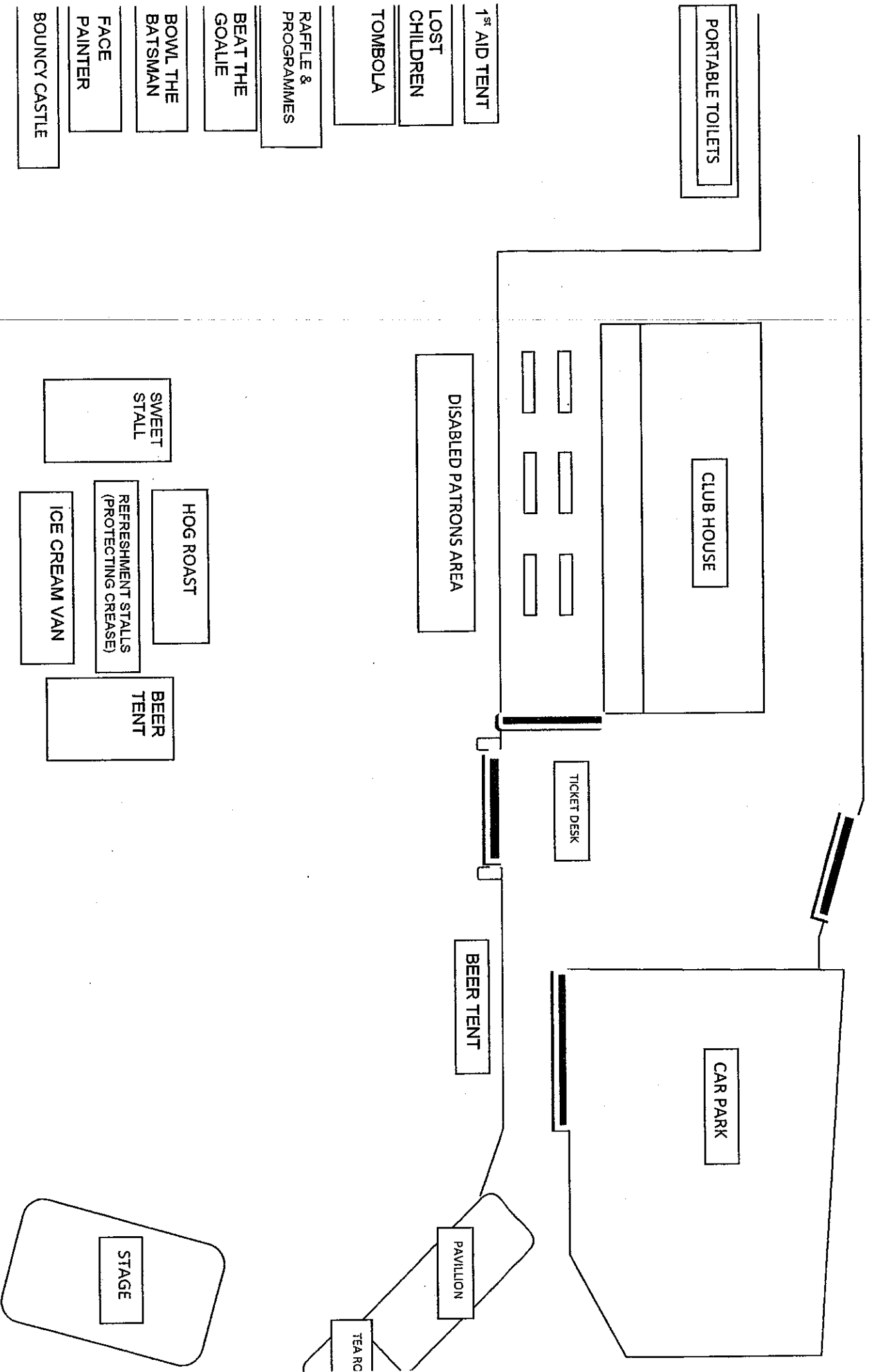
damage for any act, omission or otherwise caused by it or any agent or servant's neglect or default. A copy of the Contractors Public Liability and Employers Liability Insurance (Public liability a minimum of £5,000,000) will be provided on request.

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# APPENDICES

## APPENDICES

<b>Appendix</b>	<b>Title</b>	<b>Page</b>
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**APPENDIX 1: SITE PLAN**

of to

**BEER TENT**

***Marion Cricket Club 150 Celebrations – Saturday 12<sup>th</sup> July 2014***

The event is being staffed by a team, of sufficient numbers, of professional security staff who have experience and suitable training in event management, supplied by G4S.

**Elements**

- There will be twelve security staff in attendance throughout the event
- They will arrive at 11am, prior to gates opening at 12pm.
- They will be fully briefed by the Event Manager prior to gates opening
- They will remain on site until all patrons have exited safely.
- All staff are SIA door supervisor trained and have previous experience of event management/control
- Each will carry Identification cards and will be wearing SIA badges which clearly identifies them as security staff. In addition, to ensure they are identifiable, they will be wearing security uniform (G4S).
- Each has a mobile telephone, the supervisor has access to the contact list.
- The supervisor will be on site throughout the event and will be in contact with the event manager.
- The contact details for the Operations Manager prior to the event is: Paul Manson (07968 183575).
- G4S will roster, organise and manage required rest periods in order to provide a continued service throughout the event.

**Emergency Procedures**

- Should the event need to be abandoned for any reason, this decision will be made by the Event Manager
- Relevant emergency services will be contacted and briefed about the situation
- An announcement will be made via the sound system, calmly asking people to leave.
- Security staff and volunteers will guide people out of the venue via the safest possible route
- Transfer of authority will occur during any incident where emergency services are required.
- Security staff will assist the emergency services as directed by them.

**Event Organisation**

- The event will be coordinated by the Event Manager (Stephen Clarke) and/or his deputy (Steven Richardson)
- All staff will answer directly to the Event Manager
- The Event Manager will liaise with security staff to ensure that the event is run as safely as possible
- The Event Manager will brief all security staff before the event opens to the public



## Security Staff Briefing

In celebration of MCCC's Anniversary, we are hosting a small music festival and family fete. The event will include a **music stage** and **beer tents**. This is a ticketed event.

### Security Staff role

- To identify any issues or concerns quickly and communicate these concerns to an event organiser
- Provide information to audience members on the layout of the site and provide guidance and help as necessary
- Monitor and report to the Event Manager, on crowd densities
- Control access to the site and to restricted areas
- Monitor crowd behaviour and welfare
- Challenge and dispel instances of anti-social behaviour by calming situations and resolving issues
- To minimise the risk of fire (eg. Monitor the build-up of refuse etc.)
- To assist emergency services in an emergency situation

### Expectations

- All security staff to have their SIA badges visible at all times
- All security staff to make themselves familiar with the layout of the venue and it's facilities, including first-aid and lost child muster points
- Be vigilant at all times
- All staff should be polite and helpful

### Management of the Event:

The following personnel can be contacted in case of an emergency or other issue during the event:

Stephen Clarke	–	Event Manager
Steven Richardson	-	Deputy Event Manager
Karen Sykes	-	Event Organiser
TBC	–	Security Supervisor

### Times of Event: To be confirmed – however, provisionally:

Gates open	12:00pm
Beer tent open	12:00pm
Games/Competitions open	12:00pm
First Performer	2:00pm

Performances run throughout the afternoon/evening

Final Performance ends	10:00pm
Beer tent closed	10:00pm
Event finish	10:30pm

**Entry Points:**

- Entry is restricted to the main gate, via Memorial Drive.
- Entry is by ticket only.

**There will be no bag searches at this event, however, patrons will be asked to refrain from bringing:**

- Any type of firework (including sparklers)
- Alcohol
- Glass bottles

**Lost Children:**

Any steward encountering, or being presented with a found child (or vulnerable adult) should take them to the lost child muster point (near to the first-aid station). They should inform the Event Manager who will arrange for a message to be given over the sound system. You must remain with the child until a guardian is located.

**Lost Property:**

Any found property should be retained by security staff until the completion of the event. If any staff/volunteers are approached regarding lost property, they will be directed to the security supervisor in the first instance. Any property still outstanding at the completion of the event will be kept within the Cricket Club premises for a period of two weeks. Should no owner be found, then it will be the responsibility of the Event Manager to deal with the items appropriately.

**Beer Tents:**

The event will be a licensed event, full details regarding any restrictions will be circulated by the Event Manager prior to the gates opening. Staff will comply with all licence parameters and restrictions. Children will not be allowed within the beer tent area unaccompanied.

**Parking**

Parking will be designated on the football ground to the side of the club house. Staff will direct vehicles onto the grassed area as directed by the Event Manager. Security staff are responsible for ensuring that only ticket-holders park their vehicles in this area.

## Identified duties:

Staff numbers will fluctuate at each of the following points throughout the day as need arises. A flexible approach to security needs will be applied:

1. Direction of vehicles onto site safely and into car parking spaces
2. Access control and entry ticket check – prevent access by non ticket-holders
3. Bar & Stage supervision – ensure customer safety
4. Patrol & Response – mobile supervision and crowd safety.

## Emergency Procedures

All emergency incidents are to be reported to the Event Manager or Supervisor. The person reporting the incident will identify themselves, the location and type of incident. It will then be assessed and if necessary the emergency procedures will be applied.

## Evacuation Procedures

Should evacuation be required, the following procedure should be adopted:

- The ticket check entry point will be halted to prevent any further ingress into the grounds
- Staff at the beer tent will ensure that serving ceases and that all people follow further evacuation requests
- Staff at the stage will begin moving people away from the stage
- A public announcement will be made asking people to calmly evacuate the area – notifying that security staff are available to assist

## Fire

- If any person becomes aware of a fire, in any part of the venue, they should contact the Event Supervisor or Event Manager.
- The fire should not be tackled unless it is a minor fire, it is safe to do so and there is appropriate fire fighting equipment available nearby (fire extinguishers).
- If evacuation is necessary, then the steps above should be instigated.

## Suspect Packages/Explosive Device

- Should a suspect package be located at the venue, or information received that there is an incident ongoing, the Event Manager should be made immediately aware.
- The Event Manager will gather as much information as possible and contact emergency services for further advice.
- If deemed necessary, the above evacuation procedures should be followed.
- If an explosive device is suspected, **no radios or mobile telephones are to be used** and all persons should move to a position, at least 400m from the package.

# **Appendix 3: Stage Hire**

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## **Risk Assessments & Safety Information**

Hazard or Activity	Risk Due To	To Whom	Action
Liaison and coordination on site	Lack of liaison or coordination	Rigging Crew Other Contractors Venue Staff Public	A Site Supervisor is appointed to control and coordinate the Rigging Crew in all matters. The Site Supervisor is responsible for liaison on site with all parties.
	Lack of response to feedback	Rigging Crew Other Contractors Venue Staff Public	Any comments (praise, criticism, suggestions, etc) made to the rigging crew shall be passed to the Site Supervisor who is responsible to report such comments to Head Office for the appropriate action.
Rigging Crews presence on site	Venue, site or organisers unaware of Rigging Crews attendance	Rigging Crew Other Contractors Venue Staff Public	Site Supervisor to report both arrivals and departures to site, venue or organisers staff
Site regulations	Failure to comply	Rigging Crew Other Contractors Venue Staff Public	Site Supervisor to brief the rigging crew on prevailing site regulations and ensure compliance.
Access Routes	Ground of insufficient load bearing	Rigging Crew	Site Supervisor to survey access route for hazards. Any hazards that do not prevent the job proceeding are reported to the rigging crew.
	Obstacles and obstructions (including overhead)	Rigging Crew	
Movement and use of vehicles on site or in venues	Collision	Rigging Crew Other Contractors Venue Staff Public	Vehicles to be moved with care and compliance with speed restrictions. Use of flashing amber hazard lights. Where necessary vehicles to be accompanied by crew on foot.
	Build up of exhaust fumes inside venues	Rigging Crew Other Contractors Venue Staff	Engines to be turned off except when vehicle being moved
	Obstruction when parked	Rigging Crew Other Contractors Venue Staff Public	It is the clients responsibility to make suitable parking arrangements. On site parking regulations to be observed. Vehicles moved to appointed parking zones once off-loaded.
	Failure to comply with mandatory regulations	Rigging Crew Other Contractors Venue Staff Public	It is the drivers responsibility to ensure that the vehicle is in a roadworthy condition at all times and both the vehicle and the driving complies with the prevailing national regulations.  Particular attention shall be made by drivers of large goods vehicles as to the correct use of tachograph charts and compliance with the regulations regarding drivers hours and rest periods.
Site suitability	Insufficient ground load bearing	Rigging Crew	Site Supervisor to survey site for hazards. Any hazards that do not prevent the job proceeding are reported to the rigging crew.
	Obstacles and obstructions (including overhead)	Rigging Crew	

Hazard or Activity	Risk Due To	To Whom	Action
Site suitability	Obstruction of access routes and exits	Rigging Crew Other Contractors Venue Staff Public	Access routes and exits to remain clear unless specifically permitted by the site or venue
	Underground services	Rigging Crew	Where ground stakes are to be used to secure equipment in position it is the client's responsibility to ensure the area is free of underground services such as gas or electricity supplies
Personal Safety	Dangerous working practices	Rigging Crew Other Contractors Venue Staff Public	Site Supervisor to ensure that all crew work with due regard to their own safety and the safety of others
	Failure to use personal safety equipment	Rigging Crew	Site Supervisor to ensure that all rigging crew use the appropriate personal safety equipment as required by a) the nature of the activity, b) the requirements of the site or venue, c) the requirements of the client.
	Use of intoxicating substances	Rigging Crew Other Contractors Venue Staff Public	The use or consumption of intoxicating substances or other substances which may impair judgement is forbidden
	Lifting or handling heavy items	Rigging Crew	Carry distances to be minimised, mechanical lifting equipment and handling aids to be used. Safe lifting posture and practices to be adopted. Site Supervisor to coordinate the efforts of the crew. Duties to be rotated to avoid fatigue.
	Presence and activity of other workers	Rigging Crew	The Rigging Crew are to be alert to the movement of others and the work that they are undertaking at all times. At no time shall work take place above where the Rigging Crew are working.
	Additional work	Rigging Crew	The Rigging Crew shall restrict their activities to those required to fulfill our contract with the client. All requests for additional unrelated work shall be referred to Head Office.
	Exposure to Sun	Rigging Crew	When working outside during summer months the Rigging Crew should use adequate sun protection
Erection and dismantling of equipment	Unauthorised access	Other Contractors Venue Staff Public	Access to incomplete or part built structures is to be restricted to rigging crew only. Where part built structures are left unattended they are to be marked with warning signs or barrier tape to prevent access. Crowd barriers to be supplied around stage area at all times
	Unserviceable or damaged equipment	Rigging Crew Other Contractors Venue Staff Public	All equipment to be continually monitored for damage, any unserviceable or damaged items to be quarantined and not used.
	Incorrect erection	Rigging Crew Other Contractors Venue Staff Public	Work to be undertaken or supervised by persons possessing adequate training, experience and knowledge so that they are considered competent to undertake such a task.  Site Supervisor to ensure that the necessary job information including layout and assembly drawings (in sufficient number and detail) are available.

Hazard or Activity	Risk Due To	To Whom	Action
Erection and dismantling of equipment	Incorrect erection	Rigging Crew Other Contractors Venue Staff Public	Equipment is to be erected in accordance with the equipment layout drawings with each stage leveled to accommodate uneven ground ensuring all legs are fully supporting their load with plywood spreader boards used under stage legs on soft ground and all connections between stages in place.
			Upon completion all equipment is inspected by the Site Supervisor to ensure correct erection/installation.
	Use of Subcontract Labour	Rigging Crew Other Contractors Venue Staff Public	Only specialist subcontract crew companies used - no casual labour employed.
			Site Supervisor to control, coordinate and supervise subcontract labour to ensure correct and safe methods and practices are adhered to.
	Minor changes to design	Rigging Crew Other Contractors Venue Staff Public	The Site Supervisor will consider all request to change or amend the design. Changes that are minor and do not affect the integrity of the structure may be permitted. All changes must be recorded on a Variation Order which must be completed by the Site Supervisor and Client.
	Major changes to design	Rigging Crew Other Contractors Venue Staff Public	The Site Supervisor will refer all requests for major changes to the design to Head Office for consideration. Where after consideration major changes are permitted a Variation Order must be completed by the Site Supervisor and Client to record the change.
	Storage of equipment	Rigging Crew Other Contractors Venue Staff Public	Whilst equipment is being erected or dismantled all materials will be stored on site with due regard to safety and ensuring that access routes and exits remain unobstructed at all times.
	Surplus equipment	Rigging Crew Other Contractors Venue Staff Public	Upon completion of the erection all surplus equipment to be removed from site to prevent the possibility of it becoming a hazard
	Incorrect dismantling sequence	Rigging Crew Other Contractors Venue Staff Public	The Site Supervisor will ensure the correct dismantling procedure is followed thus maintaining the structural integrity of the equipment at all times
	Incorrect use of kentledge or ground stakes	Rigging Crew Other Contractors Venue Staff Public	Where kentledge or ground stakes are required to secure equipment in position the Site Supervisor will pay particular attention to their use and fitting to ensuring the structural stability of the equipment.
	Use of sheet materials to "Over-board" or "double skin"	Rigging Crew Other Contractors Venue Staff Public	Where plywood or similar sheet materials are overlaid on top of stage equipment they shall be securely fixed to the stage decks to prevent them being lifted by the wind.
Equipment "left behind" at the end of a job becoming a hazard	Other Contractors Venue Staff Public	Upon the completion of the de-rigging the Site Supervisor will make an inspection of the site to ensure that no equipment remains on site.	

Hazard or Activity	Risk Due To	To Whom	Action
Fire	Flammable materials	Rigging Crew Other Contractors Venue Staff Public	Standard black valance material is inherently flame retardant and complies with the requirements of BS 5867 Part 2 1980 Type B Performance using test method 2
			Site Supervisor to ensure that nothing will be placed under the stage (except storage in made on bar shelves included specifically within a bar system for this purpose).
Mechanical handling equipment	Incorrect use	Rigging Crew Other Contractors Venue Staff Public	Mechanical handling equipment is to be operated by persons possessing adequate training, experience or knowledge so that they are considered competent to operate such equipment.
	Collision	Rigging Crew Other Contractors Venue Staff Public	Whilst mechanical handling is in use access to the immediate area is to be restricted to the Rigging crew only. Others working nearby should be made aware that mechanical handling equipment is in use.
Accidents and dangerous occurrences	Unreported incidents preventing corrective action	Rigging Crew Other Contractors Venue Staff Public	Any accidents or dangerous occurrences are to be reported in accordance with RIDDOR 1995 to a) the client, b) a representative of the venue or site c) The DHE Professional Director.
Use of equipment	Client unaware of potential hazards	Other Contractors Venue Staff Public	Once the equipment is complete and the final inspection by the Site Supervisor has taken place the client will be invited to inspect the equipment to satisfy themselves that the equipment is complete and is as agreed.
			A Completion form is used to formally hand over the equipment to the client.
			The client will receive a copy of "Risk assessment for the information of the Client" detailing potential risks associated with the use of the equipment.

### PPE EQUIPMENT REQUIRED, AND IN USE, FOR STAGE ERECTION

- Steel Toe Cap Footwear
- Hi-Visibility Jackets
- Hard-hats
- Appropriate Hand wear
- Appropriate harnesses where required.



Marton Cricket Club 150 Celebrations – Saturday 12<sup>th</sup> July 2014

### ***Domestic Noise complaints***

Domestic noise complaints to the Council include noise from loud music and party noises. Officers can investigate complaints made to them about domestic noise and as a result issue enforcement action or prosecution. The legislation that officers use to remedy domestic noise complaints is contained within the Environmental Protection Act 1990. A section of the Act identifies that noise emitted from premises so as to be prejudicial to health or a nuisance can constitute a statutory nuisance. For noise to be considered a statutory nuisance, there must be evidence of the effect that the noise has upon the complainant.

### ***Licensed Premises Noise complaints***

The licensing legislation permits conditions to be placed upon the licenses to control the noise that escapes so that it does not disturb people who live nearby. This event is considered an outdoor concert and therefore is effected by this legislation. In the event that evidence exists that identifies that a licensed premises has breached the conditions on its licence to control noise or is permitting the noise to cause a disturbance to neighbouring premises, then a review of the licence can be undertaken to remedy the situation.

In order to comply with licensing conditions, protect our neighbouring residents from noise pollution and to ensure that the event is enjoyable for all, the following measures will be put in place:

- A leaflet drop will be made to all local residents (Marton, Marton Manor and Marton West) in the month before the event. This will outline details of the event, timings and contact details in the event of any issues.
- Licence holder, Stephan WILLERS and Event Manager, Stephen CLARKE, will be on site and contactable during the day. In the event of any problems or complaints, Stephen CLARKE should be contacted on mobile number 07860 366669.
- Sound engineers advised of levels to comply with Open Spaces licence. It should be noted that should the sound limits be measured, this should be over a 15 minute period, one metre outside nearest noise sensitive premises. The maximum level of 75dBA has been set.
- Equipment sound checks will take place on the morning of Saturday 12<sup>th</sup> July. There will only be one sound check. The Sound check will last a maximum of 1.5 hours and will be between 10.00am-12.00 pm.
- The sound engineers provided by the stage hire company, are to be informed of the licensing restrictions and to agree to obey Stephen CLARKE if asked to reduce noise levels.
- Complaints on the day will be documented by the Event Manager (i.e. name, address, telephone number and complaint). Complaints will be addressed immediately and if not completely resolved, then the Event Manager will deal with ongoing issues following the event.
- Middlesbrough Council noise monitoring service can contact the Event Manager or licensee directly if there is a problem. The licensee will refer the matter to the Event Manager, who will contact the Sound Engineer as soon as possible for action to reduce the noise levels. The sound desk has agreed to comply with the licence and is obliged to do so.

**Marston Cricket Club: 150 Celebration 12<sup>th</sup> July 2014**

**RISK ASSESSMENT**

<b>Assessed by:</b>	<b>STEPHEN CLARKE (EVENT MANAGER)</b>	<b>Date of assessment:</b>	<b>13<sup>th</sup> February 2014</b>
		<b>Date of implementation:</b>	<b>11<sup>th</sup>/12<sup>th</sup> JULY 2014</b>

<b>Hazards</b>	<b>Who will it effect and how?</b>	<b>Initial Risk Level</b>	<b>Control Measures</b>	<b>Evaluation of Residual Risk</b>	<b>Further Action/Information</b>
Vehicles and Pedestrians	Staff, volunteers, contractors and the public may suffer injury from collisions with moving vehicles	Medium	Access to car park clearly marked and controlled by security staff  No moving vehicles (except emergency services) allowed on the cricket pitch throughout the event  Vehicles on site during set-up must use hazard lights when moving and exercise due care and attention at all times	Low	
People experiencing illness or injury	Staff, volunteers, contractors and the public  Persons could become ill or suffer an injury at any time	Medium	First Aid staff will be on site throughout the event. There will be a clearly visible First Aid Point with seating provided.	Low	
Major Incident	Staff, volunteers, contractors and the public	Low	In the event of a major incident, the emergency services will be contacted. Dependent upon the nature of the incident, the relevant emergency service will take control of the response, supported by the security team and the event organisers.	Low	
Electricity	Staff, volunteers, contractors and the public:  May suffer serious or fatal injury from shocks.	Medium	Members of the public have very limited access to any electrical equipment Equipment will have relevant PAT certificates in place Event staff are aware of how to isolate power, should the need arise	Low	

Hazards	Who will it effect and how?	Initial Risk Level	Control Measures	Evaluation of Residual Risk	Further Action/Information
Sale of Alcohol	<p><i>Members of the public:</i></p> <p>Persons may suffer harm or injury if they become too intoxicated</p>	Medium	<p>Staff and volunteers will be briefed with regards to serving alcohol to persons who appear intoxicated.</p> <p>Security staff will be monitoring the crowd for rowdy or anti-social behaviour</p> <p>Drunk people will be refused entry to the event</p> <p>Overly intoxicated people, once inside the event, will be asked to leave.</p>	Low	
Erection of the stage	<p><i>Staff, volunteers, contractors and the public:</i></p> <p>May be injured from heavy equipment or from pieces falling from above</p>	Medium	<p>See separate risk assessment, provided by the stage supplier.</p> <p>Fully trained and qualified erection staff to be used during build &amp; dismantling of the stage.</p>	Low	
Bouncy Castle	<p><i>Members of the public:</i></p> <p>May be injured whilst using the bouncy castle</p>	Medium	<p>Bouncy Castle supplier will provide full risk assessment as part of the hire agreement.</p> <p>Fully trained and qualified staff to be supplied by the bouncy castle supplier as part of the hire agreement.</p> <p>Bouncy Castle supplier has own public liability insurance policy in place.</p>	Low	

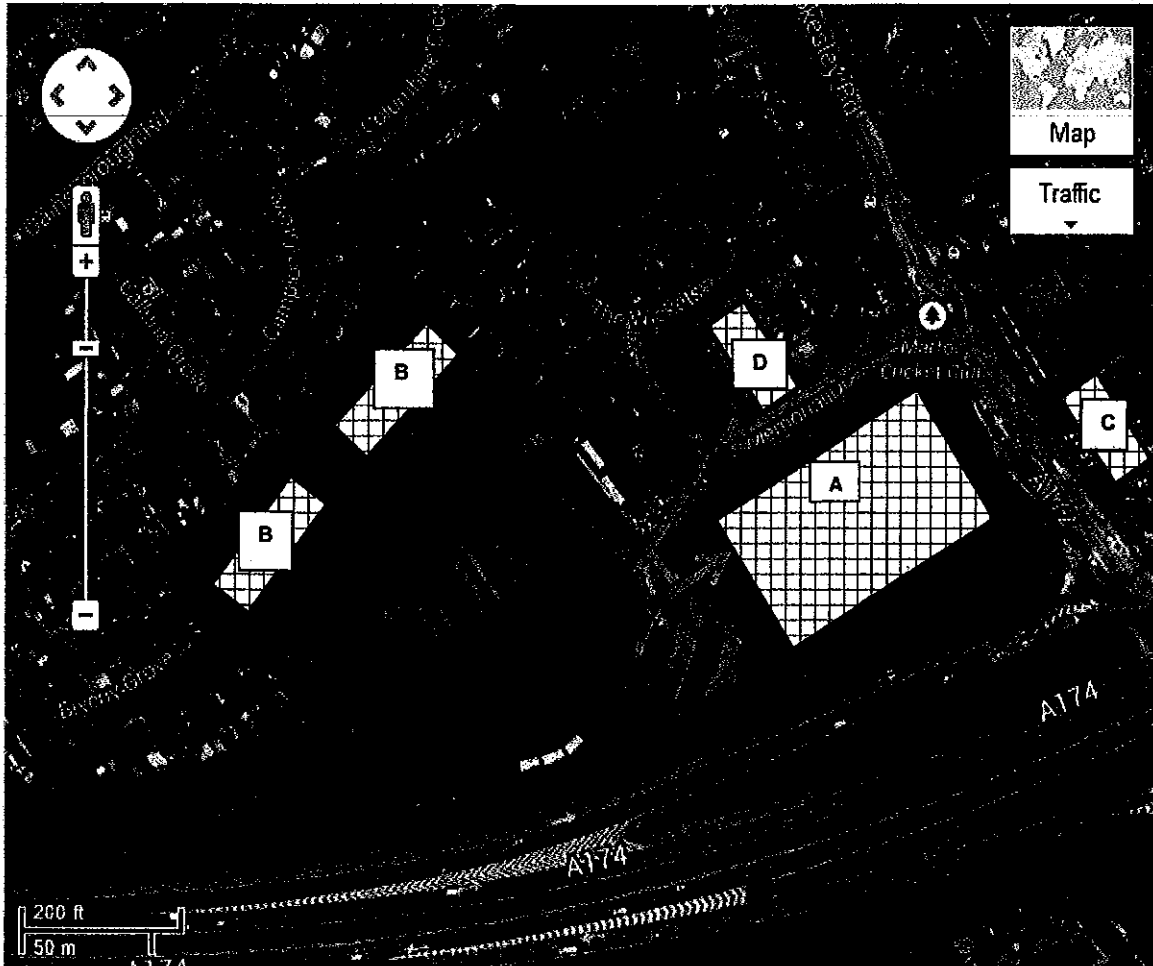
**Notes:**

## FIRE RISK ASSESSMENT

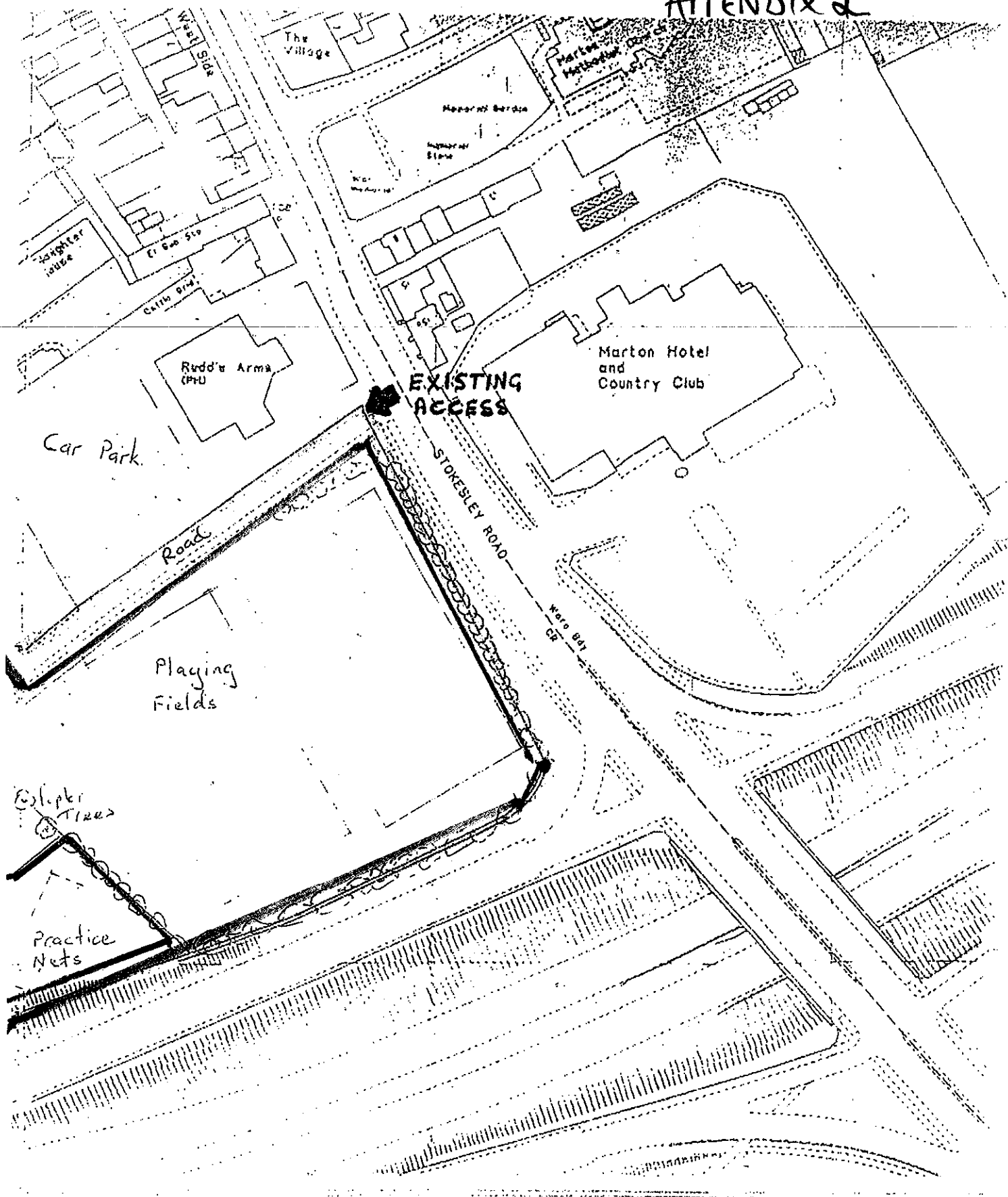
Hazards	Who will it effect and how?	Initial Risk Level	Control Measures	Evaluation of Residual Risk	Further Action/Information
Electrical equipment	Staff, volunteers, contractors and the public: May suffer serious/fatal injury from smoke inhalation/ burns	High	All electrical equipment to have a valid PAT certificate/markings Visual checks to be carried out to ensure the equipment appears to be in good working order	Low	Risk assessment at appendix 3
<b>Hazards</b>	<b>Who will it effect and how?</b>	<b>Initial Risk Level</b>	<b>Control Measures</b>	<b>Evaluation of Residual Risk</b>	<b>Further Action/Information</b>
Cigarettes	Staff, volunteers, contractors and the public: May suffer serious/fatal injury from smoke inhalation/ burns	Medium	No smoking will be allowed on stage, back stage, around electrical equipment or at any of the bar areas Constant checks by security staff to ensure compliance Signage to remind customers that it is illegal to smoke in an enclosed space (bar)	Low	All staff to operate with due diligence
Stage lighting (excess heat)	Staff, volunteers, contractors and the public: May suffer serious/fatal injury from smoke inhalation/ burns	Low	Ensure equipment is in good working order and away from any flammable materials	Low	Risk assessment at Appendix 3
Packaging and rubbish	Staff, volunteers, contractors and the public: May suffer serious/fatal injury from smoke inhalation/ burns	Medium	Ensure packaging and rubbish is kept in a safe place, away from any ignition sources.	Low	All staff to operate with due diligence
<b>Notes:</b>					

Priorities for the Traffic Management Plan are:

- To create a safe event for the public attending
- Minimise disruption to residents, business and traffic in the surrounding area
- Encourage the use of public transport and footpaths

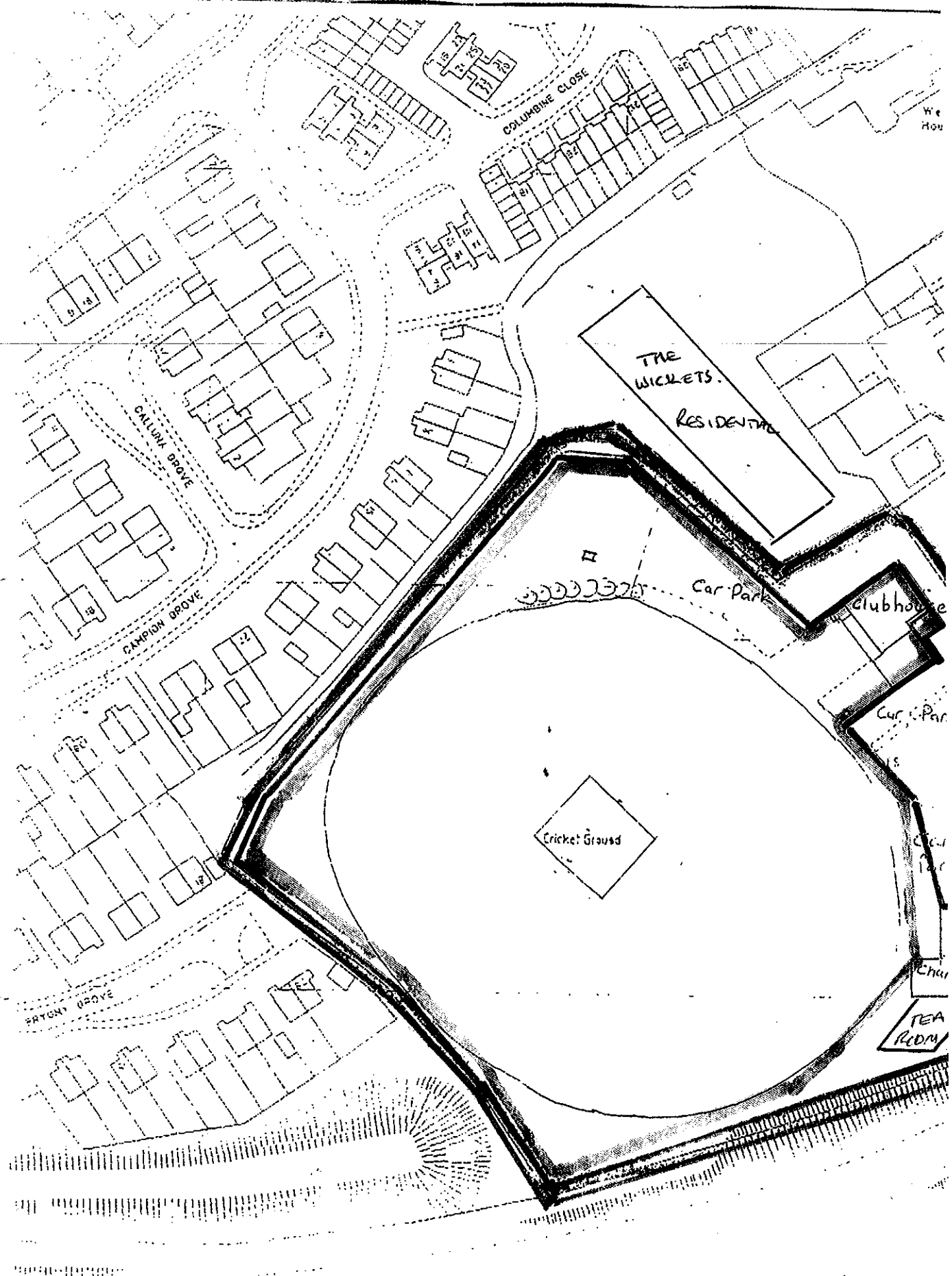


- Traffic will be controlled on the day by members of the security staff
- Access to the site will be from the A172, Stokesley Road, onto Memorial Drive, through the main access gate and onto the football field (labelled A)
- Overflow parking will be available at the north and east ends of the cricket field (labelled B)
- Additional overflow parking will be made available at the Marton Hotel & Country Club (labelled C) and at The Rudds Arms Public House (labelled D)
- There is sufficient parking for the following numbers:
  - A. 400 vehicles
  - B. 80 vehicles
  - C. 60 vehicles
  - D. 20 vehicles
- Bollards will be used to prevent parking on Memorial Drive and within The Wickets residential area.



Proposed All Weather Facilities for  
 Marton Cricket Club  
 Stokesley Road  
 Marton  
 Middlesbrough

M  
 EXISTING SITE PLAN



KEY.

- Boundary of the premises, including outdoor areas.
- Area to be used for the provision of regulated entertainment.
- Area to be used for the sale and consumption of alcohol.



**Fw: Marton Cricket Club amendments**  
 Tim Hodgkinson to: Louise Romaine

16/04/2014 09:04

Tim Hodgkinson  
 Principal Licensing Officer  
 Middlesbrough Council  
 Tel 01642 728720

----- Forwarded by Tim Hodgkinson/COMPROT/Middlesbrough\_Borough\_Council/GB on 16/04/2014 09:03 -----

From: Tim Hodgkinson/COMPROT/Middlesbrough\_Borough\_Council/GB  
 To: paul.higgins@cleveland.pnn.police.uk, Claire Pitcher/COMPROT/Middlesbrough\_Borough\_Council/GB@Middlesbrough\_Borough\_Council, Paul MacGregor/COMPROT/Middlesbrough\_Borough\_Council/GB@Middlesbrough\_Borough\_Council  
 Date: 11/04/2014 14:43  
 Subject: Fw: Marton Cricket Club amendments

Please see amended traffic management plan. I've agreed with the applicant to extend the consultation period to 30 April 2014 to allow us to consider fully. Please get back to me with any comments.

Thanks

Tim

Tim Hodgkinson  
 Principal Licensing Officer  
 Middlesbrough Council  
 Tel 01642 728720

----- Forwarded by Tim Hodgkinson/COMPROT/Middlesbrough\_Borough\_Council/GB on 11/04/2014 14:39 -----

From: Karen Sykes [REDACTED]  
 To: "tim\_hodgkinson@middlesbrough.gov.uk" <tim\_hodgkinson@middlesbrough.gov.uk>  
 Date: 09/04/2014 16:05  
 Subject: Marton Cricket Club amendments

Hello Tim

hope you are well. I have attached the amended Traffic Management Plan as discussed. I hope this is ok. In addition, as we have amended the information on parking, I have revised the site plan slightly. To enhance safety, I have relocated the portable toilets so that they are not near to any potential moving vehicles.

thus I have attached the following files:

- \* The amended and revised Traffic Management Plan
- \* A scanned copy of the agreement with the Head Groundsman for number and location of vehicles
- \* A copy of an email chain regarding overflow parking at the Marton Hotel and Country Club
- \* A revised site plan showing relocation of portable toilets.

regards

Karen

Karen Sykes



\*\*\* Email Security scanned this email for malicious content  
\*\*\*  
\*\*\* IMPORTANT: Do not open attachments from unrecognized  
senders \*\*\*



MCC 150 TRAFFIC MANAGEMENT PLAN revised.docx MCC 150 Parking at club.pdf



MCC 150 SITE PLAN (2).docx Marton Hotel parking emails.docx

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**From:** Stephen Clarke  
**Sent:** 01 April 2014 19:26  
**To:** [REDACTED]  
**Subject:** Re: Marton Cricket Club - 150th year of celebration

Thanks Nick, that's great and we will use someone to direct the cars. Our event will be from midday until 2230 at night

Regards  
Steve

---

**From:** [REDACTED]  
**Sent:** Tuesday, April 01, 2014 07:19 PM  
**To:** Stephen Clarke  
**Subject:** Re: Marton Cricket Club - 150th year of celebration

Hi Steve,

We would like to help, but we also have functions on at the hotel on that day/night. I still think that we could accommodate a limited number of cars for you but I think we would need to limit to that number and direct any cars to a section away from the main part of the car park that we would need for our customers.

We would need someone from the cricket club to direct the cars to the agreed section so that people do not just park anywhere. What hours is your event running from and till ?

Regards,

Nick

---

**On Tue 01/04/14 4:26 PM , Stephen Clarke [REDACTED] sent:**

Hello Nick

Sorry to bother you, but I am seeking to have a music festival and family fete on the 12<sup>th</sup> of July 2014 to celebrate the Clubs 150<sup>th</sup> year of cricket.

I was wondering if you could allocate around 25 car park spaces, although these may not be needed, for potential attendees on the day?

These attendees are likely to pop in for a drink at your premises, either before or afterwards and you would obviously benefit from that.

Hope you can help out and thanks in advance.

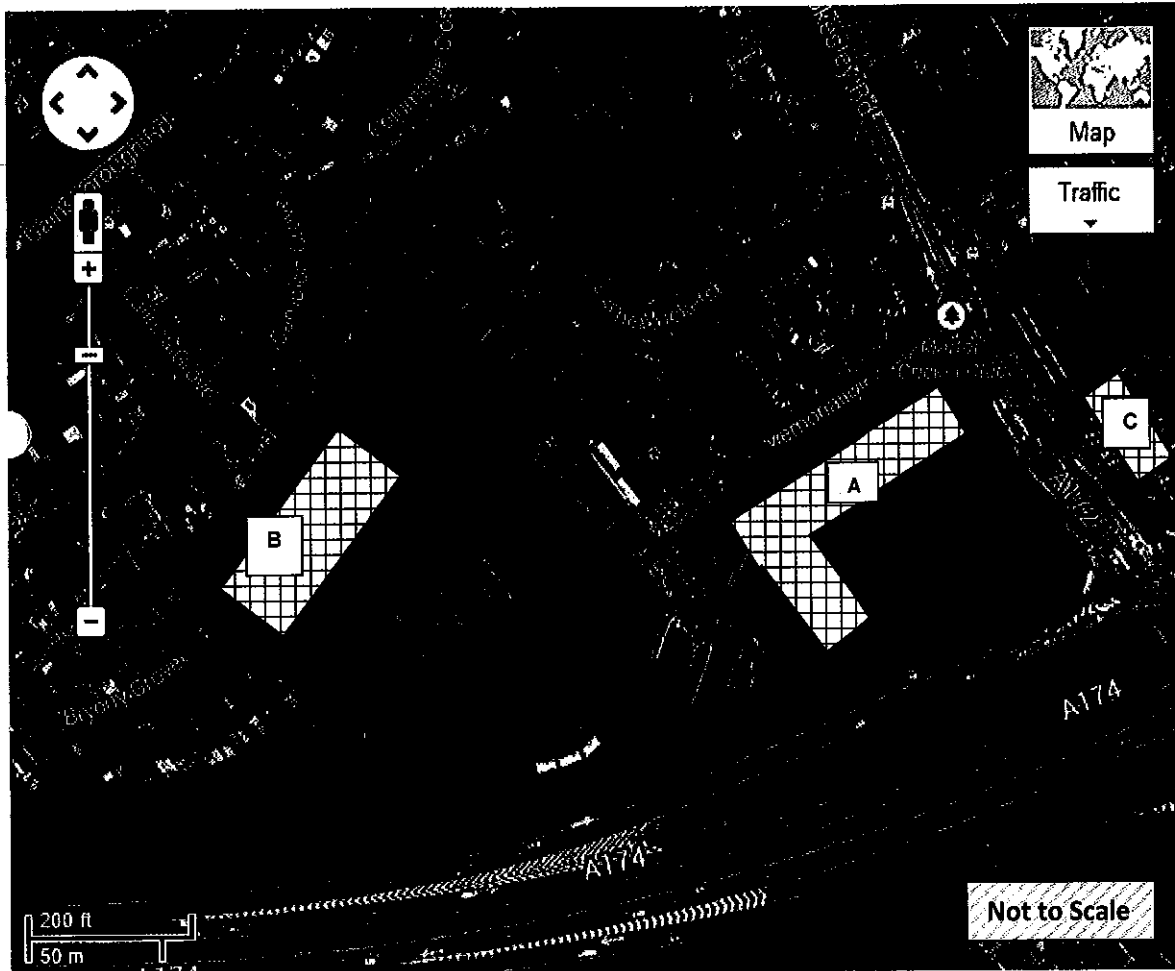
A prompt reply to this email either way, would be really helpful.

Regards  
Steve

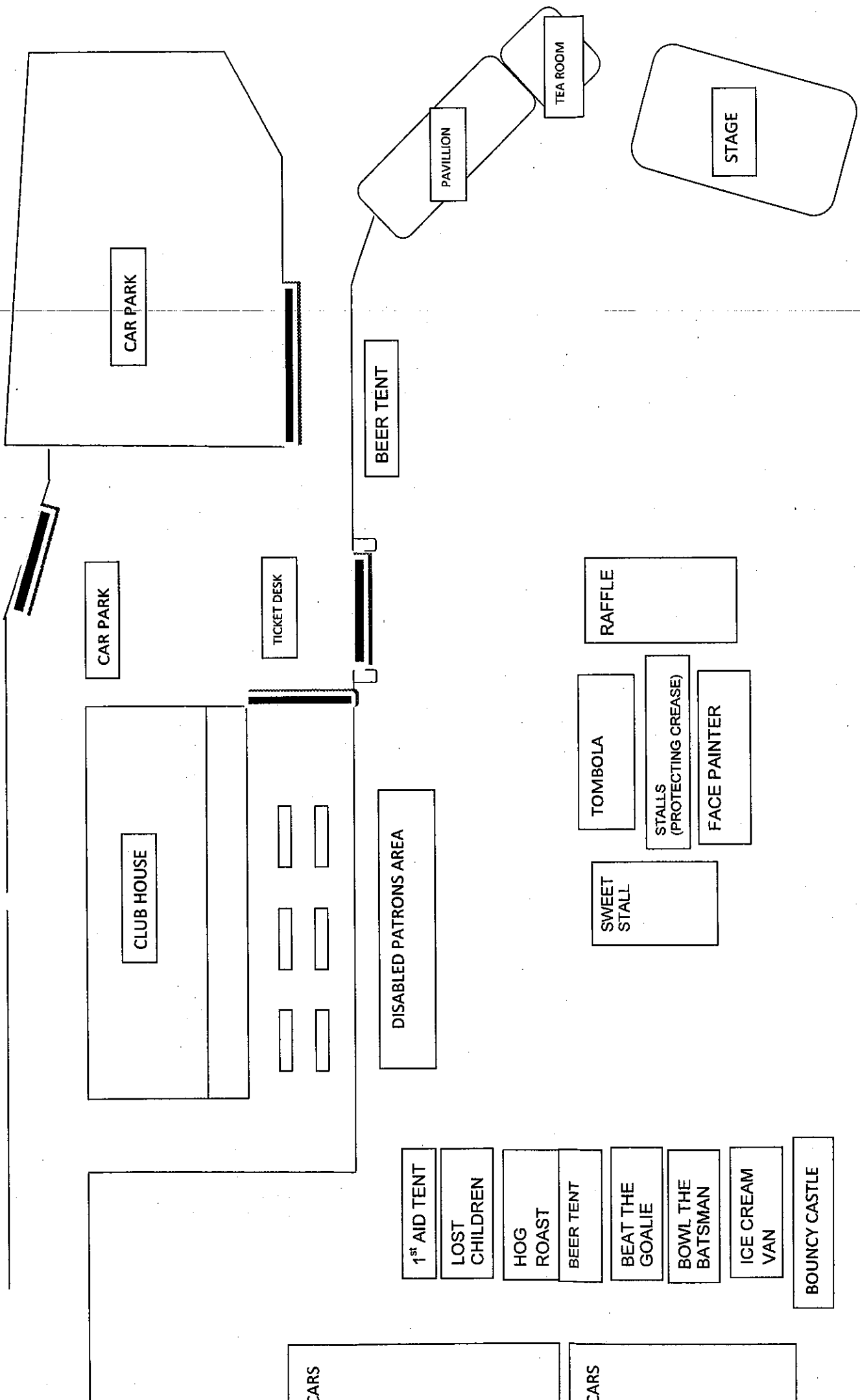
Steve Clarke  
Club President

Priorities for the Traffic Management Plan are:

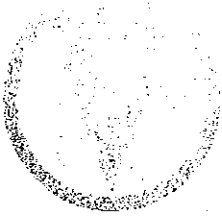
- To create a safe event for the public attending
- Minimise disruption to residents, business and traffic in the surrounding area
- Encourage the use of public transport and footpaths



- Traffic will be controlled on the day by security staff who will be instructed to ask visitors to park in the official parking areas and not to park in residential areas.
- Access to the site will be from the A172, Stokesley Road, onto Memorial Drive, through the main access gate and onto the identified parking areas with clear signage
- Additional overflow parking is available at the Marton Hotel & Country Club (labelled C). Should the parking areas at the club become full, then up to 25 vehicles will be directed to the hotel by security staff.
- The identified parking areas can hold the following numbers:
  - The existing Cricket Club car park houses 58 vehicles
  - The Football Pitch (labelled A) will provide 100 parking spaces
  - The Cricket Field (labelled B) will provide 200 parking spaces
  - The Marton Hotel & country club has up to 25 spaces as an overflow facility (see attached email).

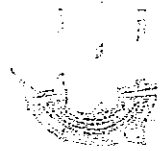


**APPENDIX 1: SITE PLAN**  
(Not to scale)



## Marton Cricket Club

The Cricket Ground, Stokesley Road,  
Marton, Middlesbrough, Cleveland, TS7 8JU .  
Tel : 01642 311800  
www.martoncc.co.uk



MARTON C. C.

### CAR PARKING 12-7-2014

NORTH END CRICKET PITCH 120x50 mtrs APPROX 200 CARS

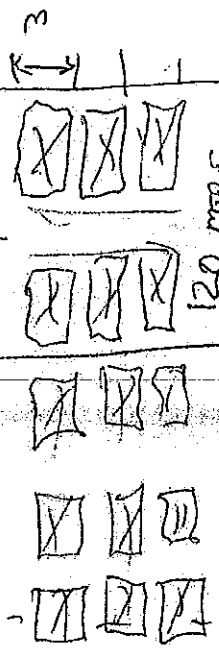
NORTH + WEST FOOTBALL PITCH 90x30 mtrs APPROX 100 CARS

P.H.W.

HEAD OF GROUND 3-4-2014

SCORE BOARD

$$\frac{5 \times 40}{200}$$



CRICKET  
SQUARE

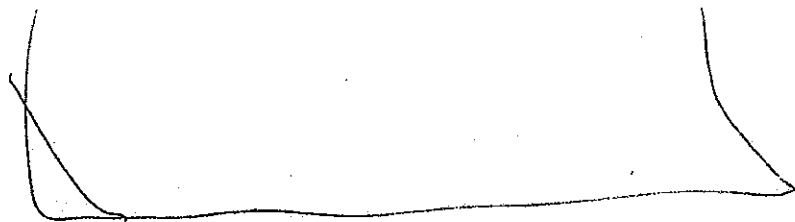
AREA  
ONE  
PACEMEN'S

←  
CAN  
PARIZ  
ENTRANCE

STAGE

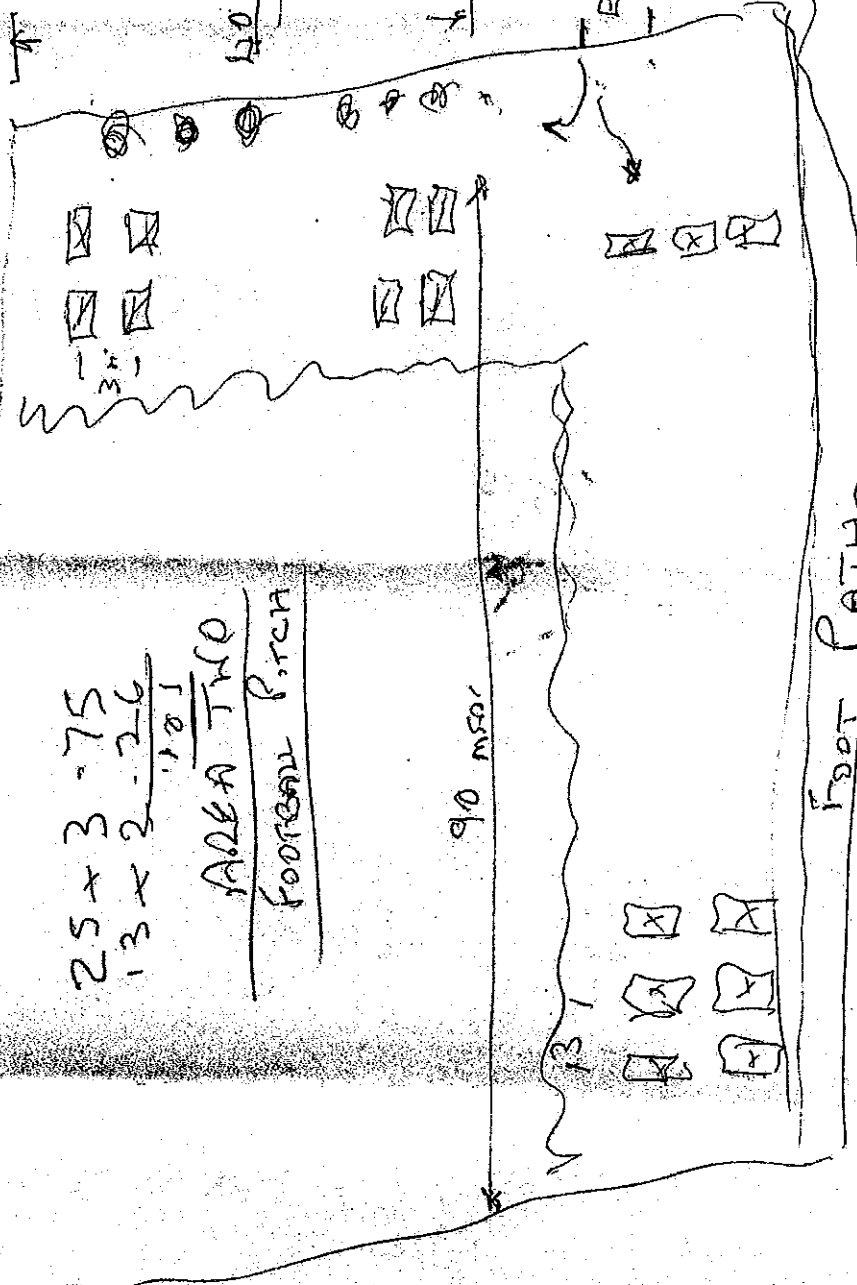
WICKETS

STAGE



140 MTS

ESSENCE



25 x 3 - 75  
13 x 2 - 26  
1101

AREA TWO  
FOOTBALL PITCH

90 MTS

FOOT PATH

MEMORIAL DRIVE

AUDIENCE

CLUBS

ROAD

- 8 APR 2014

6/4/2014

To whom it may concern,

RE application for a premise licence

In Respect of

Marton Cricket Club

Stokesley Road, Marton

On behalf of my wife and myself, we object to the grant of a licence for the above mentioned premise on 12<sup>th</sup>. July 2014. The grounds are threefold Noise, Traffic and Parking and Legality.

Noise: Past history of noise in area from events held at Stewarts Park and Ormesby hall.

Stewarts Park: Cleveland Show and night time musical events inc. Ormesby Hall.

Cleveland Show: Unable to sit in garden during day due to constant loud loudspeaker announcements.

Can watch TV etc provided windows closed, sound somewhat muted by double Glazing.

Musical Events: Can and have interfered with enjoyment of TV. Etc despite double glazing and closed windows. Use of Garden impossible.

When the A174 (parkway) has been closed and loudspeakers used the noise levels have been unbearable and drowned out TV. ,radio or Music Centre ensuring that all we could hear were the loudspeakers. Our house is situated directly opposite the cricket ground and less than 100yards away across the Parkway. It should be noted that this is closer than parts of the cricked ground that the music will be broadcast too.

My wife, Sandra, unfortunately suffers from many ailments including Poly myalgia Rheumatica and severe loss of mobility due to pressure on the spine from the brain and is in constant pain, including severe headaches, for most of the time. This means she is basically confined to the upstairs rooms and uses a wheel chair if going outside. A stair lift has been approved for her use and we will be asking for it to be fitted as her condition has deteriorated, prescription medicines have caused Muscle Wastage. Present medicines include Morphine patches and liquid Morphine. Her condition is worsened when she attempts to move around which causes fatigue. This means she needs plenty of rest/sleep to recuperate after any exertion. Her few enjoyments left in life are reading and watching TV. These past times and rest will be impossible for the whole day if music is broadcast throughout the cricket ground; despite the double glazing and closed windows, as past experiences have proved. In addition if Sandra does not get sufficient rest her health is adversely affected for days afterwards.

Present Licencing Conditions for the club stipulate that all doors and windows in the club must be closed if Music is played. This being the case how can outside and amplified music be considered even for one day, this is a total contradiction of terms. Quiet music inside the premise that cannot be allowed to be heard outside but Yes to amplified music outside that can be heard by everyone



**Traffic and Car parking:** Over 2,000 persons are anticipated to attend many who will arrive by car. The club has only limited hard standing, use of grassed areas eg football field not being allowed. The overspill will park on the surrounding roads causing obstructions for residents and Emergency services. Other cars will be attempted to park in the car parks at the Rudds Arms and Marton Country Club which could lead to public order offences. Other roads in the area will be used for car parking eg. Woodrow Ave. Canberra Road or in Marton Manor. These are used when events are held at Stewarts Park and often lead to private drives being obstructed and residents unable to leave or enter their own drives.

**Legality of Application:** The application has not been made by the Cricket Club, who hold the present licence, but by the cricket Section and I understand without the full approval of the social club.

The applicant is not a member of the social Club Committee. Does the applicant fulfil the criteria of the fit and proper person (nominated Person) in that she has sufficient knowledge of the licencing Laws and will be in full control of the premises and be able to deal efficiently or effectively with any problems that may arise. Will she be on the premises and available for the duration of the application. If granted this application creates the precedent where any section may apply for a licence without the approval of the licence holder.

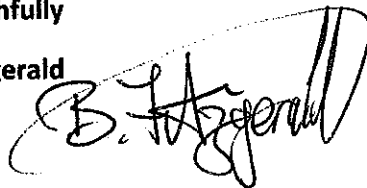
The Land is, I understand, Owned by the War memorial trust and was given for the use of the residents of Marton. This application would mean that I as a resident and member of the Social club would be expected to pay for entering the grounds and club. Surely this is contrary to the intentions of the trust.

I have enclosed a letter from the Cricket Club??? Concerning a meeting to be held on Monday 7th. April open to any one including non-members and nearby residents. Surely Non-members are not allowed in licenced club premises unless signed in by a member? Who can only sign in a set number. This appears to be an attempted deceit on behalf of the applicants to imply that local residents have been fully consulted. This unsigned letter was only available to persons accessing the club house during the week before the meeting. ie. members.

Local residents are unaware of this application. The basic legal requirements for display of notices may have been complied with eg notice on gates to club grounds and Evening Gazette. However the ground is not exactly on most peoples path, only residents of the wickets ( If they stop their cars to have a look) and users of the club. I am not aware of notices at the local shops etc. How many people buy the Gazette or read the public Notices. I do and still missed the announcement.

Yours Faithfully

Brian Fitzgerald

A handwritten signature in black ink, appearing to read 'B. Fitzgerald', written over the typed name.



## **Marton Cricket Club**

The Cricket Ground, Stokesley Road,  
Marton, Middlesbrough, Cleveland, TS7 8JU  
Tel: 01642 311800  
[www.martoncc.co.uk](http://www.martoncc.co.uk)



# **Marton Cricket Club**

## **150<sup>th</sup> Anniversary Family**

## **Fun Day and Music Event**

## **12<sup>th</sup> July 2014**

There will be an open meeting for anyone, including non-members and nearby residents, who wishes to attend and find out what the plans are for this event, ask questions, raise any concerns and volunteer idea's or assistance on Monday 7<sup>th</sup> April at 7pm in the main room.

Please come along

## **Public Notice**

### **Application in respect of a Premises License**

**Marlon Cricket Club, Stokesley Road, Marlon, Middlesbrough, TS7 8JU**

**Notice is hereby given that we, Marlon Cricket Club, have applied on 17<sup>th</sup> March 2014, to Middlesbrough Council for grant of a Premises Licence in respect of the above mentioned premises.**

**The licensable activities applied for are: A one-day, ticketed, outdoor family celebration festival, on and around the Cricket Pitch, to mark the 150 year anniversary of Marlon Cricket Club, on Saturday 12<sup>th</sup> July 2014, including:**

- The supply, sale by retail and consumption of alcohol between the hours of 11:00 – 22:00 from outdoor bars, on and around the Cricket Pitch**
- The provision of live and recorded music for entertainment and dancing, between the hours of 11:00 – 22:30, on and around the Cricket Pitch.**

**The licensable hours applied for are:**

**11:00 – 22:30 – Saturday 12<sup>th</sup> July 2014**

**Anyone wishing to make representations in respect of this application should write to Middlesbrough Council at the address stated below. Representations must be made in writing and no later than 28 consecutive days from the date of application.**

**It is an offence to knowingly or recklessly make a false statement in connection with this application. The maximum fine for which a person is liable on summary conviction for this offence is £5,000.**

**A record of this application can be inspected at:**

**Middlesbrough Council: Licensing Office  
Vancouver House, Gurney Street, Middlesbrough  
Or**

**[www.middlesbrough.gov.uk](http://www.middlesbrough.gov.uk)**

MIDDLESBROUGH COUNCIL  
LICENSING OFFICE.

IAN CARLINS.

8-4-2014

RE. APPLICATION IN RESPECT OF A PREMISES LICENSE  
MARTON CRICKET CLUB, STOCKESLEY ROAD, MARTON,  
MIDDLESBROUGH, TS7 8JU ON THE 12<sup>TH</sup> JULY 2014.

I WISH TO OBJECT TO THE ABOVE APPLICATION FOR  
THE FOLLOWING REASONS,

1 THE STAGE WILL BE FACING MARTON MANOR ESTATE,  
CREATING UNACCEPTABLE LEVELS OF NOISE TO  
RESIDENTS OF THE ESTATE FOR 1½ HOURS.

2 DANGEROUS CONGESTION ON STOCKESLEY ROAD.

(CONGESTION ON STOCKESLEY RD, IS BAD ENOUGH, WITHOUT AN EXTRA  
INFUX OF TRAFFIC FOR THIS EVENT.)

3 THERE IS ONLY A LIMITED AMOUNT OF PARKING AT THE  
CRICKET CLUB, RESULTING IN CHAOS ON STOCKESLEY ROAD, AS  
POLICE OR STEWARDS REDIRECT THE OVERFLOW ELSEWHERE,  
THERE IS ALSO A VERY REAL RISK OF VISITORS PARKING  
DANGEROUSLY AND DISRUPTIVELY ON THE ESTATE.

YOURS SINCERELY

I Gasling.