



## NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

Premises licence number

NWL20390

## Part 1 – Premises details

**Postal address of premises, or if none, ordnance survey map reference or description**

Donington Park, Castle Donington,

**Post town**

Derbyshire

**Telephone number****Post code**

DE74 2RP

**Where the licence is time limited the dates**

**Licensable activities authorised by the licence**

1. The sale by retail of alcohol for consumption on and off the premises.
2. Late night refreshment indoors and outdoors.
3. Plays indoors and outdoors.
4. Films indoors and outdoors.
5. Indoor sporting events.
6. Boxing or wrestling entertainment indoors and outdoors.
7. Live music indoors and outdoors.
8. Recorded music indoors and outdoors.
9. Performances of dance indoors and outdoors.
10. Anything of a similar description to live music, recorded music or performances of dance indoors and outdoors.
11. Provision of facilities for making music indoors and outdoors.
12. Provision of facilities for dancing indoors and outdoors.
13. Provision of facilities for entertainment of a similar description to making music or dancing indoors and outdoors.

**The time the licence authorises the carrying out of licensable activities****Indoors:**

Monday to Thursday – 10.00am to 04.00am

Friday to Sunday – 10.00am to 07.00am

On New Year's Eve from the end of permitted hours on New Year's Eve to the start of the permitted hours on the following day (or, if there are no permitted hours on the following day, midnight on 31<sup>st</sup> December).

**Outdoors:**

Monday to Sunday – 10.00am to 04.00am.

**Late Night Refreshment:**

Monday to Sunday – 11.00pm to 05.00am

**The opening hours of the premises**

Monday to Sunday – 09.00am to 07.30am

On New Year's Eve from the end of permitted hours on New Year's Eve to the start of the permitted hours on the following day (or, if there are no permitted hours on the following day, midnight on 31<sup>st</sup> December).

No time restrictions in relation to outdoor facilities.

**Where the licence authorises supplies of alcohol whether these are on and/or off supplies**

The sale by retail of alcohol for consumption on and off the premises.

**Part 2**

**Name, (registered) address, telephone number and e-mail (where relevant) of holder of premises licence**

Donington Park Leisure Limited  
Castle Donington  
Derbyshire  
DE74 2RP

**Registered number of holder, for example company number, charity number (where applicable)**

01869637

**Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol**

Mr M C Quilliam  
C/o Donington Park  
Castle Donington  
Derbyshire  
DE74 2RP

**Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol**

Personal Licence Number of Designated Premises Supervisor: BROX00185

Issuing authority: Broxtowe Borough Council

## **Annex 1 – Mandatory conditions**

1. No supply of alcohol may be made under the premises licence;
  - a) at a time when there is no designated premises supervisor in respect of the premises licence, or
  - b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
2. Every supply of alcohol must be made or authorised by a person who holds a personal licence.
3. The admission of children to the exhibition of any film is to be restricted in accordance with these conditions and Section 20 of the Licensing Act 2003.
4. Where the film classification body is specified in the licence, unless condition 5(b) applies, admission of children must be restricted in accordance with any recommendation made by that body.
5. Where-
  - (a) the film classification body is not specified in the licence, or
  - (b) the relevant licensing authority has notified the holder of the licence that this subsection applies to the film in question, admission of children must be restricted in accordance with any recommendation made by that licensing authority.
6. In this section-  
"children" means persons aged under 18; and  
"film classification body" means the person or persons designated as the authority under section 4 of the Video Recordings Act 1984 (c.39) (authority to determine suitability of video works for classification).

## **Annex 2 – Conditions consistent with the operating schedule**

1. No more than 79,999 people shall attend the premises at any one time inclusive of staff and performers.
2. For all outdoor entertainment events for which an event management plan is required, the calculations of the capacity of the event shall be provided to the Local Authority's Health and Safety department and agreed upon within 28 days prior to the event.
3. The licensee shall, not less than 28 days prior to an outdoor event being held with a projected attendance over 10,000 on any event day, notify in writing the Responsible Authorities, East Midlands Airport International Limited and the Parish Council of details of the event.
4. The Licensee shall prepare and submit to the Responsible Authorities an event management plan for any outdoor entertainment licensable event. The plan shall include details of all the following points and, the organisers shall indicate the measures that will be in place to ensure that Public Nuisance, Public Safety and Public Health are protected throughout any such events:
  1. Capacity and Entry Control
  2. Operating times
  3. Entry
  4. Closure of premises
  5. Medical and First Aid provision
  6. Staging, Structures and Telecommunications<sup>1</sup>
  7. Mechanical installations
  8. Liquid petroleum gas
  9. Gangways and exits
  10. Lighting, Lasers and Lighting Effects<sup>2</sup>
  11. Electrical installations
  12. Electrical staff
  13. Security and Safety
  14. Stewards
  15. Fire Safety
  16. Special risks
  17. Noise Control
  18. Sanitation, cleansing and drinking water supplies
  19. Signage
  20. Public Address system
  21. Office facilities
  22. Safety barriers
  23. Plans
  24. Bottles, etc
  25. Site access and egress
  26. Refreshment and trading facilities
  27. Disabled persons
  28. Other attractions
  29. Camping arrangements
  30. Welfare and information arrangements
  31. Litter Collection and Management<sup>3</sup>

<sup>1</sup> Written notification of staging, structures and cranes exceeding the East Midlands Airport advised threshold and transmission equipment

of any kind shall be provided by the licensee at least 28 days prior to the event. This shall include an exact location using 6 figure co-ordinates and the height of the proposed structure to an accuracy of +/- 1 metre, including any plant used for its installation and supporting Data Sheets or specifications for telecommunications. No erection of such structures without prior written confirmation from East Midlands Airport. Any unscheduled/unavoidable changes must be advised a minimum 7 days prior to the event to East Midlands Airport International Limited.

<sup>2</sup> Any lighting, including fixed lighting, lasers and other light effects will require written notification provided by the licensee no less than 28 days prior to the event and confirmation of effectiveness by inspection by East Midlands Airport International in writing no less than 28 days prior to the event.

<sup>3</sup> A detailed Litter Management Plan including litter collection during and after the event shall be submitted to, and agreed by, East Midlands Airport International Limited in writing no less than 28 days prior to the event.

5. The maximum number of days on which outdoor entertainment events may be held shall be limited to 28 days in any one calendar year.
6. The Licensee shall maintain operating policies and procedures to be observed by management, employees and any person contracted to work at the premises.
7. The licensee shall maintain and operate satisfactory fully comprehensive risk assessments and policies for the use of both the fixed and outdoor facilities at the premises, including but not restricted to, the following: -
  - 1) Exhibitions and Conference Centre Risk Assessment and Policies and Procedures Manual;
  - 2) Race Meeting Risk Assessment;
  - 3) Event Management Plan for the annual Download Festival and similar outdoor entertainment events.
8. The licensee shall consult with the Responsible Authorities and agree measures to be adopted for the control of any nuisance or disturbance and the safety of persons attending all outdoor events including competitors or performers.
9. An adequate number of stewards shall be provided for all outdoor events to assist with the prevention of crime and disorder
10. The licensee shall consult with the police prior to all outdoors events for the provision of appropriate police support including in the case of emergency.
11. The licensee shall be vigilant to ensure that public nuisance is avoided due to events or functions held at the fixed facilities and take appropriate preventative measures. This shall be in the form of a noise control scheme approved by the Local Authority that accounts for the nature and character of the noise.
12. There will be no age restricted film showings or nudity or semi-nudity events in the presence of children.

13. A supply of drinking water should be provided and maintained in the public arenas, on all campsites and in the inner circuit area when licensable activities are taking place. All water dispensing equipment should be clean, well maintained and suitable and the water microbiologically safe.
14. East Midlands Airport International Limited must be notified in writing at least 28 days prior to the commencement of all outdoor events (attendance over 10,000 per event day).
15. East Midlands Airport International Limited is to be invited to all pre and post interagency meetings for major events with a projected public attendance over 10,000 per event day for the purpose of consultation.
16. The risk assessments and event management plan for all major events (attendance over 10,000 per event day) will be designed to ensure the minimum of disruption to the local road network and to avoid the event having any effect upon the safe operation of aircraft using East Midlands Airport International Limited. A documented Traffic Management Plan must be submitted to, and confirmed by, East Midlands Airport International Limited no later than 28 days prior to any major event going ahead (attendance over 10,000 per event day).
17. Before an outdoor event at which pyrotechnics are to be used, the premises licence holder will agree with East Midlands Airport International Limited, North West Leicestershire District Council and Leicestershire Fire and Rescue Service a method statement for the use of pyrotechnics and shall provide those bodies with a copy at least 30 days prior to such event. The method statement will be reviewed by the premises licence holder 24 hours before the event to take account of possible changes in climatic or other conditions and appropriate action taken.
18. Any pyrotechnic special effects generated within the curtilage of the canopy of any outdoor stage areas must be documented in a risk assessment including a method statement and be submitted to North West Leicestershire District Council and East Midlands Fire Brigade at least 30 days prior to the event taking place.
19. In relation to the Exhibition and Conference Centre the capacity number of persons allowed to be present in the premises at any one time (including all persons employed within the premises and those associated with the entertainment) shall not exceed 3,500 unless written agreement of both the Head of Environment and the Fire Officer has been obtained for numbers up to an absolute maximum of 6,000.
20. Where there would be potential for public safety to be compromised as a result of multiple events being held on site and during build up/break down of such events e.g. Download/Mercedes Track use/Moto GP, or similar combinations, relevant control strategies must be implemented. In addition to the specific Event Management Plans that are submitted 28 days prior to any outdoor entertainment licensable event, a specific multi-use site Assessment should also be submitted. Where multi-use activities cannot be operated safely, the event(s) will not be permitted.
21. The un-weighted peak sound pressure level at any time within the audience area shall not exceed 140dB.
22. During performance music times, the event LAeq at any point within the licensed site to which the public is allowed access shall not exceed 107dB. Continuous staffed monitoring shall be undertaken and made available on demand to the satisfaction of the Licensing Authority.

23. No member of the public shall be allowed to come within three metres of an operational loudspeaker.
24. At all musical and similar entertainment events subject to the premises licence, trees and woodland areas subject to a Tree Preservation Order which are considered by the Local Planning Authority to be at risk shall be protected from potential damage by a fencing scheme to be first agreed in writing with the Local Planning Authority unless an alternative scheme of protection is first agreed in writing with the Local Planning Authority. In both cases such agreement not to be unreasonably withheld or delayed. Any scheme agreed will remain in place of the duration of the event(s).
25. Noise propagation tests shall be undertaken and completed to the satisfaction of the Licensing Officer for all outdoor events where amplified music is employed. The sound systems shall be configured and operated in a similar manner as intended for the event. The sound sources used for the test shall be similar in character to the music likely to be produced during the event. Appropriate control limits at the sound mixer position and adjustments to sound amplification equipment as a result of the testing shall be agreed to the satisfaction of the Licensing Officer.
26. The licensee shall not permit noise emanating from the licensed site to unreasonably disturb the persons in the neighbourhood and in any event, shall undertake an agreed noise monitoring scheme to ensure that the music noise levels shall not exceed the higher of  $55L_{Aeq}$ , 15min free-field or an  $L_{eq}$  15min free-field equal to the background ( $L_{A90}$ ) plus  $15dB_{(A)}$  should not be exceeded at agreed residential properties. These levels may however be amended in the situation of significant climatic effects, in agreement with an officer from the Environmental Health Department.
27. The licensee shall undertake an agreed noise monitoring scheme to ensure that between 23.00 and 07.00 hours noise from the event site, which includes the car parks and campsites shall:
  - a) be inaudible within neighbouring occupied residential properties or;
  - b) shall not exceed an 8 hour  $L_{Aeq}$  of 45 dB at 1 metre from the façade of noise sensitive residential properties whichever is the less. The licensee shall comply with any noise control requirements made during the event by the Licensing Officer or his appointed representative.
28. The licensed site shall at all times be maintained in a clean, sanitary and safe condition.
29. Suitable and sufficient sanitary accommodation, hand washing facilities and drinking water supplies shall be provided. The licensee shall ensure that adequate sanitary facilities are provided and located in agreement with the Licensing Officer. These facilities shall be available for inspection by an Enforcement Officer of the Council not less than 24 hours before the entertainment is open to the public.
30. The licensee shall ensure that the sanitary accommodation, washing facilities and drinking water supplies are maintained in a clean, safe and sanitary condition and are kept in efficient working order.
31. The licensee shall ensure that adequate arrangements are made for dealing promptly with any water leak or blockage on the licensed site. Where the sanitary accommodation does not discharge to a sewer, the licensee shall provide and have permanently available for the duration of the licensed event a vacuum tanker for the



removal of storage and the waste shall be disposed of at points agreed with the licensee by Severn Trent Water Limited.

32. The licensee shall ensure that waste generated from sanitary accommodation and washing facilities is disposed of in an approved manner.
33. Sufficient skips/waste bins are to be placed around the licensed site for the disposal of litter and waste. These skips and bins shall be emptied on a regular basis to avoid overflow and shall in any event be emptied at least one hour before the arena gates open.
34. Skips and bins shall be located where practicable to ensure that vehicles needed to empty them do not endanger persons on site and to ensure that they are not accessible to the audience in the arena.
35. Bins in the arena and campsite shall be regularly emptied or replaced throughout the event to remove potential fuel supplies for fires.
36. The licensee shall ensure that suitably trained and equipped staff are employed to collect litter both during and after the event.
37. Where temporary toilet accommodation is required the licensee shall ensure that where practicable and in consultation with NWLDC Licensing Officer, separate sex toilet accommodation shall be provided at agreed locations on the premises. These shall be adequately screened, signposted and well lit if they are to be available during the hours of darkness.
38. Toilet paper shall be provided in each cubicle in such a position as it will not become foul and shall be renewed as often as necessary.
39. An area with suitable lavatory accommodation shall be provided for the use of disabled persons in wheelchairs.
40. At outdoor entertainment licensable events involving a campsite of over 5000 people and an open duration of more than 3 nights, off site sanitary accommodation, including wash hand basin facilities, shall be provided at designated areas on High Street and at the bus station on High Street, Castle Donington. These requirements shall be agreed in consultation with NWLDC Licensing Officer.
41. Any planned aerial entertainment activities will require the approval of East Midlands Airport International Limited no less than 28 days prior to the event.
42. The use of personal fireworks is not permitted anywhere on the Donington Park site. Anyone found in possession of such items will have them confiscated by security stewards or other enforcement personnel.

**Annex 3 – Conditions attached after a hearing by the licensing authority**

**Annex 4 - Plans**

**Application for the review of a premises licence or club  
premises certificate 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 Sean Moore Ps567

*(Insert name of applicant)*

**apply for the review of a premises licence under section 51 of the Licensing Act 2003 for the premises described in Part 1 below (delete as applicable)**

**Part 1 – Premises or club premises details**

**Postal address of premises or, if none, ordnance survey map reference or description**

Donington Park, Castle Donington,

**Post town** Derbyshire

**Post code (if known)** DE74 2RP

**Name of premises licence holder or club holding club premises certificate (if known)**

Donington Park Leisure Limited.

**Number of premises licence or club premises certificate (if known)**

NWL20390

**Part 2 - Applicant details**

I am

**Please tick yes**

- 1) an interested party (please complete (A) or (B) below)
- a) a person living in the vicinity of the premises
- b) a body representing persons living in the vicinity of the premises
- c) a person involved in business in the vicinity of the premises
- d) a body representing persons involved in business in the vicinity of the premises
- 2) a responsible authority (please complete (C) below)

3) a member of the club to which this application relates (please complete (A)  below)

**(A) DETAILS OF INDIVIDUAL APPLICANT (fill in as applicable)**

Please tick

Mr  Mrs  Miss  Ms  Other title  
(for example, Rev)

**Surname**

**First names**

I am 18 years old or over

Please tick yes

**Current postal address if different from premises address**

**Post town**

**Post Code**

**Daytime contact telephone number**

**E-mail address (optional)**

**(B) DETAILS OF OTHER APPLICANT**

Name and address

Telephone number (if any)

E-mail address (optional)

### (C) DETAILS OF RESPONSIBLE AUTHORITY APPLICANT

Name and address  
PS567 Sean Moore,  
Leicestershire Constabulary Licensing Department,  
Mansfield House,  
74 Belgrave Gate,  
Leicester LE1 3GG

Telephone number (if any)

E-mail address (optional)

#### This application to review relates to the following licensing objective(s)

Please tick one or more boxes

- 1) the prevention of crime and disorder
- 2) public safety
- 3) the prevention of public nuisance
- 4) the protection of children from harm

#### Please state the ground(s) for review (please read guidance note 1)

1. The premises have been controlled by the current management since February 2007.

2. On the 22<sup>nd</sup> April 2008 I received a complaint from Inspector Paul McKinder of our Operations Planning Department to the effect that the premises licence were not engaging satisfactorily with his department in preparation for the forthcoming Moto Grand Prix thereby undermining the licensing objectives relating to the prevention of crime and disorder and the promotion of public safety.

3. As a result, on the 23<sup>rd</sup> April 2008, I wrote to the premises licence holder, proposing a meeting to discuss these issues. Following a telephone call and e-mail from Mr Lee Gill at Donington Park and discussions with the Council licensing department, a meeting took place on the 8<sup>th</sup> May 2008.

4. The outcome of that meeting, where the police raised their concerns with the management team of the premises, was unsatisfactory in that Inspector McKinder reported that plans subsequently submitted by the licence holders did not address the concerns raised at that meeting.

5. Scrutiny of the current licence conditions suggests that a significant number have been breached in relation to engagement with the responsible authorities and Nottingham East Midlands Airport.

6. On the 13<sup>th</sup> June 2008 police conducted a test purchase operation at the premises when the Download music festival was taking place. 4 of the 6 bars visited sold alcohol to the 15 year old female test purchaser. The sellers were issued with fixed

penalty tickets.

7. On the 14<sup>th</sup> June 2008 the police repeated the exercise and 7 bars out of 9 visited sold to the 14 year old resulting in fixed penalty notices being issued to the sellers.

8. On the 15<sup>th</sup> June 2008 5 bars visited by the test purchaser all refused service and the current designated premises supervisor. Mr Johnathan Lloyd Lewis, was given a warning letter. This letter stressed the need for staff to challenge anyone who appeared to be under 21 years of age.

9. On the 21<sup>st</sup> June 2008, on the occasion of the Moto Grand Prix, the police again conducted a test purchase operation using a 14 year old test purchaser. The first 3 bars visited sold alcohol to the test purchaser but the subsequent 15 attempts were refused.

10. On the 22<sup>nd</sup> June 2008 the operation was repeated at 24 bars all of which refused service having asked for identification.

11. It is the police view that this sequence of events demonstrates a serious undermining of the crime prevention, public safety and protection of children licensing objectives. This is compounded by the licence holder's demonstrated ability to prevent such sales once they were alerted to the operation taking place.

**Please provide as much information as possible to support the application**  
(please read guidance note 2)



**Please tick yes**

Have you made an application for review relating to this premises before

If yes please state the date of that application

Day Month Year

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**If you have made representations before relating to this premises please state what they were and when you made them**

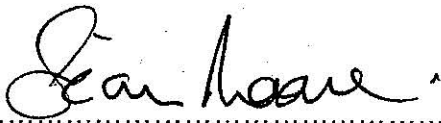
Please tick yes

- I have sent copies of this form and enclosures to the responsible authorities and the premises licence holder or club holding the club premises certificate, as appropriate
- 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 3 – Signatures** (please read guidance note 3)

**Signature of applicant or applicant's solicitor or other duly authorised agent** (See guidance note 4). If signing on behalf of the applicant please state in what capacity.

Signature 

Date 3.7.08

Capacity Licensing Officer

<b>Contact name (where not previously given) and postal address for correspondence associated with this application</b> (please read guidance note 5)	
<b>Post town</b>	<b>Post Code</b>
<b>Telephone number (if any)</b>	
<b>If you would prefer us to correspond with you using an e-mail address your e-mail address (optional)</b>	

**Notes for Guidance**

1. The ground(s) for review must be based on one of the licensing objectives.
2. Please list any additional information or details for example dates of problems which are included in the grounds for review if available.
3. The application form must be signed.
4. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
5. This is the address which we shall use to correspond with you about this application.



Leicestershire  
Constabulary

**Licensing Act 2003 - Report to the Licensing Committee regarding the Police application to review the premises licence at Donington Park, Castle Donington.**

**Background – why we have made the application:**

Sir,

I report in my capacity as the licensing officer for the Leicestershire Constabulary

These premises need little introduction as they are of international renown as a motor sport race circuit and event venue. The licensed occupancy figure is 79,999, far and away the largest in the County.

It surely follows that the potential threat to public safety is of a very high order.

The police have no wish to see this wonderful facility lose its licence, or the ability to put on the many splendid events that it does, giving pleasure to thousands, if not millions, via television.

**What we do wish to see is the promotion of the licensing objectives being central to the planning and execution of these events.**

In recent times, since the change of ownership in 2007, this appears not to have been the case and the purpose of making this application is to ask you to remedy this.

The current premises licence, under the Licensing Act 2003, was issued to Donington Park Leisure Ltd., of which Mr Kanwaljit Gill and Mr Simon James Gillett are both directors with Mr Gill being the company secretary.

Mr Martin Christopher Quilliam is the current designated premises supervisor (DPS).

This licence has 42 conditions attached to it relating, inter alia, to requirements for the licence holder to engage with the responsible authorities, particularly in relation to event planning.

Inspector Paul McKinder of the police Operations Planning Department has provided you with evidence relating to the licence holders failing to comply with a number of these conditions.

Fire Officer John Brown has provided similar information.

Your own licensing officer, Emma McHugh, who has been involved with the licensing of the Park since the current Act became law, has provided evidence of almost systematic failure to abide by the conditions your Committee placed on this licence with the consent of the current holders.

While these failures may amount to criminal offences under the Act both the police and your officers agree that , at present, the licensing objectives will be better promoted by this application rather than prosecution.

Finally Sgt John O'Brien has provided evidence that alcohol test purchase operations were conducted at numerous bars at the premises on the occasions of the Download music festival, which ran from the 13<sup>th</sup> to the 15<sup>th</sup> June 2008 and the Moto GP which took place on the 21<sup>st</sup> June 2008.

Whilst the designated premises supervisor (DPS) was varied to be Mr Jonathan Lloyd Lewis for the duration of Download it should be noted that the premises licence holder remained the same and therefore responsible for promoting the licensing objectives during the event. We say their failure to do so is evidenced by the number of failures followed by the ability of the staff to prevent further sales once they were alerted to the operation.

Would any of these sales have taken place had the staff received proper training, particularly in relation to the Challenge 21 policy?

### **Proposals.**

Section 52 of the Act states that the authority must, having regard to the application and any relevant representations, take such of the steps mentioned below, as it considers necessary for the promotion of the licensing objectives:

1. to modify the conditions of the licence
2. to exclude a licensable activity from the scope of the licence
3. to remove the DPS
4. to suspend the licence for up to 3 months
5. to revoke the licence

Whilst having no intention of fettering your discretion we would ask you to consider the following possibilities:

1. Issuing a warning as described in paragraph 11.16 of the Guidance issued under Section 182 of the Act, on the understanding that any further breaches of the licence conditions will prompt a further review application.
2. A condition that the licensee will adopt the Challenge 21 policy and provide adequate, documented training for staff before they are allowed to serve alcohol. (This is a policy approved by the Government and the Association of Chief Police Officers designed to prevent under age sales.)
3. A condition that the Designated Premises Supervisor will obtain the Confederation of Professional Licensees National Diploma for Designated Premises Supervisors level 3 course. This focuses on the role and responsibilities of the DPS above and beyond the syllabus for the level 2 National Certificate for Personal Licence Holders. The DPS must provide the licensing authority with sight of the certificate within the next 3 months. (This course focuses on the need for staff training in order to prevent under age sales.)
4. A condition that Mr Gill and Mr Gillette will obtain the National Certificate for Personal licence holders. They must provide the licensing authority with sight of the certificates within the next 3 months. (This course provides a basic understanding of the responsibilities of those involved in operating a licence under the Licensing Act 2003.)

5. A condition that the licence holder will provide the Chief Officer of Police with details, including the anticipated number of attendees, of all proposed out door events, at least 42 days prior to the event being held. The licence holder must consult with the Chief Officer of Police regarding the policing of these events.
6. A condition that the licence holder will, where it is reasonably anticipated that more than **ten thousand** people will attend an outdoor event on one day, provide the Chief Officer of Police, at least 42 days prior to the event, with the following:
  - (a) an event plan and detailed schedule with reference to the stewarding and security personnel to be utilised in the event site and at any other relevant places.
  - (b) an analysis of the potential and likelihood for crime and disorder to occur as a direct or indirect result of the event taking place either at the event location, in the vicinity or at any other relevant places, with a summary of the manner in which these potential risks will be mitigated
  - (c) co-operation, in partnership with the Police, the Council, other responsible agencies in preparing contingency plans to deal with a major incident, the plan must accommodate the arrival of the emergency services at the Event (and other critical incidents in the vicinity such as East Midlands Airport) in order to deal with any incident/emergency that may occur and to facilitate the police's obligations to investigate deaths on behalf of the coroner. (These plans will be made available to all relevant agencies and will not be altered or amended without prior consultation.)
  - (d) a detailed analysis and breakdown of the Traffic Management Plan for the event.
7. A condition that the licence holder will co-operate with any reasonable request by the Chief Officer of Police to conduct emergency exercises at the premises.

Where any of the above, or other conditions, are added it will be necessary to scrutinise the licence to prevent duplication or contradiction.

Sean Moore Ps567



290708

## **Under age sales issues.**

1. Summary
2. Warning letter and process from the Download Festival.
3. Process from the Moto GP
4. Interview notes with DPS Martin Quilliam
5. Briefing sheets produced by Mr Quilliam
6. Letter from Mr Quilliam and acknowledgement.

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## **Brief summary of test purchase in June 2008 at Donington Park.**

### **13<sup>th</sup> June 2008**

Download festival 6 bars on the site test purchased by a 15 year old female of which 4 served. The 4 members of staff that served where issued with a FPN. The temp. DPS Jonathan Lewis was issued with a written warning.

### **14<sup>th</sup> June 2008**

Download festival 9 bars on the site test purchased by a 14 year old female of which 7 served. The 7 members of staff that served where issued with a FPN. The temp. DPS Jonathan Lewis was issued with a written warning.

### **15<sup>th</sup> June 2008**

2 test purchase operations during the Download event where t/p was refused service. On completing a 3 t/p I identified a female member of staff from Download pointing t/p out to her staff which resulted in service being refused for this and the next two test purchases. Female spoken to and advised in relation to obstructing PC in the course of their duty. As t/p's I.D. compromised the operation was called off. On receiving his written warning temp. DPS Mr Lewis was advised in relation to this unacceptable behaviour and assured his staff will not do the same again following and pointing t/p's out. Test purchaser on this occasion was a 15 year old female.

### **21<sup>st</sup> June 2008**

Grand Prix event at Donington Park where 18 test purchase operations took place. Three of which served the 14 year old female t/p. Three FPN's issued to members of staff who served t/p. The three premises that served on this occasion where the first three visited by the t/p. Whilst PC2083 was at the fourth bar i/c with a t/p he witness and heard a male who was later identified as David Greaves the catering manager approach the bar shouting Trading Standards were here, ask everyone if they're under 21 if they have ID. It would appear the catering manager and one of his colleagues an Andrew Burdett were following officers. Approached by PC152 Phillips and myself and advised re their conduct and the offence of obstructing a Police Officer.

### **22<sup>nd</sup> June 2008**

24 test purchases attempted during Grand Prix event all of which refused to serve t/p asking for ID on each occasion.

PS125 John O'Brien, Coalville Police Station. 230608.

*Download*

*13/06/08*

*To*

*15/06/08*



LEICESTERSHIRE CONSTABULARY

PENALTY NOTICE AMOUNT £80

\* DOWNLOAD FESTIVAL \*

PART 6B

STATEMENT OF WITNESS

(C J Act 1967, S. 9, M C Act 1980, Subsection 5a (3a) and 5b s102, Criminal Procedure Rules 2005, Rule 27.1)

IMPORTANT INFORMATION

REMOVE PARTS 1-5 BEFORE WRITING ON THIS PAGE

STATEMENT OF (name) Richard Phillips

Age 29 Occupation PC 112

This statement, signed by me, is true to the best of my Knowledge and belief. I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false or do not believe to be true.

At 12:35 PM on the 14 June 2005  
I witnessed the accused send  
a 14 year old text purchaser  
with a line of laptop  
the accused took payment for  
the account

(Continue on MG11A if necessary and affix firmly to PND)

SIGNED [Signature] COLLAR No. 0152

LPU/AREA NW DATE 14062005

DETAILS OF OFFICER CORROBORATING EVIDENCE

NAME John O'Brien

COLLAR No. 125

SIGNED (Sig) [Signature]

NOTEBOOK No.     

DATE 14062005

SUPERVISORS DETAILS

COLLAR No. 125

SIGNATURE [Signature]

LEICESTERSHIRE CONSTABULARY  
PENALTY NOTICE AMOUNT £80

PART 6B

STATEMENT OF WITNESS

(C J Act 1967, S9; M C Act 1980, Subsection 5a (3a) and 5b s102; Criminal Procedure Rules 2005, Rule 27.1)

IMPORTANT INFORMATION

REMOVE PARTS 1-5 BEFORE WRITING ON THIS PAGE

STATEMENT OF (name) Richard Phillip

Age 42 Occupation PC MR

This statement, signed by me, is true to the best of my Knowledge and belief: I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false or do not believe to be true.

AT 1301HRS ON THE 14 JUNE  
2008 I WAS ON PLAIN CLOTHED  
BY TAKING PART IN A TEST  
PERFORMING OPERATIONS AT THE DEMONSTRATION  
CENRE WHERE I WITNESSED THE  
ACCIDENT INVOLVING A 14 yr old  
GIRL WITH A PAT OF LEAD

(Continue on MG11A if necessary and affix firmly to PND)

SIGNED [Signature] COLLAR No. 0152

LPU/AREA NW DATE 14062008

DETAILS OF OFFICER CORROBORATING EVIDENCE

NAME John O'Brien

COLLAR No. 125

SIGNED (Sig) [Signature]

NOTEBOOK No.     

DATE 14062008

SUPERVISORS DETAILS

COLLAR No. 125

SIGNATURE [Signature]

LEICESTERSHIRE CONSTABULARY  
PENALTY NOTICE AMOUNT £80

PART 6B

STATEMENT OF WITNESS

(C J Act 1967, S9; M C Act 1980, Subsection 5a (3a) and 5b s102, Criminal Procedure Rules 2005, Rule 27.1)

IMPORTANT INFORMATION

REMOVE PARTS 1-5 BEFORE WRITING ON THIS PAGE

STATEMENT OF (name) Richard Phillips

Age 021 Occupation PC 152

This statement, signed by me, is true to the best of my Knowledge and belief: I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false or do not believe to be true.

At 12:00hrs on the 14 June  
2008 I was on K&A circuit  
by taking part in a test  
Procedure operation at Donwood  
concrete when I witnessed  
the accused serve a 14yr  
and female with a fine  
of £1000.

(Continue on MG11A if necessary and affix firmly to PND)

SIGNED [Signature] COLLAR No. 0152

LPU/AREA NW DATE 14062008

DETAILS OF OFFICER CORROBORATING EVIDENCE

NAME John O'Brien

COLLAR No. 125

SIGNED (Sig) [Signature]

NOTEBOOK No.     

DATE 14062008

SUPERVISORS DETAILS

COLLAR No. 115

SIGNATURE [Signature]

LEICESTERSHIRE CONSTABULARY  
PENALTY NOTICE AMOUNT £80

PART 6B

STATEMENT OF WITNESS

(C J Act 1967, S.9; M C Act 1980, Subsection 5a (3a) and 5b s102, Criminal Procedure Rules 2005, Rule 27.1)

IMPORTANT INFORMATION  
REMOVE PARTS 1-5 BEFORE WRITING ON THIS PAGE

STATEMENT OF (name) Richard Phillips

Age 42 Occupation PC MR

This statement, signed by me, is true to the best of my Knowledge and belief: I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false or do not believe to be true.

At 131 hours on the 14 June 2008 I was on Plain clothes duty taking place in a JES Public house operation at Donwood Centre. When I witnessed the accused serve a 14 yr old girl with a pint of Lager.

(Continue on MG11A if necessary and affix firmly to PND)

WED [Signature] COLLAR No. 01152

LPU/AREA NW DATE 14062008

DETAILS OF OFFICER CORROBORATING EVIDENCE

NAME John O'Brien

COLLAR No. 129

SIGNED (Sig) [Signature]

NOTEBOOK No.     

DATE 14062008

SUPERVISORS DETAILS

COLLAR No. 125

SIGNATURE [Signature]

LEICESTERSHIRE CONSTABULARY  
PENALTY NOTICE AMOUNT £80

PART 6B

STATEMENT OF WITNESS

(C J Act 1967, S.9; M C Act 1980, Subsection 5a (3a) and 5b s(02; Criminal Procedure Rules 2005, Rule 27.1)

IMPORTANT INFORMATION

REMOVE PARTS 1-5 BEFORE WRITING ON THIS PAGE

STATEMENT OF (name) Richard Phillips

Age 0/21 Occupation PC 152

This statement, signed by me, is true to the best of my Knowledge and belief: I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false or do not believe to be true.

At 1.325 on the 14 June  
2008, I was on Plain clothes  
 duty taking part in a test  
 procedure operation at Donwald  
 church, where I witnessed  
 the accused serve a 14 yr  
 old girl with a two shots  
 of automatic Taurus revolver.

(Continue on MC11A if necessary and affix firmly to PND)

SIGNED [Signature] COLLAR No. 0152

LPU/AREA NW DATE 14062008

DETAILS OF OFFICER CORROBORATING EVIDENCE

NAME John O'Brien

COLLAR No. 125

SIGNED (Sig) [Signature]

NOTEBOOK No.     

DATE 14062008

SUPERVISORS DETAILS

COLLAR No. 125

SIGNATURE [Signature]

LEICESTERSHIRE CONSTABULARY  
PENALTY NOTICE AMOUNT £80

PART 6B

STATEMENT OF WITNESS

(C J Act 1967, S.9; M C Act 1980, Subsection 5a (3a) and 5b s102, Criminal Procedure Rules 2005, Rule 27.1)

IMPORTANT INFORMATION

REMOVE PARTS 1-5 BEFORE WRITING ON THIS PAGE

STATEMENT OF (name) Richard Pullias

Age 42 Occupation RE 102

This statement, signed by me, is true to the best of my Knowledge and belief: I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false or do not believe to be true.

At 1530hrs on the 14 June 2008 I was on Plain Court duty taking part in a test firework operation at the Donvalias concert when I witnessed the accused serve a 14 yr old test participant with an Accused Solid Rocket

(Continue on MG11A if necessary) and affix firmly to PND)

SIGNED [Signature] COLLAR No. 172

LPU/AREA NW DATE 14062008

DETAILS OF OFFICER CORROBORATING EVIDENCE

NAME John O'Brien

COLLAR No. 125

SIGNED (Sig) [Signature]

NOTEBOOK No.     

DATE 14062008

SUPERVISORS DETAILS

COLLAR No. 125

SIGNATURE [Signature]

LEICESTERSHIRE CONSTABULARY  
PENALTY NOTICE AMOUNT £80

PART 6B

STATEMENT OF WITNESS

(C J Act 1967, s.9; M C Act 1980, Subsection 2a (3a) and 5b s102, Criminal Procedure Rules 2005, Rule 27.1)

IMPORTANT INFORMATION

REMOVE PARTS 1-5 BEFORE WRITING ON THIS PAGE

STATEMENT OF (name) Richard Phillips

Age 42 Occupation PCMR

This statement, signed by me, is true to the best of my Knowledge and belief. I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false or do not believe to be true.

At 1535hrs on the 14 June 2008 I was on plain clothes duty taking part in a test procedure operation at the Down Road concert when I witnessed the accused seize a 14 year old female with an alcoholic beverage.

(Continue on M211A if necessary and affix firmly to PND)

SIGNED [Signature] COLLAR No. 152

LPU/AREA NW DATE 14062008

DETAILS OF OFFICER CORROBORATING EVIDENCE

NAME John O'Brien

COLLAR No. 125

SIGNED (Sig) [Signature]

NOTEBOOK No.     

DATE 14062008

SUPERVISORS DETAILS

COLLAR No. 125

SIGNATURE [Signature]

LEICESTERSHIRE CONSTABULARY  
PENALTY NOTICE AMOUNT £80

PART 6B

STATEMENT OF WITNESS

(C J Act 1967, S.9; M C Act 1980, Subsection 5a (3a) and 5b s102, Criminal Procedure Rules 2005, Rule 27.1)

IMPORTANT INFORMATION

REMOVE PARTS 1-5 BEFORE WRITING ON THIS PAGE

STATEMENT OF (name) Richard Phillips

Age 21 Occupation PC 152

This statement, signed by me, is true to the best of my Knowledge and belief: I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false or do not believe to be true.

AT 1230hrs on the 13<sup>th</sup> June  
2008 I was on Plain  
clothes being taken back in  
a test purchase operation at  
the National Centre when I  
witnessed the accused send  
a 14 year old girl with  
a VK Ice an alcohol based  
skin

(Continue on MG11A if necessary and affix firmly to PND)

SIGNED [Signature] COLLAR No. 152

LPU/AREA NW DATE 13062008

DETAILS OF OFFICER CORROBORATING EVIDENCE

NAME John O'Brien

COLLAR No. 125

SIGNED (Sig) [Signature]

NOTEBOOK No.     

DATE 13062008

SUPERVISORS DETAILS

COLLAR No. 125

SIGNATURE [Signature]



LEICESTERSHIRE CONSTABULARY  
PENALTY NOTICE AMOUNT £80

PART 6B

STATEMENT OF WITNESS

(C J Act 1967, S & M C Act 1980, Subsection 5a (3a) and 5b.s102, Criminal Procedure Rules 2005, Rule 27.1)

IMPORTANT INFORMATION

REMOVE PARTS 1-5 BEFORE WRITING ON THIS PAGE

STATEMENT OF (name) Richard Phillips

Age 0/21 Occupation PC 112

This statement, signed by me, is true to the best of my Knowledge and belief: I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false or do not believe to be true.

At 1300hrs on the 13 June 2008 I was on plain clothes duty taking part in a test procedure operation at the Lincoln's Centre when I witnessed the accused serve a 14 year old girl with two shots of 200mg - an alcohol based drink

(Continue on MG11, if necessary and affix firmly to PND)

SIGNED [Signature] COLLAR No. 152

LPU/AREA NW DATE 13062008

DETAILS OF OFFICER CORROBORATING EVIDENCE

NAME John O'Brien

COLLAR No. 1257

SIGNED (Sig) [Signature]

NOTEBOOK No.     

DATE 13062008

SUPERVISORS DETAILS

COLLAR No. 125

SIGNATURE [Signature]

LEICESTERSHIRE CONSTABULARY  
PENALTY NOTICE AMOUNT £80

PART 6B

STATEMENT OF WITNESS

(C J Act 1967, s.9; M C Act 1980, Subsection 5a, (3a) and 5b s102, Criminal Procedure Rules 2005, Rule 27.1)

IMPORTANT INFORMATION

REMOVE PARTS 1-5 BEFORE WRITING ON THIS PAGE.

STATEMENT OF (name) Richard Phillips

Age 42 Occupation PC 152

This statement, signed by me, is true to the best of my Knowledge and belief: I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have willfully stated in it anything which I know to be false or do not believe to be true.

At 1317th on the 13  
Jan 2008 I was on  
Plain clothes duty taking  
part in a test procedure  
operation at the New Road  
concrete when I witnessed  
the accused serve a 14  
year old test procedure with  
an accused person

(Continue on MG11A if necessary and affix firmly to PND)

SIGNED [Signature] COLLAR No. 152

LPU/AREA NW DATE 13062008

DETAILS OF OFFICER CORROBORATING EVIDENCE

NAME John Oliver

COLLAR No. 125

SIGNED (Sig) [Signature]

NOTEBOOK No.     

DATE 13062008

SUPERVISORS DETAILS

COLLAR No. 125

SIGNATURE [Signature]

LEICESTERSHIRE CONSTABULARY  
PENALTY NOTICE AMOUNT £80

PART 6B

STATEMENT OF WITNESS

(C J Act 1967, S.9; M C Act 1980, Subsection 5a (3a) and 5b s102; Criminal Procedure Rules 2005, Rule 27.1)

IMPORTANT INFORMATION

REMOVE PARTS 1-5 BEFORE WRITING ON THIS PAGE

STATEMENT OF (name) Richard Phillips

Age 0/21 Occupation PC 112

This statement, signed by me, is true to the best of my Knowledge and belief. I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false or do not believe to be true.

AT 1245HRS ON THE  
13 JUNE 2008 I WAS ON  
PLAIN CLOTHES DUTY TAKING  
PART IN A TEST PURCHASE  
OPERATION AT THE DONALD  
COURT WHEN I WITNESSED  
THE ACCUSED SERVE A  
14 YEAR OLD TEST PURCHASE  
WITH AN ALCOHOL BASED  
DRINK

(Continue on MG11A if necessary) and affix firmly to PND)

SIGNED [Signature] COLLAR No. 152

LP/AREA NW DATE 13062008

DETAILS OF OFFICER CORROBORATING EVIDENCE

NAME John O'Brien

COLLAR No. 125

SIGNED (Sig) [Signature]

NOTEBOOK No.     

DATE 13062008

SUPERVISORS DETAILS

COLLAR No. 125

SIGNATURE [Signature]



## Leicestershire Constabulary

**Date: Sunday 15<sup>th</sup> June 2008**

**Name: Jonathan Lloyd Lewis  
( Temporary DPS )**

**Premises: Download Festival  
Donington Park.**

Between Friday 13<sup>th</sup> June 2008 and Sunday 15<sup>th</sup> June 2008 an Under Age Test Purchase Operation was conducted on Licensed premises at Donington Park, East Midlands Airport, Castle Donington and Kegworth by the Leicestershire Constabulary.

As part of the operation your premises was visited which resulted in a young person being served with alcoholic drinks on more than one occasion. Those members of staff who served have been spoken to and issued with penalty notice fines and have therefore been dealt with for the offence of Selling Alcohol to a Person Under 18 which is Contrary to Section 146(1) and 7 of the Licensing Act 2003.

As I am sure you are aware you have a responsibility to ensure staff are suitably trained to prevent them serving under age people and are ultimately responsible for the premises. A DPS is a person who is both 'fit and proper' and the holder of this position should not take the responsibility lightly. On this occasion the Licensing Sergeant PS125 John O'Brien has interviewed you in order that a decision can be made with regards to how the incident may be dealt with in relation to yourself. The standard we apply is whether you have shown 'due diligence' in preventing the sale of alcohol by your staff to young people. You have been advised with regarding the checking of Identity / age of people who appear under 21 and the displaying of signage to this effect. All of this advice has been readily accepted by yourself and you have assured that it will be implemented, where possible, with immediate effect.

Prior to taking control as a DPS in Leicestershire you will be expected to liaise with the Licensing Sergeant confirming the above will be adhered to before any event takes place, where you will be offered help and support if so required.

The decision I have taken on this occasion is that you should receive a written warning. This warning is issued on a once only basis. This will be kept on record by

the Police and will be taken into account on any subsequent occasions licensing offences are committed.

PS125 O'Brien is committed to working with DPS's to ensure 'Good Practice' and to make the area a safe place to visit. The essence of this is good communication between all parties and I would ask this continue. Do not hesitate to contact PS125 O'Brien or myself should you require any further advice.

**Inspector 11 C. Brown**  
**North West Leicestershire**  
**Local Policing Unit Commander**

**I acknowledge receipt of this written warning.**

**Name: Jonathan Lloyd Lewis.**

**Date:**

15/6/08

**Signature:**



# ***Moto GP***

## ***2008***

111010 CT  
LEICESTERSHIRE CONSTABULARY

PENALTY NOTICE AMOUNT £80

\* MOTO GP \*

PART 6B

STATEMENT OF WITNESS

(C J Act 1967, S.9; M C Act 1980, Subsection 5a (3a) and 5b s102; Criminal Procedure Rules 2005, Rule 27.1)

IMPORTANT INFORMATION

REMOVE PARTS 1-5 BEFORE WRITING ON THIS PAGE

STATEMENT OF (name)

Richard Phillips

Age

0/21

Occupation

PCWR

This statement, signed by me, is true to the best of my Knowledge and belief: I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false or do not believe to be true.

At 1210H on 21 June 08  
I was on Plain clothes  
Duty taking part in  
A TEST PURCHASE OPERATION  
The Accused Seemed a  
14 yr old girl with a  
1/2 Plat card of Lact.

I issued the Accused with  
this FPN and after caution  
He made no F A comment  
of 'OK'

(Continue on MG11A if necessary and affix firmly to PND)

IED

*[Signature]*

COLLAR No.

152

LPU/AREA

NW

DATE

21062008

DETAILS OF OFFICER CORROBORATING EVIDENCE

NAME

Caroline GRANGER GRAHAM

COLLAR No.

4404

SIGNED (Sig)

*[Signature]* 4404

NOTEBOOK No.

DATE

21062008

SUPERVISORS DETAILS

COLLAR No.

125

SIGNATURE

*[Signature]*

111070 GH  
LEICESTERSHIRE CONSTABULARY  
PENALTY NOTICE AMOUNT £80

PART 6B

STATEMENT OF WITNESS

(C J Act 1967, S.9; M C Act 1980, Subsection 5a(3a) and 5b s102, Criminal Procedure Rules 2005, Rule 27.1)

IMPORTANT INFORMATION

REMOVE PARTS 1-5 BEFORE WRITING ON THIS PAGE

STATEMENT OF (name) Richard Richards

Age 0/21 Occupation PC 152

This statement, signed by me, is true to the best of my Knowledge and belief: I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false or do not believe to be true.

At 1245hrs on the 21  
June 2008 I was in  
Plain clothes Day TAKMA  
Part in a Test Recruit  
operation at the Donington  
Motd GP with 2 address  
two Accused Steve A 14 year  
old girl with an Accoustic  
Beats

(Continue on MG11A if necessary and affix firmly to PND)

SIGNED [Signature] COLLAR No. 152

LPU/AREA NW DATE 21062008

DETAILS OF OFFICER CORROBORATING EVIDENCE

NAME Juan O'Brien

COLLAR No. 125

SIGNED (Sig) [Signature]

NOTEBOOK No.     

DATE 21062008

SUPERVISORS DETAILS

COLLAR No. 120

SIGNATURE [Signature]



111010 CH  
LEICESTERSHIRE CONSTABULARY  
PENALTY NOTICE AMOUNT £80

PART 6B

STATEMENT OF WITNESS

(C J Act 1967, S.9; M C Act 1980, Subsection 5a (3a) and 5b s102, Criminal Procedure Rules 2005, Rule 27.1)

IMPORTANT INFORMATION

REMOVE PARTS 1-5 BEFORE WRITING ON THIS PAGE

STATEMENT OF (name) Richard Hillier

Age 42 Occupation RN

This statement, signed by me, is true to the best of my Knowledge and belief: I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false or do not believe to be true.

At 1230 hrs on the 21st June 2008, I was in plain clothes being taken part in a test purchase operation at the Leamington Park MUD GP where I witnessed the Agent sell a 14 year old girl with an insulin pump.

(Continue on MG11A if necessary and affix firmly to PND)

SIGNED [Signature] COLLAR No. 152  
LPU/AREA NW DATE 21 06 20 08

DETAILS OF OFFICER CORROBORATING EVIDENCE

NAME John O'Brien  
COLLAR No. 125  
SIGNED (Sig) [Signature]  
NOTEBOOK No.       
DATE 21 06 20 08

SUPERVISORS DETAILS

COLLAR No. 125  
SIGNATURE [Signature]

## *Interview Notes with DPS*

*Name: Martin Christopher Quilliam*

*Date of birth: 11/8/56*

*Address: Donington Park Leisure Ltd,  
Donington Park,  
Castle Donington,  
Derby.  
DE74 2RP.*

- 1. I am investigating incidents which occurred on 21<sup>st</sup> June 2008 where a person entered Donington Park which is a premise subject to the Licensing Act 2003 and was sold alcoholic based drinks on three occasions. This person was 14 years of age at the time of the sale and therefore under the legal age of 18 to be sold alcohol. Are you aware of the incident?*

*R "I was sick and not made aware until Sergeant O'Brien informed me."*

- 2. How are you aware of the incident?*

*R "Sergeant O'Brien."*

- 3. What is your job position at the Donington Park Leisure Ltd?*

*R "DPS (Manger Estate Operations)."*

- 4. How long have you been a DPS?*

*R "Since 2005."*

- 5. What is the role of a DPS?*

*R "Ensuring all licensing conditions are met and all staff made aware of those conditions."*

- 6. Are you a personal licence holder?*

*R "Yes."*

7. *Can you tell me your licence number and which authority you are Licensed with?*

R *"Yes issued by Broxtow District Council."*

8. *How long have you been a personal licence holder?*

R *"2005."*

9. *Have you taken a personal licence holders course or DPS course?*

R *"I have taken a personal licence holders course but not a DPS course."*

10. *How long have you worked in the licensing Trade?*

R *"Since 2005."*

11. *Do you have any other employment?*

R *"Yes, management of Donington Park Estate."*

12. *Who opens and closes the premises?*

R *"Contractors oversee this."*

13. *Who orders the stock for the premises?*

R *"Contractors."*

14. *Who employs staff at the premises?*

R *"Employed by the contractors."*

15. *How many staff have personal licence?*

R *"Numerous dependant on the event."*

16. *How many bar staff are employed on a Friday and Saturday?*

R N/A.

17. *Who provides the training for the staff?*

R "Down to the contractors and myself as DPS ensuring it takes place."

18. *As the DPS what training do you give to the staff regarding under age sales & what training do you give to mobile bars who work under the premises licence when there is large events?*

R "I ensure contractors are aware of the conditions and ensure they train their staff. I then receive signed documentation by each member of staff that this takes place."

19. *Are the details of the training given, written down anywhere?*

R "Contractors have it documented."

20. *Who trained the persons that served, with regards to under age sales?*

R "Down to the contractors."

21. *Do you consider the training given to the staff at your premises regarding under age sales adequate?*

R "I believe it is."

22. *Were you there all day on this occasion – if not who was in charge of the premises when you left?*

R "No I was sick and the contractors were in charge and they were personal licence holders."

23. *Do you have record of staff working behind the bars on the day of this incident?*

R "Yes I have."

24. *I am showing you exhibit RP1 which are photographs taken of the volunteer test purchaser prior to the operation starting, how old do you think he looks?*

R N/A as already informed of t/p's age.

25. *Do you train staff regarding the Challenge 21 policy?*

R "Yes."

26. *Were there any door staff on duty?*

R N/A.

27. *Can you think of a reason why the volunteer was sold alcohol?*

R "No it should not off taken place."

28. *Are you in day to day control of running the premises?*

R N/A.

29. *On average how often and at what times are you on the premises?*

R N/A.

30. *Have you authorised staff to sell alcohol?*

R "Yes to contractors."

31. *Is this written down anywhere and signed by your staff?*

R "Yes."

32. *Is there anything you wish to add to this interview?*

R "I am very disappointed in the manner in which the contractors have let me down and in due course they will be spoken to in relation to underage sales to ensure this does not happen again."

*Time, date and place of interview: 15:20hrs on 4/7/8 at Donington Park.*

*Rank, name and number of Officer conducting: PS125 JOHN O'Brien.*

*A report will be submitted to our licensing department. This may lead to an application to review the premises licence.*

*Name of DPS: Martin Christopher Quilliam.*

*Signature:*

*Dated: 4<sup>th</sup> July 2008*

**BRIEFING SHEET FOR:**

**SALE OF ALCOHOL – PUBLIC KIOSKS (RACEDAYS)**

Date: 19/6/08 (RIDERS)

Under license regulations any sale of alcohol has to be authorised by a Personal License Holder. To facilitate this I will give blanket permission for this shift only, for you to supply alcohol to our customers.

You must ensure that alcohol supplied by you is served in accordance with the **Licensing Act 2003** and with regard to the public order provisions relating to the **Sporting Events (Control of Alcohol etc.) (Amendment) Act 1992**.

**Supply of Alcohol**

Alcohol in the public area can only be supplied from 10 am. No alcohol must be supplied before this time.

- You must not supply alcohol to persons that are or appear to be drunk.
- You must not supply alcohol to persons who are or who suspect to be purchasing alcohol for a person who is already drunk.
- You should inform a Donington member of Staff/Security of any person who is drunken or disorderly so that this person can be asked to leave the premises.
- You must not sell alcohol to anyone under 18!
- You must not sell alcohol to anyone who appears to be under the age of 21 without ID, IN DOUBT ASK FOR ID! **No ID no alcohol.**
- You must not supply alcohol to persons who are or who you suspect to be purchasing alcohol for a person who is under 18.
- You must not allow under 18's to consume alcohol on the premises.

**Please be assured that both Donington Park and D & J Catering will fully back your decision if you refuse to supply alcohol in order to comply with the regulations.**

**Additional:**

Ensure that all alcohol is dispensed into clear plastic glasses!

**Draft beer must be served in pint or half pint measures and it is an offence to sell short measures, so please ensure that draft beer is served to the top of the plastic glass.**

If in doubt on any of the points mentioned, contact Karen Shipley, Andrew Burdett, Matthew Gareth Burdett or Lisa Carmen Smith, (personal Licence Holders) for advice or clarification.

Briefing given by:

NAME: (print) A. BURDETT.....

Sign.....

BRIEFING SHEET FOR:

**SALE OF ALCOHOL – PUBLIC KIOSKS (RACEDAYS)**

Date: 22/6/08

Under license regulations any sale of alcohol has to be authorised by a Personal License Holder. To facilitate this I will give blanket permission for this shift only, for you to supply alcohol to our customers.

You must ensure that alcohol supplied by you is served in accordance with the **Licensing Act 2003** and with regard to the public order provisions relating to the **Sporting Events (Control of Alcohol etc.) (Amendment) Act 1992**.

**Supply of Alcohol**

Alcohol in the public area can only be supplied from 10 am. No alcohol must be supplied before this time.

- You must not supply alcohol to persons that are or appear to be drunk.
- You must not supply alcohol to persons who are or who suspect to be purchasing alcohol for a person who is already drunk.
- You should inform a Donington member of Staff/Security of any person who is drunken or disorderly so that this person can be asked to leave the premises.
- You must not sell alcohol to anyone under 18!
- You must not sell alcohol to anyone who appears to be under the age of 21 without ID, IN DOUBT ASK FOR ID! **No ID no alcohol.**
- You must not supply alcohol to persons who are or who you suspect to be purchasing alcohol for a person who is under 18.
- You must not allow under 18's to consume alcohol on the premises.

Please be assured that both Donington Park and D & J Catering will fully back your decision if you refuse to supply alcohol in order to comply with the regulations.

**Additional:**

Ensure that all alcohol is dispensed into clear plastic glasses!

**Draft beer must be served in pint or half pint measures and it is an offence to sell short measures, so please ensure that draft beer is served to the top of the plastic glass.**

If in doubt on any of the points mentioned, contact Karen Shipley, Andrew Burdett, Matthew Gareth Burdett or Lisa Carmen Smith, (personal Licence Holders) for advice or clarification.

Briefing given by:

NAME: (print) ANDREW BURDETT

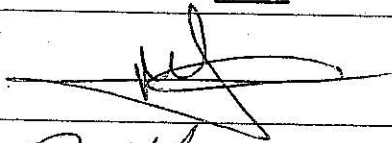
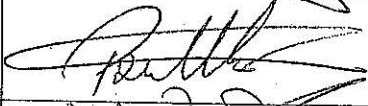
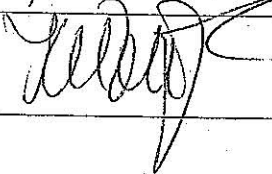
Sign.....



**SUPPLY OF ALCOHOL**

**PUBLIC CATERING AT DONINGTON PARK**

Persons authorised by the License holders to supply alcohol for this shift only are:

<u>PRINT NAME</u>	<u>SIGN</u>
MARC LENEGETHAN	
Paul Hart	
KRASSY PROFIROVA	

Date:

Briefing given by:

Please attach dated and signed briefing sheet.

**BRIEFING SHEET FOR:**

**SALE OF ALCOHOL – PUBLIC KIOSKS (RACE DAYS)**

Date: 2016108 - 2216108

Under license regulations any sale of alcohol has to be authorised by a Personal License Holder. To facilitate this I will give permission for this shift only, for you to supply alcohol to our customers.

You must ensure that alcohol supplied by you is served in accordance with the **Licensing Act 2003** and with regard to the public order provisions relating to **Sporting Events (Control of Alcohol etc.) (Amendment) Act 1992**.

**Supply of Alcohol**

Alcohol in the public area can only be supplied from 10am. No alcohol must be supplied before this time.

- You must not supply alcohol to persons that are or appear to be drunk.
- You must not supply alcohol to persons who are or who suspect to be purchasing alcohol for a person who is already drunk.
- You should inform a Donington member of Staff/Security of any person who is drunken or disorderly so that this person can be asked to leave the premises.
- You must not sell alcohol to anyone under 18!
- You must not sell alcohol to anyone who appears to be under the age of 21 without ID, IN DOUBT ASK FOR ID! **No ID no alcohol.**
- You must not supply alcohol to persons who are or who you suspect to be purchasing alcohol for a person who is under 18.
- You must not allow under 18's to consume alcohol on the premises.

**Please be assured that both Donington Park and Eclipse Hospitality Ltd will fully back your decision is you refuse to supply alcohol in order to comply with the regulations.**

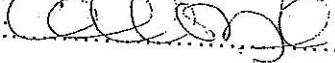
**Additional:**

Ensure that all alcohol is dispensed into clear plastic glasses!  
Draft beer must be served in pint or half pint measures and it is an offence to sell short measures, so please ensure that draft beer is served to the top of the plastic glass.

If in doubt on any of the points mentioned, contact Paula Sturges or David Sturges (personal license holders) for advice or clarification.

Briefing given by:

NAME: (Print) CLAIRE LLOYD

SIGN: 

**BRIEFING SHEET FOR:**

**SALE OF ALCOHOL – PUBLIC KIOSKS (RACEDAYS)**

Date: 20/6/08

Under license regulations any sale of alcohol has to be authorised by a Personal License Holder. To facilitate this I will give blanket permission for this shift only, for you to supply alcohol to our customers.

You must ensure that alcohol supplied by you is served in accordance with the **Licensing Act 2003** and with regard to the public order provisions relating to the **Sporting Events (Control of Alcohol etc.) (Amendment) Act 1992**.

**Supply of Alcohol**

Alcohol in the public area can only be supplied from 10 am. No alcohol must be supplied before this time.

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- You must not sell alcohol to anyone under 18!
- You must not sell alcohol to anyone who appears to be under the age of 21 without ID, IN DOUBT ASK FOR ID! **No ID no alcohol.**
- You must not supply alcohol to persons who are or who you suspect to be purchasing alcohol for a person who is under 18.
- You must not allow under 18's to consume alcohol on the premises.

**Please be assured that both Donington Park and D & J Catering will fully back your decision if you refuse to supply alcohol in order to comply with the regulations.**

**Additional:**

Ensure that all alcohol is dispensed into clear plastic glasses!

**Draft beer must be served in pint or half pint measures and it is an offence to sell short measures, so please ensure that draft beer is served to the top of the plastic glass.**

If in doubt on any of the points mentioned, contact Karen Shipley, Andrew Burdett, Matthew Gareth Burdett or Lisa Carmen Smith, (personal Licence Holders) for advice or clarification.

Briefing given by:

NAME: (print) A. Burdett


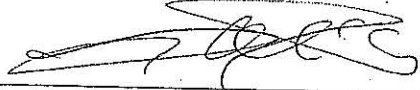

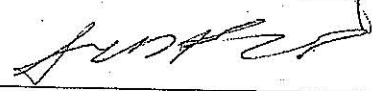

A. BURDETT

Sign..... 

SUPPLY OF ALCOHOL

PUBLIC CATERING AT DONINGTON PARK

Persons authorised by the License holders to supply alcohol for this shift only are:

<u>PRINT NAME</u>	<u>SIGN</u>
GAZ LEWINGTON	
JAMES McINDLEY	
STEPH TAM	
Natalie Brader	Brader
21.6.08 MILAN LANG	Milan Lang
21.6.08 AUSTIN TAYLOR	
John Lee	

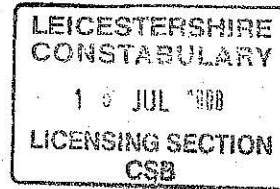
Date:

Briefing given by:

Please attach dated and signed briefing sheet.



Sergeant Sean Moore  
Force Licensing Officer  
Leicestershire Constabulary Licensing Department  
Mansfield House  
74 Belgrave Gate  
Leicester  
LE1 3GG



14<sup>th</sup> July 2008

Dear Sergeant Moore

I refer to my meeting with Sergeant John O'Brian last Friday (4<sup>th</sup> July) regarding the test purchasing at the bars on the site during the recent Download and Moto GP Events.

Sergeant O'Brien explained in detail the operation and also discussed some of the responses from the individuals and contractors involved in the sale of alcohol. I showed Sergeant O'Brien the training procedures put in place for all bar staff with confirmation and acknowledgement of those individuals on the importance of embracing the Challenge 21 initiative.

Despite these procedures I am very disappointed with the fact that some bar staff sold alcohol to an underage person without challenge.

I have had a meeting with the contractors involved (DJ Mobile Catering and Eclipse Hospitality) and it has been acknowledged and agreed that all staff must be extra vigilant in making appraisals and challenging those persons that may not readily appear to be of an age to buy alcohol.

I will also be writing to Jonathon Lewis who was the DPS of the Download festival. I will be emphasising the fact that whilst he is the DPS of the Festival it is in fact Donington Park's Premises Licence and that everything within his power should be done to ensure compliance with the licence conditions.

I have also written to the bars operator on the Sunday Market (Lee Godden) to also emphasise the importance of the Challenge 21 initiative and have sent him relevant details of the initiative and copies of our trading forms for completion.

I trust the above will go some way to showing that we have taken the reported incidences very seriously and are doing our utmost to ensure that there is no repeat of these regrettable offences.

Yours sincerely

MARTIN QUILLIAM  
GROUP OPERATIONS MANAGER

[www.donington-park.co.uk](http://www.donington-park.co.uk)

Donington Park, Grand Prix Circuit, Castle Donington, Derby DE74 2RP

T. 01332 810048 F. 01332 850422 E. [info@donington-park.co.uk](mailto:info@donington-park.co.uk)

Company Registration No. 1869637 VAT No. 900 5455 56 Donington Park Leisure Limited, Donington Park, Castle Donington, Derby DE74 2RP

Company Registration No. 06010834 VAT No. 900 5455 56 Donington Ventures (Leisure) Limited, Donington Park, Castle Donington, Derby DE74 2RP

**Please ask for Sergeant 567 Sean Moore, Licensing Department.**

29 July 2008

Martin Quilliam,  
Group Operations Manager,  
Donington Park,  
Grand Prix Circuit,  
Castle Donington,  
Derby DE74 2RP

Dear Sir,

**LA2003 – Under age alcohol sales at Donington Park.**

I write in my capacity as Licensing Officer for the Leicestershire Constabulary.

Thank you for your letter, which I received today, concerning the steps you have taken with a view to preventing any further under age sales.

As I am sure you are aware I have made an application to the licensing authority for the premises licence at Donington Park to be reviewed. As under age sales is one of the issues I will include your letter in my bundle of evidence.

Please do not hesitate to contact me if you have any queries regarding this or any other licensing matters.

Yours faithfully,

Sean Moore Ps567

Copy to:

Licensing Department,  
North West Leicestershire  
District Council  
Council Offices  
Coalville  
LEICS LE67 3FJ

## **Planning and Compliance issues.**

1. Statement of Emma McHugh, licensing officer
2. Statement of Inspector Paul McKinder,  
Leicestershire Constabulary
3. E-mail from John Brown of the Leicestershire Fire  
and Rescue Service Operational Planning Group.

## WITNESS STATEMENT OF EMMA MCHUGH

I am a Licensing Enforcement Officer for North West Leicestershire District Council. I have worked with the District Council since January 2005. As part of job, I am responsible for issuing premises in the Valley area which includes the premises known as Donington Park, Castle Donington.

The Licensing Act 2003 came into force on 24<sup>th</sup> November 2005. In preparation for the introduction of this Act, a new premises licence application was applied for on 23<sup>rd</sup> September 2005 in the name of Donington Park Leisure Limited for Donington Park, Castle Donington. Representations to the application were received from East Midlands Airport, the Environmental Protection Department, the Health and Safety Department and Castle Donington Parish Council. Following consultation between East Midlands Airport and Donington Park's solicitor, the Airport's representation was withdrawn after Donington Park agreed to formally amend their application to include certain conditions which alleviated the concerns of the Airport in relation to public safety. A Licensing Sub-Committee was held to determine the application on 14<sup>th</sup> November 2005 to consider the remaining representations. It was determined to grant the premises licence subject to mandatory conditions, the conditions consistent to the operating schedule with additional amendments. The premises licence for Donington Park Leisure Limited came into force on 24<sup>th</sup> November 2005.

On 21<sup>st</sup> April 2006, an application to vary the premises licence was received from Donington Park Leisure Limited. The application was solely to extend the permitted capacity to 79,999 from 59,999. There was no request to vary the permitted hours or activities stated on the current premises licence. A representation was received from the Health and Safety Department in relation to the proposed capacity on the grounds of public safety. Following negotiations with Donington Park's solicitor, the Health and Safety withdrew their representation after Donington Park formally amended their variation application to include a condition in relation to capacity calculations for certain events. No other representations were received in relation to the variation application and the premises licence was granted in its amended format on 31<sup>st</sup> May 2006.

Following an incident at the Download Festival 2006, an application to review the premises was made by the Health and Safety Department on the grounds of public safety on 29<sup>th</sup> June 2006. During the 28 day representation period, representations were received from a resident in the vicinity of the premises and the Environmental Protection Department on the grounds of public nuisance and public safety respectively. A Licensing Sub-Committee hearing was held on 4<sup>th</sup> August 2006 to determine the review application. The Licensing Sub-Committee determined to refuse the Health and Safety Department's request to prohibit aerial pyrotechnics on the basis that there are mechanisms and controls in existence which allow the relevant parties to control such activity in the interests of public safety. However, an additional condition was attached to the premises licence in relation to method statements and pyrotechnics. The condition requested by the Environmental Protection Department was also added to the premises licence which related to the maintenance of water supplies at the premises.

On 12<sup>th</sup> September 2006, I received an email with a letter attached from Jenny Saville, Safeguarding Officer for East Midlands Airport addressed to Brian Pallett, the Managing Director at Donington Park. The letter raised concerns over the traffic management at the World Renault Series event held on 10<sup>th</sup> September 2006 as the event presented the Airport with a number of operational issues which had a



significant impact on their and their operator's businesses. The letter requested that all future traffic management plans provided provision to keep the Airport internal roads for the Airport and emergency vehicle traffic only. Following receipt of this complaint, I contacted Martin Quilliam, designated premises supervisor for Donington Park's premises licence as I was concerned that a potential breach of the premises licence had occurred through non compliance with condition 14 stated on the premises licence. He provided me with all the relevant documentation for the event detailing the traffic management plan and minutes of meetings that East Midlands Airport had attended. I took the decision based on this information that no breach of the premises licence had occurred as all steps were taken to avoid the problems experienced. No further action was taken in respect of this complaint.

On 26<sup>th</sup> October 2006, I was copied into an email from Jenny Saville to Martin Quilliam in relation to a firework display to be held on 4<sup>th</sup> November 2006. The email was confirmation of the agreed protocol to be followed during the firework display in order to safeguard the Airport's operation in compliance with their premises licence condition.

In February 2007, it came to my attention that Donington Park had recently changed hands therefore I contacted Martin Quilliam to advise that a transfer of the premises licence would be required into the new owners' name. I was advised that Donington Park Leisure Limited were still the owners of the premises and a new consortium had taken over this company. On this basis, no transfer of the premises licence was required.

On 8<sup>th</sup> March 2007, I received an email from Martin Quilliam in relation to the Donny Car Show that was taking place on the weekend of 6<sup>th</sup>-9<sup>th</sup> April 2007. No formal notification to Responsible Authorities under the premises licence was required due to the figures expected to attend the event but Martin Quilliam still notified all Responsible Authorities of the event. Risk assessments for the event were also provided to all Responsible Authorities.

I carried out an inspection of Donington Park on 20<sup>th</sup> March 2007. Martin Quilliam was in attendance on behalf of Donington Park Leisure Limited. No concerns were raised at this inspection and I was satisfied that all premises licence conditions were being complied with.

On 15<sup>th</sup> August 2007, I received an email from PC Lee Horsley from the HQ Operations Planning Department at Leicestershire Constabulary asking if there are any other licensing issues that affect Donington Park hosting events. I responded via email explaining that as the premises licence held by Donington Park covers the whole of the premises rather than the individual fixed facilities then the premises licence and its conditions are relevant every time a sale of alcohol or any type of regulated entertainment takes place at the premises even if the event in itself is not a licensable activity such as motor sport. It became apparent in the emails that followed that the new management at Donington Park had been questioning the policing levels at events and had withdrawn requests for Police at several events due to the cost. Lee Horsley was concerned that on this basis the owners of Donington Park were in potential breach of condition 8 stated on their premises licence. I advised that even though the condition only requires them to 'consult' with the Police I would expect the owners to take any Police advice on board and not just dismiss it due to costing issues.

On 23<sup>rd</sup> July 2007, I received a copy of a letter from Lee Gill, Chief Operating Officer at Donington Park advising that due to changes within the organisation Brian Pallett was no longer employed by Donington Park.

On 4<sup>th</sup> October 2007, a meeting was held with the Police and several concerns were raised in relation to the owners at Donington Park including their lack of consultation, their casual approach to large events, not paying for Policing, no meetings held and information provided at the last minute. This was having an impact upon the Police as they were not able to plan any event as they are not consulted on the numbers expected at each event, there are traffic management issues and the owners are impacting on the safety of the larger community. A safety advisory group was requested for all relevant parties to plan future events at the premises.

On 5<sup>th</sup> November 2007, I received a letter of complaint from Castle Donington Parish Council in relation to the volume of complaints that they had received with regards to the traffic management following the Renault World Series Event held on 9<sup>th</sup> September 2007. The letter included all the complaints received by the Parish Council asking for the Licensing Authority's response in relation to the problems experienced at the event. A letter was sent to the Parish Council detailing the potential breaches of the premises licence conditions that occurred over that weekend and advising that a Donington Park Liaison Committee had been established to work with the owners of Donington Park to resolve all parties' issues rather than take any further action in respect of these breaches.

I attended a meeting on 6<sup>th</sup> November 2007 with Martin Quilliam of Donington Park Leisure Limited and John Probyn and Hannah Blake of Live Nation, the organisers of the Download Festival. Lee Mansfield, Commercial Services Manager, Karen Edmonds, Commercial Services Team Leader and Tony Cawthorne, Environment Team Leader also attended the meeting on behalf of the District Council. This meeting was held to discuss the proposed new premises licence application that Donington Park were in the process of submitting to incorporate the whole area owned by Donington Park Leisure Limited.

On 23<sup>rd</sup> January 2008, an application for a new premises licence was received from Donington Park Leisure Limited. The new premises licence was for an increase of permitted hours and to increase the area covered by the existing premises licence. Representations to the premises licence application were received from the Planning Department, the Environmental Protection Department, Melbourne Parish Council, Castle Donington Parish Council, the Health and Safety Department, East Midlands Airport and two residents in the vicinity of the premises. Following negotiations between the applicant and the individual parties, all representations were withdrawn either following reassurances from the applicant in relation to the management of the large events or following the applicant formally amend their operating schedule to include proposed conditions. The new premises licence was granted in its amended format on 17<sup>th</sup> March 2008 and issued on 8<sup>th</sup> May 2008 following the surrender of the previous premises licence.

Following concerns expressed by the Police in relation to problems that they were experiencing with Donington Park Leisure Limited, I attended a meeting with Inspector Paul McKinder, PC Lee Horsley and Inspector Chris Brown from Leicestershire Constabulary on 18<sup>th</sup> April 2008. Lee Mansfield was also in attendance on behalf of the District Council. The Police expressed their concerns over the policing levels requested by Donington Park Leisure Limited for upcoming events such as the Moto GP. The Police had been advised by email that Donington Park were willing to pay £40,000 for special Police services despite the event costing

£219,000 the previous year. Donington Park were not willing to negotiate on this and the Police expressed concerns that no consultation had taken place. It was requested as to what can be done from a licensing perspective. It was agreed that a review was not the most appropriate course of action as the events would take place before a review hearing could be held therefore it was agreed that the Licensing Authority would organise and chair a Working Group with the premises licence holder and all relevant parties to ensure that all the conditions on the premises licence were being complied with and to give all parties the chance to plan for the large events once they had received the correct information and documentation.

On 30<sup>th</sup> April 2008, a letter was sent to Donington Park following the meeting with Leicestershire Constabulary expressing concerns over the lack of consultation with the Police and the lack of documents received for large events over 10,000 attendees per day as these could be potential breaches of the premises licence conditions. The letter requested for risk assessments and event management plans to be submitted and reassurance as to the level of stewarding at the events. No response was received to this letter.

Prior to the Working Group meeting to be held on 8<sup>th</sup> May 2008, PC Lee Horsley contacted me on 30<sup>th</sup> April 2008 in relation to the format of the group. He also expressed concern in relation to the lack of consultation with the Police in relation to Moto GP. I advised that this would be discussed at the meeting but requested a list of documents and/or information that would be required from Donington Park so that I could request it prior to the meeting so that it may be available at the meeting for discussion. Lee Horsley forwarded a list of information required which I then forwarded on to Martin Quilliam however I received no response to the email and the information was not provided at the Working Group meeting.

On 8<sup>th</sup> May 2008, a Donington Park Working Group was held with representatives from Donington Park Leisure Limited and all relevant agencies. The meeting was to establish sub working groups and to agree deadlines for the documents required for the upcoming events namely British Superbike Championship on May 24<sup>th</sup>-26<sup>th</sup> 2008 and the Moto GP on 20<sup>th</sup>-22<sup>nd</sup> June 2008. It was agreed that the event management plan and the policing and stewarding plan for the British Superbike Championship would be submitted by 16<sup>th</sup> May 2008 with the traffic management plan being submitted on 14<sup>th</sup> May 2008. Due to the close proximity of event, the conditions on the premises licence could not be complied with as the deadlines set out in the premises licence had already passed however no responsible authorities had received details of any of the upcoming events therefore it was essential to agree a deadline so that all responsible authorities could attempt to plan their response to the event.

The traffic management plan was received on the 14<sup>th</sup> May 2008 as agreed. The policing and stewarding plan was received on 15<sup>th</sup> May 2008 however this was no more than a spreadsheet with security figures on it. After speaking to PC Lee Horsley, it was agreed that this plan was not sufficient for the Police's or other authorities requirements therefore an email was sent to Thomas Lloyd and Martin Quilliam at Donington Park on 19<sup>th</sup> May 2008 requesting a more comprehensive stewarding plan to include a plan, staffing lists, deployment and responsibilities as well as the rationale behind why Donington Park did not require any policing levels for this year's event.

With regards to the event management plan and major incident plan for the British Superbike Championship, both documents were received on 19<sup>th</sup> May 2008. On 19<sup>th</sup> May 2008, an email was received from Inspector Paul McKinder in relation to the

documents as they did not address the concerns raised at the Working Group meeting and requesting for a policing and stewarding meeting to be arranged to discuss the event in further detail. After receiving this email, I spoke to Kathryn Preece, Head of Environment and it was agreed to draft a letter to Donington Park expressing concerns over the breaches of the premises licence conditions giving them 24 hours to provide the information requested. I spoke to Martin Quilliam on 19<sup>th</sup> May 2008 requesting the above information with the request reiterated in an email of the same date. I spoke to Martin Quilliam later that day after he had attended an internal management meeting. It was decided at this meeting that Donington Park would not be requested any Police cover but they would produce a document covering all the points requested by the Police including their rationale behind not having any Police attend the event and it was promised that this information would be received by 12 noon on 20<sup>th</sup> May 2008 at the latest. An email was sent to Inspector Paul McKinder updating him on the current situation.

A letter showing an increase of security from last year's event to this year's event was received from Thomas Lloyd on 20<sup>th</sup> May 2008 and forwarded to the Police for their comment on the same day. An email was sent to Thomas Lloyd requesting that an additional column was inserted in the table to show last year's policing levels and this year's levels. This amended item was never received. The letter in relation to the breaches of premises licence conditions was not sent to Donington Park as the majority of the information was received therefore a decision was made not to send this letter.

On 20<sup>th</sup> May 2008, an email was received from PC Kevin Roberts from the North Planning Department at the Leicestershire Constabulary detailing his comments on the documents produced for the event. This email was forwarded on to Martin Quilliam requesting his comments and amendments ASAP. I received an email from Thomas Lloyd answering the comments and advising the documents will be updated accordingly on 21<sup>st</sup> May 2008. I forwarded this email on to the Police. Following these comments, I sent an email to Thomas Lloyd asking for clarification on certain matters such as why the Command and Control Centre was not operational on this weekend and asking for amendments to the event management plan. I received an email back advising that I would receive an amended event management plan but this was never received. A further email with comments to the queries raised by Kevin Roberts and an amended traffic management plan was received from Scott Dow at SEP Limited on 21<sup>st</sup> May 2008. Again, this email was forwarded on to the Police for their consideration.

On 23<sup>rd</sup> May 2008, I was copied into an email sent from the North Operations Planning at Leicestershire Constabulary to Donington Park because East Midlands Airport had contacted them in relation to the event as they were not fully aware of the traffic management plan in place for the weekend. The email requested that Donington Park contacted a representative at the Airport to discuss the issues. An email was received from Thomas Lloyd advising that a traffic management plan had been sent to the Airport but a further copy would be sent.

On 26<sup>th</sup> May 2008, I attended the British Superbike Championship with Catherine Gale, Licensing Enforcement Officer. I carried out an inspection of the premises with Martin Quilliam and had no issues with regards to the event.

In relation to the Moto GP, it was agreed at the Working Group meeting held on 8<sup>th</sup> May 2008 that the event management plan and stewarding plan would be submitted on 16<sup>th</sup> May 2008 and the traffic management plan for the event would be submitted on 20<sup>th</sup> May 2008. This would have ensured compliance with several of the premises

licence conditions if the plans were submitted on the agreed dates. However, despite this deadline being volunteered by Donington Park, the traffic management plan first draft was not received until 30<sup>th</sup> May 2008. Despite several emails and telephone conversations with Donington Park, the event management plan was not received until 6<sup>th</sup> June 2008 however this did not include all the supporting appendices which provided the majority of the information in relation to the event. The stewarding plan for the event was received on 3<sup>rd</sup> June 2008 however this was again a spreadsheet with figures written on it therefore I requested a more comprehensive plan from Thomas Lloyd on 4<sup>th</sup> June 2008.

On 4<sup>th</sup> June 2008, I spoke to Chief Superintendent Garry Forsyth and updated him on the current status with the Moto GP.

A traffic management meeting was arranged by Scott Dow of SEP Limited to discuss the Moto GP traffic management for 6<sup>th</sup> June 2008. A policing and stewarding plan was arranged for the same date to commence straight after the traffic management meeting. This was the first planning meeting held to discuss the Moto GP. I attended the policing and stewarding plan on 6<sup>th</sup> May 2008 along with Lee Mansfield. Donington Park and all the other relevant organisations were represented at the meeting. During this meeting, I received a copy of a security brief and plan from McKenzie Arnold who were employed by Donington Park to provide security for the event.

On 9<sup>th</sup> June 2008, I received a telephone call from John Brown of Leicestershire Fire and Rescue Service expressing concerns over the event management plan for the Moto GP as it did not include the information he needed to assess the event. I telephoned Martin Quilliam to request the appendices again but he advised that these would not be ready until 10<sup>th</sup> June 2008. I did not receive the appendices until 16<sup>th</sup> June 2008 despite several requests.

During the build up to the Download Festival 2008 and during the actual Download Festival 2008, problems were experienced with Moto GP trucks and contractors turning up at Donington Park unannounced. There were major concerns over public safety and how the risk to the public would be managed. Despite numerous requests in person, via the telephone and via email, comprehensive risk assessments were not received to manage the public safety issues. Agreements were made verbally with Donington Park however these were not confirmed in writing and changed regularly contrary to the condition stated on the premises licence.

On 11<sup>th</sup> June 2008, I was copied into an email from Martin Quilliam to John Brown attaching the first copy of the site plan for the Moto GP. The email also referred to a concert to be held on the Friday and Saturday of the Moto GP weekend. This was the first I had heard about any concert to be held on the weekend. As this was an outdoor licensable entertainment event, additional premises licence conditions would be applicable however due to the late notification of this concert these conditions could not be complied with. I received a copy of the event safety guide for the concert on 16<sup>th</sup> June 2008 and I forwarded it on to the members of the Working Group on the same date. I was advised by East Midlands Airport on 17<sup>th</sup> June 2008 that they had not been notified of the concert to be held therefore the structures in relation to this had not been safeguarded. I requested the required information from Martin Quilliam on this date.

On 19<sup>th</sup> June 2008, I received two telephone calls from Neil Robinson from East Midlands Airport. He wanted to make a complaint about Donington Park and their operations as structures had been erected without any notice to the Airport for them

to carry out the required safeguarding. This compromised the safe operation of the Airport which had to close for a short period and the runway had to be shortened for a period of 12 hours. There were two incidents of structures being erected without prior safeguarding permission and it was clear from conversations with Martin Quilliam that Donington Park were not aware of their responsibilities and no designated person had been appointed to deal with this matter.

As part of my role as Licensing Enforcement Officer in relation to large events, I ask all responsible authorities to sign off on each event stating that they are satisfied with all provisions in place for each event. For the Moto GP, several responsible authorities were not able to sign off on the event as they did not receive sufficient information and documentation to be able to do so.

My concerns over the Moto GP centred round potential breaches of premises licence conditions and the fact that Donington Park were not willing to provide the information when requested to enable all relevant parties to plan for the event. Only one planning meeting was held for the Moto GP. For an event of this scale, I would expect planning to commence months in advance so that all responsible authorities can plan their resources and responses accordingly. During the actual weekend of Moto GP, I had several concerns in relation to Donington Park's ability to manage such an event as several duty managers were off sick or sent home to rest leaving no Health and Safety competent person on site during the event. I also had concerns over the stewarding levels at the event as from my observations it did not appear that McKenzie Arnold had sufficient staffing levels to cope with all of the roles required of them.



31/01/08

LEICESTERSHIRE CONSTABULARY

Form MG 11

Witness Statement

(CJ Act 1967, s9; MC Act 1980, s5A (3A) and 5B; M.C.Rules 1981, r70)

Statement of: Paul Mckinder

Age: Over 18

This statement (consisting of 7 page(s), signed by me) is true to the best of my knowledge and belief. And I make it, knowing that if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it, anything, which I know to be false or do not believe to be true.

Dated: 03/07/2008

Signature: \_\_\_\_\_

I am Inspector 160 of the Leicestershire Constabulary, currently based at Force Head Quarters.

1. I am the Operations Planning Inspector based at Force Headquarters, Enderby Leicester. My current role requires me to attend operational planning meetings with internal and external organisers and agencies to assist with and provide advice on the planning processes for major events. One of these external event organisers that Leicestershire Constabulary and I have worked in conjunction with is Donington Park. Both parties have previously enjoyed an excellent professional working relationship with each other, both working hard towards promoting the licensing objectives of the licence, since approximately 2003

2. On 12<sup>th</sup> November 2007 a meeting was held between representatives from Leicestershire Constabulary, North West District Council and Simon Gillett representing Donington Ventures (Leisure) Limited who are a new consortium that have taken over the management at Donington park since January 2007

3. It was during this meeting that Simon Gillett provided background information concerning Donington Ventures (Leisure) Limited and during this meeting it was recognised by Simon Gillett that there had been issues regarding the facilities on site at Donington for both race events and other activities and these were in need of modernisation and it was there intention to undertake improvements. In addition to this it was acknowledged that there had been some problems associated with some of the events during this year, with the Renault World Series event in 08<sup>th</sup> and 9<sup>th</sup> September 2007 being particularly bad. In particular this related to the traffic management of the event.

4. At this meeting Simon Gillett highlighted that there were future plans for the modernisation of the facilities and the expansion of the activities and events that take place and it was his expectation to increase the number of international motor racing and other events held at the site.

Signature:		Signature witnessed by:	
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Continuation Statement of: Paul Mckinder

5. In response to this overview Chief Inspector Webster from the Operations Department of Leicestershire Constabulary explained that the police wanted to work closely with the company in order to ensure public safety and security related to events. He added that if there was not a high level of co-operation and co-ordination then problems will occur and this had been demonstrated by some of the events this year. Simon Gillett responded by giving his assurance that the company wished to work closely with partner agencies to secure the success of events.

6. Chief Inspector Webster added that the police would like early access to management plans for major events in order to assess and test, but would also like to know about smaller events as well. Chief Inspector Webster added that financial planning should also include sufficient provision to cover policing cost related to events. In addition Chief Inspector Webster requested early sight of the 2008 event calendar and requested early planning meetings for those events requiring Police resourcing.

7. On 17<sup>th</sup> March 2008 an e-mail was received at the Operations Planning Department from Thomas Lloyd the Events Manager at Donington Park informing us that Donington would not be requiring any police support for the British Touring Car event to be held on 3<sup>rd</sup> and 4<sup>th</sup> May in addition to this we were informed that this was also the case for the British Super Bikes event to be held on the 24<sup>th</sup> - 26<sup>th</sup> May 2008 In addition Thomas Lloyd also stated that he would send a copy of the Traffic Plan for the events and continue to liaise with us throughout.

8. Concerns were subsequently expressed that no planning meeting between Donington Park and the police had taken place so it was impossible to know what Risk Assessment Donington Park had put into place no had been no opportunity had been afforded to discuss their Risk Assessment in order to agree measures to be adopted for the safety of persons attending the event or a stewarding plan to assist with the prevention of crime and disorder or how they would promote their licensing objectives. I was extremely concerned as the policing response for the British Super Bike Championship event the previous year had been significant which included 2 Inspectors, 1 Sergeant, 12 Police Constables, 2 Motorcyclists, 4 Police Community Support Officers and 6 volunteers. At the previous year event there was 1 reported theft of a motorbike, however at this year event there was 4 motorbikes reported stolen. In my professional opinion I consider that condition 8 and 10 of the Donington Park Licensing Conditions has been breached by not consulting with a responsible authority for the safety of persons attending these events.

9. On 2<sup>nd</sup> May 2008 I spoke to Pc Horsley who leads on planning events at Donington Park and who has responsibility for completing the planning processes for the events, including the policing response. Pc Horsley

Signature:		Signature witnessed by:	
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Continuation Statement of: Paul Mckinder

informed me that despite continuous efforts he had not received any contact from Donington Park for about two months; Pc Horsley also informed me that he had made several telephone calls and sent several e-mails to Thomas Lloyd requesting information for the response from Donington park and a planning meeting to discuss the forthcoming events.

10.

On 08<sup>th</sup> April 2008 an e-mail was sent from Operations Planning Department to Emma McHugh at the North West District Council requesting a meeting between Chief Inspector Webster, Inspector Mckinder and a representative from North West District Council to discuss the issues that arisen with the planning process with Donington Park. A subsequent meeting was arranged for the 18<sup>th</sup> April and chaired by Lee Mansfield of the North West District Council.

11.

I subsequently attended this meeting on 18<sup>th</sup> April 2008 chaired by Lee Mansfield and assisted by Emma McHugh during this meeting I raised the following areas of concern.

The lack of undertaking for a crime and disorder strategy for motor sport events by Donington Park.

The lack of consultation with the emergency services and other agencies from Donington Park.

The lack of a co-ordinated implementation of an agreed traffic plan by Donington Park.

Concerns for the adverse effect that these events would have upon the local community and no plan that outlined how Donington Park would deal with public safety at these planned events.

12.

On 22<sup>nd</sup> April 2008 I sent an e-mail to Police Sergeant Sean Moore, Licensing Officer informing him of my concerns and the issues we were experiencing with Donington Park in relation to promoting their licensing objectives. I identified the main concern as being the distinct lack of communication and consultation for pre-planning of the motor sports events, in particular the forthcoming Moto Grand Prix. At the time I sent this e-mail the event was only 56 days away and we as a planning department had not received any information or invite to any relevant planning meetings to discuss the policing response and Donington Parks Risk Assessment for the event.

13.

On 4<sup>th</sup> January 2008 Pc Horsley was informed by John McCree (Donington Park accountant) that the Moto Grand Prix event would attract 45,000 visitors to Donington Park on Sunday the main race day, this included the walk up and camping on site.

14.

On 3<sup>rd</sup> June 2008 15 days prior to the commencement of the Moto Grand Prix Event, Robert Fearnall (Donington Park Head of Motor Sport) informed Pc Horsley that the Moto Grand Prix would increase in visitors to 50,000 on Sunday the main race day, however on Sunday 22<sup>nd</sup> June 2008 the main race day it was reported that this figure for

Signature:		Signature witnessed by:	
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Continuation Statement of: Paul Mckinder

visitors to the event was in excess of 80,000.

15.

On 25<sup>th</sup> April 2008 Chief Superintendent Hughes (Head of Operations) wrote to Ms Catherine Preece, Head of the Environmental Health Department at the North West District Council. This letter highlighted significant concerns regarding large crowds during events at Donington Park and the national strategic road infrastructure and the closely located East Midlands International Airport and the police ability to respond a pre-determined contingency plan at the airport whilst an event is taking place at Donington Park. In conclusion of this letter it was requested that there was to be the formation of a 'Safety Advisory Group' to help mitigate any risks and vulnerabilities within the planning stages between Donington Park and the responsible authorities.

16.

On 28<sup>th</sup> April Emma McHugh informed the Operations Planning Department that a proposed first working group of a 'Safety Advisory Group' would be established on Thursday 08<sup>th</sup> May 2008 with the intention of providing responsible authorities with the details that they needed for every event held at Donington Park to ensure compliance with the premises licence condition and to promote the licensing objectives.

17.

On 28<sup>th</sup> April 2008 Martin Quilliam, Donington Park Group Operations Manager informed the Operations Planning Department that the first major event to be held at Donington Park over 10,000 visitors would be a Round of the British Super Bikes Championship on 24<sup>th</sup> - 26<sup>th</sup> May (Bank Holiday Weekend).

18.

Previously this event in September 2007 had approximately 10 - 12,000 visitors. In addition Martin Quilliam informed the Operation Planning Department that an appropriate traffic plan would be implemented however no policing resources were requested or planning meeting established to discuss Donington Park response to this event.

19.

On 08<sup>th</sup> May 2008 I attended a Safety Advisory Group meeting at the Red Gate Lodge, Donington Park with North West District Council, Donington Park and other responsible authorities. At this meeting it was agreed between the chair Lee Mansfield and Donington Park representatives, Tomas Lloyd and Robert Fearnall that the Stewarding Plan would be produced and circulated to the responsible authorities by 14<sup>th</sup> May 2008 and in addition the Event Management Plan and the Traffic Management Plan for the British Super Bikes Championship event would be produced and circulated prior to 16<sup>th</sup> May 2008

20.

On 19<sup>th</sup> May 2008 a draft Major Incident Plan and Event Management Plan was received by e-mail at the Operations Planning Department, this was three days late and followed chaser e-mails to North West District Council requesting Donington Park forward it as soon as possible.

Signature:		Signature witnessed by:	
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Continuation Statement of: Paul Mckinder

21.

On 19<sup>th</sup> May 2008 I forwarded an e-mail to North West District Council highlighting the areas that both these documents I had received from Martin Quilliam were not adequately provided in promoting the licensing objectives and that the Risk Assessment did not explain the rationale for not requesting any policing resources at the event. In my professional opinion I consider that condition 4 of the Donington Park Licensing Conditions has been breached by not submitting to the responsible authorities an event management plan for an outdoor event.

22.

On 19<sup>th</sup> May 2008 I was informed by Emma McHugh that Donington Park would not be requesting any police resources for this event however Donington Park would put together the appropriate documents required to cover all the things requested by the police including the rationale behind their decision not to request police resources for the event and this document would be forwarded to the Police by 12 noon the following day.

23.

On 21<sup>st</sup> May 2008 concerns were raised to Emma McHugh from Sergeant Roberts the North Area Planning representative concerning the Major Incident Plan produced by Donington Park for the British Super Bikes Championship event and the numbers of campers on site, together with issues concerning no advance warning signs for the M1 in their traffic plan, in particularly as this was a Bank Holiday weekend where there would be significant traffic on the M1 Motorway network leading to the event and East Midlands International Airport. In my professional opinion I consider that condition 4 of the Donington Park Licensing Conditions has been breached by not submitting to the responsible authorities an event management plan for an outdoor event.

24.

On 09<sup>th</sup> June 2008 a draft Copy of the Moto Grand Prix Event Plan was received from Emma McHugh at the Operations Planning Department. This draft Event Plan had arrived 9 days before the start of the event and without any consultation or planning meeting with the police. In my professional opinion I consider that condition 3 of the Donington Park Licensing Conditions has been breached by not submitting to the responsible authorities an event management detailing the plan for an outdoor event not less than 28 days prior to an outdoor event being held.

25.

On 17<sup>th</sup> June 2006 a document titled Donington Park Moto GP Concert was received in Operations Planning Department just two days prior to the start of the Moto Grand Prix event. This document informed our Operations Planning department and Silver Commander of a pop concert that was taking place at the event on Friday and Saturday evening with two separate bands and a DJ providing entertainment each evening.

26.

The plan informed that the gates for this concert would open at 7.30pm and a DJ would cease at 01.00am This had been the first notification

Signature:		Signature witnessed by:	
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Continuation Statement of: Paul Mckinder

to the Police of this event and it had not been discussed previously between Donington Park and the Police. In my professional opinion I consider that condition 3 of the Donington Park Licensing Conditions has been breached by not submitting to the responsible authorities an event management detailing the plan for an outdoor event not less than 28 days prior to an outdoor event being held.

27.

There were several logistical issues that arose at the Moto Grand Prix reported to me by Pc Horsley; these included no adequate facilities identified for a centre for the feeding, reporting, and briefing of police staff. The lack of the provisions for ISDN lines for the Forward Command Vehicle, despite repeated assurances from Donington Park to the Police that sufficient ISDN lines had been installed in Hall 5 of the museum. It was thought that RVP1 of the Contingency Plan was compromised due to the refurbishment of the Ticket Office as this was intended to be used on the Sunday of the event. This meant there was a mix of emergency vehicles and queuing people likely to come into conflict and there had been no multi-agency discussion as to the layout of the RVP1 and the refurbishment of the Ticket Office prior to the event.

28.

In my professional opinion the following conditions placed on the Donington Park Licence would assist greatly in the promotion of the licensing objectives.

Subsection a)

Provide an event plan and detailed schedule with reference to the stewarding and security personnel to be utilised in the event site and at any other relevant places. This should be carried out by a competent person and suitably qualified person.

Subsection b)

Analyze and detail the potential and likelihood for crime and disorder to occur as a direct or indirect result of the event taking place either at the event location, in the vicinity or at any other relevant places. Summarise the manner in which these potential risks will be mitigated

Subsection c)

The event organiser will, in partnership with the Police, the Council, other responsible agencies and the emergency services, prepare contingency plans to deal with a major incident, the plan must accommodate the arrival of the emergency services at the Event in order to deal with any incident/emergency that may occur and to facilitate the police's obligations to investigate deaths on behalf of the coroner. These plans will be made available to all relevant agencies and will not be altered or amended without prior consultation.

Subsection d)

Provide a detailed analysis and breakdown of the Traffic Management Plan for the event.

Signature:		Signature witnessed by:	
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Continuation Statement of: Paul Mckinder

Subsection e)

Any consultation with the police will take effect no later than 6 weeks prior to the event commencing and should be event specific leading to the preparation of an individual event service level agreement between those interested parties.

Signature:		Signature witnessed by:	
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**Moore Sean**

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**From:** John Brown  
**Sent:** 03 July 2008 16:04  
**To:** EMMA McHugh  
**Cc:** Moore Sean  
**Subject:** FW: NOT PROTECTIVELY MARKED:- DoningtonParkReview230608  
**Attachments:** DoningtonParkReview230608.doc

Hello Emma

ref the email sent by Sean, I had a conversation with Sean last week and expressed to him that our main gripe from the Operational Planning point of view was the lack of pre event consultation/discussion with the race track for MotoGP this year. As you know event planning meetings were none existent apart from a traffic meeting 2 weeks before the event. The Event Management Plan was received by yourself barely a week before the event, this caused us a number of problems in making Operational Planning decisions, producing plans and briefing officers. Also the plans were not as we would have expected for such an event!!! From the Operational Planning side we have no enforcing authority, our Fire Protection people have, for the site, but they wish at this time to approach Donington to discuss and assist if possible. We hope / would expect consultation and planning for future events to be far more robust.

If you need to discuss give me a call

cheers

John Brown  
Operational Planning Group  
Leicestershire Fire and Rescue Service

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**From:** Moore Sean  
**Sent:** 03 July 2008 14:27  
**To:** 'EMMA McHugh'  
**Cc:** Hiom Richard; McKinder Paul; 'Graham Coe'; Brown Chris (NW LPU Cmdr); O'Brien John (SGT); Keith Trowell; Marson Tony; John Brown  
**Subject:** NOT PROTECTIVELY MARKED:- DoningtonParkReview230608

Dear All,

Please find the above attached.

I confirm I have posted hard copies to the licence holder and the authority.

I hope Ins Marson will bring this to the attention of the management at NEMA as I understand they may wish to make a representation as may the Fire and Rescue Service.

Sean Moore PS567

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Internet email is not to be treated as a secure means of communication. Leicestershire

14/07/2008

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Thank you for your co-operation.

) Leicestershire Constabulary

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## Witness Statement


(CJ Act 1967, s9; MC Act 1980, s5A (3A) and 5B; M.C.Rules 1981, r70)

Statement of: Paul Mckinder

Age: Over 18

This statement (consisting of 1 page(s), signed by me) is true to the best of my knowledge and belief. And I make it, knowing that if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it, anything, which I know to be false or do not believe to be true.

Dated: 01/08/2008

Signature: 

I am Inspector 160 of the Leicestershire Constabulary, currently based at Force Head Quarters.

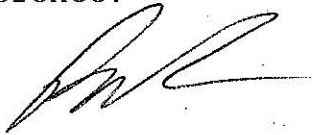
I am the Operations Planning Inspector based at Force Headquarters, Enderby Leicester.

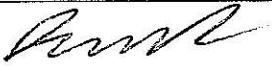
On Friday 01<sup>st</sup> August 2008 at 10.00am I attended the Donington Park Events Group meeting. Whilst present at this meeting I spoke with Thomas Lloyd and Martin Quilliam Group Operations Managers for Donington Park.

I handed to them a list of available training courses featured at the Emergency Planning College, York which detailed courses for Public Safety including the following:

1. Crowd Dynamics
2. Advanced Crowd Dynamics
3. Public Safety at Sports Grounds and Events
4. Public Safety at Festivals and Mass Gatherings
5. Public Safety in Complex and Built Environments
6. Temporary Demountable Structures
7. Fire Risk Assessments
8. Working in Safety Advisory Groups

In addition to this I handed them a list of publications to assist with Legislation and Guidance Reference.



Signature: 	Signature witnessed by:
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## Legislation and Guidance Reference Material

- Guide to Safety at Sports Grounds  
(Green Guide)  
ISBN 978-0-11-300095-2
- The Event Safety Guide. (HSE 1999)  
A guide to health, safety and welfare at music and similar events  
(Purple Guide)  
ISBN 07176 24536
- Guide to fire precautions in existing places of entertainment and like premises  
(Yellow Guide)  
ISBN 0-11-340907-9
- Managing Crowd Safety (HSE 2000)  
ISBN 07176 1834 X
- 5 Steps to Risk Assessment Case Studies (HSE 1998)  
ISBN 07176 15804
- Safety Guidance for Street Arts, Carnivals, Processions and large Scale Performances published by the Independent Street Arts Network
- Managing Large Events (Licensing Act 2003)  
A LACROS Guide
- Temporary Demountable Structures  
Guidance on procurement, design and use  
(3<sup>rd</sup> Edition April 2007)  
ISBN 978-0-901297-45-7

# Emergency Planning College

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## Courses

### Public Safety

**Important:** Before you book, please refer to our **Attendance Policy**.

| [Dates/Rates](#) | [Book](#)

### Course Title: Crowd Dynamics



In association with Crowd Dynamics

**Who Should Attend:** Those who design for, plan or manage the movement of people in sport, entertainment, shopping, transport or similar environments. It will benefit site or venue operational managers, stewarding and security organisations, police officers with crowd management responsibilities, architects working in the complex and built environment and local authority officers with licensing, planning, building control or leisure management responsibilities

**Aim:** To develop greater awareness of how individuals and crowds react and behave in the space available at places of public assembly, and to explore the application of modelling techniques and tools to enhance public safety.

This was the most useful course I have done as it was very practical and hands-on and contained some precise methods for calculating crowd density etc. The trainers were both very professional and interesting speakers.

Jane Blade, Licensing Officer, London Borough of Greenwich

**Objectives:** By the end of this event you will be able to:

- Apply guidance on the management of crowd flow and movement with regard to a range of places of public assembly.
- Apply risk assessment techniques to the area of crowd management.
- Recognise the potential benefits of using appropriate crowd simulation tools in designing, planning, and managing spaces where people gather.
- Create models summarising crowd flow to help with planning and crowd management activities for access, ingress, circulation and egress.

**Pre-Requisites:** A basic understanding of the content and application of the various guidance documents relating public safety is assumed. This may be confirmed by attending the Introduction to Crowd and Event Safety course as preparation.

**Progression:** The course supports the rest of the Public Safety curriculum by examining this particular discipline in detail, at a level suitable for those with a reasonable degree of professional experience.

**Director:** Prof. Keith Still

### Dates & Rates:

- 11-13 Aug 2008 Ref: 33A1 FULL
- 17-19 Nov 2008 Ref: 47A
- 16-18 Feb 2009 Ref: 8A1
- **Rate 1** £545 **Rate 2** £684 **Rate 3** £272

**Further Information**

For further information about the content of this course contact Learning Support 01347 825031  
**EPC.Learning.Support@Cabinet-Office.x.gsi.gov.uk**

**Book**

To avoid disappointment please telephone to check availability before booking +44 (0)1347 822 877

We reserve the right to amend details of course programmes without notice.

**[Back to Course index](#)**

# Emergency Planning College

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## Courses

### Public Safety

**Important:** Before you book, please refer to our **Attendance Policy**.

| [Dates/Rates](#) | [Book](#)

### Course Title: **Advanced Crowd Dynamics**

#### Who Should Attend:

For those who design for, plan or manage the movement of people in sport, entertainment, shopping, transport or similar environments. This event will benefit site or venue operational managers, stewarding and security organisations, police officers with crowd management responsibilities, architects of environments used by large numbers of people and local authority officers with licensing, planning, building control or leisure management responsibilities.

**Aim:** To develop your understanding of crowd dynamics and crowd modelling techniques applied to your own case study material.

**Objectives:** By the end of this event you will be able to:

The course was superb - I enjoyed every minute.

Mark Hyatt, Technical Services Director, Eden Project

- Explain the essentials of crowd modelling in terms of ingress, circulation and egress.
- Describe the principles of behavioural-based safety in places of public assembly.
- Create crowd dynamics models to analyse crowd dynamics based on spreadsheets and queuing models.
- Integrate models of behaviour and crowd dynamics to support a comprehensive approach to crowd safety planning and management.

#### Pre-Requisites:

You must complete the 'Crowd Dynamics' course prior to attending this event (or have equivalent practical experience). A basic understanding of MS Office/Excel spreadsheets is essential. You will be required to provide your own laptop with software installed, as well as information relating to your own crowd dynamics issues – such as plans, site maps and related data. This will allow the course to focus on your own current challenges and projects, and create solutions that can be applied back in the workplace.

**Director:** Prof. Keith Still

#### Dates & Rates :

- 20-22 Oct 2008 Ref: 43A1
- **Rate 1** £545 **Rate 2** £684 **Rate 3** £272

#### Further Information

For further information about the content of this course contact Learning Support 01347 825031

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# Emergency Planning College

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## Courses

### Public Safety

**Important:** Before you book, please refer to our Attendance Policy.

| Dates/Rates | Book

### Course Title: Public Safety at Festivals and Mass Gatherings

**Who Should Attend:** Those who plan for and manage safety at outdoor festivals and gatherings, or who represent organisations with a significant stakeholder input to the safety planning and management process.

**Aim:** To provide those with responsibility for the safety of crowds at festivals and mass gatherings with an appreciation of good practice in the planning, organising and operating of events.

**Objectives:** By the end of this event you will be able to:

By the end of this event you will be able to:

- Outline the principle guidelines and regulations for safety and contingency planning for events.
- Produce a qualitative risk assessment of a site in order to determine its suitability for an event.
- Evaluate the safety features of an event proposal.
- Describe the key elements of a contingency plan for a proposed event.
- Explain the benefits of multi-agency co-operation in the planning of events.
- Identify good practice and lessons from events and incident case studies.

**Pre-Requisites:** You should normally have attended the Introduction to Crowd and Event Safety Management course before attending this course.

**Progression:** To other courses in the Public Safety spine.

**Director:** Mark Leigh

### Dates & Rates:

- 15-17 Oct 2008 Ref: 42B1 FULL
- 3-5 Nov 2008 Ref: 45A1
- 7-9 Jan 2009 Ref: 2B
- 23-25 Feb 2009 Ref: 9A
- 25-27 March 2009 Ref: 13B1
- **Rate 1** £545 **Rate 2** £684 **Rate 3** £272

### Further Information

For further information about the content of this course contact Learning Support 01347 825031

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# Emergency Planning College

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## Courses

### Public Safety

**Important:** Before you book, please refer to our **Attendance Policy**.

| **Dates/Rates** | **Book**

### Course Title: Public Safety in Complex and Built Environments

**Who Should Attend:** Those with responsibility for managing public safety in these environments, which include transport hubs, ports and stations, shopping and city centre complexes, mass transit systems and stadia. It will suit the needs of anyone responsible for co-ordinating and integrating the safety initiatives and practices of diverse groups of stakeholders, to achieve coherent overall safety policies in environments that attract large numbers of people as part of their normal operations.

**Aim:** To examine issues relating to the achievement of strategically integrated safety management in complex and built environments.

**Objectives:** By the end of this event you will be able to:

- Explain the concept and rationale of Integrated Safety Management.
- Identify the challenges inherent in achieving strategic integration in safety planning and recommend ways of overcoming them.
- Examine the implications of recent developments in the fields of CDM and related legislation and practice.
- Analyse the relationships between risk, safety and security in planning for, and responding to, emergencies.
- Describe the potential impact of complex and built environments, and crisis communication, on the behaviour of crowds.
- Analyse case studies of disasters in complex and built environments and the lessons identified.
- Analyse the human and practical aspects of evacuating large numbers of people from a complex and built facility.

**Pre-Requisites:** It is recommended that participants attend the Introduction to Crowd and Event Safety Management course to gain a basic understanding of the overall context of Public Safety. Those with more working experience, and a familiarity with applying the recommendations of the main guidance documents, may choose to progress straight to this course if they so wish. However, the course does assume that such a level of understanding exists.

**Progression:** Further courses relevant to complex and built environments are under development.

**Director:** Mark Leigh

### Dates & Rates:

- 18-20 Feb 2009 Ref: 8B1
- **Rate 1** £545 **Rate 2** £715 **Rate 3** £286

### Further Information

For further information about the content of this course contact Learning Support 01347 825031

**EPC.Learning.Support@Cabinet-Office.x.gsi.gov.uk**

### Book

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We reserve the right to amend details of course programmes without notice.

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# Emergency Planning College

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## Courses

### Public Safety

**Important:** Before you book, please refer to our Attendance Policy.

Dates/Rates | Book

### Course Title: Temporary Demountable Structures



in conjunction with Star Events Group

**Who Should Attend:** Those who need to be aware of, and understand, the problems faced when erecting temporary demountable structures (TDS). Typically this brings together local authorities, the emergency services and commercial organisations who have a responsibility for licensing, both indoor and outdoor crowd related events.

**Aim:** To examine TDS and to detail the potential pitfalls and identify the matters of good practice required to operate events safety.

**Objectives:** By the end of this event you will be able to:

- Identify the problems associated with poor structure design
- Recognise the key roles other agencies have in planning a safe event
- Explain specific legislation and key guidance documents relating to the transformation of TDS
- Analyse and interpret schemes and plans submitted by the various contractors involved in TDS
- Specify requirements that TDS contractors must work to in order to provide a safe environment
- Explain the needs of the event industry with regard to pre-planning for the use of TDS

**Pre-requisites:** It is recommended, although not essential, that you attend the Introduction to Crowd and Public Safety Management course prior to attending this event.

**Director:** Mark Leigh

### Dates & Rates

- 11-13 Feb 2009 Ref: 07A3
- **Rate 1** £545 **Rate 2** £684 **Rate 3** £272

### Further Information

For further information about the content of this course contact Learning Support 01347 825031

**EPC.Learning.Support@Cabinet-Office.x.gsi.gov.uk**

### Book

To avoid disappointment please telephone to check availability before booking +44 (0)1347 822 877

We reserve the right to amend details of course programmes without notice.

**Back to Course index**

# Emergency Planning College

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## Courses

### Public Safety

**Important:** Before you book, please refer to our **Attendance Policy**.

| [Dates/Rates](#) | [Book](#)

### Course Title: Fire Risk Assessment

#### Who Should Attend:

This course is for Category 1 and 2 Responder organisations and those from the private sector who are responsible for managing property, organising events, health and safety and anyone with responsibility for premises. This course is particularly relevant for those in a senior management role.

**Aim:** This is a practical course which will provide you with skills and knowledge to produce a Fire Risk Assessment in a recognised format, carry out the associated Fire Safety inspections and deal with issues relating to Staff Training and Evacuation Procedures.

**Objectives:** By the end of this event you will be able to:

- Carry out a Fire Safety inspection of a building in a structured manner.
- Use the information gained to write a Fire Risk Assessment using the guidance contained in PAS 79 'Fire Risk Assessment - Guidance and a Recommended Methodology'.
- Identify common Fire Safety hazards when carrying out an inspection.
- Gain a working knowledge of the UK's Fire Safety Guidance documents.
- Identify staff training requirements.
- Develop your knowledge of basic fire fighting equipment and what is meant by terms such as 'compartmentation and competence'.
- Recognise the standard that has to be achieved for evacuation with a particular look at Disabled Evacuation.

**Director:** Mark Leigh

**Time:** noon-noon

#### Dates & Rates :

- tbd
- **Rate 1** £545 **Rate 2** £684 **Rate 3** £272

#### Further Information

For further information about the content of this course contact Learning Support 01347 825031

[EPC.Learning.Support@Cabinet-Office.x.gsi.gov.uk](mailto:EPC.Learning.Support@Cabinet-Office.x.gsi.gov.uk)

#### Book

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We reserve the right to amend details of course programmes without notice.

**[Back to Course index](#)**

# Emergency Planning College

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## Courses

### Public Safety

**Important:** Before you book, please refer to our Attendance Policy.

| Dates/Rates | Book

### Course Title: Working In Safety Advisory Groups

**Who Should Attend:** Those who attend Safety Advisory Groups and from legal services departments who often find themselves advising Safety Advisory Groups.

**Aim:** To enable delegates to apply a consistent approach in their roles within a Safety Advisory Group.

**Objectives:** By the end of this event you will be able to:

- Apply the legislation on safety certification.
- Explain the statutory, and non statutory, roles of members of the Safety Advisory Group.
- Apply the relevant guidance to determine the safe capacity for a sports ground and event.
- Apply the guidance on safety certification

This course is a joint initiative between the EPC and the Football Licensing Authority. It builds on the excellent partnership we established in delivering the Public Safety at Sports Grounds and Events course, but this one is not primarily about football. As the author of the Green Guide and the series of Sports Grounds and Stadia Guides, the FLA can give general guidance about how to apply these beyond football. It has been directly involved with Ascot Racecourse and in preparations for the 2012 Olympics. It was also consulted by the Home Office in the preparation of the Good Practice Safety Guide for events on public highways. The EPC-FLA partnership reflects a joined-up approach to public safety management between the Cabinet Office and the Department of Culture, Media and Sport. As such, we offer the definitive interpretation of legislation, guidance and advice and the highest standards of interactive, participative learning – which is subject to rigorous and continuous evaluation.

The course starts by establishing what the generic elements of the terms of reference for a SAG might look like, and who should comprise its membership – in terms of core, statutory and non-statutory/invited representatives. It will also consider the workings of large and small SAGs in respect of the full range of relevant places and events, from the certificated venue to the unlicensed event. This will give the course a grounding that will be exploited in exercises based on different venues, including a racecourse, a sports stadium and an urban public festival. These will focus on developing specific terms of reference and developing skills and competencies for working in SAGs. Other sessions will include a formal case study and derivation of lessons learned, the policing of events, issues relating to capacities and rates of passage and applying safety certification.

There are many different types of SAGs and their main concerns differ from area to area. We recognise this diversity and have based our course on the common principles of good practice that should inform all their activities. It is anticipated that the course will be available at the college and off-site at a location of the customer's choice.

### Dates & Rates:

- 23-25 Jul 2008 Ref: 30B1 [FULL]
- 6-8 Oct 2008 Ref: 41A2 [FULL]
- 11-13 Feb 2008 Ref 07B2 [FULL]
- **Rate 1** £545 **Rate 2** £684 **Rate 3** £272

**NORTH WEST LEICESTERSHIRE LICENSING AUTHORITY**  
Licensing Act 2003

**REPRESENTATION FORM FROM RESPONSIBLE AUTHORITIES**

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

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

<b>Your Name</b>	Mr T Cawthorne
<b>Job Title</b>	Environment Team Leader
<b>Postal and email address</b>	Council Offices NWLDC Whitwick Road Coalville
<b>Contact telephone number</b>	

<b>Name of the premises you are making a representation about</b>	Donington Park Leisure Limited Donington Park
<b>Address of the premises you are making a representation about</b>	Castle Donington Derbyshire DE74 2PR

<b>Which of the four licensing Objectives does your representation relate to?</b>	<b>Yes Or No</b>	<b>Please detail the evidence supporting your representation. Or the reason for your representation. Please use separate sheets if necessary</b>
To prevent crime and disorder		
Public safety		
To prevent public nuisance	Yes	During two events The Download Festival and the Moto GP Whilst undertaking visits on site it has become evident that there are no facilities for the disposal of grey water or provision for the washing of catering utensils resulting in contamination of personal hygiene washing facilities and the indiscriminant disposal of grey water
To protect children from harm		

<b>Suggested conditions that could be added to the licence to remedy your representation or other suggestions you would like the Licensing Sub Committee to take into account. Please use separate sheets where necessary and refer to checklist.</b>	<ul style="list-style-type: none"> <li>• At all events where camping is undertaken adequate provision for the cleansing of kitchen utensils and the disposal of grey water shall be provided in agreement with the local authority.</li> <li>• All equipment and disposal areas shall be maintained in a clean condition and inspected at regular intervals</li> </ul>
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Signed: 

Date: 31/7/08

Please return this form along with any additional sheets to: North West Leicestershire Licensing Authority, Council Offices, Coalville, Leicestershire, LE67 3FJ, or email to [licensing@nwleicestershire.gov.uk](mailto:licensing@nwleicestershire.gov.uk).

**This form must be returned within the Statutory Period. For more details please check with the Licensing Office on 01530 454529, 454838 or 454844.**



**NORTH WEST LEICESTERSHIRE LICENSING AUTHORITY**  
Licensing Act 2003

**REPRESENTATION FORM FROM RESPONSIBLE AUTHORITIES**

Responsible Authority (please delete as applicable):

Health and Safety

Your Name	Karen Edmonds
Job Title	Commercial Team Leader
Postal and email address	Council Offices, Whitwick Road, Coalville, Leics LE67 3FJ
Contact telephone number	

Name of the premises you are making a representation about	Donington Park Leisure Ltd (NWL20390)
Address of the premises you are making a representation about	Donington Park, Castle Donington, Derbyshire, DE74 2RP

<b>Which of the four licensing Objectives does your representation relate to?</b>	<b>Yes Or No</b>	<b>Please detail the evidence supporting your representation. Or the reason for your representation. Please use separate sheets if necessary</b>
To prevent crime and disorder	No	
Public safety	Yes	There was a failure to submit relevant Event Management Plan, Major Incident Plan and suitable Risk Assessments in relation to the Moto GP and associated Moto GP concert within the required 28 days prior to the event (20 June – 22 June 2008, campsite opened 18 June 2008). Such documents were received only 5 days before the event (sent on the 15 June 2008). Insufficient pre-planning and management had failed to be undertaken in relation to the break up of Download and the build up of the Moto GP resulting in the majority of build up of Moto GP occurring within 2 days. The role of the Event Safety Co-ordinator was not sufficiently implemented.
To prevent public nuisance	No	
To protect children from harm	No	

<b>Suggested conditions that could be added to the licence to remedy your representation or other suggestions you would like the Licensing Sub Committee to take into account. Please use separate sheets where necessary and refer to checklist.</b>	<ol style="list-style-type: none"> <li>1. Extension of condition 4 to require a Draft EMP at least 2 months prior to an event over 20,000.</li> <li>2. Condition 7 to be extended to require the significant findings of the Risk Assessments for the events to be forwarded at least 28 days prior to the event.</li> <li>3. A new condition relating to the appointment of a specific, competent Event Safety Co-ordinator for each event over 20000. The role of the ESC will be to implement the EMP, including gathering all the Risk</li> </ol>
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	<p>Assessments and sign offs from contractors. The ESC responsibilities should also include the following:</p> <ul style="list-style-type: none"><li>• Advice where unsafe work or the use of unsafe equipment is observed, and assist in stopping such work</li><li>• A co-ordinating role with the Production Managers, the Licensee and emergency services etc</li><li>• Liaison with lead sub-contractors, check risk assessments and safety policy</li><li>• Checking appropriate certificates in respect of temporary structures, and electrical installations etc</li><li>• Assist in the inspection of the venue during the build period and during the event</li><li>• Provision of safety advice</li><li>• Provide ongoing feedback</li></ul> <p>4. A new condition to ensure that Health and Safety impacts are considered following the acquisition of new business which may have an impact on existing activities/commitments</p>
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Signed: *U Edwards*

Date: 21 July 2008

Please return this form along with any additional sheets to: North West Leicestershire Licensing Authority, Council Offices, Coalville, Leicestershire, LE67 3FJ, or email to [licensing@nwleicestershire.gov.uk](mailto:licensing@nwleicestershire.gov.uk). **This form must be returned within the Statutory Period. For more details please check with the Licensing Office on 01530 454529, 454838 or 454844.**

**NORTH WEST LEICESTERSHIRE LICENSING AUTHORITY**  
Licensing Act 2003

**REPRESENTATION FORM FROM RESPONSIBLE AUTHORITIES**

Responsible Authority (please delete as applicable):  
Health and Safety

<b>Your Name</b>	Karen Edmonds
<b>Job Title</b>	Commercial Team Leader
<b>Postal and email address</b>	Council Offices, Whitwick Road, Coalville; Leics LE67 3FJ
<b>Contact telephone number</b>	

<b>Name of the premises you are making a representation about</b>	Donington Park Leisure Ltd (NWL20390)
<b>Address of the premises you are making a representation about</b>	Donington Park, Castle Donington, Derbyshire, DE74 2RP

<b>Which of the four licensing Objectives does your representation relate to?</b>	<b>Yes Or No</b>	<b>Please detail the evidence supporting your representation. Or the reason for your representation. Please use separate sheets if necessary</b>
<b>To prevent crime and disorder</b>	No	
<b>Public safety</b>	Yes	There was a failure to submit relevant Event Management Plan, Major Incident Plan and suitable Risk Assessments in relation to the Moto GP and associated Moto GP concert within the required 28 days prior to the event (20 June – 22 June 2008, campsite opened 18 June 2008). Such documents were received only 5 days before the event (sent on the 15 June 2008). Insufficient pre-planning and management had failed to be undertaken in relation to the break up of Download and the build up of the Moto GP resulting in the majority of build up of Moto GP occurring within 2 days. The role of the Event Safety Co-ordinator was not sufficiently implemented.
<b>To prevent public nuisance</b>	No	
<b>To protect children from harm</b>	No	

<b>Suggested conditions that could be added to the licence to remedy your representation or other suggestions you would like the Licensing Sub Committee to take into account. Please use separate sheets where necessary and refer to checklist.</b>	<b>In addition to the 4 suggested conditions submitted on the 21 July 2008, a further condition is requested:</b>  <b>5. That there is a minimum of a 2 week gap between 2 consecutive class A events, or 2 consecutive events of 30,000 plus.</b>
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Signed:

*U Edmonds*

Date: 25 July 2008

Please return this form along with any additional sheets to: North West Leicestershire Licensing Authority, Council Offices, Coalville, Leicestershire, LE67 3FJ, or email to [licensing@nwleicestershire.gov.uk](mailto:licensing@nwleicestershire.gov.uk).  
**This form must be returned within the Statutory Period. For more details please check with the Licensing Office on 01530 454529, 454838 or 454844.**

**NORTH WEST LEICESTERSHIRE LICENSING AUTHORITY**  
**Licensing Act 2003**

**REPRESENTATION FORM FROM RESPONSIBLE AUTHORITIES**

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

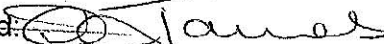
Police / Fire / Environmental Protection / Health and Safety / Child Protection / Weights and Measures / Planning Authority

<b>Your Name</b>	Christine James
<b>Job Title</b>	Senior Planning Officer
<b>Postal and email address</b>	Development Control, Council Offices
<b>Contact telephone number</b>	

<b>Name of the premises you are making a representation about</b>	Donington Park
<b>Address of the premises you are making a representation about</b>	Donington Park, Castle Donington

<b>Which of the four licensing Objectives does your representation relate to?</b>	<b>Yes Or No</b>	<b>Please detail the evidence supporting your representation. Or the reason for your representation. Please use separate sheets if necessary</b>
To prevent crime and disorder	Y	There are a large number of protected trees on the site. Over the years, a number of trees have been unlawfully removed or damaged. It is important to protect the remaining trees as far as possible.  Reason for the condition: If any person contravenes the provision of a Tree Preservation Order he shall be guilty of an offence. Section 210 Town and Country Planning Act 1990.
Public safety	N	
To prevent public nuisance	N	
To protect children from harm	N	

<b>Suggested conditions that could be added to the licence to remedy your representation or other suggestions you would like the Licensing Sub Committee to take into account. Please use separate sheets where necessary and refer to checklist.</b>	<b>At all entertainment events subject to the premises licence, trees and woodland areas subject to the Tree Preservation Order shall be protected from potential damage by a fencing scheme to be first agreed in writing with the Local Planning Authority unless an alternative scheme of protection is first agreed in writing with the Local Planning Authority. Any scheme agreed will remain in place for the duration of the event(s).</b>
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Signed:  Date: 31/07/2008

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**NORTH WEST LEICESTERSHIRE LICENSING AUTHORITY**  
Licensing Act 2003

**REPRESENTATION FORM FROM INTERESTED PARTIES**

This representation is made by an interested Party in the vicinity of the premises to be licensed as detailed below

<b>Your name/organisation name/name of body you represent</b>	Neil Robinson, General Manager (Environment and Safeguarding)
<b>Organisation name/name of body you represent (if appropriate)</b>	East Midlands International Airport Limited
<b>Postal and email address</b>	Environment and Safeguarding Department Building 34 East Midlands Airport Castle Donnington Derby DE74 2SA
<b>Contact telephone number</b>	

<b>Name of the premises you are making a representation about</b>	Donnington Park
<b>Address of the premises you are making a representation about</b>	Donnington Park, Castle Donnington, Derby DE74 2RP

Your representation must relate to one of the four Licensing Objectives

<b>Licensing Objective</b>	<b>Yes Or No</b>	<b>Please detail the evidence supporting your representation. Or the reason for your representation. Please use separate sheets if necessary</b>
<b>To prevent crime and disorder</b>	Yes	<p>Activities undertaken at the premises have the potential to endanger aircraft operations and as such to constitute a criminal offence under the Air Navigation Order.</p> <p>A systematic management failure at the premises has led to a number of instances where the safe operation of aircraft could have been endangered.</p>
<b>Public safety</b>	Yes	<p>Given its proximity to the Airport, events at the premises need to be carefully planned and managed to ensure that they do not pose a risk to the safe operation of aircraft. Therefore a number of licence conditions are imposed to protect aviation safety. In particular Annex 2, Condition 4, footnote 1, requires that:</p> <p><i>'Written notification of staging, structures and cranes exceeding the East Midlands Airport advised threshold and transmission equipment of any kind shall be provided by the licensee at least 28 days prior to the event. This shall include an exact location using 6 figure co-ordinates and the height of the proposed structure to an accuracy of +/- 1 metre, including any plant used for its installation and supporting data sheets or specifications for telecommunications. No erection of such structures without prior written confirmation from East Midlands Airport.'</i></p> <p>A systematic management failure at the premises has led to a number of occasions when this condition was not adhered to. These include:</p> <p><b>Lighting Columns</b></p>

Following a routine inspection on 18<sup>th</sup> June 2008 it was apparent that 7 telegraph poles for the hanging of festoon lighting had been erected without prior notice and without the required written confirmation from the Airport. The columns were each approximately 8m tall and in close proximity to the runway. They were assessed to infringe the Airport's obstacle limitation surface and therefore they presented a hazard to aircraft operations.

**Fairground Ride**

Further inspections undertaken on 18<sup>th</sup> June 2008 revealed that a large fairground ride had been brought on to site without prior notice and without the required written confirmation from the Airport. This fairground ride was also assessed to infringe the Airport's obstacle limitation surface and therefore to present a hazard to aircraft operations

As a result of these obstacles the Airport could not continue normal operations. The Airport was compelled to issue a notice to pilots to this effect and to declare a reduced runway length. In order to ensure aircraft could continue to operate safely the declared runway length was reduced by 400m and this notice was in force for approximately 10 hours. Whilst smaller aircraft were able to operate from this reduced runway length it is unlikely that larger aircraft would have been able to depart. In particular Lufthansa Cargo made alternative plans to divert 2 large aircraft to a different airport in the event that the restriction could not be removed in time for their operations, the first of which was scheduled for approximately 22:00 hours. The restriction was lifted at approximately 20:00 hours.

**Television Broadcast Platforms**

Following a routine inspection on 19<sup>th</sup> June 2008 it was discovered that a television broadcast platform was in the process of being erected. Further dialogue with the on site contractor revealed that this was 1 of 4 platforms which were to be used to provide television coverage of the Motorcycle Grand-Prix. None of these structures were the subject of prior notice and none had received the required written confirmation from the Airport.

The Airport obtained (directly from the contractor) details of the planned locations and structure heights for the 4 platforms. This revealed that 1 of the platforms, if erected as planned, would constitute a 20m infringement of the Airport's obstacle limitation surface. Had this platform been erected, as planned, it is unlikely that the Airport could have continued to operate any commercial aircraft and operations would have ceased entirely as a result.

It is particularly disconcerting the Designated Premises Supervisor had no knowledge of these structures, their planned location or height. It was reported anecdotally by the contractor that these details had been supplied to management at Donington Park 4 weeks prior to installation, broadly in accordance with the requirements of the licence.

<b>To prevent public nuisance</b>	N/A	
<b>To protect children</b>	N/A	

from harm		
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Please suggest any conditions that could be added to the licence to remedy your representation or other suggestions you would like the Licensing Sub Committee to take into account. \*\*

Please see the attached submission.

Signed: 

Date: 28/7/08

Please return this form along with any additional sheets to: North West Leicestershire Licensing Authority, Council Offices, COALVILLE, Leicestershire, LE67 3FJ, or email to [Licensing@nwleicestershire.gov.uk](mailto:Licensing@nwleicestershire.gov.uk)  
**This form must be returned within the Statutory Period. For more details please check with the Licensing Office on 01530 454528, 01530 454838 or 01530 454844.**



- Remove footnotes 1,2 and 3 to Annex 2; Condition 4
- Amend Annex 2; condition 16 to read:

The risk assessments and event management plan for all major events (attendance over 10,000 per event day) will be designed to ensure the minimum of disruption to the local road network and to avoid the event having any effect upon the safe operation of aircraft using East Midlands Airport, in accordance with the agreed aerodrome safeguarding plan for the event. A documented Traffic Management Plan must be submitted to, and approved by, East Midlands International Airport Limited no later than 28 days prior to any major event going ahead (attendance over 10,000 per event day).

- Delete Annex 2; Condition 41
- Insert new condition as follows

### **Aerodrome Safeguarding**

The Licensee shall prepare and submit to East Midlands International Airport Limited for its approval a written aerodrome safeguarding plan for all outdoor entertainment licensable events. The plan shall be prepared by a responsible competent person nominated by the Licensee holding appropriate qualification and experience. The nominated person will be present on site throughout the course of each event. The written plan shall be submitted to the Airport for its approval a minimum of 28 days prior to each such event. The plan shall detail the measures that are proposed to ensure the continued safe operation of aircraft during the event. In particular the plan will include:

#### **Structures**

Written notification of staging, cranes, fairground rides, campsites and other structures exceeding the thresholds advised from time to time by East Midlands International Airport Limited. The plan will include a description, location (using a 6 figure grid reference) and height above ground (to an accuracy of +/- 1m). The details provided will include any ancillary equipment, such as cranes, used for installing or dismantling staging and structures etc. The plan will include a calculation for each item of staging, each crane and each structure to demonstrate compliance with the Airport's obstacle limitation surfaces.

#### **Electromagnetic Transmissions**

Written notification of any electromagnetic transmissions. The plan will include a description and location (using a 6 figure grid reference) of any relevant equipment, (including but not limited to television transmitters, radio transmitters, microwave links and telecommunication masts). For each item of equipment the details provided will include, date of proposed erection and decommission, transmission frequency, power output, electrical downtilt, bearing, type of antenna or aerial, height of the antenna or aerial, modulation detail, gain, polarisation and any other supporting technical specifications necessary to demonstrate that aircraft can continue to operate safely throughout the event.

### **Lighting and Lasers**

Written notification of any lighting, including fixed lighting, lasers and other light effects. The plan will include a description and location (using a 6 figure grid reference) of all such lighting equipment. The plan will satisfactorily demonstrate that all lighting will be constructed to ensure there is no light spill above the horizontal. Where this is not possible the details provided will include luminance, direction and supporting calculations sufficient to demonstrate that aircraft can continue to operate safely throughout the event.

The plan will allow for the physical inspection of lighting and lasers prior to the commencement of the event.

### **Pyrotechnics**

A full copy of the method statement required by condition 17. The details provided will include a description and location (using a 6 figure grid reference) including the date and time when any pyrotechnics will be discharged, the duration of any display, the maximum height of any pyrotechnics and any other information necessary to demonstrate that aircraft can continue to operate safely throughout the event.

### **Aerial Activity**

Written notification of any anticipated aerial activity such as air displays or helicopter operations. The details provided will include date, time, duration, anticipated operating altitudes and any other information necessary to demonstrate that aircraft using East Midlands Airport can continue to operate safely throughout the event.

### **Litter**

The detailed arrangements for collecting and disposing of litter during and after the event. The details will stipulate a deadline, to be approved by East Midlands International Airport, by when the site will be restored to condition A, as defined by the Litter Code of Practice, published in support of Part IV of the Environmental Protection Act 1990 in order to ensure that there is not an accumulation of litter that constitutes a bird strike hazard to aircraft.

After approval of the aerodrome safeguarding plan by East Midlands International Airport Limited, the plan will only be amended and updated to reflect changes that arise due to unusual, exceptional or unforeseen circumstances. Any amended or updated aerodrome safeguarding plan must be submitted to the Airport and all changes will be notified to East Midlands International Airport for its approval at least 7 days prior to the commencement of the event.

Prior to the commencement of the event the licensee will obtain written confirmation from East Midlands International Airport that the aerodrome safeguarding plan is approved as being adequate to ensure the safe operation of aircraft.