

[Insert name and address of relevant licensing authority and its reference number (optional).]

### Temporary Event Notice

Before completing this notice, please read the guidance notes at the end of the notice. If you are completing this notice by hand, please write legibly in block capitals. In all cases, ensure that your answers are inside the boxes and written in black ink or typed. Use additional sheets if necessary. You should keep a copy of the completed notice for your records. You must send at least one copy of this notice to the licensing authority and additional copies must be sent to the chief officer of police and the local authority exercising environmental health functions for the area in which the premises are situated. The licensing authority will give to you written acknowledgement of the receipt of the notice.

I, the proposed premises user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry on a temporary activity at the premises described below.

1. The personal details of premises user (Please read note 1)	
1. Your name	
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input checked="" type="checkbox"/> Ms <input type="checkbox"/> Other (please state)
Surname	ROGERSON
Forenames	HAYLEY
2. Previous names (Please enter details of any previous names or maiden names, if applicable. Please continue on a separate sheet if necessary)	
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)
Surname	
Forenames	
3. Your date of birth	
4. Your place of birth	
5. National Insurance Number	
6. Your current address (We will use this address to correspond with you unless you complete the separate correspondence box below)	
Skillet Hill farm Honey Lane, Waltham Abbey	
Post town	Postcode ED9 3QU
7. Other contact details	
Telephone numbers	
Daytime	
Evening (optional)	
Mobile (optional)	
Fax number (optional)	
E-Mail address	

(if available)	
8. Alternative address for correspondence (If you complete the details below, we will use this address to correspond with you)	
Post town	Postcode
9. Alternative contact details (if applicable)	
Telephone numbers:	
Daytime	
Evening (optional)	
Mobile (optional)	
Fax number (optional)	
E-Mail address (if available)	

2. The premises	
Please give the address of the premises where you intend to carry on the licensable activities or, if it has no address, give a detailed description (including the Ordnance Survey references) (Please read note 2)	
Junction 26 Diner Skillet Hill Farm Honey Lane, Wultham Abbey, EN93QU	
Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)? If so, please enter the licence or certificate number below.	
Premises licence number	LN210005127
Club premises certificate number	
If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, please give a description and details below. (Please read note 3)	
Outside area, by the diner.	
Please describe the nature of the premises below. (Please read note 4)	
Truck stop & restaurant.	
Please describe the nature of the event below. (Please read note 5)	

Outside live music, with food & drink on sale.

3. The licensable activities		
Please state the licensable activities that you intend to carry on at the premises (please tick all licensable activities you intend to carry on). (Please read note 6)		
The sale by retail of alcohol	<input checked="" type="checkbox"/>	
The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club	<input type="checkbox"/>	
The provision of regulated entertainment	<input type="checkbox"/>	
The provision of late night refreshment	<input type="checkbox"/>	
Are you giving a late temporary event notice? (Please read note 7)	<input type="checkbox"/>	
Please state the dates on which you intend to use these premises for licensable activities. (Please read note 8)		
Saturday 26th June.		
Please state the times during the event period that you propose to carry on licensable activities (please give times in 24 hour clock). (Please read note 9)		
14 hours - 23 hours. 2pm - 11pm.		
Please state the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers. (Please read note 10)		
499		
If the licensable activities will include the supply of alcohol, please state whether the supplies will be for consumption on or off the premises, or both (please tick as appropriate). (Please read note 11)	On the premises only	<input checked="" type="checkbox"/>
	Off the premises only	<input type="checkbox"/>
	Both	<input type="checkbox"/>

4. Personal licence holders (Please read note 12)		
Do you currently hold a valid personal licence? (Please tick)		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If "Yes" please provide the details of your personal licence below.		
Issuing licensing authority		
Licence number	LN210005085	
Date of issue	15/5/2019	
Date of expiry	25/3/4000	
Any further relevant details	Nick Thompson	

5. Previous temporary event notices you have given (Please read note 13 and tick the boxes that apply to you)		
Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If answering yes, please state the number of temporary event notices (including the number of late temporary event notices, if any) you have given for events in that same calendar year		
Have you already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

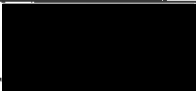
6. Associates and business colleagues (Please read note 14 and tick the boxes that apply to you)		
Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your associate(s) have given for events in the same calendar year.		
Has any associate of yours already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

event notice?		
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your business colleague(s) have given for events in the same calendar year.		
Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

<b>7. Checklist (Please read note 15)</b>	
I have: (Please tick the appropriate boxes)	
Sent at least one copy of this notice to the licensing authority for the area in which the premises are situated	<input type="checkbox"/>
Sent a copy of this notice to the chief officer of police for the area in which the premises are situated	<input type="checkbox"/>
Sent a copy of this notice to the local authority exercising environmental health functions for the area in which the premises are situated	<input type="checkbox"/>
If the premises are situated in one or more licensing authority areas, sent at least one copy of this notice to each additional licensing authority	<input type="checkbox"/>
If the premises are situated in one or more police areas, sent a copy of this notice to each additional chief officer of police	<input type="checkbox"/>
If the premises are situated in one or more local authority areas, sent a copy of this notice to each additional local authority exercising environmental health functions	<input type="checkbox"/>
Made or enclosed payment of the fee for the application	<input type="checkbox"/>
Signed the declaration in Section 9 below	<input type="checkbox"/>

<b>8. Condition (Please read note 16)</b>
It is a condition of this temporary event notice that where the relevant licensable activities described in Section 3 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

<b>9. Declarations (Please read note 17)</b>
The information contained in this form is correct to the best of my knowledge and belief.
I understand that it is an offence: (i) to knowingly or recklessly make a false statement in or in connection with this temporary event notice and that a person is liable on summary conviction for such an offence to a fine not exceeding level 5 on the standard scale; and (ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on summary conviction for any such offence to a fine not exceeding £20,000, or to imprisonment for a term not exceeding six months, or to both.

Signature	
Date	27.2.21
Name of Person signing	Hayley Rogerson

For completion by the licensing authority

10. Acknowledgement (Please read note 18)	
I acknowledge receipt of this temporary event notice.	
Signature	On behalf of the licensing authority
Date	
Name of Officer signing	

## Event Management Plan 26<sup>th</sup> June

<b>Event Organiser Name</b>	Hayley Rogerson
<b>Organisation</b>	J26 Truck Park
<b>Contact Telephone Number</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Name of Event</b>	
<b>Location of Event</b>	J26 Diner
<b>Date of Event</b>	26 June 2021
<b>Contact Telephone Number on day of the event (if different to above)</b>	[REDACTED]

### Event Overview

<b>Please provide a description of your event</b>
<p>Outside music event</p> <p>DJ and Singer</p>

<b>Please provide the following information about your event</b>	
<b>Event start time</b>	2pm
<b>Event end time</b>	11pm

## Event Itinerary

Please provide timings of your event including set up and break down timings	
Date / Time	Action
25 <sup>th</sup> June	Fencing to arrive to set up the area and portaloos
26 <sup>th</sup> June	12pm Set up DJ and speakers
	1pm Security Staff and briefing
	1pm Staff to arrive to set up the bar and kitchen

## Programme of Events

Please provide your programme of activities and the timings for the day, including any performances (e.g. the start and finish times of any musical performances)	
Time	Activity
2pm	Music to start
11pm	Music to end
4pm-7pm	Food served

## Event Management

### Roles and Responsibilities on Event Day

Please provide a brief description of the roles of event staff and their main responsibilities. There may be other roles that are not listed here that are applicable to your event.	
Role	Responsibilities
Event Organiser	Sale of tickets & security
Event Manager	To check risk assessment
Site Manager	To arrange all staff arrived and in place
First Aider	To get a quiet area organised and first aid box ready
Other	



## Crowd Management

<b>Please provide details on how you will manage the crowd at your event</b>
<b>Is your event ticketed? If yes, what arrangements are in place for this?</b>
Yes sale on web site, details of all attendees recorded.
<b>How will you manage capacity at your event?</b>
Only 450 tickets on sale Entry closed after 450 have arrived
<b>How will you manage the access and egress of the crowd?</b>
Wrist bands handed out to ticket holders and staff

## Advertising

<b>Please provide details of how you will advertise your event</b>
<b>How and where do you plan to advertise your event?</b>
Social media
<b>Will the media be in attendance and if so how will you handle them?</b>
No

## Site Management

<b>SIA Security</b>	<b>What are they providing/doing?</b>
10 security staff	Searching the public on entry
	Checking perimeter of site
	Directing cars to the car park
	In the event checking crowd control and public nuisance

**Sale of Alcohol**

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

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

Licensed

The Licensee, that is the person in whose name the premises licence is issued, shall ensure that all times when the premises are for any licensable activity, there are sufficient competent staff on duty at the premises for the purpose of fulfilling the terms and conditions of the licence and for preventing crime and disorder. The Licensee shall ensure that all staff will undertake training in their responsibilities in relation to the sale of alcohol, particularly with regard to drunkenness and underage persons. ID checking.

**Fencing**

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

Fencing will be around the perimeter of the event so to account for capacity and keep the public away from the lorries.

**Temporary Events Notice**

Applied for by J26

**Musical Entertainment**

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

**Important notes:**

- If you have live music you may require a Temporary Events Notice.
- It is your responsibility to inform the Performing Rights Society ([www.prsformusic.com](http://www.prsformusic.com)) if you are having live music at your event.
- Please ensure that you check any safety documentation of contractors that you hire.

Live DJ and Singer  
Sound will be checked before start and will not be a nuisance to the public  
J26 diner has a PRS

### Medical and First Aid Cover

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

Bill Cole first aider J26 Staff

### Public Health and Welfare

Please provide details of the arrangements you have made for the following:

#### Toilet Facilities

Please provide details of sanitary arrangements.

Toilet and urinals on site we also be hiring additional portaloos

#### Waste Disposal

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

7 large waste bins on site that are collected twice a week.

### Incident Management

All incidents reported in an incident book.

### **Welfare of Children**

Please provide details of how you would deal with a lost or found child or vulnerable person at your event. Please include the following:

What is your procedure?

Who is the designated person in charge of this?

Where is the rendezvous point?

How will announcements be made?

**No children on site**

### **Incident Reporting and Investigation**

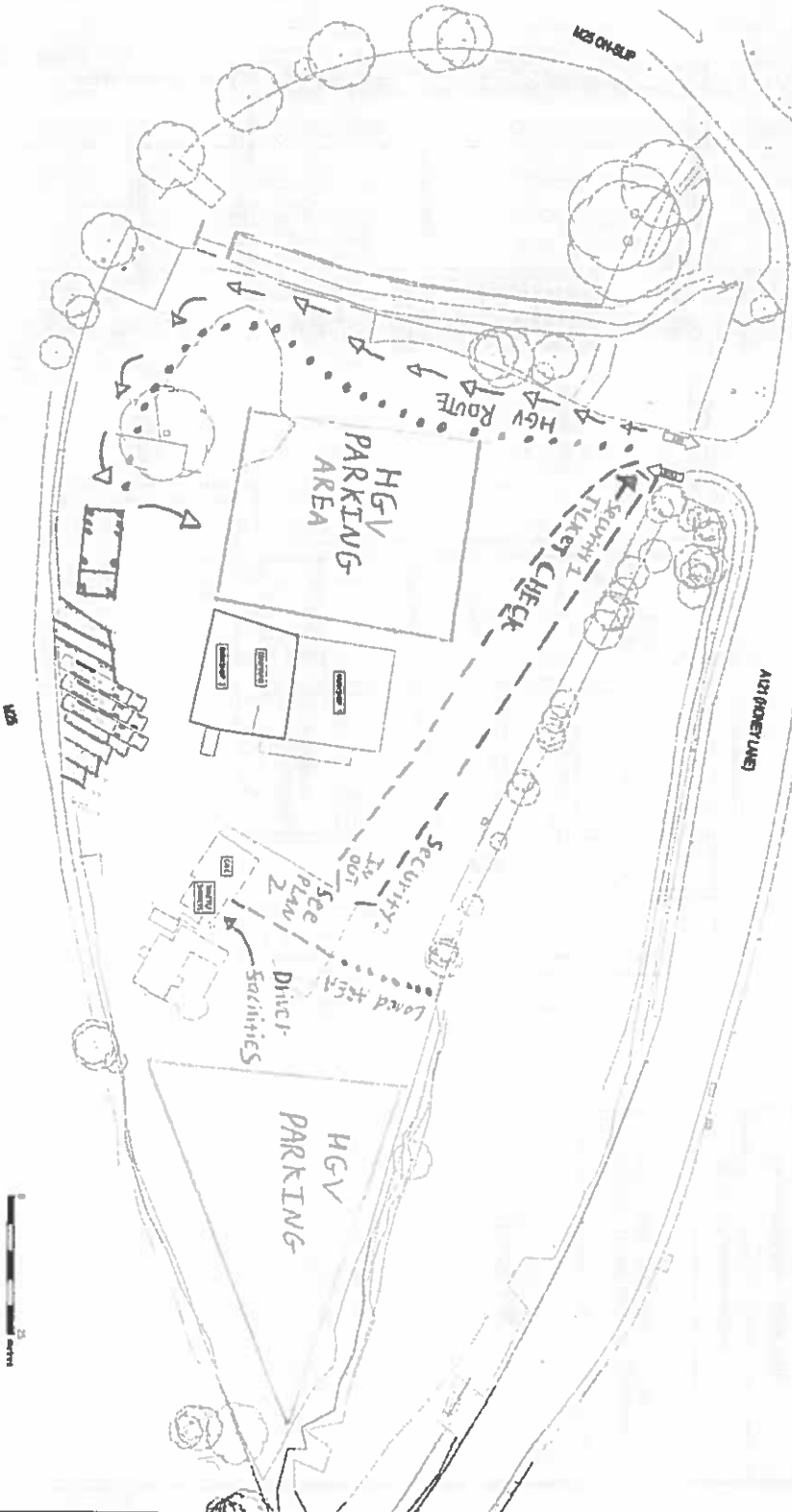
Please provide details of the system you have in place for reporting and recording accidents and incidents at your event

**All security and will have 2 way radios and can contact staff to call police/ambulance if needed or the first aider.**

### **Emergency Plans**

In any emergency the site is big enough to move all the public to a safe area, it is an outside only event. The fencing is just temporary not fixed. The site has a wide access to any vehicles so easily accessible to fire/ambulance.

PLAN 1



DO NOT SCALE

FOR INFORMATION ONLY

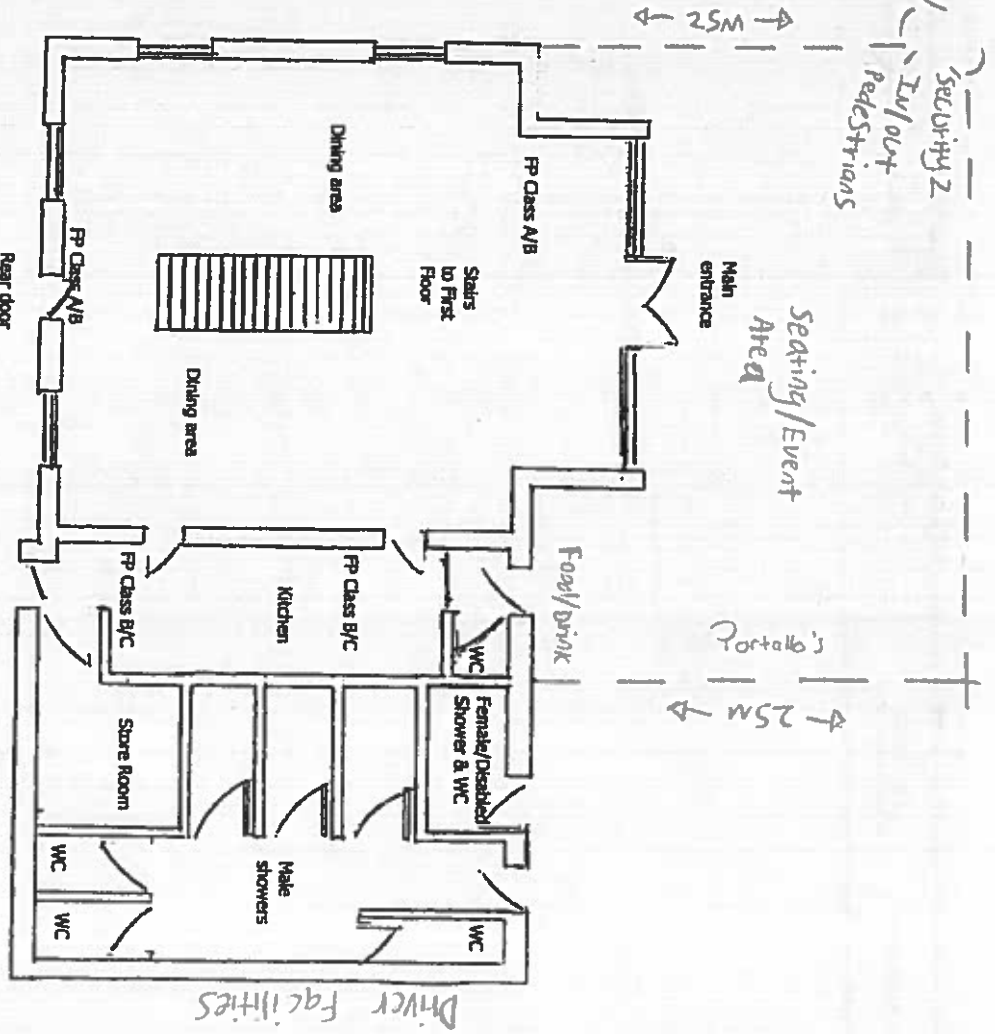
NO	DATE	BY	REVISION
1	11/02/11	DB	FINAL ISSUE

JUNCTION 26 TRUCKSTOP, WALTHAM ABBEY

GOODS VEHICLE OPERATING CENTRE

DATE	BY	REVISION	DATE
1/20/11	DB	1/20	January 18
PROJECT NO			NO
CA005			A

PLAN 2



Ground Floor Plan - Rest Facilities

<p>Skilless Hill Farm Lorry Park Truckstop Honey Lane, A121 - Waltham Abbey</p>
<p>Client - RVL Properties Ltd</p>
<p>Ground Floor Plan - Scale 1:100</p>
<p>Doc - Version GF1.0</p>
<p>RVL Design Team - 15/06/2009</p>



## Event Safety Generic Risk assessment

Event Name 26<sup>th</sup> June J26 Truck Park

Assessment carried out by Hayley

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by who?	Action by when?	Done
Workplace transport	Workers and others risk serious, possibly fatal, injuries if struck by a vehicle.	Workers trained by competent person to operate work vehicles and lorries. High visibility vests available and worn as necessary, eg night time	Introduce a one way traffic flow system. Introduce speed limit. Arrange for servicing of toilets and collection of waste before the public are on site.			
Pedestrian/Vehicle conflict	Workers and others risk serious, possibly fatal, injuries if struck by a vehicle in a car park or on the highway.	Car parking stewarded and car park well lit. Taxi drop off point provided and pedestrians discouraged from walking on the Highway. Signage and lighting provided to warn other road users of event.	Consult on transport plans with Local Police Force and County/Council Highways authority.			
Slips, Trips and Falls	Workers and visitors risk serious injury if they slip or trip, even on the level.	Steps, changes in level and other tripping hazards fenced if not in use.	Provide a temporary fence to fence of the lorries.			

<p>Portaloos</p>	<p>Public, slipping on wet floor, blocked toilets, men and women sharing.</p>	<p>To be cleaned and checked regularly by staff.</p>	<p>Security to check they go individually to the toilets.</p>		
<p>Hearing Damage</p>	<p>Staff might suffer permanent or temporary hearing damage from long term exposure to loud music. All staff assumed to be at risk, particularly performers, stewards and bar staff.</p>	<p>Areas of the event identified as being within the action level and signage provided. Staff rotation between quiet and noisy areas. Staff trained in noise risks and the protective measures needed. Staff known to be particularly at risk identified and provided with ear plugs. Performers and contractors entering noisy areas to be warned of risks of hearing damage and offered ear plugs.</p>			
<p>Hearing Damage</p>	<p>The public might suffer permanent or temporary hearing damage from exposure to loud music.</p>	<p>Ensure the event equivalent continuous sound level (Event Leq) in any part of the audience area does not exceed 107 dB (A), and the peak sound pressure level does not exceed 140 dB. Members of the public are prevented from getting closer than 1m (or 3m for more powerful systems) from speakers. Warnings provided to the public with in advance with tickets and by signage at the entrance.</p>			



<p><b>Medical Emergency</b></p>	<p>Workers and others could become seriously ill if no emergency first aid available.</p>	<p>First aid for staff to be provided in accordance with Regulations. First Aid point provided for the public with a minimum of two first aiders for events of up to 500 attendees.</p>	<p>Consult on plans for medical emergency cover with Local NHS Ambulance Trust.</p>			
<p><b>Electrical Danger</b></p>	<p>Staff and public may suffer serious and possibly fatal electric shock/burns injuries from faulty electrical equipment or installation.</p>	<p>All electrical systems should be constructed and maintained in a condition suitable for use in the open air and will be protected as necessary by 30mA residual current circuit breakers. All generators, distribution boxes etc to be fenced and away from public. A competent person should certify all electrical installation as to their safety on completion. Certificate to be kept at the event. All electrical equipment to be PAT tested.</p>	<p>Contractors and performers reminded to ensure any electrical equipment they bring to the event is PAT tested.</p>			
<p><b>Fire Safety</b></p>	<p>If trapped, staff and others risk serious, possibly fatal injuries from smoke inhalation or burns</p>	<p>Fire risk assessments done, following Fire Risk assessments and Fire Management Plan guidance.</p>	<p>Fire stewards to check fire exits and keep exits clear during performances</p>			
<p><b>Gas Safety</b></p>	<p>Staff and others risk injury from fire and explosion if gas appliances not properly maintained and used.</p>	<p>Our staff are trained in the kitchen to work with gas.</p>				

Food poisoning	Workers and the public risk ill health if they eat food prepared in unhygienic conditions.	Our employees have food hygiene training certificates.				
Public Disorder	Staff and the public risk serious injury, if assaulted or if caught up in incidents of disorder.	<p>Staff trained to spot potential trouble makers, defuse tension/situations etc throughout.</p> <p>Adequate number of trained, SIA badged security staff.</p> <p>Staff trained in procedures re-entry, queuing, searches, etc and signs displayed for public.</p> <p>Control of numbers at event particularly in performance areas.</p> <p>Pit security staff employed to observe crowd behaviours.</p> <p>Drinks not served to people obviously under the influence.</p> <p>No glass at the event.</p>	<p>CCTV in full use all over the site.</p> <p>Metal detectors to be used when searching the public to come into the event.</p> <p>No large bags allowed in to the event they have to be left at the entrance.</p> <p>Lady security to search Ladies.</p>			
Barrier Failure	Workers and others risk serious, possibly fatal injury if barriers collapse.	<p>Barriers suitable for foreseeable loading to be erected by a competent person/contractor.</p> <p>Contractor to provide sign off certificates for all structures.</p> <p>Daily checks made on all structures by a competent person.</p>				

<p>Manual Handling</p>	<p>Workers may get musculoskeletal problems, eg back pain from handling heavy and/or awkward objects.</p>	<p>All work involving manual handling assessed on an individual task basis.  Risk assessments/method statements of contractors checked for safe systems of work before the event.  Only trained staff involved in manual handling.  Aids to manual handling including fork lift truck and a range of heavy duty sack truck and trollies available for staff.</p>	<p>Ensure new staff are shown how to use the manual handling aids.</p>			
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Licensing Epping Forest District Council,  
Civic Offices,  
323 High Street,  
Epping,  
Essex  
CM16 4BZ

Ronan McManus

Essex Police Licensing  
Unit Blyth's Meadow  
Braintree  
Essex CM7 3DJ

01245 452035

Thursday 1<sup>st</sup> April 2021

**POLICE OBJECTION NOTICE To a Temporary Event Notice (TEN)  
Section 104 Licensing Act 2003**

Name of Premises User: Hayley ROGERSON

Address of Premises: PLOTS 34 & 35, J26 TRUCK CAFÉ, SKILLETTS  
HILL FARM, HONEY LANE, WALTHAM ABBEY, ESSEX, EN9 3QU

Date (s) required for TEN(s) 26/6/2021

On the 31<sup>st</sup> March 2021 Essex Police received the above Notice(s).

The Police are satisfied that the allowing the premises to be used in accordance with the notice(s) would undermine one or more of the licensing objectives.

The licensing objective(s) of relevance to this objection notice are:

- **Leads to Crime & Disorder**
- **Public Nuisance.**
- **Public Safety**

The reasons for being so satisfied are:

**Sunday 30<sup>th</sup> August 2020 at 17:31hrs** Police were called to the site to deal with an unlicensed music event. Officers described 100 people present, dancing in the car Park and there was signs of drug abuse. The premises licence allowed licensable



**ESSEX  
POLICE**

Protecting and serving Essex

activities on the premises of J21 Diner between 12 noon and 23:00 Monday to Sunday, for a maximum of 40 customers at any one time.

Having reviewed the Event management plan, I have the following issues:

- The site is still being used by large goods vehicles with both pedestrian and vehicles sharing the same entrance & exit point. Large vehicles manoeuvring in close proximity with people under the influence of alcohol at night. Given the number of people expected (450) Essex Police believe this is an unacceptable risk.
- The site is located adjacent to junction 26 of the M25 motorway, the site is not secure and there is a real possibility of people under the influence of alcohol making their way through the back of the site onto the motorway.
- I also note there is no car parking facilities at this venue, therefore people attending will be forced to park their cars in the local vicinity thus causing nuisance and congestion to the community going about their lawful business.
- In relation to post event considerations, there is none. The event organisers have given no considerations on how to get 450 people under the influence of alcohol safely away from the venue at 23:00hrs?
- I have reviewed public transport information on the TFL website and the last public bus from this location is at 21:53hrs. With the nearest train stations being Waltham Cross 6kms away, Enfield Lock railway station 6kms away and Cheshunt station 5.5kms. Given the public transport links and timings it is unlikely that the local transport system can accommodate this event. Which in turn will translate into 450 people under the influence of alcohol in the vicinity of the venue with no ability to leave the area. Placing additional burden on Police resources and nuisance to the local community.
- Although not directly connected a consideration must be made to the Euros 21 taking place. Saturday 26<sup>th</sup> June is the start of the knockout stages of the competition with matches taking place at 17:00hrs & 20:00hrs.

A copy of this objection notice has been served upon the premises user (or agent making application), the local Environmental Health Department and the relevant licensing authority.

On receipt of this notice the licensing authority will issue a 'Counter Notice' and provide further information on related procedures.

Yours faithfully

Ronan McManus  
Licensing.applications@essex.pnn.police.uk

