

(08/19)



Date: 15/07/2021

Our ref: 10009867914

Mr Eric Marshall
1 Lewis Court
172 Corn Street
Witney
Oxon
OX28 6BY

**Oxfordshire County Council
Fire and Rescue Service
Headquarters
Sterling Road
Kidlington
Oxfordshire OX5 2DU**

**Rob MacDougall
Director of Community Safety
and Chief Fire Officer**

Cc Michelle Bignell - West Oxfordshire District Council
Licensing Committee

Dear Mr Eric Marshall

Re: Licensing Act 2003

Request for additional information in respect to Fire Safety Arrangements

Premises: Witney Music Festival, Church Green, Witney, Oxfordshire OX28 4AZ

Unfortunately, the information you have provided regarding the above application for a licence is insufficient for the Fire Authority to reach a determination, concerning the safety of persons from the effects of fire. To enable an informed decision to be made as to whether your fire safety arrangements are likely to be suitable and enough in your circumstances, you are requested to supply the information detailed below (see also Note 1 overleaf).

In addition to yourself as the employer / employer's representative, if the premises have designated Safety Officer(s) or other person(s) who has a specific fire safety role as part of their duties, those individuals should also be available.

Detail of Additional Information Requested.

Specific Documents required for Fire Safety Audit purposes

- (1) Fire Risk Assessment /Event Plan for the event .
- (2) Occupancy numbers expected at the event.
- (3) Further information regarding the number of emergency exits for the event and the width of each exit.

Until the information has been provided by you, or it has been obtained as a result of the inspection, the Fire Authority will be unable to make informed comment upon your licence application, in particular in regard to the licensing objective dealing with the promotion of public safety. Failure to provide the information may adversely affect your application and may result in the Fire Authority making a representation to the DCLC or seeking a review.

In the meantime, you are reminded that it is your responsibility to ensure an adequate degree of fire safety in your premises to ensure appropriate and reasonable levels of public safety.

Should you require any further information or assistance, please do not hesitate to contact me, via the telephone number or e-mail address below.

Yours sincerely

Glen Lee
Fire Safety Assessor

Mobile: 07843511640
Email: glen.lee@oxfordshire.gov.uk
www.oxfordshire.gov.uk/fire

For further information on Business Fire Safety, please go to;
<https://www.oxfordshire.gov.uk/business/advice-businesses/business-fire-safety>

For further information on how you can improve your business resilience to an emergency, please go to
<https://www.oxfordshire.gov.uk/cms/content/business-resilience>

Note 1:

Additional information requested to assist with evaluation of fire safety arrangements at the premises.

The date of the last fire risk assessment carried out together with details of any significant findings

Details of any proposed changes or improvements to deal with any significant findings together with timescale for implementation and name(s) of person(s) responsible for ensuring these works are carried out.

Details of the occupancy numbers for persons permitted to resort to each defined area of the premises and type of use, together with details of management procedures to ensure these limits are not exceeded.

A copy of the emergency fire action plan for the premises.

A single line scaled plan or architects plan of the premises and including a map if necessary, e.g. outdoor events. The drawings to show the layout, the areas to be licensed, the fire safety provisions including fire alarm, emergency lighting, firefighting equipment and fire safety signs along with details of all fire resisting walls, doors and door furniture, and escape routes from the premises to a place of ultimate safety together with any significant other features. (For more detailed guidance see SI 2005 No 42 The Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005 Section 23).

Details of any special effects including information about any control measures or management procedures to be adopted in respect to these matters.

Any supporting evidence necessary to confirm appropriate maintenance of fire safety provisions and systems, and evidence of effective management of fire safety at the premises.