

# Appendix 2

**From:** Niall Walker  
**To:** Braithwaite, Katherine (824); Elizabeth Reeve  
**Subject:** Niall agreed police conditions- comments in blue Re: New premises licence application - Ramroot Festival  
**Date:** 12 May 2025 13:52:05  
**Attachments:** [image002.jpg](#)  
[image003.jpg](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)  
[image007.png](#)  
[image008.png](#)  
[image009.png](#)  
[image010.png](#)  
[image011.png](#)  
[image012.png](#)  
[Suggested conditions Ramroots Festival.docx](#)

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Thank you for your efforts in this. Attached is the version with a few of my comments, included in orange.

Happy to comply with all of the conditions you have suggested, and there is certainly nothing out of the ordinary in there.

Many thanks.

Niall Walker  
Lovis Media  
niall@lovis.media  
+44 2034 886817

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**From:** Braithwaite, Katherine (824) <katherine.braithwaite@lincs.police.uk>  
**Sent:** Monday, May 12, 2025 12:57 PM  
**To:** Niall Walker <niall@lovis.media>; Elizabeth Reeve <Elizabeth.Reeve@southkesteven.gov.uk>  
**Subject:** RE: New premises licence application - Ramroot Festival

Good afternoon Niall

Please find attached a copy of the proposed conditions I feel are best suited to your festival.

In terms of the conditions under the prevention of public nuisance (1-7) these have been proposed by SKDC Environmental Health, so I have included them on their behalf.

There are a couple of sections highlighted in red which I could do with you adding some clarification on please, as I wasn't sure on the details.

If you could respond back to myself and Elizabeth with your comments regarding the document (feel free to make any notes in a different colour on it if you wish), we just both need to know whether you are happy to accept these conditions onto your licence or not please?

Please remember that any conditions accepted onto your licence will form your premises licence and are enforceable should they not be complied with.

I would really appreciate it if you could respond back today as I am out of the office all day tomorrow and the last day for consultation is tomorrow.

Many thanks

Kat

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**From:** Niall Walker <niall@lovis.media>  
**Sent:** 09 May 2025 14:59  
**To:** Elizabeth Reeve <Elizabeth.Reeve@southkesteven.gov.uk>; Braithwaite, Katherine (824) <katherine.braithwaite@lincs.police.uk>  
**Subject:** Re: New premises licence application - Ramroot Festival

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Hi there,

So sorry about the delay, I meant to attach this to the response. Anyway, here's the newspaper advert we placed:

Many thanks

Niall Walker  
Lovis Media

[niall@lovismedia](mailto:niall@lovismedia)  
+44 2034 886817

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**From:** Elizabeth Reeve <[Elizabeth.Reeve@southkesteven.gov.uk](mailto:Elizabeth.Reeve@southkesteven.gov.uk)>  
**Sent:** Wednesday, May 7, 2025 1:28 PM  
**To:** Niall Walker <[niall@lovismedia](mailto:niall@lovismedia)>; Braithwaite, Katherine (824) <[katherine.braithwaite@lincs.police.uk](mailto:katherine.braithwaite@lincs.police.uk)>  
**Subject:** RE: New premises licence application - Ramroot Festival

Thank you for the confirmation Niall

Please provide a revised DPS consent form once you get your personal licence number from Suffolk

We will note that this is to be a time limited festival to run from 4th and 7th July 2025 only. This will mean no annual fee will be due next year, however you will need to reapply and readvertise, if you wish to hold the event next year

Speaking of advertising, can you send over a copy of the grantham journal advert please?

Kind Regards

**Elizabeth Reeve**  
Licensing Officer  
Licensing Team  
Council Offices, The Picture House,  
St Catherine's Road, Grantham, NG31 6TT  
Tel: 01476 40 60 80  
Email: [Elizabeth.Reeve@southkesteven.gov.uk](mailto:Elizabeth.Reeve@southkesteven.gov.uk)  
[www.southkesteven.gov.uk](http://www.southkesteven.gov.uk)



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**From:** Niall Walker <[niall@lovismedia](mailto:niall@lovismedia)>  
**Sent:** 07 May 2025 05:22  
**To:** Braithwaite, Katherine (824) <[katherine.braithwaite@lincs.police.uk](mailto:katherine.braithwaite@lincs.police.uk)>  
**Cc:** Elizabeth Reeve <[Elizabeth.Reeve@southkesteven.gov.uk](mailto:Elizabeth.Reeve@southkesteven.gov.uk)>  
**Subject:** Re: New premises licence application - Ramroot Festival

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Thank you for this, yes this covers everything well. I can confirm this is correct and I would like to please remove Matthew Cole from the application, pending my own Personal License.

I am happy to adjust the application to cover this year only, and we can connect after the event about how things went and our thoughts going forward.

Additionally I will be adjusting the site map to display clearly the licensed areas, and those which are just general areas without entertainment or alcohol sales (such as camping).

Many thanks and I'm here to discuss the adjustments to the application once they're ready.

Niall Walker  
Lovis Media  
[niall@lovismedia](mailto:niall@lovismedia)  
+44 2034 886817

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**From:** Braithwaite, Katherine (824) <[katherine.braithwaite@lincs.police.uk](mailto:katherine.braithwaite@lincs.police.uk)>  
**Sent:** Tuesday, May 6, 2025 3:33 PM  
**To:** [niall@lovismedia](mailto:niall@lovismedia) <[niall@lovismedia](mailto:niall@lovismedia)>  
**Cc:** Elizabeth Reeve <[Elizabeth.Reeve@southkesteven.gov.uk](mailto:Elizabeth.Reeve@southkesteven.gov.uk)>  
**Subject:** New premises licence application - Ramroot Festival

Hi Niall.

I just wanted to drop you an email, copying Elizabeth in from SKDC Licensing, making her aware of what we had discussed on the phone earlier following the SAG meeting this morning.

You have confirmed that you wish to have Matthew Cole removed from the application as DPS, leaving the application without a DPS for the time being. You are hoping to have your new personal licence issued to you by Suffolk next month once you have applied again for another DPS and submitted your personal licence application. You explained that your course certificate had gone astray and you need to chase this up. The DPS you had received has now unfortunately expired, so you will have to apply for another. Once these matters are sorted, you will place your application in straight away and then once granted, you will nominate yourself as DPS on the premises licence. Worst case scenario, if you do not receive your personal licence in time, you explained that you do have a back-up DPS in a friend that you could use.

I also suggested that the licence you apply for on this occasion could be a time-limited licence, authorising this one festival between the 4-7<sup>th</sup> July 2025. This suggestion was made due to the hours and numbers of attendees involved, and the fact this is your first experience of organising an event on this scale. Following the event, a de-brief can take place and we can discuss what licence the event is run under in the future if you choose to continue putting the festival on each year.

If you would please reply to both myself and Elizabeth with your comments regarding the above that would be great.

As discussed, over the next few days I will also be working on a set of improved premises licence conditions with you for the licence, and once we have reached an agreement I will send these onto Elizabeth.

Many thanks

*Kat*

### PC Kat Braithwaite

#### Alcohol Licensing Team



07973847422  
 [katherine.braithwaite@lincs.police.uk](mailto:katherine.braithwaite@lincs.police.uk)  
 Lincolnshire Police Headquarters, Deepdale Lane, Nettleham LN2 2LT  
 [www.lincs.police.uk](http://www.lincs.police.uk)

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## **Suggested conditions – Ramroot Festival, Allington premises licence application**

### **General**

1. This premises licence authorises one event during the period 4<sup>th</sup> – 7<sup>th</sup> July 2025 only.
2. The Operating Schedule for the premises will be subject to the contents of the Event Management Plan (EMP).
3. Full plans will be produced and submitted to SAG in draft format, with the final Event Management plans submitted no later than 14 days prior to the event date.
4. The Premises Licence Holder will engage with SAG, provide any documentation requested by the group and meet the group's timescales, unless there is good reason why they are unable to do so.
5. The Premises Licence Holder will ensure they satisfactorily address any concerns expressed by SAG through the information, guidance, and advice they provide.
5. A ticket limit of 3000 will be set for this event
6. The majority of those attending will have pre-paid tickets, however customers will be permitted pay for tickets on arrival, so long as the capacity limit is not exceeded.

### **Prevention of crime & disorder**

1. Prior to any of the dates when licensable activities are to take place at the premises, a risk assessment will be undertaken to determine an appropriate number of SIA Registered Door Staff and stewards to be employed at the premises. Such number will be employed at the premises on the dates that licensable activities are to take place. A log of those door staff shall be maintained at the premises and shall include:
  - The number of staff on duty.
  - The identity of each member of door staff and their SIA number.
  - The times/dates staff were on duty
2. CCTV, both additional temporary installations and existing CCTV on site, will be used throughout the event. Existing CCTV is available around the private staff-only areas and their entrances, such as outside the main office / backstage area, the main entrance and the car park. Temporary installations will be installed inside the warehouse arena (including the entrance area (security) and walkway), as well as in several locations around the perimeter of the main village to prevent climbing over barriers and gaining unlawful entry.
3. The CCTV cameras will continually record while the premises are open to the public and recordings shall be kept available and unedited for a minimum of 28 days with the date and time stamping. A staff member who is conversant with the operation of the CCTV system will always be present on the premises and must be able to produce/download/burn CCTV images upon request by a police officer or an authorised officer of the licensing authority.

4. The premise licence holder will operate a Crime Reduction Plan at the event.
5. The Premises Licence Holder shall use appropriate media (website, social media and e-mail) to communicate appropriate information and conditions to those attending, in advance of an event. Information will include how those attending can keep themselves and their property safe, entry/search policies and policies around conduct expected whilst on site.
6. The premises licence holder will operate an Alcohol Management Plan at the Event, including how the organiser will take all reasonable steps to prevent drunkenness and other disorderly conduct.
7. The Premises Licence Holder will make adequate provision for monitoring and controlling the number of persons entering the site by way of fencing, gate systems, security or other provision to manage entry, and to prevent unauthorised access to the premises or any part thereof.
8. There shall be a drug and weapon policy completed specific for this event and kept on site at all times. Any person found using drugs will be removed from the premises. Any person found to be dealing drugs will be detained (when it is safe and reasonable to do so) and local Police informed immediately. Any drugs seized will be logged and securely stored, then handed over to Police following any event.
9. A drugs amnesty bin shall be in place at the event, the contents of which must be handed to the Police.
10. The premises shall operate a written search policy to deter the carrying of drugs or weapons. Employed SIA staff will be made aware of this policy and the policy will be kept on site at all times.
11. A suitable purpose-made receptacle for the safe retention of illegal substances/weapons will be provided and arrangements made for the safe disposal as agreed with the Police.
12. A clearly visible notice will be placed at each entrance to the premises advising those attending that it is a condition of entry that customers agree to being searched and that the police will be informed if anyone is found in possession of controlled substances or weapons
13. Staff who are to sell alcohol will be trained in the requirements of the Licensing Act 2003 in relation to the licensing objectives, and the laws relating to underage sales and the sale of alcohol to intoxicated persons. This training will be documented, and details of it shall be produced to an Authorised Officer on request.

14. A refusals log will be maintained at each alcohol point of sale, recording the time of the refusal, the member of staff who made the refusal and the reason for such refusal.
15. During licenced hours, all alcohol will be suitably stored and monitored by staff. When alcohol is not being sold, it will be safely stored within the main arena backstage area, which is a large indoor building with 24 hour security, used as a staff backstage area, dressing room and private catering space.

### **Public safety**

1. Appropriate and sufficient First Aid and medical equipment/staff shall be available and employed at the premises throughout the course of the event. An assessment of First Aid requirements will be undertaken with reference to relevant guidance, in order to determine adequate numbers of First Aid personnel and equipment.
2. The premises shall maintain a comprehensive incident log throughout the course of the event. This will be kept for at least six months following the event and made available to the police or an authorised officer of the licensing authority upon request. The log will record the following incidents including pertinent details:
  - (a) all crimes reported to the venue, or by the venue to the police
  - (b) all ejections of patrons
  - (c) any complaints received
  - (d) any incidents of disorder
  - (e) seizures of drugs, offensive weapons, fraudulent ID or other items
  - (f) any refusal of the sale of alcohol
  - (g) any visit by a relevant authority or emergency service
  - (h) any faults in the CCTV system, searching equipment or scanning equipment
  - (i) the times on duty, names and the licence numbers of all licensed door supervisors employed by the premises
3. The premises license holder shall have in place Public Liability Insurance.
4. No drinks will be sold or served in glass containers.
5. No glassware will be permitted inside the licenced area. Security controlling entry into the licensed area will search those entering to prevent any glass drinks containers / bottles being carried inside.
6. Access shall be maintained into and around the licensed premises for emergency vehicles.

7. All security staff, stewards and volunteers will be provided with appropriate training for their duties, including ACT training.
8. All security staff, stewards and volunteers will be subject to daily briefings / debriefing sessions during the event.
9. All security personnel engaged at the entrance to the premises, or supervising or controlling queues, will wear high visibility jackets or vests. Only individuals licensed by the Security Industry Authority (SIA) will be used to guard against unauthorised admission, refusal of entry and outbreaks of disorder or damage. All volunteer stewards will wear clearly identifiable clothing.
10. A two-way radio system will be used to maintain communication between event organisers and steward/security management.
11. An 'event control' will be set up to promote effective communication with event organisers and staff, facilitate with the management and logging of issues that arise and organising the movement of staff. Control will log any incidents in a book which management will sign at the end of each day.
12. The campsite area will be staffed with an appropriate number of security personnel throughout the night as determined by the risk assessment.

#### **Prevention of public nuisance**

1. A noise management plan for this event shall exist. The plan shall ensure that the operator proactively mitigates potential noise disturbances to nearby residents, particularly during evening and nighttime hours. The plan should detail measures such as noise monitoring procedures, staff training, management of outdoor areas, control of music levels, and a complaints response protocol.  
The noise management plan must be approved by the South Kesteven District Council 6 weeks prior to the event. To ensure the 6 weeks deadline is achieved, the noise management plan must be submitted 14 days prior to the 6 weeks deadline for approval to allow South Kesteven District Council sufficient time to review the plan. The noise consultant (See condition 2 for requirement for the Premises Licence Holder to appoint a noise consultant) shall liaise between all parties including the licensee, promotor, sound engineers, sound equipment suppliers, DJ's and musicians (including those that supply their own equipment) and South Kesteven District Council on all matters relating to noise control prior to and during the event. There shall be unrestricted access to all areas of the Licensed Premises for South Kesteven District Council for the purposes of sound level measurements, communications with the noise consultant, others listed and monitoring licence conditions.
2. The Premises Licence Holder shall employ a suitably qualified and experienced person or persons to oversee the design, installation (including selecting the type of speakers,

positioning and direction of those speakers and setting of frequency specific noise limiters on significant entertainment venues).

3. Notices will be posted at egress points and across the camping/live in vehicle areas of the site asking participants to respect the needs of local residents and not generate undue noise whilst leaving the site or whilst within the camping/live in vehicle areas.
4. No ad-hoc music systems brought in by attendees to the event shall be permitted to be used. Sufficient stewarding shall be provided during the nighttime hours to reduce the impact of noise created by those staying overnight on site, including the use of music systems.
5. The organiser will put up posters in positions in public accessible areas detailing times of the Event, and the hotline telephone number that can be called if a resident requires information or has a complaint during the Event within the following locations at least one week prior to the Event:
  - Allington
  - Marston
  - Foston
  - Gonerby Moor
  - Swedgebrook
  - Greater Gonerby
  - Barrowby
6. A hotline will be established for residents to contact during the event. A record must be kept of any complaints and provide a copy of this record provided to SKDC within 7 days of the event ending to [EHS@southkesteven.gov.uk](mailto:EHS@southkesteven.gov.uk).
7. The premises and its exterior shall be cleared of litter at regular intervals throughout each event, and fully and promptly following the end of an event.

#### **Protection of children from harm**

1. Any children attending the event must be accompanied by a responsible adult . They will be issued a tamper proof wrist band which will identify to staff that they are under 18 years old.
2. There shall be a Child Safety/Vulnerable Person policy to locate and reunite lost persons. A safe area shall be identified, which is a quiet area and only used for safe keeping of children and vulnerable persons. When any child is found or person is being cared for, this must always be staffed by at least two Enhanced Disclosure & Barring Service (DBS) checked personnel and its location not advertised to the public.
3. A separate information point shall be identified to act as a rendezvous point for any lost child/vulnerable persons and parents/guardians. This area shall be signposted on the site and publicly announced during the event.

4. The premises shall operate the "Challenge 25" Proof of Age Policy to prevent the sale or supply of alcohol to persons under 18 years of age. The policy shall require any person who appears to be under the age of 25 years to produce one of the following forms of identification:

- A recognised proof of age card credited under the British Retail Consortiums Proof of Age Standards Scheme (PASS);
- Photo driving licence;
- Passport.

Notices shall be prominently displayed advising customers of the "Challenge 25" policy

All point-of-sale staff shall undergo training in the challenge 25 proof of age scheme and all other relevant policies with a record kept of the date of training, signed by the member of staff and the trainer. This record shall be made available for inspection by Lincolnshire Police Officers or other relevant authority.

5. An incident / refusals book / electronic record shall be kept at each bar. This log shall contain the following details;
  - Time, date and location of incident/refusals.
  - Nature of the Incident/refusal.
  - Details/description of persons involved.
  - Result of the incident/refusal.
  - Each entry signed/reviewed by the DPS or other responsible person at the premises and so authorised by the DPS, and made available to Lincolnshire Police for inspection upon request.
6. The indoor stage is strictly operated as a over 18's area, with wristbands checked by staff upon entry which will clearly identify those who are children.