

TPE 022/24

2

East Lothian Council



7th + 8th September 2024

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

CAN 54691

**APPLICATION FOR THE GRANT /
RENEWAL / VARIATION / SURRENDER OF A
PUBLIC ENTERTAINMENT LICENCE**

LSO Police
Env Planning
EHS Fire
Landscape + C

Please read the accompanying guidelines before completing this form.

This application form is in several parts for different things.
Which parts you need to complete depends on what you are applying for:

Part A	About you (the applicant)	p2
Part B	Day to Day Manager	p4
Part C	Grant of a New licence	p4
Part C	Renewal of an Existing licence	p4
Part D	Variation of an Existing licence	p5
Part E	Surrender of an Existing licence (surrender on death, sequestration or administration)	p5
Part F	Declaration	p6

Please select what you require the Council to process (tick all that apply):

Grant a new licence	Complete parts A, B, C and F	<input checked="" type="checkbox"/>
Renew an existing licence	Complete parts A, B, C and F	<input type="checkbox"/>
Vary an existing licence	Complete parts A, D and F (if the variation includes changing the Day to Day Manager's details, also complete Part B)	<input type="checkbox"/>
Surrender an Existing licence	Complete parts A, E and F (if you also want the vary the licence, complete part D)	<input type="checkbox"/>

www.eastlothian.gov.uk

Should you require extra space to answer any questions, please provide additional details on a separate sheet.

Name of site or premises to be licenced YELLOWHILLS OVERSEAS CAR PARK

Address of site or premises to be licenced YELLOWHILLS EH13 5PS

PART A

To be completed if a natural person (individual)

Surname (include any other surname you have been known by)

Forename _____

Home Address _____

Postcode _____

Tel. No. _____ Email address _____

Date of birth _____ Age _____

Place of birth _____

Is applicant to carry out day-to-day management of the activity? YES NO

To be completed if a non-natural person (organisation, company, partnership etc)

Name MYTHS HISTORIC EVENTS

Address of Principal registered office [REDACTED]

[REDACTED] Postcode [REDACTED]

Telephone number of principal registered office [REDACTED]

Email address of principal registered office [REDACTED]

Names, home addresses and dates of birth of all directors, partners or other persons responsible for management

ALLAN H. MUIR
ADDRESS AS ABOVE [REDACTED]

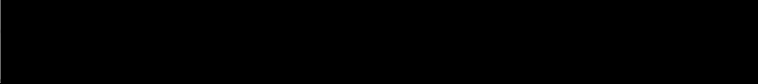
Part B

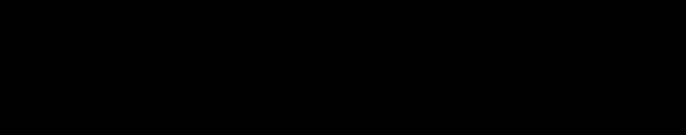
To be completed by the day-to-day manager of the activity

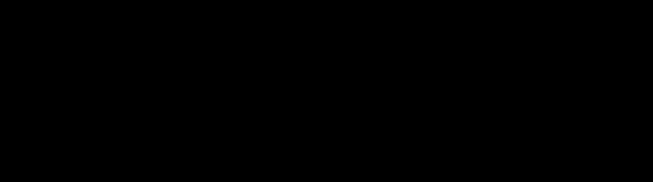
Surname (include any other surname you have been known by)

MUIR

Forename AVLAN

Home Address 

Tel. No. 

Date of birth 

Place of birth 

Part C

Specify all types of public entertainment and / or recreation that is required to be licensed in the premises

MUSIC / DANCE / ARCHERY / HISTORICAL REENACTMENT

Specify dates and times when it is proposed the premises will be open for the purposes of the above entertainment / recreation (FULL LICENCE)

Specify the duration of the licence required (FULL LICENCE):

1 year 2 years 3 years

Specify dates and times when it is proposed the premises will be open for the purposes of the above entertainment / recreation (TEMPORARY LICENCE)

Date 7th - 8th Sept. 2024 Time from 9-30 AM Time until 4-30 PM

Maximum number of persons proposed to be admitted to the premises at any one time 500

Provide details of toilet facilities to be made available

9 TOILETS WITH HANDWASHING
(TOILET BLOCK ALSO AVAILABLE FOR PUBLIC USE: 5 CHANGING, 2 WASHING, 6 WASH STATIONS)

Provide details of safety measure to be put in place and number of stewards provided

RISK ASSESSMENT AVAILABLE SEPARATELY. 4-5 QUALIFIED STEWARDS FOR ROAD + CANAL
CONTROL; APPROX 3-6 OTHER STEWARDS.

Part D - Variation of an Existing Licence

What do you want to change? Delete as appropriate

The applicant details (see D1)

The layout plan (see D2)

The licence conditions see (D3)

Notes:

- D1. You must complete Part A with the new details if you are changing the applicant details
- D2. You must provide a copy of the new layout plan and may require planning consent for changes
- D3. You must detail, in writing, what you want to change in the licence conditions

Part E - Surrender of licence on death, sequestration or administration of the Licence Holder

Which option applies (please tick)

- The license holder has died
- The licence holder is a sequestrated individual
- The licence holder is a limited company in administration

Part F – Declarations

Subject to the provisions of the Rehabilitation of Offenders Act 1974, has any party name in this form ever been convicted of any crime or offence?

YES NO

If Yes, provide particulars below. NB – All crimes and offences must be declared:

NAME	DATE	COURT	OFFENCE	SENTENCE

Has any party named in Parts A or B ever held or currently hold a Public Entertainment Licence? YES NO

If Yes:

When was the licence granted _____
When does it expire _____
Which authority granted the licence _____

Has any party named in Parts A or B ever applied for and been refused a Public Entertainment Licence? YES NO

If Yes:

Name of applicant _____
When was it refused _____
Which authority refused the licence _____



East Lothian Council

Delete as applicable:

- A) I/We declare that I/We shall, for a period of 21 days commencing with date hereof, display at or near the premises so that it can be conveniently read by the public, a Notice complying with the requirements of Paragraph 2(2) of Schedule 1 of the Civic Government (Scotland) Act 1982
- B) I/We declare that I/We are unable to display a notice of this application at or near the premises because no access is available. The following action was taken to try to gain access, but was unsuccessful:
- _____
- _____
- _____

- C) I/We declare that the application is for a temporary licence and therefore no requirement to display a notice is necessary

I/We declare that the particulars given by me on this form are correct to the best of my/our knowledge and belief.

Signature of applicant _____



Signature of day to day manager _____

AS ABOVE.

Any person who in, or in connection with the making of this application makes any statement which he/she knows to be false or recklessly makes any statement which is false in a material particular shall be found guilty of an offence and liable, on summary conviction.

Besieged



Date: 7th and 8th September 2024

Organiser: Allan H. Muir

Organisation: Mythos Historic Events

Telephone: [REDACTED]

Location: Yellowcraig Overflow Car Park, EH39 5DS, and parking in the field opposite to the east of Ware Road

EVENT OVERVIEW

INDEX

1) EVENT OVERVIEW

The event
Event itinerary
Programme of events
Event management
Crowd management
Advertising

2) SITE MANAGEMENT

Contractors
Traders
Fencing
Water
Fire safety
Medical and first aid
Public health and welfare
Waste disposal
Noise management
Accessibility
Stewards and marshalls
Risk assessment

3) INCIDENT MANAGEMENT

Welfare of children/vulnerable adults

Incident Reporting and Investigation

Communication with the public

Emergency plans

4) TRAFFIC MANAGEMENT

Road management

Road closures

1) EVENT OVERVIEW

The Event

Besieged is a historical re-enactment portraying the mediaeval era of 1298. It will involve about 6 groups of reenactors from England and Scotland, portraying crafts, skills and fighting of the time. It is expected there will be around 70 or so re-enactor participants. The public will be able to experience longbow and crossbow firing.

The event will begin setting up from Wednesday 4th and through Thursday 5th September.

The re-enactors will begin to arrive from midday of Friday 6th, and will then set up encampments with a view to simulating a medieval setting. The re-enactors will camp on site on Friday and Saturday nights, largely in period tentage, and once set up they will be expected to park vehicles away from the site in the event car park the other side of Ware Road.

Members of the public will attend from 10am on Saturday 7th and Sunday 8th, and the event will conclude at 4pm on both days.

Clearing the site will commence on Sunday evening 8th September and will conclude by 5pm on Monday 9th.

Event Itinerary

Wed 4th September: Delivery and erection of peripheral fencing.

Thursday 5th September: Erection of main pavilion tent; placing internal signage; preparation of entrance/exit for event car park area

Friday 6th September: Installation of Portaloos; placing external signage; organising placement of tents; construction of archery site; roping off as necessary

Saturday 7th September: establishing medical team in position; final briefing for stewards and marshalls; feedback from stewards and marshalls at conclusion of the day

Sunday 8th September: as for Saturday; at conclusion, ensuring site is vacated timeously by the public; also ensuring event car park is cleared of all vehicles; internal signs down; all tents deconstructed along with archery site.

Monday 9th September: Removal of peripheral fencing; external signs down;

Programme of Events (Both days)

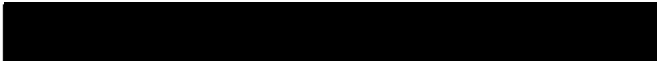
10am: open to the public

12am: parade in of the King's cortege

12.15: entertainment before the King
1pm: the King holds judicial court
3pm: the Tournament a Plaisir commences
3.45pm: conclusion; the King departs

Event Management

Organiser and Manager: Allan Muir
Medical Lead: ABC Paramedic Services
Lead steward: to be confirmed
Road marshalls: 2 (accredited Crexcells)
Entrance control/ticket stewards: 2 (accredited Crexcells)
Stewards: 6-12 to be confirmed includes:

Phil Bruce 

Crowd Management

The event will be ticketed via an online system, which will give organisers an idea of likely attendance. On the day of the event it will be possible for those without tickets to purchase online also; but there will be no cash payments for entry.

The frontage of the performance area to Ware Road and the access road to the caravan park to be fenced off with barriers.

Ticket checks and egress control will be made at the entrance gate attended by 2 stewards.

The family demographic of the probable public attendance is such that it is not considered that there will be a problem with alcohol or drugs, but stewards will not permit entry to anyone who is clearly under the influence, or carrying alcohol.

Advertising

It is expected that there will be posters placed within the local area (North Berwick; Dirleton; Gullane; Haddington; Tranent; Long Niddrie). These will be removed within a few days after the event concludes.

There may be advertising in local papers, and a PR campaign utilising social media will be enacted. The local residents all have online sites.

Dirleton residents will receive a mail drop giving forewarning of the event.

It is hoped that ELC may assist by promoting within their own social media

2) SITE MANAGEMENT

*See Appendix 1

Contractors

ABC Paramedics: medical services 07947 800006 info@abcparamedicservices.co.uk

Crexcell: stewarding and road marshalls: 07831 248804 info@crexcell.com

JSL Security: overnight security 31 657 5678 office@jsslservices.co.uk

Hireline: fencing and portaloos provision 0131 669 7660 pat@hireline.info

Traders

On site: Rogue Trading: sellers of mead. They will apply for their own licence.

Off site (event private car park): Dough Brothers Pizza. Private licences.

Off site (event private car park): Wee Green Events burgers etc. Private licences.

Off site (public car park): Amalfi ice cream and coffee. Licenced by ELC.

Fencing

HERAS 2.5m by 2.1m fencing will be used on the main exterior areas of the event site, as seen on Appendix 1. Roping will be used elsewhere.

Water

This will be accessed from the public toilet block, where there is internal and external supply.

Temporary Structures

There will be medieval style tents throughout the site. Locations are impossible to be exact until set up is complete, but see site plan.

Roping will keep the public away from guy ropes and tent pegs

Fire Safety

Covered within the risk assessment.

Medical and First Aid

ABC Paramedic will attend with a fully equipped high dependency unit ambulance. There will be two Paramedics: 1 x HCPC Paramedic and 1 x EMT.

The ambulance will be located at the rear entrance to the event, and the medics will take position within the control tent nearby. Their contact details will be issued to stewards for speed of reporting incidents in the wider area.

Public Health and Welfare

Toilet facilities: 9 portaloos will be on the event site with hand washing provision.

There is also a toilet block within 200 metres, which provides 3 further cubicles separately for females and 2 for males along with 2 urinals. There are 6 hand-wash basins within the block. On the outside of the block are two showers and a water tap. The block is closed from 8pm until 9am at this time of the year.

Waste Disposal

Litter bins will be provided throughout the site, and near the food vans: these will be emptied at the end of each of the two days. Groups will be issued with large bin bags. These will be collected at the conclusion of the event.

Final clearance on Monday morning.

The site will be vacated before 5pm Monday 9th September.

Noise Management

The music will not be amplified. Groups will be requested to ensure noise or music in the evening are kept to sensible levels, and that gatherings disperse by 11.30 latest.

There are no houses in the immediate vicinity.

Accessibility

The toilet block in the main car park has accessible toilet facilities, with a separate wheelchair toilet.

Wheelchair users may be able to access the site from the parking area by the rear entrance, although there is a slight slope to then negotiate.

The main site is generally flat, although grassed.

Stewards and Marshalls

There will be 4 SIA licenced stewards: 2 will control road traffic and 2 will control entry/egress at the site entrance.

Also, approximately 6 extra volunteer stewards will assist within the car park area, at the rear entrance to the site and within the performance site.

The road marshalls will wear full-sleeve hi-vis jackets upto appropriate standards. Others will wear hi-vis jackets with Mythos Historic Events identification on the back.

Initial briefing with written information sheets will be given to the stewards prior to the event weekend. Final briefing will be given on the mornings of the events.

Risk Assessment

See separate documents

3) INCIDENT MANAGEMENT**Welfare of Children/Vulnerable Adults**

***See Appendix 2**

Incident Reporting and Investigation

Accidents and incidents will be reported to the main administration tent, and once dealt with full details will be noted down as a record for future reference.

Communication with the Public

There will be an audio system in operation.

Emergency Plans

The event organiser and lead steward will take decisions regarding emergencies. They will take the responsibility of contacting the relevant services should the need arise and will liaise with them once on site. Access to the site for emergencies will be by the rear entrance primarily. The administration tent will be near this entrance way, and the furthest areas of the site can be accessed via the surrounding track, which will be clear of obstructions. Stewards will ensure that the public are under control, and they will organise evacuation should this become necessary.

Emergency evacuation will be announced via the speaker system and via the stewards. The main exit will be the front entrance, but should this be difficult the rear entrance could be utilised. In the unlikely event of both these areas being inaccessible, then a controlled evacuation by stewards through the open area to the south may be used. Once the public have vacated the event location, they will be directed to assemble in the main car park, with care being taken to keep people from moving onto the active road system.

4) TRAFFIC MANAGEMENT

Road management

Signs will be placed at the western entrance to Dirleton off A198 and at Station Road advising that the event is not to be accessed via these routes. A sign will be placed at the eastern junction with the A198 into the B1345 advising that this is the entry point for the event.

One road marshal will control the intersection of the A198 and the B 1345 (Dirleton Main Road), ensuring traffic does not tailback at the main road (A198) in the arrival stages of the event. As the event ends, he will keep the traffic moving at the junction between Ware Road and Main Road, and should distribute the car movement evenly between the various exit routes to facilitate a good traffic flow.

The second marshal will control access to the event car park initially, and will switch to controlling egress onto Ware Road later in the day. He will be aware of the need to allow free flow from the main car park.

Road closures

It will not be necessary to close any roads during the event.

*See Appendix 3

RISK ASSESSMENT

INDEX

Control of transmission

Permits/licencing

Roads/transportation

Private Car Parking

Hazardous Activities

Communications

Medical provision

Food and Alcohol Provision

Miscellaneous

Insurance

Police and Security

Fire safety

Alcohol

Emergency Evacuation Procedures

Public Transport

Community Engagement

Control of Transmission

Risk factors:

Spread of covid

Groups will be requested in advance to ensure that where possible attention is paid to distancing and minimising contact. It will be advised that any individual showing signs of covid should not attend.

As the event is in the open air, risks of transmission generally would be less than those experienced in closed environments.

Permits/Licencing

Public Entertainment and Market Traders' Licences will be applied for in advance of the event.

There will be no alcohol consumption within the event. Rogue Trading (sales of bottled mead) will apply personally for an occasional licence prior to the event.

Roads/Transportation

Risk Factors:

Stewards controlling car movement on the public roads may be untrained or not clearly visible.

The two road marshalls will be equipped with long sleeved hi-vis jackets up to Class 3 standard. They will be accredited to professional standards. Briefing will be by the leading steward prior to the event days and also before taking position on the days themselves.

Risk factors:

Traffic building-up and backing onto A198:

The main route selected has a reasonably long section of road from the A198 to the Ware Road turn off. The Steward will ensure that cars are enabled to flow smoothly into the Ware Road, paying special regard to those cars entering from Station Road, as this is a shorter section of road. Cars entering through Dirleton itself have plenty of roadway to allow for a slight queue.

Signs directing traffic to the event will be placed (situated on the verge) at the eastern junction only leading off the A198 (not at Station Road, nor at the western entrance). Another directional sign will be placed at the Ware Road/Main Road junction

One road marshall will control the intersection at the A198 and B1345 at commencement of the event ensuring that flow is maintained here so that there is not a tail- back to the east onto the A198. As the flow of traffic reverses towards the end of the event, this marshall may relocate to the exit end of the car park to assist traffic flow there.

[*See Appendix 3](#)

Private Car Parking

It is noted that there are double yellow lines along the north section of Ware Road approaching the event (approximately from the entrance road to Lysander House to the car park).

Event car parking will be in the designated car park to the east of the site. This will provide parking for in excess of 500 cars, and will free up the pressure on the main car park should it be a sunny day. Parking spaces here will be pre-booked, except in the case that the main car park gets overloaded, as there is sufficient space in the event car park to take the excess.

Two signs will be placed in advance of the event car park; indicating firstly that the pre-paid parking is imminent and then indicating the entrance itself.

3-4 stewards will be provided here with one detailed to check vehicles prior to entering the event car park: cars which have not pre-paid will be directed to the main public car park. We will ask drivers to display their parking ticket on the windscreen to facilitate entry speed.

Vehicle entry and exit will be via the "Lysander House" junction access to the south, and there will be a "roundabout" section immediately within the car park to enable a smooth flow as vehicles come and go, supervised by stewards.

Re-enactors will use the north end of the park after they have set up their tents and gear on Friday.

Risk Factors:

Pedestrians walking on the roadway when leaving car park

Car occupants will exit and enter the car park via the north access point, designated for pedestrians only. They will be guided by signage to follow the public path through the trees for a short distance, before exiting to join the made-up pavement leading to the main car park (on the east side of Ware Road).

Risk Factors:

Traffic building-up on Ware Road at entrance to event car park:

One steward will direct cars, which have pre-paid into the allocated car park (signs will be provided for windscreen display), whilst allowing those going to the public car park to move through as soon as possible. Cars will be given enough space on first driving into the parking before the second steward checks and gives directions, so that they do not hold up the flow from the main road.

Traffic within the parking area will be guided by cones as appropriate.

Wet weather making the site difficult to transition:

The ground conditions here are good. It is sandy soil and well drained, and the fact that it will be just after harvesting with stubble remaining will assist the solidity of the ground, as the crop root systems will still be in place.

Ground matting will be provide for the entrance/exit areas if necessary.

Should a vehicle get into difficulty, the farmer will be able to assist removal with his tractor.

General public car park becomes full:

Should the main car park become over-full cars may be permitted to enter the event car park by purchasing event car park tickets online. This should obviate the need to find parking spaces out with the area, as has happened in previous years on occasion.

Hazardous Activities**Risk factors:**

Members of public pick up and misuse weapons, or gain access to areas where they are stored.

All weapons static displays to be under supervision at all times.

Weapons to be stored in safe and secure conditions during and after the main event times.

Risk factors:

Fighting injures spectators, or the fighters themselves

Tournament fighting will take place in an arena with roping to designate the main fighting area, and outside that further roping about 2 metres will be placed to ensure the spectators are well clear of weapons, which are being swung around. Fighters rehearse routines with their own group members and hence are familiar with the fight techniques involved. The fighting will be supervised by trained staff.

Risk factors:

Have-a-go participants misuse their archery equipment, or misdirected arrows/bolts endanger passers-by.

Archery will be conducted outside and away from the main arena area, with targets distant from any populated area and isolated by roping. The targets will be backed by full size safety sheeting, and there is no likelihood of public accessing this area. There will be supervision by experienced re-enactors.

***See appendix 4.**

Communications

Risk Factors:

Communications failure between the lead organiser or between the various elements of the event organisation.

6 radios with 3 channels will be utilised: one for the organiser; one for the assistant organiser; one for the first aid team; one for the Ware Road/Main Road junction control; one for car park control at Broadsands House; one for car parking control at Yellowcraig..The radios will need to be tested before the event to make sure there is sufficient coverage and that batteries are fully functional.

Back-up auxiliary communication will be via mobile telephone: the signal appears strong enough in the area for these to function satisfactorily. Stewards will be issued with contact numbers for the main controllers, and they will contact the latter to establish their own numbers with them.

Public announcements: a speaker system will be available for important announcements.

Pre-warning will be given to the essential local services prior to the event: police, fire brigade and hospital services, with contact details and site plan for their information.

Medical Provision

Risk factors:

Injury to re-enactors or members of the public. Individuals falling ill for unspecified reasons.

One HCPC and one EMT will be on site, located in the main control tent (hexagonal 10' by 10'), which will have a table and chairs.

They will have a fully equipped ambulance (including stretcher and defibrillator). The vehicle will be parked at the rear entrance to the site.

The organiser and chief steward will have contact details for local medical services. The latter will be informed of the event.

Food and Alcohol Provision

Risk Factors:

Inebriated members of the public may pose a threat to themselves and others as there are weapons and archery equipment in the vicinity.

Mead sales in bottles will be for sale. The seller will have his own temporary licence and is familiar with selling on occasional locations. He will emphasize that there is to be no consumption on the event site.

Other than this, there will be no alcohol on site. A sign will be in place to state this at the entrance and stewards will not permit entry to those with drinks in hand. Any member of the public who exhibits anti-social behaviour through drink will be asked to leave by the stewards.

Cold Food and coffee will be available in the public car park (Amalfi) and hot food will be based in the event car park (Van Dough Brothers and Wee Green). Both food providers have their own licences.

Miscellaneous

Risk Factors:

Encampment safety.

All groups to have a full safety assessment prepared for their emplacement.

Areas around the tents will be roped off to safeguard from tripping over guy ropes and tent pegs, although there will be interface with the public within specified spaces to the front of encampments.

Weaponry will be under observation and control at all times.

Measures will be in place to ensure safety of children when in the vicinity, and dangerous arms will not be handed over to young people.

Cooking under supervision constantly.

Continual presence in the encampments.

Risk Factors:

Site ground conditions:

The main entrance way here is gravelled and solid. The general area is sandy soil and well-drained. There is no record of flooding or standing water, so it should stand up well to the expected public footfall.

Should there be any re-enactment vehicles in difficulty whilst they are unloading/loading, the local farmer will provide assistance.

Insurance

Mythos Historic Events to provide overall event insurance and £5 million coverage

All participating groups to have their own group and 3rd Party insurance coverage

Police and Security

Risk factors:

Bad behaviour; stealing from cars overnight.

Stewards will control the area during the event.

Mythos Historic Events will employ a security guard for overnight patrols around the car parks and the encampment areas.

Police assessed that no special provision is required, although precautions were advised for belongings left unattended.

The organiser and chief steward will have contact details for the police service.

Fire safety

Risk factors:

Danger of fire within tents, between tents and onto grassed areas.

2 fire extinguishers (6 kg) and 6 water buckets will be situated to the rear of the main pavilion tent

Each group will provide their own fire extinguishers in addition, depending on the number of tents (1 extinguisher /3 tents). This will enable them to respond immediately to any fire incident.

Checks will be carried out prior to ignition to ensure fires are above ground, and well away from tents and long grass areas. The area below the fires will be protected by non-combustible material and no accelerants will be permitted for ignition. Firewood will be provided, which will be untreated.

Attention will be taken to safeguard from excessive smoke in public areas and to ensure that enclosed spaces are not affected by smoke. Fires will not be left unattended and will be supervised by adults at all times. All fires will be completely extinguished by 11.30pm at the end of the evening.

Consideration will be given to the spacing of tents to ensure that the danger of spread of fire is minimised, should there be an outbreak.

Candles and lanterns should be safely enclosed and care taken to ensure they do not fall over.

Rubbish bins will be emptied at the conclusion of the day's events to minimise the risk of ignition.

The organiser and chief steward will have contact details for the fire service.

Alcohol

Risk factors:

Alcohol is brought in to the event area or bottles are opened in the area.

It is expected that one trader will be selling mead in bottles from a stall. He will have a licence to do so, and will emphasize to purchasers that they are not permitted to consume alcohol within the event site.

Stewards will check that alcohol is not being brought in to the event site, and will ask anyone drinking on site to leave.

Emergency Evacuation Procedures

Risk factors:

Possible emergencies: widespread fire; an outbreak of violence; terrorist attack; extreme weather.

Main site:

Emergency access and egress

This will be via the caravan road entrance or Ware Road entrance, dependent on vehicle height.

The track around the arena will be accessible to enable emergency vehicles to get completely around the site without obstruction.

Stewards will be designated to ensure that the site is fully cleared of people after an emergency has been called.

Should an emergency occur which endangers those on the site, announcements will be broadcast and then stewards will direct the public and re-enactors to leave via either the front or the rear entrance. They will be encouraged to take their position in the main car park.

Should the alarm be a false one, the event will continue with re-enactors re-entering first and then the public, with control at the front gate once more.

Car Parks:

As above, but the stewards will direct the public towards the beach area.

Public Transport

Ticket purchasers will be encouraged to utilise rail or bus transport where available. It might be possible to arrange transport at the rail station and the bus stop at Dirleton by arrangement with a private minibus company, whereby they offer regular pick up throughout the day at chargeable rates.

Community Engagement

Dirleton, Gullane, and North Berwick Community Councils will be contacted and informed well in advance of the event. They will be asked to include information about it on their websites and newsletters.

Gullane and District History Society are already aware and hopefully might assist.

It might be possible to encourage visitors to take in other sites within the area with perhaps relevant signage to highlight the mediaeval connections (Archerfield was the encampment for the archers of Edward's army; Fidra Island was reputed to have had Tarbet Castle and was inhabited by monks from Dryburgh; Eldbotle Castle was said to have had Royal visits; also mediaeval village remains have been excavated close by)

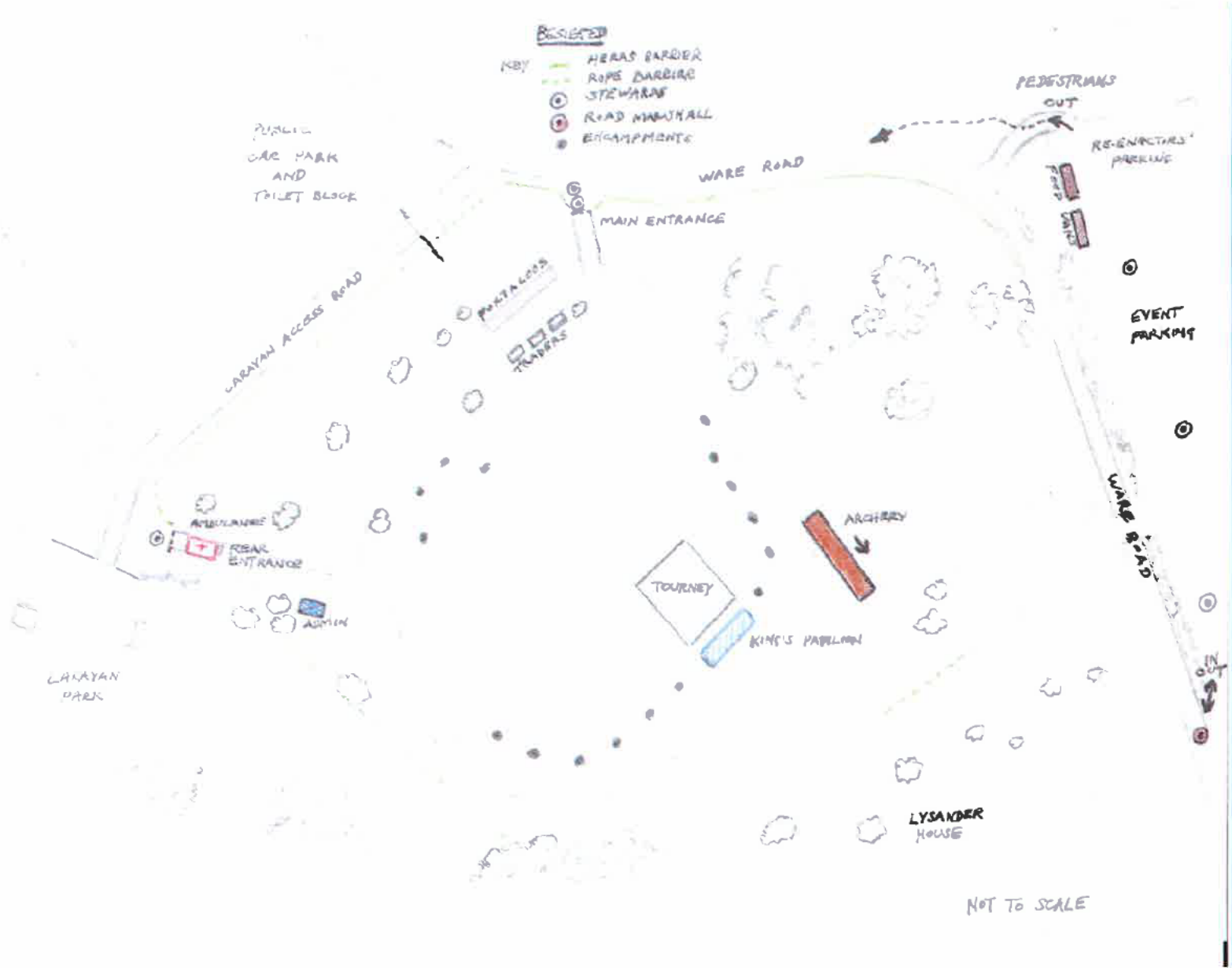
Mr Spratt, custodian of Dirleton Castle has been approached and should be able to incorporate the history being portrayed in the event into castle presentations.

Local Primary and Secondary schools will be invited to involve themselves in internal projects and research which will tie in with the history of the era.

ELC archaeological department will be able to incorporate the event into their Archaeology Fortnight.

A letter drop for the residents of Dirleton (copy to ELC)

Appendix 1



Appendix 2

Missing Person's Procedures

If you become aware that a person is missing:

Child

If you are advised a child is missing, please report this to the Chief Marshal

.....Telephone number

Once you have established the responsible person to coordinate the search operation

- Establish the identity of the child, this can include: what they were wearing when last seen, where they were last seen, and by whom
- Alert other marshals/stewards and start a search party of the immediate area and make sure all people searching report back regularly.
- If this happens on the day of an event and there is a communication system in place, make an announcement over the PA system.
- Try and establish if the child's parents are at the event by gathering a telephone number and contacting them.
- If the child is not found within 10 minutes, and the parents have not been located, ALERT THE POLICE.

If a child identifies themselves as lost

- Make sure there are always at least 2 adults with the child
- Contact the child protection officer if they are on site
- Establish as much information from the child as possible. Also establish if s/he was with their parents at the time
- Establish if they know their parents / guardians telephone number
- Make a public announcement
- If unable to trace the parents or guardian after 10 minutes, ALERT THE POLICE
- Ensure at all times that the child is kept safe and comforted.

Person with learning difficulties or disorientated

In the event that a person is lost and / or disorientated and they identify themselves to you:

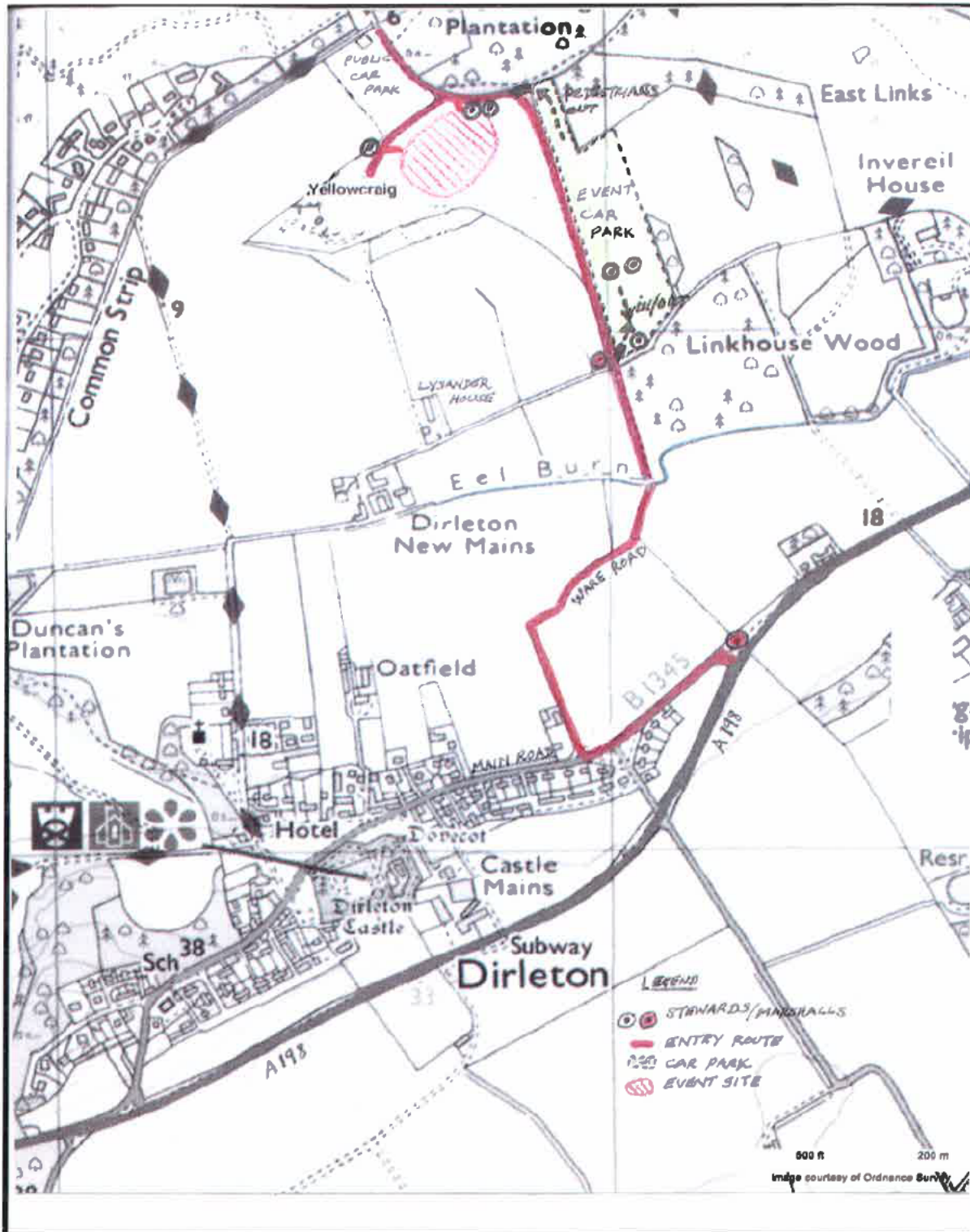
- Ensure that you enrol the help of at least one other person. The person to be accompanied at all times
- Gain as much detail about the person including: where they live, who they were with, and if they have a mobile phone.
- If the day has an event running and there is the ability to make a public broadcast do so.
- If unable to trace a parent or guardian after 10 minutes, ALERT THE POLICE
- In the meantime keep the person in safe, quiet environment until help arrives

Useful Telephone numbers

Allan Muir



Appendix 3



Appendix 4

Archery

Personnel

5 instructors/assistants required:

2 at the "Shooting Line" and "Shooter's Line",

1 at the "Waiting Line"

1 at the "Equipping Line"

1 controlling the general queue

The Range

Public will arrive and register interest. If the queue is too long they may be required to return later, so that there are not too many people waiting

First, participants will move to the equipping line, where they will be given bows or crossbows with instruction. Arrows and bolts will not be handed over at this stage.

They will then be called up to the "Waiting Line".

When appropriate, they will be called to the "Shooters Line", until called forward by the instructors.

At the "Shooting Line", they will be given final direction and allowed to have arrows and (once crossbows are armed and aligned) bolts.

Range distance: "Shooting Line" to target 15-18m

Backstop net to the rear of targets, which also needs a space of 4m.

Overshoot area behind backstop approximately 40, and roped off.

Instructions and Safety

"FAST" – Warning: If you hear anyone call this command, stop shooting. If you are mid-shot hold onto the string and come down. Remove the arrow from the string and place it back into your quiver. If you become aware of anything that compromises safety on the range call this command.

Bows/Crossbows:

- Loaded bows, either drawn or not drawn, must not be pointed at anyone or anything other than the target.
- Bows/Crossbows must NOT be drawn up nor armed behind the shooting line.

Arrows/Bolts

- Arrows/Bolts shall be shot ONLY at the target.
- NEVER shoot an arrow/bolt vertically into the air.

Shooting Line

- ALWAYS shoot from the shooting line.
- NEVER shoot from in front of or behind the shooting line.
- NEVER step forward of the shooting line for any reason until given clearance to do so.

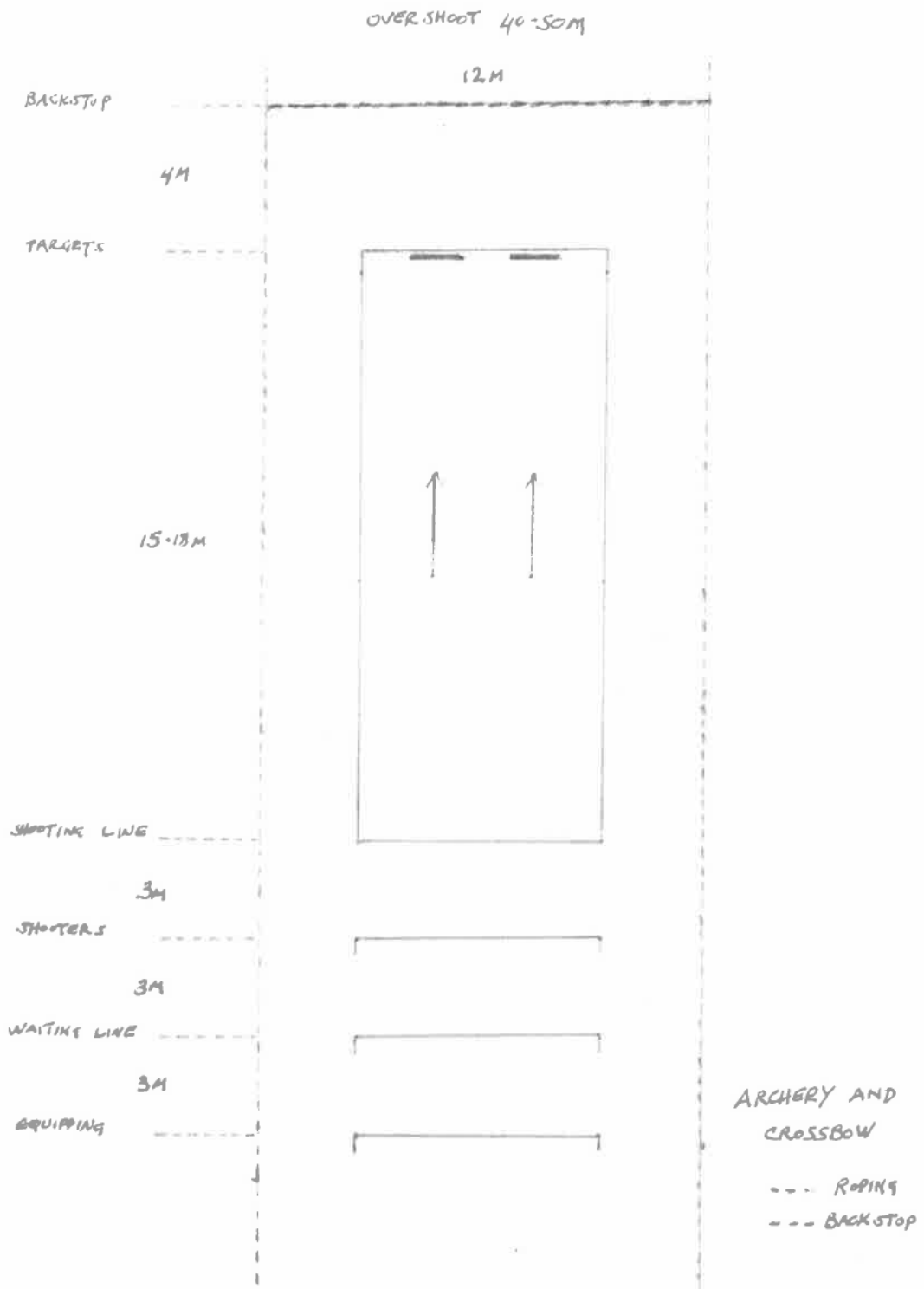
Waiting Line

- ALWAYS return to the waiting line once you have shot your arrows/bolts.

Collecting and Withdrawing Arrows

- ALWAYS wait for the signal to proceed forward to collect arrows.
- NEVER run and keep looking for arrows which may have fallen short of the target.
- ALWAYS make certain that no one is behind you when withdrawing the arrows from the target.

Cease Shooting If there is the slightest likelihood of anyone crossing in front of or behind the shooting line.



31/05/2024

Your Ref: TPE022/24
Our Ref: 819810

The Clerk of the Licensing
Committee
East Lothian Council
John Muir House
Haddington
East Lothian
EH41 3HA



Catriona Paton
Chief Superintendent
Divisional Commander
The Lothians and Scottish Borders Division
Dalkeith Police Station
Newbattle Road
Dalkeith, EH22 3AX

Dear Sir/Madam,

**CIVIC GOVERNMENT (SCOTLAND) ACT 1982
APPLICATION FOR GRANT OF A TEMP PUBLIC ENTERTAINMENT LICENCE
APPLICANT: MYTHS HISTORIC EVENTS**

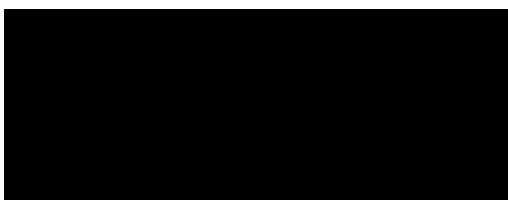
I refer to the above application for the grant of a Public Entertainment Licence to be held on the 7th and 8th of September 2024 at Yellowcraig overflow car park.

There is no Police objection to the application, however, in terms of Section 3(1) of Schedule 1 of the Civic Government (Scotland) Act 1982, I make the following representation in relation to the application, and recommend that it be granted subject to the following condition:

All recommendations made by the safety advisory group are complied with to ensure the safety of all attendees and members of the public.

I am unable to confirm the existence of any foreign offence in respect of the applicant.

Yours faithfully



Catriona Paton
Chief Superintendent

For enquiries please contact the Licensing Department on 0131 654 5583.

EAST LoTHIAN COUNCIL

Licensing Standards

From: Civic Licensing Standards Officer

To: Licensing Sub-committee

Date: 31st May 2024

Subject: CIVIC GOVERNMENT (SCOTLAND) ACT 1982

TPE022.24 - TEMPORARY PUBLIC ENTERTAINMENT LICENCE – BESIEGED

YELLOWCRAIG OVERFLOW CAR PARK, DIRLETON, EAST LoTHIAN

An application has been received for a temporary Public Entertainment Licence by the company Mythos Historic Events, for a historical re-enactment festival that includes music, dance, staged fighting re-enactments, tents for re-enactors and “have a go” archery at the site approved by East Lothian Council at the overflow car park, Yellowcraig, East Lothian. The proposed day to day manager is Allan Muir, who is also the event organiser and sole director of Mythos Historic Events. The application details the event is proposed to take place on Saturday 7th September and Sunday 8th September from 9:30am – 4:30pm daily with a maximum number of participants of 500 each day.

Further details about the event can be found in the event plan. The event organiser and applicant has required a substantial amount of input from the Safety Advisory Group (SAG) and two meetings have now been held with the event organiser with a third planned. A substantial amount of guidance has been given in relation to site management and site plan, the event plan, licensing, traffic management, health and safety and risk assessments. It has been challenging for the SAG to obtain the required information following repeated requests. Normally only one SAG would be required for this type of event, and it is only much larger scale events that usually require 3-4 SAG meetings. The risk assessments are very basic and lack detail. Concerns have been raised at the SAG and I am aware that the SAG Chair has reported on this application. The applicant has been reluctant to take on guidance and responsibility for the full event often saying he will delegate responsibility to other groups of volunteer re-enactors. He has been reminded several times that he holds overall responsibility to ensure the event is run safely, in compliance with relevant legislation, and that he is liable should any legislation be breached.

At the time of writing as part of the SAG, I cannot give my support unless a temp public entertainment licence is granted, and I feel that additional conditions are necessary. As such, it is requested that this application be heard for consideration of grant, addition of conditions and final determination by the Licensing Sub-Committee.

In recent days, the applicant emailed the Licensing department to increase the permitted participant numbers to 501-2000. It was explained that this would require a new temporary public entertainment licence and that the consultation period of 28 would need to start again. SAG consultation, guidance and advice currently has been on the understanding that the event is for a max of 500 participants and the

whole review process revolves around that mandate. As such the applicant has decided to cap the number of participants at 500.

Having reviewed the application, I recommend the Licensing Sub-Committee consider the contents of this report in their determination to grant or refuse. Should the committee be minded to grant, I recommend the following additional conditions be added to the licence along with the standard conditions. I guide the committee that the following conditions are to ensure that the event is run safely, numbers and access can be sufficiently monitored to stay within the 500 limit, and the archery activity is run in accordance with a regulatory body guidelines.

1) The event perimeter (as defined in the Section 11 Land Reform (Scotland) Act 2003 boundary) is fenced using 2m high Heras style fencing and the section of roping as show on scaled site plan 1b. The section of roping along the caravan access road is patrolled by event stewards to prevent unauthorised access.

2) The boundary area is marshalled to direct the public to the entrance.

Rationale – The public have free access to the area surrounding the site and it is a frequently used area of land for dog walkers. It is also an area with a lot of wildlife. The archery range presents a significant hazard to the public and wildlife who may walk into the area if there is no clear barrier that prevents them from doing so. The public entertainment licence is also for a maximum of 500 people and containment of the site will allow the organiser to monitor numbers and prevent unauthorised access. This condition is supported by multiple agencies within the SAG.

3) The event fully adheres to “Archery GB Code of Practice for Demonstrations, Have a Go’s & Taster Sessions”

Rationale – to ensure public and participant safety. A copy of Archery GB Code of Practice for Demonstrations, Have a Go’s & Taster Sessions is attached to this report. I have concerns in relation to the area to the west of the archery range where there is only roping to keep the public out of the archery range. This area will attract spectators at the side of the range which has risks. Section 18 iii - “Both sides of the ranges are adequately roped off and responsible adults are appointed to watch each side of the range”, and section 16 – “There should be no public access along the side or behind the range.” Appear at this time not to be complied with. With the direction of the archery there is no protection on this side from arrows that may not hit the target and be shot in the wrong direction creating a significant risk to the public. This condition is supported by multiple agencies within the SAG.

4) The public entertainment licence is not granted until the applicant submits a copy of the public liability insurance as detailed in the application guideline.

Licensing

From: Events
Sent: 31 May 2024 10:09
To: Harling, Karen (Licensing); Licensing
Cc: Hargreaves, Jenny; Douglas, Laura; Fairgrieve, Frank; Slight, Lynn; Environmental Health/Trading Standards; Connell, Alexandra; Fitzpatrick, Sheila; EventsRoads; mhairi.law@firescotland.gov.uk; Angela.Mather@nhs.scot; SFRS.Eastevents@firescotland.gov.uk; Gardiner, Jackie; Lennock, Ian; LothianScotBordersOpsPlanning@scotland.police.uk; McKail, Scott; Brown, Emma; Davie, Simon; Govenlock, Diann; Haig, Doug; McKinlay, Stevie; Low, Jefferson (Jefferson.Low@scotland.police.uk); Licensing; Ferguson, Grant; Ashleigh.Robson@transport.gov.scot; Hendrikson, Ed; john.terrell@sia.gov.uk; Kennedy, Scott; jrussell@bearsotland.co.uk; dross@bearsotland.co.uk; Douglas, Andrew; Reid, Tom; John, Eamon; Harling, Karen (Licensing); Murray, Diana (Transportation); Johnson, Darren; Redshaw, Ian; Clarke, Claire (Transport); john.mcneill@crexcell.com; Wilson, Lee-2; Morgan, Nick; King, Ian; Events
Subject: Besieged PEL application - SAG Recommendations

Hi Karen and Licensing

I refer to the above event and their application to ELC Licensing for a Public Entertainment Licence. In response, as Safety Advisory Group chair, I have circulated the current Event Plan, along with recommendations already made during our 2nd SAG meeting (21st May) amongst the SAG for comment and review, as per the email below. All the responses received have agreed with the recommendations made and thus the SAG ask that consideration is given, should the PEL be granted, that conditions be imposed upon the organiser, such that:

1. The inclusion of Heras fencing around the perimeter of the venue (as defined in the Section 11 Land Reform (Scotland) Act 2003 boundary), except for the border with the caravan site access road.
2. The section of perimeter without Heras fencing should be marked by rope and stake and patrolled by event stewards so as to prevent unauthorised access into the venue.
3. The boundary area is marshalled to direct the public to the entrance.
4. The archery area and activity complies fully with GB Archery guidelines.

Kind regards

Jon

From: Fleetwood, Jon <jfleetwood1@eastlothian.gov.uk>
Sent: Monday, May 27, 2024 10:55 AM
To: Hargreaves, Jenny <jhargreaves@eastlothian.gov.uk>; Douglas, Laura <ldouglas@eastlothian.gov.uk>; Fairgrieve, Frank <ffairgrieve@eastlothian.gov.uk>; Slight, Lynn <lsight@eastlothian.gov.uk>; Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>; Connell, Alexandra <aconnell@eastlothian.gov.uk>; Fitzpatrick, Sheila <sfitzpatrick1@eastlothian.gov.uk>; EventsRoads <eventsroads@eastlothian.gov.uk>; mhairi.law@firescotland.gov.uk; Angela.Mather@nhs.scot; SFRS.Eastevents@firescotland.gov.uk; Gardiner, Jackie <jgardiner@eastlothian.gov.uk>; Lennock, Ian <ilennock@eastlothian.gov.uk>; LothianScotBordersOpsPlanning@scotland.police.uk; McKail, Scott <smckail@eastlothian.gov.uk>; Brown, Emma <ebrown3@eastlothian.gov.uk>; Davie, Simon <sdavie@eastlothian.gov.uk>; Govenlock, Diann <dgoovenlock@eastlothian.gov.uk>; Haig, Doug <dhaig@eastlothian.gov.uk>; McKinlay, Stevie <smckinlay1@eastlothian.gov.uk>; Low, Jefferson (Jefferson.Low@scotland.police.uk) <Jefferson.Low@scotland.police.uk>; Licensing <licensing@eastlothian.gov.uk>; Ferguson, Grant <Grant.Ferguson@firescotland.gov.uk>; Ashleigh.Robson@transport.gov.scot; Hendrikson, Ed <ehendrikson@eastlothian.gov.uk>; john.terrell@sia.gov.uk; Kennedy, Scott <skennedy@eastlothian.gov.uk>; jrussell@bearsotland.co.uk; dross@bearsotland.co.uk; Douglas, Andrew <adouglas@eastlothian.gov.uk>; Reid,

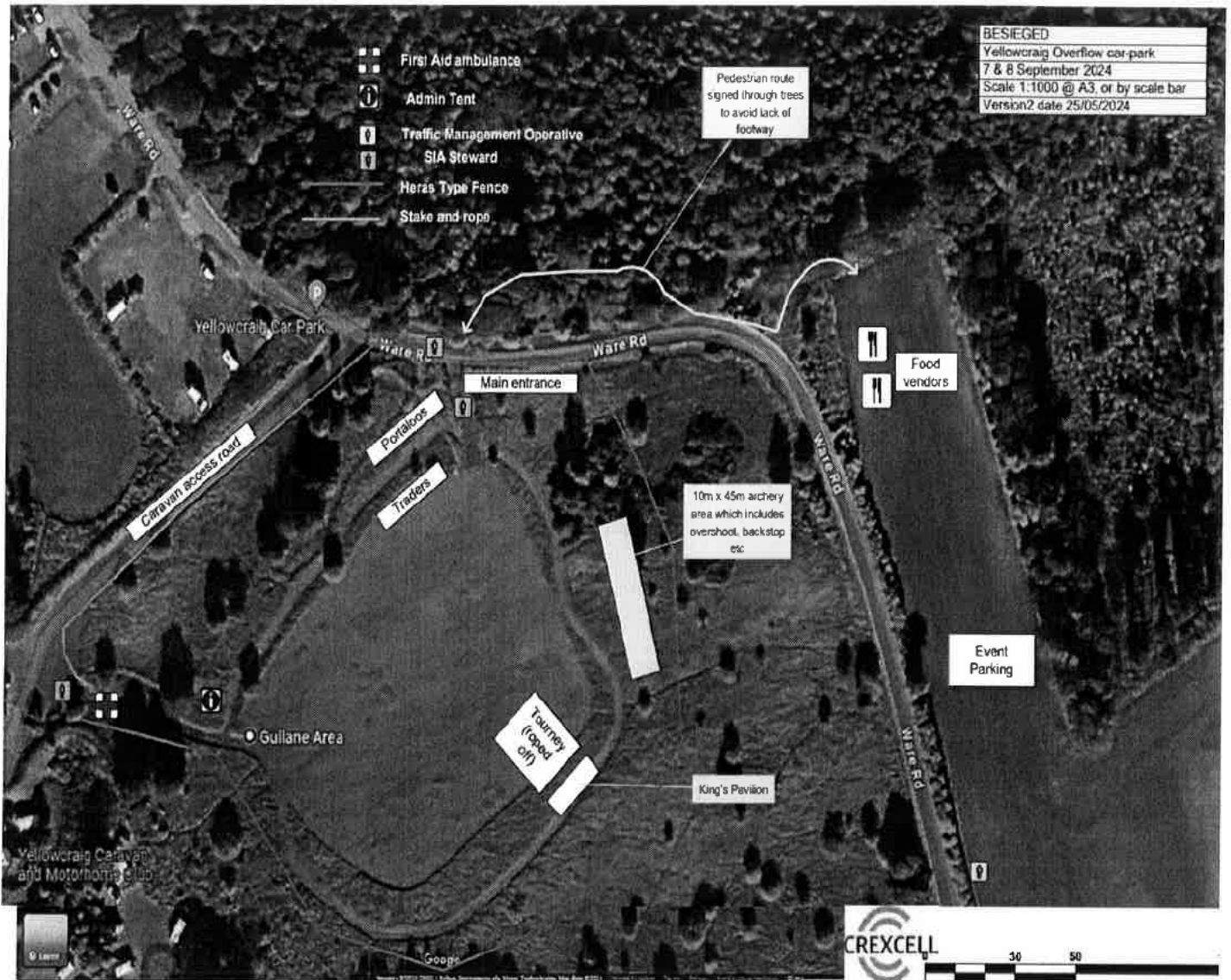
Tom <treid@eastlothian.gov.uk>; John, Eamon <ejohn@eastlothian.gov.uk>; Harling, Karen (Licensing) <kharling1@eastlothian.gov.uk>; Murray, Diana (Transportation) <dmurray1@eastlothian.gov.uk>; Johnson, Darren <djohnson@eastlothian.gov.uk>; Redshaw, Ian <iredshaw@eastlothian.gov.uk>; Clarke, Claire (Transport) <cclarke3@eastlothian.gov.uk>; john.mcneill@crexcell.com; Wilson, Lee-2 <Lee.Wilson2@scotland.police.uk>; Morgan, Nick <nmorgan@eastlothian.gov.uk>; King, Ian <iking@eastlothian.gov.uk>
Cc: Events <events@eastlothian.gov.uk>
Subject: Review of besieged amended Event Management Plan

Dear All

I refer to the above named event and attached latest version of the Event Management Plan (EMP). There has been considerable dialogue between ELC agencies and the organiser, Mr Muir, to try and address concerns the SAG have expressed about safety at this event, including discussions at the 2 SAG meetings. Mr Muir has now resubmitted his application for a Public Entertainment Licence and in support of this has enclosed the attached EMP. Notably, the plan now includes a to scale plan of the area (produced by Crexcell, see below) and the inclusion of Heras fencing around the perimeter, except for the border with the caravan Site access Road, where rope will be used to show the line of demarcation between public and event specific restricted areas. In addition I would also recommend that sufficient number of stewards are deployed by the organiser to monitor this roped section, so to ensure the integrity of the site.

We have limited time to review this ourselves, before the application is submitted to the Alcohol Licencing Sub Committee for their consideration. Thus I would ask you to review this please EMP please and let me know by 1000hrs, Thursday if wish to make any comment, either in support or against the application, and in particular the changes to the use of Heras fencing along the section of boundary with the caravan access road and my proposal for additional stewards to be deployed there.

N.B. In the absence of any comment, I'll then assume your acquiescence to the proposed attached amended plan and my recommendation concerning additional stewards.



Kind regards

Jon

Verbal abuse and threatening behaviour is never acceptable. #zerotolerance

We're living through stressful times right now, and everyone's feeling it.

Our staff are doing their best to assist local residents and businesses whilst delivering essential services.

Please, be nice.



BE NICE
RESPECT US AS WE RESPECT YOU

East Lothian Council

Licensing

From: Johnson, Darren
Sent: 28 May 2024 10:21
To: Licensing
Cc: Licensing Standards Officer; Redshaw, Ian
Subject: FW: TPE022/24 Temp Public Entertainment Licence application - 7th and 8th September 2024 - Besieged
Attachments: TPE022.24 - Temp PEL application form.pdf; TPE022.24 - Safety Advisory Group 5.pdf; TPE022.24 Fw_ Blackfriars Insurance Premium re BESIEGED (Attention ALISON).pdf; TPE022.24 - Insurance quotes for Besieged event 7th and 8th September 2024 _ Attention ALISON.pdf; Safety Advisory Group Final Version 5.docx

Hi

I have no objections in principal to this licence subject to the standard conditions being applied. I would however recommend that an additional condition, as follows, be inserted:

The event follows the “Archery GB Code of Practice for Demonstrations, Have a Go’s & Taster Sessions”

Regards
Darren Johnson
Environment & Consumer Services
East Lothian Council
01620 827208
07779085699

From: Licensing Standards Officer <lso@eastlothian.gov.uk>
Sent: Monday, May 27, 2024 9:56 AM
To: lothianscotborderslicensingeastmid@scotland.pnn.police.uk; torquil.cramer@firescotland.gov.uk; Environment Reception <environment@eastlothian.gov.uk>; Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>; Landscape and Countryside <landscapeandcountryside@eastlothian.gov.uk>
Cc: Licensing <licensing@eastlothian.gov.uk>; Johnson, Darren <djohnson@eastlothian.gov.uk>; Hargreaves, Jenny <jhargreaves@eastlothian.gov.uk>; Lennox, Ian <ilennox@eastlothian.gov.uk>; Fleetwood, Jon <jfleetwood1@eastlothian.gov.uk>
Subject: RE: TPE022/24 Temp Public Entertainment Licence application - 7th and 8th September 2024 - Besieged

Hi All,

Please could you send your response to the amended event plan and site plan as discussed at the SAG by **Friday 31st May 2024** to allow any responses to be sent to the Licensing Sub-committee in June.

Kind regards,

Karen

Karen Harling
Licensing Standards Officer
East Lothian Council
Licensing, Administration and Democratic Services
John Muir House
Haddington
EH41 3HA

Tel: 01620 827478
Mob: 07774 435158

Please note the LSO is not permitted to provide legal advice and can only assist you with guidance as to what is required under licensing legislation . It is recommended that you consult with a licensing agent or solicitor if you require legal advice on matters.

For additional guidance please see the East Lothian Licensing and Forum Website - [East Lothian Licensing Forum | East Lothian Council](#)



From: Licensing <licensing@eastlothian.gov.uk>
Sent: Monday, May 27, 2024 9:43 AM
To: Licensing Standards Officer <lso@eastlothian.gov.uk>; Fleetwood, Jon <jfleetwood1@eastlothian.gov.uk>
Subject: FW: TPE022/24 Temp Public Entertainment Licence application - 7th and 8th September 2024 - Besieged

FYI

From: Licensing
Sent: Monday, May 27, 2024 9:19 AM
To: Lothian & borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk) <lothianscotborderslicensingeastmid@scotland.pnn.police.uk>; Torquil Cramer (torquil.cramer@firescotland.gov.uk) <torquil.cramer@firescotland.gov.uk>; Environment Reception <environment@eastlothian.gov.uk>; Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>; Landscape and Countryside <landscapeandcountryside@eastlothian.gov.uk>
Subject: FW: TPE022/24 Temp Public Entertainment Licence application - 7th and 8th September 2024 - Besieged

Good morning

Please find the amended event plan with new site map attached for the application below.

Thanks
Christine

From: Licensing
Sent: Monday, April 29, 2024 2:54 PM
To: Lothian and Borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk) <lothianscotborderslicensingeastmid@scotland.pnn.police.uk>; Fire (torquil.cramer@firescotland.gov.uk) <torquil.cramer@firescotland.gov.uk>; Environment Reception <environment@eastlothian.gov.uk>; Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>; Landscape and Countryside



Code of Practice for Demonstrations, Have a Go's & Taster Sessions

Responsible for review of procedures
Participation Team

Change History			
Version	Approved by	Date of approval	Next review date
Proc-06-01	Director of Participation	01/04/2021	01/12/2021

Code of Practice for Demonstrations, Have A Go's and Taster Sessions

1. Provided this Code of Practice is adhered to, the Archery GB Public Liability Insurance provides indemnity to those delivering Demonstrations, Have A Go's and Taster Sessions.
2. At all times, when delivering an event, safety must be paramount. There is a need to be extra vigilant to maintain safety standards in crowded public areas.
3. This Code of Practice provides for three types of archery events:
 - a. Demonstrations
 - b. Have a Go events
 - c. Taster Sessions
4. Demonstrations and Have a Go's may be held at any venue that has been risk assessed. This could include club venues, fetes, gymkhanas, schools or charity events as examples.
5. Taster Sessions can **only** be held at a club venue, where the range has been registered with Archery GB.
6. If you are unsure about the suitability of the event at which archery is planned, please contact Archery GB for clarification on 01952 677888 or email support@archerygb.org.
7. **All** archery events as described above should be recorded with Archery GB prior to the start date within the Membership Portal – under the 'Have a Go & Course Registrations' tab.
8. The club members delivering the archery event should include a qualified first aider, unless sufficient first aid cover is provided by the event management (e.g. at a summer fete or venue with trained first aiders).
9. A risk assessment **must** be undertaken on the site location and event. If the archery event is taking place at a new venue, a site visit should be undertaken prior to the date.
10. If you have agreed in advance a safe site to use but Event Organisers then move you to another area you deem unsafe – **DO NOT SHOOT**.
11. A telephone or mobile phone with sufficient charge for duration of the event should be available for use in an emergency.
12. An accident book must be available at the event. **All incidents, no matter how slight, must be recorded in the accident book** and should include the following:
 - a. **Details of accident/incident**
 - b. **Names of those involved**
 - c. **Addresses/contact details of those involved**
 - d. **Names of any witnesses**
 - e. **Addresses/contact details of any witnesses**
13. If an incident occurs, which may be seen as a potential claim against the Club, this must be reported to the Archery GB Insurance Officer immediately.
14. When delivering a Have A Go or Taster Session, only lightweight poundage beginner bows and arrows supplied by the club must be used. Participants must not use their own equipment nor use club members' equipment.
15. Instruction may be given on the safe collection of arrows, otherwise participants do not collect their own arrows.

Code of Practice for Demonstrations, Have A Go's and Taster Sessions

16. There must be a safe over-shoot area – in most cases this will be a minimum of 50 yards (in line with the Rules of Shooting). There should be no public access along the side or behind the range.
17. All participants must be supervised whilst shooting by a qualified coach. If a qualified coach is not available, only experienced members should supervise the event.
18. An experienced senior member – Field Captain - must be nominated to take overall control. The Field Captain is responsible for safety and must ensure that:
 - i. Target bosses and stands are securely anchored to prevent them from blowing over.
 - ii. It is not possible for the public walk across the shooting area or to pass behind the targets into the overshoot area.
 - iii. Both sides of the ranges are adequately roped off and responsible adults are appointed to watch each side of the range.
 - iv. The area is continually monitored and is clear before and during shooting.
 - v. Immediately prior to arrows being shot, a clear signal is given to indicate it is safe to shoot.
 - vi. A second clear signal is given to indicate that shooting should be brought to a halt either for the collection of arrows or for safety reasons.
19. Clubs can run as many events as they would like to. There is no time limit on the length of an archery session, nor any restriction on the number of times a participant may take part.
20. Any event that does not comply with the procedures above, nor fit the description of a Demonstration, Have a Go or Taster Session, may not be recognised nor covered for insurance purposes. Please contact the Archery GB office if unsure.

In addition to the requirements above, please see below for specifics for each type of event below.

21. Demonstrations

- a. Those archers shooting in the demonstration must be experienced archers and fully paid-up members of Archery GB.
- b. The maximum shooting distance permitted for archery demonstrations is 60 yards/50 metres.
- c. There must be a minimum overshoot of 50 yards.
- d. The person in overall control should not shoot in the archery demonstration.

22. Have a Go Events

- a. Targets should be as close as needed for participants to hit the target every time, and a recommended **maximum** of 15 yards from the shooting line. This may depend on the targets used, with suitable care taken to avoid bounce backs.
- b. Targets should rest on the ground at an angle as recommended in the Rules of Shooting.
- c. A minimum of 50 yards overshoot is required. However, if backstop netting (2.5-3m high) is used, the overshoot can be reduced to 20 yards.
- d. Shooting must be supervised on a one-to-one basis by coaches.

23. Taster Sessions

In order to provide additional opportunities for the general public to take part in archery, **Taster Sessions** are now recognised by Archery GB as a possible opportunity for clubs to undertake. In addition, taster sessions should follow the stipulation below.

- a. Taster sessions may involve a longer period of time than a Have a Go event.
- b. Tasters can only be organised at a club venue with an active range registration in place.
- c. Targets must be no more than 20 yards from the shooting line/peg and can be at normal height/position.

Code of Practice for Demonstrations, Have A Go's and Taster Sessions

- d. Where the club range is registered, and has the adequate space required, archery of any discipline can be included within a Taster Session. Coaches will be expected to make appropriate decisions about distances and equipment for the participants involved.
- e. Following a one-to-one assessment, multiple participants may be supervised by one coach. A maximum of 12 participants per coach, with a minimum of two coaches is advisable – as per the Archery GB recommended coach-archer ratios (<https://www.archerygb.org/wp-content/uploads/2020/09/Archery-GB-Recommended-Coach-Archer-Ratios-23.09.20.pdf>).

Reminder: All archery events as described above should be recorded with Archery GB prior to the start date/time within the Membership Portal – under the Have a Go & Course Registrations tab.

Archery GB is the trading name of the Grand National Archery Society, a company limited by guarantee no. 1342150 Registered in England.

Appendix 1

Example layout – Have a Go

The picture below shows the targets on the floor. In this set up backstop netting is not needed at this existing club venue, as sufficient overshoot is present.



Picture1: Have a Go arrangement

Example layout – Taster Session

In the picture below the targets on the left are at normal height, with sufficient overshoot. The targets are at a maximum distance of 20 yards.



Picture2: Taster Session arrangement

In this example a club shoot is also going on next to the Taster Session. Unless adequate space is present, as deemed by the Rules of Shooting, the Field Captain would maintain one shooting line.

Licensing

From: Hargreaves, Jenny
Sent: 28 May 2024 10:52
To: Licensing Standards Officer;
lothianscotborderslicensingeastmid@scotland.pnn.police.uk;
torquil.cramer@firescotland.gov.uk; Environment Reception; Environmental
Health/Trading Standards; Landscape and Countryside
Cc: Licensing; Johnson, Darren; Lennock, Ian; Fleetwood, Jon
Subject: RE: TPE022/24 Temp Public Entertainment Licence application - 7th and 8th
September 2024 - Besieged

Hi Karen

My comments are as follows:

1. I am content for the boundary of the event, on the north west section, between the Caravan access road and the event (as highlighted in green on the map) be marked with stakes and a rope.
2. The area out with the planned event (south and west grassland) is used by the public and wildlife is regularly spotted in the area. As such, I would like to see that the rest of the site have herras fencing as per the submitted revised plan with all GB Archery guidelines being followed.
3. Also that the boundary area is marshalled to direct the public to the entrance.

Kind regards
Jenny

Jenny Hargreaves
Team Manager - Countryside
East Lothian Council | Landscape & Countryside, Penston House, Macmerry Industrial Estate, Macmerry, Tranent EH33
1EX | Mobile 07881 668 276

From: Licensing Standards Officer <lso@eastlothian.gov.uk>
Sent: Monday, May 27, 2024 9:56 AM
To: lothianscotborderslicensingeastmid@scotland.pnn.police.uk; torquil.cramer@firescotland.gov.uk; Environment
Reception <environment@eastlothian.gov.uk>; Environmental Health/Trading Standards
<ehts@eastlothian.gov.uk>; Landscape and Countryside <landscapeandcountryside@eastlothian.gov.uk>
Cc: Licensing <licensing@eastlothian.gov.uk>; Johnson, Darren <djohnson@eastlothian.gov.uk>; Hargreaves, Jenny
<jhargreaves@eastlothian.gov.uk>; Lennock, Ian <ilennock@eastlothian.gov.uk>; Fleetwood, Jon
<jfleetwood1@eastlothian.gov.uk>
Subject: RE: TPE022/24 Temp Public Entertainment Licence application - 7th and 8th September 2024 - Besieged

Hi All,

Please could you send your response to the amended event plan and site plan as discussed at the SAG by **Friday 31st May 2024** to allow any responses to be sent to the Licensing Sub-committee in June.

Kind regards,

Karen

Licensing

From: Robertson, Scott
Sent: 06 May 2024 10:30
To: Licensing
Subject: RE: TPE022/24 Temp Public Entertainment Licence application - 7th and 8th September 2024 - Besieged

Hello,

I have no objections or comments to this application.

Regards
Scott

Scott Robertson | Assistant Planner – Development Control | East Lothian Council | John Muir House | Haddington EH41 3HA
T. 01620 827585 | E.srobertson2@eastlothian.gov.uk Visit our website at www.eastlothian.gov.uk

From: Licensing <licensing@eastlothian.gov.uk>
Sent: Monday, April 29, 2024 2:54 PM
To: Lothian and Borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk) <lothianscotborderslicensingeastmid@scotland.pnn.police.uk>; Fire (torquil.cramer@firescotland.gov.uk) <torquil.cramer@firescotland.gov.uk>; Environment Reception <environment@eastlothian.gov.uk>; Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>; Landscape and Countryside <landscapeandcountryside@eastlothian.gov.uk>; Licensing Standards Officer <lso@eastlothian.gov.uk>
Subject: TPE022/24 Temp Public Entertainment Licence application - 7th and 8th September 2024 - Besieged

Hi

Please find attached TPE022/24 Temp Public Entertainment Licence application - 7th and 8th September 2024 – Besieged for report.

The applicant is aware he needs Public Liability Insurance, he is going through the SAG process and once all approved he will pay for insurance and send in the documents.

Regards

Alison

Alison Rafferty
Licensing Officer | East Lothian Council | John Muir House | Haddington EH41 3HA | T. 01620 827664
| E. licensing@eastlothian.gov.uk

