The Queen's 90th Birthday Beacons 21st April 2016

YOUR GUIDE TO TAKING PART







There is a long and unbroken tradition in our country of celebrating Royal jubilees, weddings, coronations and special birthdays with the lighting of beacons - on top of mountains, churches and castle battlements, on town and village greens, farms, country parks and estates, and along the beaches surrounding our shores. The last major beacon celebration was on Her Majesty The Queen's Diamond Jubilee on 4th June 2012, which many of those receiving this guide successfully took part in.

There will be a further opportunity to celebrate on Thursday 21st April 2016, when beacons will be lit throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories in celebration of Her Majesty The Queen's 90th Birthday that day. To date, 255 local communities, including town and parish councils, local authorities, youth groups and organisations such as the Royal Agricultural Benevolent Institution, the Crown Estates, Windsor, Historic Houses Association, English Heritage, National Trust, Country Land and Business Association, Trinity House, the Royal Air Force, National Association of Local Councils, Local Government Association, Once Voice Wales, National Association of Civic Officers and the Convention of Scottish Local Authorities have agreed to take part (see Acknowledgements page). We hope that you too will wish to participate by lighting a beacon, joining us in uniting the nation in common celebration of this important milestone in The Queen's life. The beacon lighting time will be confirmed at a later date but please plan around lighting it in the early evening.

The Beacon Project, by agreement with The Royal Household, will form an important part of The Queen's 90th birthday celebrations, and Her Majesty The Queen has graciously agreed to light the Principle Beacon on 21st April 2016.

Your event could be large or small. There are three types of beacons that may be used - 1) the traditional bonfire beacon, 2) a beacon brazier on top of a tall wooden post that has been previously erected for similar occasions and 3) a gas-fuelled

beacon of the kind lit for The Queen's Diamond Jubilee in 2012 and VE Day in May 2015. The choice is yours.

However, if you wish to purchase one of the gas-fuelled beacons being specially manufactured for this unique occasion, please go to page 4. You can order your bottled gas from Flogas Britain Ltd, whose details are provided on this page.

For the first time in history, members of the Army Cadet Force, representing the youth of our nation, will be taking gas-fuelled beacons to the top of the four highest peaks in the United Kingdom - Ben Nevis, Scotland; Mount Snowdon, Wales; Scafell Pike, England, and Slieve Donard, Northern Ireland.

You may use your beacon lighting and associated events as a way of raising funds for local or national charities. Or you can simply enjoy the occasion with family and friends, one of whom may even share a 90th birthday with Her Majesty.

If you wish to take part, please go to page 3 and follow the instructions to insure that your beacon is correctly listed and that we can liaise with you regarding further information. We wish you well with your planning and with the event itself.

Bruno Peek

Bruno Peek LVO OBE OPR Pageantmaster The Queen's 90th Birthday Beacons



How to take part and Beacon lighting Ceremony

# How to take part

**Step 1:** To confirm your involvement and assist us in easy communication and correct registration of your event, please be kind enough to undertake the following in FULL as soon as possible, sending it to Bruno Peek LVO OBE OPR, Pageantmaster, The Queen's 90th Birthday Beacons at -brunopeek@mac.com

If your event is a private occasion and NOT open to the public, and you do not want your involvement shown on any public or media listing, it is important that you confirm this when providing information requested below. Your participation will still be noted as part of this historic occasion but NOT made public.

However, if your event is open to the public your contact details will be shared with the media so that they can contact you direct to arrange any publicity and/or coverage of your event on 21st April 2016.

Name of Contact/Coordinator Name of Council or Organisation Job title of Coordinator Full postal address including postcode County Country: England, Wales, Scotland, Northern Ireland, Channel Islands, Isle of Man, UK Overseas Territory Telephone number - landline Mobile number Email Address Beacon Location if known when registering, including postcode

Please ensure you have undertaken all the safety aspects etc, outlined on page 6 and before the lighting of your Bonfire Beacon on page 5 and you have alerted the emergency services, including the Fire Brigade, undertaken any risk assessments required and ensure all are happy with your plans. (This is your responsibility as coordinator of your Beacon lighting event).

# Beacon Lighting Ceremony -21st April 2016

The Beacon lighting ceremony should be undertaken as follows:

**Step 2:** Invite your Lord Lieutenant, Deputy Lieutenant, Lord Mayor, Mayor, High Sheriff, High Steward, Lord Provost, Chairman or Leader of the Council to light your Beacon, or you may wish to consider running a competition in partnership with your local media, with the winner having the honour of lighting it that night.

**Step 3:** Please arrange to have professional photographs taken during your event, and immediately after, please send NO more than THREE high quality, copyright-free photographs to tomea9@hotmail.com including the name of the photographer, the Beacon location, including post code, along with the name of the Council or Organisation.

**Step 4:** If appropriate, please use social media channels -Twitter, Facebook etc - to promote your event. On Facebook, post photographs of your Beacon lighting ceremony on the 21st April 2016.

**Step 5:** We will be providing you with an outline Press Release for your use, so please localise it, providing as much or as little information as you wish regarding your event, along with your contact details before YOU send it to all areas of your local media to enable them to contact YOU direct.

**Step 6:** Please arrange to light your Beacon early evening - exact time will be confirmed early march 2016.



Gas fuelled Beacon, East Antrim, Northern Ireland.





Bonfire Beacon, Killyleagh, County Down,

Northern Ireland

Wood fuelled Beacon Brazier, Hilton, Derbyshire, England.

Gas Juelled Beacon

The Beacon is of lightweight construction and comes assembled and complete with the exception of the gas cylinders that will need to be purchased separately. One 47kg propane cylinder or 2 x 19kg cylinders are recommended to give a full flame for half an hour. These cylinders can be purchased from Flogas Britain Ltd by calling 0800 085 6225 quoting Gas Fuelled Beacons or by going to their website www. flogas.co.uk which allows you to find a local stockist by entering your postcode. You may also download a propane cylinder safety data sheet from the Flogas website (www.flogas.co.uk/product-safetydata-sheets).

The Gas Fuelled Beacon package will contain the following:

- Burner unit
- 2m high stand with an anchor for fixing to the ground
- 10m hose with the regulator for connecting to the gas cylinders
- Gas lighter with propane fuel
- Spanner
- Leak detecting fluid
- Hose assembly and Y manifold to link 2 cylinders
- Lighting and safety instructions

The above items are packed into 2 strong cartons

The tripod describes a circle area of about 1.32m diameter and the beacon has an extended height of about 2.15m.

The Beacon is stable in the wind. It is supplied with a ground anchor and rope for securing to the ground if this is possible, or else we would recommend the use of sand bags. Full instructions are provided for this. The Beacon must be supervised by 2 people at all times when lit and a fire extinguisher must be provided. It is important that the supervision should be undertaken those who are competent and it is essential that a trial be undertaken before the event to ensure that everyone is fully trained and familiar with the operation.



Gas fuelled Beacon, St Michael's Mount, Cornwall.

The price is  $\pounds 299$  plus VAT including carriage within the UK Mainland. There will be an extra carriage charge for other areas.

To order please contact: Bullfinch Gas Equipment, Kings Road, Tyseley, Birmingham, B11 2AJ. Tel: 0121 765 2000 Fax: 0121 707 0995 Email: sales@bullfinch-gas.co.uk Web: www.bullfinch-gas.co.uk

Payment by cheque, BACS transfer, or Credit/Debit Card. Last date to order to guarantee delivery by 14th April is 29th February 2016. However please enquire after this date for availability.





Locate the bonfire at least 30m away from buildings, roads, railways and public rights of way, and a safe distance from dangerous materials and overhead power lines. Ensure it has good access for the transportation of materials for the bonfire and sufficient space for spectators to stand upwind.

Obtain the landowner's permission and involvement.

Liaise with local fire brigade and emergency services, presenting them with your plans, and seek their advice and support.

Prepare site by removing top layer of turf and stack away from fire area. Obtain seven poles, 5-6m in length. Attach four guy ropes to top of one pole and anchor as shown.

Erect remaining poles as shown, ensuring tops are secured in place.

Use either pallets or suitable lengths of J timber, spreading them over ground area of beacon for a good through draught. Secure timber horizontally between poles as shown, preventing material placed over the framework from dropping through. Construct access tunnel to the middle of the beacon. Keep middle empty until required. Always construct the bonfire so it collapses inwards as it burns.

Use only wood for combustible materials. 4 Do not burn dangerous items such as foam-filled furniture, old tyres, aerosols or tins of paint. Build upwards until height of centre pole is reached. Materials around top should be loosely packed to allow air flow. Cover bonfire to keep it dry.

5 Fill centre with suitable, dry combustible materials. Check construction is stable and remove any unsuitable materials that may have been added. Look specifically for fireworks, aerosols, highly inflammable materials or containers with such materials.

Construct a safety barrier out of ropes and stakes or scaffold poles to ensure public is kept at a safe distance from the fire.

**7** In daylight, and just before lighting, check that there are no children or animals playing or hiding in the bonfire. Arrange for, and brief sufficient numbers of marshals.

O The person looking after the fire should 0 not wear lightweight clothing that could ignite easily. They should wear a substantial outer garment of wool, or other material of low flammability, and stout boots. They should know what to do in the event of a burn injury, or a person's clothing catching fire, and should have a fire blanket ready in the bonfire area along with a number of fire extinguishers.

9 Lighting: the safest and recommended approach is to use paper and solid firelighters in six places just inside the walls of the beacon to ensure an even burn. Never use flammable liquids such as paraffin or petrol to get it going as this can result in uncontrolled spread of fire or explosion.

To light the beacon: from poles 2m in length, prepare hand torches for lighting with paraffin-soaked rags wired around one end. Remember, paraffin is dangerous and great care should be taken. Paraffin can be used as directed, but it is still dangerous and should at all times be treated with areat care - for example, always ensure all excess paraffin is drained off rags before use. If spilt on your clothes during the preparation of your beacon lighting you should replace those items of clothing before approaching any naked flames. In particular, always remember to replace the lid on any container of unused paraffin and store it in a safe place away from naked flames. Do not use an accelerant on the fire itself.



Bonfire Beacon, Shipston-on-Stour, Warwickshire, England.

▲ After the event, extinguish fire and collect remaining debris. ▲ Dig over site and re-lay turf. ▲ Leave site clean and tidy.



If you are inviting personal guests to your home it is worth checking with your household insurer that you are covered in the unfortunate circumstances that there should be an accident. If your event includes inviting the public, or it is a third party venue then, where applicable, the following advice should be heeded, to ensure you have a safe and enjoyable event for everyone involved.

# Licensing

Generally, all public entertainment has to be licensed by the local authority. The law on this aims to ensure the safety of the public and performers. Local authorities treat each event individually, and what one will allow another will not. Do not be put off by the length of some of the forms - the licensing officer is there to help you.

The licensing officer's job is to advise the local authority's licensing committee on the granting of public entertainment licenses. For small scale events he or she, in effect, makes the decision. Only if your event is contentious will the licensing committee decide to consider the application in detail. Talk to the licensing officer as soon as possible. In Northern Ireland, if you plan to sell alcohol at an event, you will need to apply for an occasional liquor license from the Northern Ireland Court Service.

# Insurance

Unfortunately accidents can happen at even the best organised events. Therefore you will need to consider and obtain insurance cover for your event, whether you are holding an event on your own premises or someone else's. Beacon/Bonfire events require specialist public liability cover. If you hire a park or venue or use land owned by a third party for your activity, they are likely to require you to have your own suitable insurance to cover your liability for any injury to the public or damage to other people's land or property.

If hiring equipment for the event, you may need to insure these items; you may also need to consider cover for loss of any financial outlay you incur if the event has to be cancelled for reasons beyond your control, or loss of money, particularly if you are holding a fund-raising event.

To help you obtain the appropriate insurance, and risk management advice, we are working closely with Unity Insurance Services, which is a specialist insurance broker in the voluntary and non-profit sector. They have developed a range of bespoke insurance covers specifically for the Beacon/Bonfire events. Unity is owned by a charity and donates all its profits back to charity.

To obtain a quote or for more details or advice on the insurance cover you may need, please visit Unity's website, www.

Unity insurance services

unityinsuranceservices.co.uk/queens-90thbirthday/ or telephone them on 0345 040 7702.

Alternatively, the licensing officer may be able to direct you to a suitable specialist company or broker, but you should not try to source this kind of insurance from a non-specialist.

# **Emergency Services**

Tell the police well in advance about the type of event you are planning, and get in touch with your local community police officer. Write to the fire brigade and ambulance service, particularly if you are planning to have a Beacon/Bonfire, fireworks, or an event that will attract a large crowd. St John's Ambulance and the British Red Cross will provide first aid and sometimes a vehicle. In some areas they are simply happy to receive a donation. In others, expect a fee to be charged.

# Food and Drink

Basic food hygiene guidelines should be followed at all times if you are providing food and drink. Caterers must have food hygiene certificates. Advice

on this subject can be obtained from your local council environmental officer.



# Alcohol

If you want to sell alcohol you will need to secure a licence. From February 2005, licenses are granted by the local authority rather than the Magistrates Court.

You should therefore contact your local authority licensing section and seek information from them on how to apply. During 2005 all existing licenses have to be renewed and this will inevitably lead to long lead-in-times. Please apply as early as possible.



# Site Clearance

The local authority will arrange for clearance and disposal of litter after your event if it is on public around (check for possible charges). You can help

this process by arranging litter bins or recycling bins around the site, and a crew to clear up throughout the event.



# Hiring or Borrowing Equipment

Your local authorities, or local event organisers may be able to help you with contacts for supplies such as marguees, portable toilets, barriers and bunting, or

may in some cases have these for you to hire and borrow. You may also need to consider generators, a public address system, and emergency flood lighting. If you need to arrange insurance for your hired equipment, Unity Insurance Services can arrange this for you too.



# All Ability Access

Access for the disabled is very important. Many local authorities run community transport schemes. Talk to them about arranging transport. On green

field sites access may be improved by cutting the grass before the event.





We would like to thank those local authorities, town and parish councils, organisations, companies and others to date listed below, for their generous participation in this event. There are a number of other locations taking part in this event as private occasions, so they are not open to the public and are therefore not listed below. TMS Media Ltd for their generous support in the design and production of this publication.

**Avon** Bristol City Council

**Bedfordshire** Luton Borough Council Bedford Borough Council

# **Royal County of Berkshire**

Slough Borough Council Wokingham Borough Council Donnington Castle (English Heritage)

#### **Buckinghamshire**

Wycombe District Council Chalfont St Peter Parish Council Great Brickhill Parish Council Olney Town Council West Wycombe Hill, West Wycombe (National Trust)

#### Cambridgeshire

Huntingdon Town Council Eltisley Parish Council St Neots Town Council Cambridgeshire County Council Wimpole, Arrington, Royston (National Trust) Lyveden New Bield, Peterborough (National Trust)

# Cheshire

Stockport Council Winsford Town Council Lower Peover Northwich Town Council Frodsham Town Council Beeston Castle (English Heritage)

# Cleveland

Middlesbrough Borough Council

# Cornwall

**St Michael's Mount (Far West Beacon location in England)** Looe Town Council Lizard Lighthouse (Trinity House)

#### County Durham

Hartlepool Borough Council Durham County Council Ferry Hill Town Council Barnard Castle (English Heritage)

# Cumbria

Wicham Parish Council Millom Without Parish Council RAF St Mawgan Windermere Town Council Brampton Parish Council Consiton Parish Council **Scafell Pike, the highest Peak in England** 

# (Cumbria Army Cadet Force)

Latterbarrow, Lake District (National Trust) Catbells, Lake District (National Trust) Carlisle Castle (English Heritage) Birdoswald Roman Fort (English Heritage) St Bees Lighthouse (Trinity House)

#### Derbyshire

South Derbyshire District Council Matlock Town Council Calke Abbey, Derby (National Trust) Hardwick Hall, Doe Lea (National Trust) Eyam Hall, Eyam (National Trust) Kedleston Estate, Nr Quarndon (National Trust) Peveril Castle (English Heritage)

#### Devon

Coldridge Parish Council Plymouth City Council Potters Hill, Woolacombe (National Trust) Butter Hill, West Exmoor (National Trust) Lundy South Lighthouse (Trinity House)

# Dorset

Weymouth & Portland Borough Council Lulworth Estate Bournemouth Borough Council Bere Regis Parish Council Corfe Castle, Wareham (National Trust)

# Essex

Great Totham Parish Council Thurrock Council Maldon District Council Wivenhoe Town Council Harwich Pier Lighthouse (Trinity House)

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Rutland County Council

## Gloucestershire

Gloucester City Council Berkeley Castle Icomb Parish Council Friends of Pan Tod Newark Park, Wotton-under-Edge (National Trust) Neptune Hill, Dryham Park (National Trust)

#### **Greater Manchester**

Trafford Council Bolton Metropolitan Borough Council Manchester Cathedral Tameside Metropolitan Borough Council

#### Hampshire

Southampton City Council Portsmouth City Council Hound Parish Council The Lainston Dairy Hurst Castle (English Heritage)

#### Herefordshire

Bircher Common, Croft Castle Estate (National Trust)

# Hertfordshire

Hertfordshire County Council Hatfield House St Mary the Virgin, Monken Hadley



#### Isle of Wight

Isle of Wight Council and The Royal British Legion Osborne House (English Heritage) St Catherines Lighthouse (trinity House)

# Kent

Folkestone Town Council Bidden Parish Council Gravesham Borough Council Kent County Council Dover Castle (English Heritage) North Foreland Lighthouse (Trinity House)

#### Lancashire

Earby Town Council Staining Parish Council Blackpool Council Lancaster Castle Rochdale Borough Council

#### Leicestershire

Leicestershire County Council & Leicestershire Lieutenancy

# Lincolnshire

RAF Waddington North East Lincolnshire Council Horncastle Town Council Corby Glen Parish Council Metheringham Parish Council Crowland Parish Council North Lincolnshire Council Belton Estate, Grantham (National Trust) Woolsthorpe Manor, Nr Grantham (National Trust) Gunby Estate, Spilsby (National Trust) Tattershall Castle, Tattershall (National Trust)

#### London

HM Tower of London Barnet Borough Scout District London Borough of Merton

# Merseyside

Liverpool City Council St Helens Council Wirral Council

### Newcastle-upon-Tyne

Pontend Town Council St Helens Town Council Newcastle City Council

# Norfolk

Potters Leisure Resort Cromer Town Council Thorpe St Andrew Town Council Park Farm - Honing Brackley Town Council Cliff Hotel, Gorleston-on-Sea Stokesby (2 BEACONS) Great Yarmouth Borough Council Lingwood Parish Council Acle Bridge Inn Oxburgh Hall, Nr Swaffham (National Trust) Felbrigg, Norwich (National Trust)

#### Northamptonshire

Northamptonshire County Council Little Addington Parish Council Canon's Ashby (National Trust)

#### Northumberland

Amble Town Council Gibside Chapel, Rowlands Gill (National Trust) Souter Lighthouse, Whitburn (National Trust) Lindisfarne Priory (English Heritage) Houseteads Roman Fort (English Heritage) Berwick-upon-Tweed Barracks (English Heritage) Longstone Lighthouse (Trinity House)

#### Nottinghamshire

Nottinghamshire County Council

Newcastle Upon Tyne Pontend Town Council

# North Yorkshire

Scarborough Castle (English Heritage) Richmond Castle (English Heritage) Whitby Abbey (English Heritage) Pickering Castle (English Heritage) Middleham Castle (English Heritage)

# Oxfordshire

Faringdon Town Council Wooton Memorial Field Committee 3-4-40 BBAC (Hot Air Balloon Club)

# Shropshire

Cwm Bydd Farm Shropshire Council & Shrewsbury Town Council

# Somerset

Glastonbury Tor, Nr Glastonbury (National Trust) Little Solsbury Hill, Nr Batheaston (National Trust) South Yorkshire

Conisbrough Castle (English Heritage)

# Staffordshire

Stone Town Council Biddulph Grange, Stoke on Trent (National Trust) Downs Banks, Nr Stone (National Trust)

# Suffolk

Waveney District Council Occold Recreational & Amenities Council Sudbury Town Council Bures St Mary Parish Council Dukes Head - Somerleyton Friston Parochial Church Council Southwold Town Council Sutton Hoo, Woodbridge (National Trust)

# Surrey

Farnham Castle Shere Manor Estate Sunbury & Walton Sea Cadets - TS Black Swan Runnymede, Egham (National Trust) Reigate Hill, Reigate (National Trust) Outwood Common, Harewoods Estate (National Trust)

# Sussex East & West

Hunston Parish Council Burgess Hill Town Council Northiam Parish Council Uckfield Town Council Winchelsea Corporation Bognor Regis Town Council Littlehampton Town Council Crawley Borough Council



#### **Tyne and Wear**

South Tyneside Council Sunderland City Council North Tyneside Council Tynemouth Priory (English Heritage)

## Warwickshire

Maxstoke Park Golf Club Charlecote Park, Charlecote (National Trust) Baddesley Clinton (National Trust) Packwood, Lapworth (National Trust) Coughton Court, Alcester (National Trust) Upton House, Nr Banbury (National Trust)

#### **West Midlands**

Telford & Wrekin Council St Peter's Church - Rednal Birmingham City Council

#### Wiltshire

Swindon Borough Council Westbury Town Council The Manorial Court of the Hundred & Borough of Cricklade Upper Deverills Village Hall Management Committee Mere Parish Council

## Worcestershire

Worcestershire County Council Croome, Nr High Green (National Trust) Hanbury Hall, Droitwich Spa (National Trust)

#### Yorkshire

Tan Hill In - (Highest Pub in Great Britain) Normanton Town Council Wakefield Council Blackshaw Parish Council Barnsley Metropolitan Borough Council Leeds City Council Withernsea Town Council RAF Fylingdales Thorne Conservation Group Redcar & Cleveland Borough Council Maltby Town Council Sutton Upon Derwent Parish Council City of Bradford Metropolitan District Council Rawcliffe Parish Council Malham Tarn, Great Close Hill (National Trust) Roseberry Topping, Middlesbrough (National Trust) Flamborough Lighthouse (Trinity House)

#### SCOTLAND

Aberdeen City Council **Unst Community Council (Most Westerly Beacon in the UK)** Slains and Collieston Community Council Midlothian Council North Ayrshire Council Stirling Council

Ben Nevis, the highest Peak in Scotland (1st Battalion Highlanders Army Cadet Force)

## WALES

The Defensible Barracks - Pembrokeshire Welshpool Town Council Craig-y-Dorth Beaumaris Town Council Blaenau Gwent County Borough Council Pembrey & Burry Port Town Council St Anns Head Lighthouse (Trinity House Bardsey Lighthouse (Trinity House) South Stack Lighthouse (Trinity House) **Mount Snowdon, the highest Peak in Wales (Clwyd and Gwynedd Army Cadet Force)** 

#### **NORTHERN IRELAND**

Headhunters Railway Museum - County Fermanagh/ St Martin's Cathedral, Enniskillen (Most Westerly Beacon in the United Kingdom) Antrim & Newtownabbey Borough Council Armagh City, Banbridge and Craigavon Borough Council Mid & East Antrim Borough Council

Ards and North Down Borough Council (2 Beacons) Slieve Donard, the highest Peak in Northern Ireland (2nd NI Battalion Army Cadet Force)

## **CHANNEL ISLANDS**

States of Alderney States of Guernsey Government Sark Jersey

# **ISLE OF MAN**

Isle of Man Government

## **OVERSEAS UK TERRITORIES**

Bermuda Ascension Islands Tristan da Cunha South Georgia

#### ORGANISATIONS

The Crown Estates, Windsor Army Cadet Force Royal Air Force Trinity House National Trust English Heritage Country Land and Business Association National Association of Local Councils One Voice Wales National Association of Local Authorities Local Government Association National Association of Civic Officers Convention of Scottish Local Authorities Historic Houses Association The Royal Agricultural Benevolent Institution Enniskillen Rotary Club Royal Borough of Windsor and Maidenhead and the Eton Town Partnership. Andrew Scott, Civic Team Manager and Paul Roach, Windsor, Eton and Ascot Town Manager on behalf of the Town Partnership. TMS Media Ltd for the design and production of the Guide To Takina Part. AE Services for the design and manufacture of the Fuse Stand for the Principle Beacon. Flogas Britain Ltd for providing the bottled gas for the Army Cadet Force to take 4 gas fuelled Beacons to the top of the four highest Peaks in the United Kingdom on 21st April 2016. Bullfinch Gas Equipment Ltd, for the design and manufacture of the torch used to light the Principle Beacon

Acknowledgements







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Local L Government Association











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Un Llais Cymru

One Voice Wales















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