

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

YOUR GUIDE TO TAKING PART

Introduction



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 Estate, 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 fuelled 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-safety-data-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 £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.



Gas fuelled Beacon, Berkley Castle, Gloucestershire, England.

Bonfire Beacon

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.

1 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.

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

3 Use either pallets or suitable lengths of 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.

4 Use only wood for combustible materials. 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.

6 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.*

8 The person looking after the fire should not wear lightweight clothing that could ignite easily. They should wear a substantial

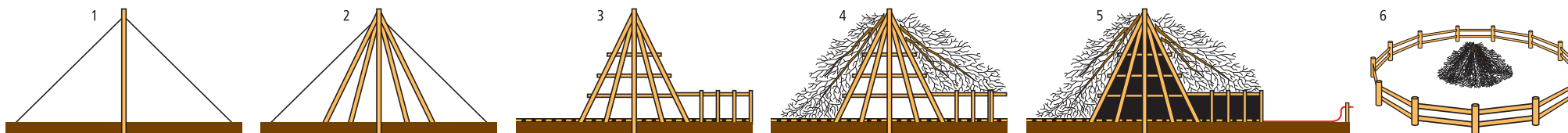
outer garment of wool, or other material of low flammability, and stout boots. They should know what to do in the event of a burn injury, or a person's clothing catching fire, and should have a fire blanket ready in the bonfire area along with a number of fire extinguishers.

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.

10 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 great 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.

Legal Essentials and Safety

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.unityinsuranceservices.co.uk/queens-90th-birthday/ 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 ground (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 marquees, 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.

Acknowledgements

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.

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Bristol City Council

Bedfordshire

Luton Borough Council
Bedford Borough Council

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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)

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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
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Carlisle Castle (English Heritage)
Birdoswald Roman Fort (English Heritage)
St Bees Lighthouse (Trinity House)

Derbyshire

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Matlock Town Council
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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)

East Midlands

Rutland County Council

Gloucestershire

Gloucester City Council
Berkeley Castle
Icomb Parish Council
Friends of Pan Tod
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Greater Manchester

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

Hampshire

Southampton City Council
Portsmouth City Council
Hound Parish Council
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Kent

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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
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Woolsthorpe Manor, Nr Grantham (National Trust)
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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)
Housesteads 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 Bathedon (National Trust)

South Yorkshire

Conisbrough Castle (English Heritage)

Staffordshire

Stone Town Council
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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

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West Midlands

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

Wiltshire

Swindon Borough Council
Westbury Town Council
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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)
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Wakefield Council
Blackshaw Parish Council
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Leeds City Council
Withernsea Town Council
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Flamborough Lighthouse (Trinity House)

SCOTLAND

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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

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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

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Mid & East Antrim Borough Council
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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

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Royal Air Force
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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
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Acknowledgements



Channel Islands



Jersey



Sark



STATES OF ALDERNEY



States of Guernsey Government



Step into England's story



Trinity House



The Queen's 90th Birthday Beacons

21st April 2016



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