



*James Ellis*  
Head of Legal and Democratic Services

**MEETING** : LICENSING SUB-COMMITTEE  
**VENUE** : ONLINE MEETING - LIVESTREAMED  
**DATE** : FRIDAY 5 FEBRUARY 2021  
**TIME** : 10.00 AM

**MEMBERS OF THE SUB-COMMITTEE**

Councillors B Crystall, M Goldspink and C Wilson

**COMMITTEE OFFICER: William Troop**

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## **DISCLOSABLE PECUNIARY INTERESTS**

1. A Member, present at a meeting of the Authority, or any committee, sub-committee, joint committee or joint sub-committee of the Authority, with a Disclosable Pecuniary Interest (DPI) in any matter to be considered or being considered at a meeting:
  - must not participate in any discussion of the matter at the meeting;
  - must not participate in any vote taken on the matter at the meeting;
  - must disclose the interest to the meeting, whether registered or not, subject to the provisions of section 32 of the Localism Act 2011;
  - if the interest is not registered and is not the subject of a pending notification, must notify the Monitoring Officer of the interest within 28 days;
  - must leave the room while any discussion or voting takes place.
2. A DPI is an interest of a Member or their partner (which means spouse or civil partner, a person with whom they are living as husband or wife, or a person with whom they are living as if they were civil partners) within the descriptions as defined in the Localism Act 2011.
3. The Authority may grant a Member dispensation, but only in limited circumstances, to enable him/her to participate and vote on a matter in which they have a DPI.

4. It is a criminal offence to:

- fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register;
- fail to notify the Monitoring Officer, within 28 days, of a DPI that is not on the register that a Member disclosed to a meeting;
- participate in any discussion or vote on a matter in which a Member has a DPI;
- knowingly or recklessly provide information that is false or misleading in notifying the Monitoring Officer of a DPI or in disclosing such interest to a meeting.

(Note: The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a councillor for up to 5 years.)

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## **AGENDA**

1. Appointment of Chairman
2. Apologies  
*To receive apologies for absence.*
3. Chairman's Announcements
4. Declarations of Interest  
*To receive any Members' Declarations of Interest.*
5. Summary of Procedure (Pages 7 - 14)  
*A summary of the procedure to be followed during consideration of item 6 is attached.*
6. Application for a new time limited Premises Licence for Stone Valley South / Integrated Entertainment Ltd at Hillside Farm, Hillside Lane, Great Amwell, Herts, SG12 9SH (19/2389/PL) (Pages 15 - 76)
7. Urgent Business  
*To consider such other business as, in the opinion of the Chairman of the meeting, is of sufficient urgency to warrant consideration and is not likely to involve the disclosure of exempt information.*

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## **LICENSING SUB-COMMITTEE**

### **EXTRACT FROM RULES OF PROCEDURE**

Note – the full Rules of Procedure can be viewed at:

<http://democracy.eastherts.gov.uk/ieListMeetings.aspx?CId=144&Year=0>

#### **8.0 Procedure at hearing**

*As a matter of practice, the Sub-Committee shall seek to focus the hearing on the steps needed to promote the particular licensing objective(s) which has given rise to the specific representation(s) and will avoid straying into undisputed areas. The hearing is a discussion lead by the Authority (i.e. the Chairman) with advice from the Legal Adviser.*

- 8.1 The order of business shall be at the discretion of the Sub-Committee, but shall normally proceed in accordance with the following paragraphs.
- 8.2 The Chairman shall at the beginning of the hearing, introduce themselves and the Sub-Committee members, ask the Officers present to introduce themselves before inviting the parties to the hearing to identify themselves. The Chairman will then explain to the parties the procedure that the Sub-Committee intends to follow.
- 8.3 The Chairman will ask a representative of the Licensing Authority to introduce the report, and outline the matter before the Sub-Committee.
- 8.5 The Parties to a hearing for an application shall usually be invited to address the Sub-Committee in the following order:
  - (a) Applicant
  - (b) Responsible Authority
  - (c) Other parties

However, this may be varied at the discretion of the Chairman, if in his/her opinion, this would assist the efficient business of the Sub-Committee.

- 8.6 Parties to the hearing shall be entitled to:
- (a) give further information in support of their application, relevant representations or notice (as applicable) in response to a point upon which the Licensing Authority has given notice that it requires clarification;
  - (b) question any other party if given permission by the Chairman of the Sub-Committee; and
  - (c) address the Sub-Committee.
- 8.7 Members of the Sub-Committee may ask any question of any party to the hearing or other person appearing at the hearing.
- 8.8 Where there is more than one relevant representation raising the same or similar grounds, the Sub-Committee shall request that only one party address them on behalf of the parties who have made the representations in question.
- 8.9 Subject to paragraph 8.10 below, in considering any relevant representations or notice made by a party to the hearing, the Sub-Committee may take into account additional documentary or other information produced by such a party in support of their application, relevant representations or notice (as applicable) either submitted at least 24 hours before the hearing commences or, with the consent of *all* the other parties and the Chairman, at the hearing. Where all the other parties consent the Licensing Sub-Committee has discretion as to whether to admit additional documentary evidence or other information at the hearing. If large documents are submitted on the day then the hearing may be adjourned at the Chairman's discretion so that such documents can be fully considered.

*Note - As a matter of good practice, any additional documentation or other information produced in advance of the hearing date, should be submitted to the licensing officer no later than two working days before the hearing.*

8.10 The Sub-Committee shall disregard any information given or evidence produced by a party or any person to whom permission is given to appear at the hearing, which is not relevant to:

- (a) their application, relevant representations or notice (as applicable); or
- (b) the promotion of the licensing objectives.

8.11 Hearsay evidence may be admitted before the Sub-Committee, but consideration shall always be given to the weight, if any, to be attached to such evidence, depending upon the circumstances in which it arises.

8.12 The parties to the hearing shall be entitled to make closing submissions, usually in the following order:

- (a) Responsible Authority
- (b) Other party
- (c) Applicant.

8.13 The Sub-Committee will, after hearing the relevant representations of the parties to the hearing, withdraw from the room to make their deliberations.

8.14 The Legal Adviser and the Democratic Services Officer shall accompany the Sub-Committee when they retire to make their deliberations.

## **9.0 Determination of applications**

9.1 The Sub-Committee shall give appropriate weight to:

- (a) the relevant representations (including supporting information) presented by all the parties;
- (b) national guidance;
- (c) the Licensing Authority's Licensing/Gambling Policy (as applicable); and
- (d) the steps that are necessary to promote the licensing objectives.

9.2 The Sub-Committee shall make its determination:

- (a) at the conclusion of the hearing in accordance with the relevant Regulations; or
- (b) within 5 working days thereafter (all other cases).

9.3 The written notice of determination shall be issued by Head of Housing and Health under delegated authority and will information regarding the appeals process.

## **10.0 Role of Legal Adviser**

10.1 The Sub-Committee may seek advice or clarification of any procedural, technical or legal matter from the Legal Adviser at any time during the course of the hearing.

10.2 The Legal Adviser shall provide the Sub-Committee with any advice it requires to properly perform its functions, on:

- (a) questions of law;
- (b) questions of mixed fact and law;
- (c) matters of practice and procedure;
- (d) the range of options available to the Sub-Committee;
- (e) any relevant decisions of courts;
- (f) relevant national guidance or policy;
- (g) other issues relevant to the matter before the Sub-Committee.

10.4 The Legal Adviser shall play no part in making findings of fact, but may assist the Sub-Committee by reminding it of the evidence taken from his/her own or the Democratic Services Officer's notes.

10.5 The Legal Adviser may ask questions of witnesses and the parties in order to clarify the evidence and any issues in the case. The Legal Adviser is under a duty to ensure that every case is conducted fairly.

## **11.0 Role of Democratic Services Officer**

11.1 The Democratic Services Officer's role is to make a record of the proceedings, summarise and record decisions and to provide help and assistance to parties attending hearings.

## **12.0 Role of Licensing**

- 12.1 The Licensing Officer will present the pertinent facts of the application and the representations made by parties to the hearing.
- 12.2 The Licensing Officer shall provide the Sub-Committee with any advice it requires to properly perform its functions.
- 12.3 The Licensing Officer may ask questions of witnesses and the parties in order to clarify the evidence and any issues in the case.

## **13.0 Failure of parties to attend the hearing**

- 13.1 If a party to the hearing has informed the Licensing Authority that he/she does not intend to attend or be represented at the hearing, the hearing may proceed in his/her absence and any properly made written submissions will be considered as part of the decision making process.
- 13.2 If a party to the hearing fails to provide notification in accordance with paragraph 13.1 above, and fails to attend or be represented at a hearing, the Sub-Committee may:
  - (a) where it considers it to be necessary in the public interest, adjourn the hearing to a specified date; or
  - (b) hold the hearing in the party's absence and shall consider at the hearing, the application, relevant representations or notice made or submitted by that party.

## **14.0 Adjournments**

- 14.1 Subject to the provisions of the Regulations, the Sub-Committee may, where necessary for its consideration of any relevant representations or notice made by a party to the hearing, adjourn the hearing to a specified date.
- 14.2 Where the Sub-Committee adjourns the hearing to a specified date, it shall forthwith notify the parties to the hearing of the date, time and place.

## **15.0 Right of Appeal**

- 15.1 The all parties to a hearing have a right of appeal against a decision to the Magistrates' Court within 21 days (beginning with the day on which the applicant was notified of the decision by the Licensing Authority).

## Definitions

<b>Term</b>	<b>Meaning</b>
<b>Applicant</b>	<p>The holder of, or the person seeking the grant of, a licence, notice or other permission under the relevant Legislation.</p> <p>The premises user in relation to a temporary event notice (TEN) or temporary use notice (TUN).</p>
<b>Interest</b>	A Disclosable Pecuniary Interest as defined in the Council's Members' Code of Conduct.
<b>Other parties</b>	Any persons making relevant representations or any person who is representing such persons.
<b>Licensing Authority</b>	East Hertfordshire District Council
<b>Parties to the Hearing</b>	The applicant and any parties that have made relevant representations or submitted a valid objection notice.
<b>Relevant Representations</b>	Representations (either in support of or against an application) that relate to one or more of the licensing objectives. Can be made by a Responsible Authority or other party.
<b>Responsible Authority</b>	The bodies that must be consulted regarding certain applications and that are entitled to make representations to the Licensing Authority.

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## East Herts Council Report

### Licensing Sub-Committee

**Date of Meeting:** 5 February 2021

**Report by:** Jonathan Geall, Head of Housing and Health

**Report title:** Application for a new time limited premises licence by Integrated Event Management Ltd (Stone Valley Festival South) for events at Hillside Farm, Hillside Lane, Great Amwell, Ware, Hertfordshire, SG12 9SH (20/1035/PL)

**Ward(s) affected:** Great Amwell

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### Summary

- An application for a new premises licence has been received and representations against the application have been made by responsible authorities and interested parties. Where representations are received against an application and not withdrawn there must be a Licensing Sub-Committee to decide that application. The report is to inform that decision.

### RECOMMENDATION FOR LICENSING SUB-COMMITTEE

**(a) The application for a new premises licence be decided.**

#### 1.0 Proposal(s)

Members of the Licensing Sub-Committee should determine the application to grant a premise licence through consideration of the information contained in this report and appendices combined with submissions made at the Licensing Sub-Committee hearing.

## **2.0 Background**

- 2.1 Under the Licensing Act 2003 and the council's policy an application for a new or variation to a licence or certificate is granted by officers under delegated authority if no valid representations are received.
- 2.2 Where valid representations are received the Licensing Authority's discretion is engaged. A Licensing Sub-Committee has the delegated authority to determine applications for new and varied licences and certificates. This decision must be made whilst having regard to the Licensing Objectives, the Licensing Authority's own Statement of Licensing Policy and to statutory guidance issued by the Secretary of State under section 182 of the Licensing Act.
- 2.3 The Licensing Objectives are:
- Prevention of Crime and Disorder
  - Public Safety
  - Prevention of public nuisance; and
  - Protection of children from harm.

## **3.0 Reason(s)**

- 3.1 The application for a new premises licence was submitted by Integrated Event Management Ltd on 13<sup>th</sup> December 2020. The application has been correctly advertised and consulted upon as required by legislation and regulations.
- 3.2 The application has been made to allow a festival called "Stone Valley Festival South" to take place at a venue in fields adjacent to Hillside Farm, Hillside Lane, Great Amwell.
- 3.3 The application requests the supply of alcohol for consumption on and off the premises, late night refreshment and regulated entertainment.

<b>Day</b>	<b>Licensable Activity</b>	<b>Hours applied for</b>
Fri – Sun	Supply of alcohol for consumption on and off the premises	11:00 – 23:00
Fri – Sun	Late Night Refreshment	23:00 – 01:00
Fri – Sun	Recorded Music	11:00 – 23:00
Fri – Sun	Live Music	11:00 – 23:00
Fri – Sun	Performance of Dance	11:00 – 23:00

- 3.4 The times are restricted to one weekend between 24<sup>th</sup> May 2021 and 17<sup>th</sup> September 2021. A weekend being defined as Friday, Saturday and Sunday.
- 3.5 The application requests the opening hours to be from 10:30 each day until 23:30, with concessions being open until 01:00 for persons camping nearby.
- 3.6 A redacted copy of the application form for a new premises licence is attached as **Appendix 'A'**.
- 3.7 Section 18 of the application form asks the applicant to describe any additional steps they intend to take to promote the four licensing objectives as a result of the application. These steps are:
- a) All operations will be carried out in conjunction with a comprehensive Management Plan, attached to the application concerning all aspects and elements of the Event's activities both licensable and other.
  - b) All staff and workers operating on the site are recruited for their specialist skill-sets, or sourced from a suitable, credible agency or provider specialising in that area, and are briefed

and receive site-specific training prior to any works.

- c) A comprehensive Management Team consisting of 8 Senior Managers will be allocated to the event and will be available on-site during all hours covered by the Premises Licence.
- d) A Risk Assessment is produced for the Event, the crowd management of its attendees and each individual activity by workers, employees or contractors within the premises and other spaces utilised to support the licensable activities taking place. All Control Measures determined by this Risk Assessment are incorporated into an Action Plan which is fully implemented by the Senior Management Team.
- e) A minimum of 4 Personal Licence Holders will supervise staff providing sale of alcohol during all licensable times to ensure sufficient enforcement of Responsible Sale of Alcohol Policies and Mandatory Licensing conditions.
- f) The Premises are accessible only by Ticket Holders.
- g) A suitably sized team of SIA Licenced Security Personnel are deployed within the premises to maintain a safe environment at all times.
- h) The Event has clear and comprehensive terms and conditions which set out various measures to maintain a safe environment within the site (including but not limited to Drugs policies, Prohibited items Policies, Search policies etc).
- i) A strict search procedure is maintained and applied to any and all persons accessing the site ensuring that no weapons or other items which could cause harm can be brought into the premises.
- j) Body Worn CCTV is used 24/7 throughout the licensed period by the Security Team to deter crime and disorder and

capture evidence of any persons involved in undesirable activities. At any one time, a minimum of 8 Body Worn Cameras will be deployed.

- k) Vetting of staff working at the event minimises the risk of any crimes committed within working environments.
- l) The Event has a Security policy which identifies key risks and concerns in relation to Terrorism and identifies suitable control measures to manage this risk as far as is possible.
- m) Further information relating to Applicant's control measures in relation to Crime and Disorder can be obtained within the Event Management Plan.
- n) A Risk Assessment is produced for the Event, the crowd management of its attendees and each individual activity by workers, employees or contractors within the premises and other spaces utilised to support the licensable activities taking place. All Control Measures determined by this Risk Assessment are incorporated into an Action Plan which is fully implemented by the Senior Management Team.
- o) A competent contractor has been appointed to review all road access and egress from the Premises, a suitable Traffic Management Plan has been produced and full narrative and schematics are contained within Section 10 of the Event Management Plan.
- p) A large team of SIA licensed Security Personnel and NVQ trained Safety Stewards are deployed throughout the event, this team is trained, briefed and aware of both the need to identify any hazards which may present a safety risk to any persons and the correct reporting procedure to escalate any concerns for resolution.
- q) The capacity of the premises will be set at 4,999 persons; for

whom there is more than ample resources on site in relation to safety, crowd management, sanitation, emergency egress etc.

- r) All Electrical Installations are installed by a competent person as set out in BS7909 and then further inspected by both the Event Manager and a secondary Competent Person prior to the Premises opening.
- s) All Electrical Appliances utilised on site have a current and valid PAT test.
- t) Further policies in relation to Public Safety can be found in the Event Management Plan.
- u) A competent Medical Contractor has been appointed by the Applicant and will be present throughout all licensable activities to provide medical attention via clinically trained professionals to any persons requiring medical attention.
- v) A competent contractor has been appointed to review all road access and egress from the Premises, a suitable Traffic
- w) Management Plan will be produced and full narrative and schematics are contained within the Event Management Plan.
- x) These will be finalised and further detail added in conjunction with SAG co-operation.
- y) A competent contractor has been appointed to review all risks relating to noise pollution and noise management from the amplified music on site. This contractor has an extensive background and qualification set in relation to Noise Management and Noise Pollution. Their recommendations are set out in the Event Management Plan and have been accepted in full by the Applicant to be implemented

throughout the event. Final requirements as directed by conditions attached to the licence will be incorporated in a final Noise Management Plan which will be implemented and monitored throughout licensable times by the same Noise Management contractor.

- z) The Applicant employs and will utilise throughout and after the event a Cleansing Team who will remove litter and waste from both the Premises and nearby areas utilised by attendees in accessing or egressing the event. The Event operates a "Leave No Trace" Policy and will return the Premises and adjacent areas to exactly the condition prior to Licensable Activities.
- aa) A "Challenge 25" policy will be operated both by staff involved in the sale of alcohol and by the SIA Licenced Security Personnel throughout the site to prevent persons under the age of 18 from consuming alcohol whether purchased directly or by proxy.
- bb) A comprehensive policy in relation to the Protection of Children from Harm is set out in Section 6 of the Event Management Plan.
- cc) At least one Medical personnel present during licensable activities will hold specific training in Paediatric Pre-Hospital Care.
- dd) Tickets are available to Over 18s and Under 18s can access the only event only when directly supervised by an accompany
- ee) Adult aged Over 18 who has accepted the Terms and Conditions directing them to suitably supervise the Child throughout their visit.
- ff) All staff are briefed on Safeguarding Policies and are made

aware of the correct internal Reporting Procedures for any persons at risk. Control Room staff are fully briefed on the external Reporting Procedures for any issue to be escalated to external partners.

3.8 During the 28 day statutory public consultation period the applicant agreed with Environmental Health that the following conditions should be added if the application is granted:

- 1) Noise levels to be limited to 65dB LAeq (15min) not less than 1m from the façade of any noise sensitive dwellings, with 70dB LAeq(15min) in the 63Hz and 125Hz octave bands
- 2) A detailed noise management plan with measures agreed by the local authority no less than 3 weeks prior to the event taking place. The plan must include as a minimum:
  - Detailed site layout plan
  - Event schedule, including timings and details of the music e.g. Live / recorded
  - Identify and risk rate all the noise sources
  - Identification of receptors
  - Prediction of sound levels at relevant locations on and off site
  - Noise monitoring strategy
  - Communication strategy
  - Complaints response procedure
  - Accountability management plan including contact details

That the noise monitoring carried out at the event along with any complaint logs etc. are provided to the council no later than 14 days following to close of the event in the form of a post event noise monitoring report. The report should outline the level of compliance with the agreed noise levels, detailed monitoring logs including times, locations and levels as well as any complaints and subsequent alterations to the noise levels

- 4) A covid risk assessment must be produced and agreed with us 6 weeks prior to the event demonstrating compliance with the latest government covid guidelines and any related local guidelines at the time of production. This is to be a working document which would be subject to change should government guidelines change within the 6 week period after this has been produced

3.9 During the 28 day statutory public consultation period the applicant agreed with Herts Police that the following conditions should be added if the application is granted:

- 1) The premises licence is limited to 1 event, consisting of a maximum of 3 consecutive days. The event is to be held between the dates, 24 May 2021 and 17 September 2021 inclusive. The date of the event will be supplied 3 months prior to the event taking place.
- 2) The premises licence holder will notify Hertfordshire Constabulary of all the artists performing at the event 28 days before the event takes place. The license holder will notify Hertfordshire Constabulary immediately of any artists booked in the 28 days leading up to the event.
- 3) The licence holder will notify Hertfordshire Constabulary of all contractors and volunteers employed at the event 28 days before the event takes place. This will include registered company name and where possible name, address and date of birth of individual staff.
- 4) The licence holder will notify Hertfordshire Constabulary of all SIA registered staff employed at the event 28 days before the event takes place. Following this Hertfordshire Constabulary must be notified of any changes to SIA staff.
- 5) Accurate and up to date details of ticket sales to be supplied

immediately on request from any of the responsible authorities to allow for event planning.

- 6) An Event Management Plan (EMP) shall be submitted to the responsible authorities no less than 3 months prior to the start of the event. The EMP must demonstrate that resourcing and infrastructure is based on threat and risk to the event. The latest EMP must be supplied to all responsible authorities 21 days before the event takes place. Following this any changes must be circulated immediately to all responsible authorities.
- 7) The event management plan shall contain a summary document covering an overview in the following areas -
  - a. Event overview
  - b. Audience profile
  - c. General site overview plan
  - d. Summary description of all areas including temporary structures
  - e. General site safety policy
  - f. Management structure, responsibilities and roles - names of specific personnel, key roles and responsibilities and how the structure of these roles is planned.
  - g. Event control - overview of functioning
  - h. Event Capacities including for temporary structures
  - i. Event timings
  - j. Insurance
  - k. Local Community Considerations
  - l. Build and breakdown plan
  - m. References to appendices detailed below
- 8) The EMP shall contain Appendices detailing fully the following areas -
  - a. A scaled site plan which shows the location and size of all

areas of the event and the site infrastructure as well as showing the immediate surrounding area including ingress and egress for pedestrians, vehicles and crew. As well as emergency evacuation routes and access / egress routes for emergency services. All areas of the event mentioned in the EMP must be detailed on the map.

- b. Event risk assessment covering all areas of risk and management of risks to ensure the health and safety of all those on site
- c. A crowd management plan including Capacities and Evacuation times from each area of the site to allow for safe and quick evacuation in the event of an emergency
- d. Emergency protocols and Major Incident Plan covering the following types of emergencies, fire, bomb threat, suspect packages, public disorder / disturbance, structural failure, hazardous substances, person in water, detained person, injury to a person, crime in progress. To also cover the role of the Event Liaison Team (ELT), coded messages, alert levels and procedures for each, partial evacuation procedure, full evacuation procedure, rendezvous points (RVP's), emergency announcements, event stop procedures, crime scene management.
- e. Extreme weather procedure and action plan covering all adverse weather conditions, detailing the impact and actions to be taken in each possibility.
- f. Fire safety plan – in line with conditions set by Herts Fire and Rescue
- g. Traffic management plan covering the management of the traffic on the roads surrounding the event. Management of those attending and leaving the event as well as local residential traffic. Internal site signage for

traffic. Car park management and lighting. Expected traffic levels throughout the event. Control measures to be used. Taxis and drop off facilities and operation of this facility. Pedestrian routes and lighting of routes. Management of pedestrian and vehicle crossing points.

- h. Noise management plan – in line with conditions set by Environmental Health
- i. Waste management plan - in line with conditions set by Environmental Health
- j. Medical provisions plan covering details of medical / first aid posts, location and description of facility available. Staffing levels of the facility and process to be used when treating patients. Medical emergency procedure.
- k. Security operations and deployment plan covering security management structure, roles and responsibilities, security staff briefings, security control area operations, communication with the ELT, expectations of SIA staff and non SIA staff, perimeter integrity, searching of people within the site, bar security, camping / tent security, car parking security and security incident log
- l. Drugs policy including psychoactive substances. A drugs (including psychoactive substances) policy will be written in consultation with the police, particularly with regard to the definition of “dealing”. Where any person is suspected of dealing in drugs, following a search or otherwise, that person will be ejected or refused entry and the person concerned will be detained and police will be contacted prior to ejection. All suspected drugs will be seized and stored safely and securely in sealed evidence bags. A register of all seized drugs will be kept and updated at the time the item is placed into storage. All

seizures will be fully documented and details of the incident including offender details will be supplied to the police at the conclusion of the festival.

- m. Weapons policy – A strict zero tolerance policy must be adhered to in relation to any weapons found that are made, used or adapted to cause injury, any such items found to result in ejection or refusal of entry.
- n. Entry and Search policy and procedure – detailing the staffing structure and procedural process to be followed at each entry point. Surrender bins to be provided at all entrances prior to the point of search and must be highly visible and clearly marked. Search policy on entry and entry refusal process. Prohibited items to include glass of any kind, weapons, illegal drugs, including psychoactive substances, fireworks, sky lanterns or kites, CO2 canisters, flares, laser pens, open or unsealed vessels of any description.
- o. Eviction policy and procedure, including eviction notice. Detailing circumstances under which a person will be evicted, the eviction process, management and recording of the process including onward travel from the festival of the evicted person.
- p. Bar management and Alcohol policy including staff management structure and responsibilities, bar staff briefings for the event. The use of challenge 25 protocol, refusals registers and incident logs.
- q. A Safeguarding policy and plan to cover both children and vulnerable adults, but especially those under 18's and those who lack capacity through intoxication. To include a lost child procedure.

- 9) The event will be managed in accordance with the EMP. During the operational phase any deviation from the EMP must be fully documented and rationale recorded at the time.
- 10) All areas of the event and all documents referred to in the Event Management Plan shall be available for inspection during the event by officers of responsible authorities should they request access or ask to view the documents.
- 11) An on-site suitable control hub (ELT) will be accessible to police and responsible authorities if at any time it is deemed necessary by the responsible authorities.
- 12) An external Traffic Management Plan must be submitted no later than 3 months prior to the event and to be completed to the satisfaction of Hertfordshire Highways and Hertfordshire Constabulary.
- 13) An event log shall be maintained which includes any actions or decisions taken in relation to each event.
- 14) The premises License holder shall have procedures in place to;
  - a. Manage the occupancy levels within areas to enable a safe and quick evacuation in the event of an emergency; and
  - b. Allow the swift access for emergency vehicles.
- 15) All public address systems shall be under the control of the premises license holder or their nominated representatives so that emergency broadcast message can override the musical entertainment and can be delivered clearly audibly to all parts of the site.
- 16) There shall be an area within the licensable area dedicated

to dealing with vulnerable children and adults this includes those who are vulnerable through drink and drugs. There shall always be on duty at this location a person nominated as in charge. Staff working in this area shall have access to a radio connecting with the event management.

- 17) The maximum capacity for each event at any one time is 5000 people; this includes all staff on site.
  - a. Entry numbers will be monitored and recorded at all times through the use of attendance clickers
  - b. Entry numbers to be supplied immediately on request by any police officer
  - c. Entry onto the site will not be allowed between 2300 hours and 0600 hours.
- 18) People under the age of 18 years must be accompanied by a responsible person over the age of 18 years in order to gain entry. A maximum of 3 under 18's to be allowed in with each person over the age of 18 years. The adult (over 18) entering with any person under 18 years is to be informed of their responsibilities with regards to the person under 18 years.
- 19) Quantity of alcohol permitted – this will be restricted to 16 cans of lager or cider or ale or premixed drinks, OR 2 litre bottle of cider OR 1 box of wine (2.25 litres) or 2 bottles of wine (decanted, OR 75cl of spirits (decanted)
- 20) The Designated Premises Supervisor must be actively involved in the running of the event or clearly nominate someone to act on their behalf in the case of illness or injury. The Designated Premises Supervisor must be on site when alcohol is permitted to be sold or supplied or clearly nominate someone to act on their behalf in the case of illness, injury or required rest time. The nominated person must be a personal licence holder.
- 21) Each bar will be clearly identifiable by number or name.

Only 100% polycarbonate to be used by the public on site, no glass to be permitted in areas open to the public. Each bar will have visible signage (challenge 25/ free water/ weights and measures act/ drinks and price list including abv's).

- 22) The Premise License Holder shall ensure that all Stewards and Security Industry Authority personnel have received training commensurate to their role, and have been fully briefed prior to the start of the event on the information contained within the EMP documents relevant to their role.
- 23) All stewards and Security Industry Authority staff shall wear high visibility jackets so that they are easily identifiable except those working in a covert capacity.
- 24) No staff member while on duty and / or in uniform will consume alcohol or drugs on site or be under the influence of alcohol or drugs at any time whilst working.
- 25) The Premises Licence Holder shall take out Public Liability and Third Party insurance to cover at least £5,000,000.00 (five million pounds) for any one occurrence. The Premises Licence Holder shall provide the Licensing Authority with certified copies of the Policy and Certificates of Insurance, or other acceptable proof of cover, not later than 14 days prior to the start of the event.
- 26) The Licence holder will be responsible for producing a policy for the inspection of the structures built on his site. This will include a maintenance and inspection programme with his methodology of testing. This will be presented to the relevant authorities not less than three week prior to an event.
- 27) The fire resistance of all materials that form any part of a means of escape will be certified by a suitably qualified

person to satisfy this authority of their fire resistance. We require this evidence to be presented to the relevant authorities not less than 3 weeks prior to the event.

28) In the event of any of the responsible authorities advising the licensing authority that the final version of the Event Management Plan (EMP) does not in their professional view fully satisfy their reasonable requirements to meet the four licensing objectives, the event will not proceed until such time as the reasonable requirements are met and approved by the responsible authority who had previously raised concerns.

3.10 During the 28 day statutory public consultation period three valid representations were received from Interested Parties, one being from the Parish Council and two valid objections from local residents. These representations are attached as **Appendix 'B'**.

3.11 The representation from the Parish Council and residents raises concerns of noise, traffic, waste and the current pandemic. The representations engage the public safety and prevention of public nuisance licensing objectives.

3.12 A plan of the area in which the premises is located is attached as **Appendix 'C'**. This can be used to illustrate the location of the premises in relation to residents and other businesses.

## **Policy and Guidance**

3.13 Section 4 of the East Herts Statement of Licensing Policy (herein 'the Policy') details definitions of premises and location and operation of premises (differentiating between Town Centre locations and other areas). Under this section of the Policy the operation of Stone Valley South does not fit cleanly into any of the premise definitions as this is a festival and is requesting a number of different licensable activities. The best fit would be

'Other Entertainment Venue'.

3.14 The proposed premises are a field and as such they are not in a Town Centre locations so are classed as being in 'Other areas'.

3.15 The table at 4.3 of the Policy details this authorities approach to hours for licensed premises when it has received relevant representations to an application. Notwithstanding that each application is considered on its own merits the following hours would normally be granted to an 'Other Entertainment Venue' in this type of location when valid and relevant representations have been received:

*Maybe limited to Midnight*

3.16 Section 7.0 of the Policy contains information on how the Licensing Authority considers applications under the prevention of crime and disorder licensing objective. Paragraph 7.2 states *"The Licensing Authority will expect the applicant to demonstrate how they will prevent disorderly conduct, prevent sale of alcohol to a person who is drunk, and prevent the obtaining of alcohol for a person who is drunk on the licensed premises, and how the licence holder will exercise these duties so as to prevent or reduce the risk of anti-social behaviour by customers occurring elsewhere after they have left the premises."*

3.17 Section 9 of the Policy relates to the prevention of public nuisance. Specifically section 9.3 of the Policy states:

*The Licensing Authority will expect applicants to demonstrate they have considered:*

- 1) the proximity of residential accommodation;*
- 2) the type of use proposed, and the likely numbers of customers;*
- 3) proposed hours of operation and the frequency of activity;*
- 4) the steps taken or proposed to be taken by the applicant to prevent noise and vibration escaping from the premises,*

- including music, noise from ventilation equipment, and human voices. This may include the installation of soundproofing, air conditioning, acoustic lobbies and sound limitation devices;*
- 5) the steps taken or proposed to be taken by the applicant to prevent disturbance by customers arriving at or leaving the premises. This will usually be of greater importance between 10 p.m. and 7 a.m. than at other times of the day;*
  - 6) the steps taken or proposed to be taken by the applicant to prevent queuing (either by pedestrian or vehicular traffic). If some queuing is inevitable then queues should be diverted away from neighbouring premises or be otherwise managed to prevent disturbance or obstruction;*
  - 7) the steps taken or proposed to be taken by the applicant to help ensure patrons and staff leave the premises quietly;*
  - 8) the arrangements made or proposed for parking by patrons, and the effect of parking by patrons on local residents;*
  - 9) the provision for public transport in the locality (including taxis and private hire vehicles) for patrons;*
  - 10) the level of likely disturbance from associated vehicle movements;*
  - 11) the use of smoking shelters, gardens and other open-air areas;*
  - 12) the location of delivery and collection areas and delivery/collection times;*
  - 13) the appropriate placing of external lighting, including security lighting;*
  - 14) refuse storage and litter (including fly posters and illegal placards);*
  - 15) the history of nuisance complaints against the premises, particularly where statutory notices have been served on the present licensees;*
  - 16) the applicant's past success in controlling anti-social behaviour and preventing nuisance;*
  - 17) odour nuisance, e.g. cooking smells;*
  - 18) any other relevant activity likely to give rise to nuisance;*
  - 19) any representations made by the Police, or other relevant agency or representative;*

*This list is not exhaustive and the Licensing Authority remains aware of its obligation to consider each case on its merits.”*

3.18 Paragraph 9.37 and 9.38 of the revised Guidance issued under section 182 of the Licensing Act 2003 (herein ‘the Guidance’) states:

As a matter of practice, licensing authorities should seek to focus the hearing on the steps considered appropriate to promote the particular licensing objective or objectives that have given rise to the specific representation and avoid straying into undisputed areas. A responsible authority or other person may choose to rely on their written representation. They may not add further representations to those disclosed to the applicant prior to the hearing, but they may expand on their existing representation and should be allowed sufficient time to do so, within reasonable and practicable limits.

3.19 In determining the application with a view to promoting the licensing objectives in the overall interests of the local community, the licensing authority must give appropriate weight to:

- the steps that are appropriate to promote the licensing objectives;
- the representations (including supporting information) presented by all the parties;
- this Guidance;
- its own statement of licensing policy.

3.20 Paragraphs 9.42-9.44 of the Guidance deal with how to determine actions that are appropriate for the promotion of the licensing objectives.

3.21 If Members are minded to impose conditions to mitigate concerns regarding the undermining of the licensing objectives then Chapter 10 of the Guidance deals with conditions attached

to premises licences. Paragraphs 10.8-10.10, 10.13-10.15 would be particularly relevant.

3.22 Chapter 11 of the Guidance deals with reviews and paragraphs 11.16 – 11.23 are particularly relevant as it deals with the powers the licensing authority has to determine the application.

### **Officer observations**

3.23 As stated in the Guidance the authority's decision should be evidence-based, justified as being appropriate for the promotion of the licensing objectives and proportionate to what it is intended to achieve.

3.24 The concerns relating to the likelihood of noise nuisance and traffic congestion appear to be valid with representations quoting their experience of the last Stone Valley South event held at the same location. The last event being for 3,000 persons, where this application is for a larger event of 4,999 persons.

3.25 It should be noted that a total of three complaints were received regarding noise over the 3 day period. As such the applicant has agreed conditions with Environmental Health with regards to sound levels to address these concerns.

3.26 If Members believe that the application would not undermine any of the licensing objectives then the application should be granted as requested.

3.27 As stated in the Guidance the authority's decision should be evidence based, justified as being appropriate for the promotion of the licensing objective's and proportionate to what it is intended to achieve.

3.28 Members should consider if they believe the applicant has provided evidence that the licence if granted would promote

and not undermine the licensing objectives. This evidence should be balanced against the evidence given by those making representations that the licensing objective would be undermined.

3.29 Put in its simplest terms what are the minimum measures that can be put in place to address the concerns? Refusal of the application should be the last option considered.

3.30 When considering the Police proposed conditions there are a number of questions that need answering:

- i. Condition 8f in paragraph 3.9 of this report states: "Fire safety plan – in line with conditions set by Herts Fire and Rescue. However the Licensing Authority is not aware of conditions agreed between Hertfordshire Fire & Rescue Service and the applicant."
- ii. Condition 8i in paragraph 3.9 of this report states: "Waste management plan – in line with conditions set by Environmental Health. However Environmental Health's conditions do not mention this."
- iii. Condition 8l in paragraph 3.9 of this report relates to the requirement for a drugs policy. It states that persons should be ejected or refused entry and then detained if they are suspected of dealing drugs. The condition also says that the Police must be contacted prior to ejection but this may not be practical in a similar way that ejecting someone and then detaining them may be less practical than detaining them on site."
- iv. Condition 19 in paragraph 3.9 of this report relates to the quantity of alcohol permitted but does not detail if this is per person or where the alcohol is being taken to. Is this the amount allowed into the licensed area, to be taken from the licensed area to the campsite or to be bought onto the campsite from outside?

3.31 Officers would suggest that if a licence is to be granted a

condition is attached stipulating that no alcohol sold under the licence will be permitted to leave the perimeter of Hillside Farm itself. This was stated on the application form in the “General Description of the premises” section rather than in the “Operating Schedule”. So as to be placed on any granted licence, this condition must either be offered by the applicant or imposed by the Sub-Committee when making its decision.

3.32 In considering additional conditions Members should decide whether these steps would in fact address their concerns if the decision was made to grant hours the hours requested.

3.33 For conditions to be enforceable they need to be clear, unambiguous and free from subjective terms. If a condition cannot be enforced then it should not be placed on any granted licence.

3.34 Aside from adding conditions it is open to Members to limit the hours of operation under the licence but clear reasons for this step would need to be given. However if simply limiting the hours beyond those requested does not mitigate Members’ concerns regarding the promotion of the licensing objectives then the option to also impose appropriate and proportionate conditions is available.

3.35 When the Licensing Sub-Committee gives its decision to those in attendance it should be made clear to all parties how much weight has been attached to each submission and why and what evidence Members have relied upon when reaching their decision.

## **4.0 Options**

4.1 The actions open to the Licensing Sub-Committee are:

- grant the application if they feel the application would promote and not undermine the licensing objectives; or

- grant the application as sought but at the same time impose additional conditions or amend the times for the supply of alcohol; or
- if Members believe that there is evidence that shows that there are no steps that can be taken to ensure that the application sought would promote the licensing objectives then the application should be refused.

4.2 When the Licensing Sub-Committee gives its decision to those in attendance it should be made clear to all parties how much weight has been attached to each submission and why and what evidence Members have relied upon when reaching their decision.

## **5.0 Risks**

5.1 A decision on the application must be made and any decision made can be appealed at the Magistrate's Court. Therefore the Licensing Sub-Committee should ensure that when giving their decision on the application they give clear reasons on how and why they have made their decision. In doing so, the council's ability to defend its decision is strengthened and the risk of its decision being over-turned on appeal is lessened, although, of course, this risk can never be entirely removed.

## **6.0 Implications/Consultations**

6.1 As with any application for a new premise licence / variation of premise licence or review of a premise licence there is a 28 day public consultation.

### **Community Safety**

The report details the four licensing objectives, these objectives are detailed in paragraph 2.3, therefore Community Safety will be considered when determining the application.

## **Data Protection**

Where the appendices have shown personal data this has been redacted.

## **Equalities**

Consideration has made to the Equality Act 2010 and the Public Sector Equality Duty in this report and will be considered during the Licensing Sub-Committee hearing.

## **Environmental Sustainability**

No

## **Financial**

There will be a cost to the authority in holding the Licensing Sub-Committee hearing; this will be covered by the existing budget. There would be a cost if the decision of the Licensing Sub-Committee is appealed to the Magistrates Court and the authority chooses to defend that appeal.

## **Health and Safety**

No

## **Human Resources**

No

## **Human Rights**

As with all applications and Council functions, the Human Rights Act 1998 has been considered in this report and will be considered during the Licensing Sub-Committee hearing.

## **Legal**

All statutory requirements have been considered in preparing this report.

## **Specific Wards**

Yes – Great Amwell

## **7.0 Background papers, appendices and other relevant material**

- 7.1 Revised Guidance issued under section 182 of the Licensing Act 2003 (April 2018) -  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/705327/Revised\\_guidance\\_issued\\_under\\_section\\_182\\_of\\_the\\_Licensing\\_Act\\_2003\\_April\\_2018\\_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/705327/Revised_guidance_issued_under_section_182_of_the_Licensing_Act_2003_April_2018_.pdf)
- 7.2 East Herts Statement of Licensing Policy 2016 -  
[https://cdn-eastherts.onwebcurl.com/s3fs-public/documents/Statement\\_of\\_Licensing\\_Policy.pdf](https://cdn-eastherts.onwebcurl.com/s3fs-public/documents/Statement_of_Licensing_Policy.pdf)
- 7.3 Night Time Economy (NTE) Position Statement -  
[https://cdn-eastherts.onwebcurl.com/s3fs-public/documents/Night\\_Time\\_Economy\\_NTE\\_Position\\_Statement.pdf](https://cdn-eastherts.onwebcurl.com/s3fs-public/documents/Night_Time_Economy_NTE_Position_Statement.pdf)
- 7.4 Appendix 'A' – Application for a New Premise Licence.
- 7.5 Appendix 'B' – Representations against the application.
- 7.6 Appendix 'C' – Map showing location of the premises.

**Contact Member** Councillor Peter Boylan – Executive Member for Neighbourhoods  
[peter.boylan@eastherts.gov.uk](mailto:peter.boylan@eastherts.gov.uk)

**Contact Officer** Jonathan Geall – Head of Housing and Health  
Contact Tel No. 01992 531594  
[jonathan.geall@eastherts.gov.uk](mailto:jonathan.geall@eastherts.gov.uk)

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[brad.wheeler@eastherts.gov.uk](mailto:brad.wheeler@eastherts.gov.uk)

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**East Hertfordshire**  
**Application for a premises licence**  
**Licensing Act 2003**

For help contact  
[community.protection@eastherts.gov.uk](mailto:community.protection@eastherts.gov.uk)  
 Telephone: 01279 655261

\* required information

**Section 1 of 21**

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference

Not Currently In Use

This is the unique reference for this application generated by the system.

Your reference

SVFSPREM2021

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

Yes  No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

**Applicant Details**

\* First name

\* Family name

\* E-mail

Main telephone number

Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

- Applying as a business or organisation, including as a sole trader  
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

**Applicant Business**

Is your business registered in the UK with Companies House?

Yes  No

Note: completing the Applicant Business section is optional in this form.

Registration number

12822672

Business name

Integrated Event Management Ltd

If your business is registered, use its registered name.

VAT number

GB

None

Put "none" if you are not registered for VAT.

Legal status

Private Limited Company

**Continued from previous page...**

Your position in the business

Home country

The country where the headquarters of your business is located.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 21**

**PREMISES DETAILS**

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

**Premises Address**

Are you able to provide a postal address, OS map reference or description of the premises?

- Address     OS map reference     Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Further Details**

Telephone number

Non-domestic rateable value of premises (£)

**Section 3 of 21****APPLICATION DETAILS**

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company / limited liability partnership
- A partnership (other than limited liability)
- An unincorporated association
- Other (for example a statutory corporation)
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales

**Confirm The Following**

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- I am making the application pursuant to a statutory function
- I am making the application pursuant to a function discharged by virtue of Her Majesty's prerogative

**Section 4 of 21****NON INDIVIDUAL APPLICANTS**

Provide name and registered address of applicant in full. Where appropriate give any registered number. In the case of a partnership or other joint venture (other than a body corporate), give the name and address of each party concerned.

**Non Individual Applicant's Name**

Name

**Details**

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

Continued from previous page...

Private Ltd Company

**Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Contact Details**

E-mail

Telephone number

Other telephone number

\* Date of birth  /  /   
dd mm yyyy

\* Nationality  [Documents that demonstrate entitlement to work in the UK](#)

Add another applicant

**Section 5 of 21**

**OPERATING SCHEDULE**

When do you want the premises licence to start?  /  /   
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end  /  /   
dd mm yyyy

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

The Premises is a large, open, outdoor site consisting of the most south-easterly of the fields making up Hillside Farm. Off-supplies are applied for to allow campers to take drinks back to the campsite outside of the licenced area, however no alcohol sold under the licence will be permitted to leave the perimeter of Hillside Farm itself.

**Continued from previous page...**

If 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

**Section 6 of 21**

**PROVISION OF PLAYS**

[See guidance on regulated entertainment](#)

Will you be providing plays?

- Yes  No

**Section 7 of 21**

**PROVISION OF FILMS**

[See guidance on regulated entertainment](#)

Will you be providing films?

- Yes  No

**Section 8 of 21**

**PROVISION OF INDOOR SPORTING EVENTS**

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

- Yes  No

**Section 9 of 21**

**PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

- Yes  No

**Section 10 of 21**

**PROVISION OF LIVE MUSIC**

[See guidance on regulated entertainment](#)

Will you be providing live music?

- Yes  No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

**Continued from previous page...**

WEDNESDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the performance of live music take place indoors or outdoors or both?

- Indoors       Outdoors       Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Amplified Music from an outdoor stage marked on the plans of the premises.

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Limited to one weekend (friday to sunday) for the duration of the licence

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

None

Section 11 of 21

PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Will you be providing recorded music?

- Yes
- No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the playing of recorded music take place indoors or outdoors or both?

- Indoors
- Outdoors
- Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Amplified recorded music from outdoor stage

Continued from previous page...

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Limited to one weekend (Friday, Saturday and Sunday) in the duration of the licence

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

None

**Section 12 of 21**

**PROVISION OF PERFORMANCES OF DANCE**

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

- Yes
- No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

*Continued from previous page...*

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of dance take place indoors or outdoors or both?

Indoors       Outdoors       Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Accompanying dancers alongside musical performers

State any seasonal variations for the performance of dance

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Limited to one weekend (Friday, Saturday and Sunday) in the duration of the licence

Non-standard timings. Where the premises will be used for the performance of dance at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

None

### Section 13 of 21

#### PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

Yes       No

### Section 14 of 21

#### LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

Yes       No

Continued from previous page...

### Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the provision of late night refreshment take place indoors or outdoors or both?

- Indoors       Outdoors       Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Catering Concessions will provide camping attendees with refreshments between 11pm when the event finishes and 1am on each night of the weekend.

State any seasonal variations

**Continued from previous page...**

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Limited to one weekend (Friday, Saturday and Sunday) in the duration of the licence

Non-standard timings. Where the premises will be used for the supply of late night refreshments at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

None

**Section 15 of 21**

**SUPPLY OF ALCOHOL**

Will you be selling or supplying alcohol?

- Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

**Continued from previous page...**

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

- On the premises     Off the premises     Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Limited to one weekend (Friday, Saturday and Sunday) in the duration of the event

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

None

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

**Name**

First name

Family name

Date of birth  /  /   
dd      mm      yyyy

*Continued from previous page...*

**Enter the contact's address**

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text"/>
Personal Licence number (if known)	<input type="text"/>
Issuing licensing authority (if known)	<input type="text"/>

**PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT**

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

**Section 16 of 21**

**ADULT ENTERTAINMENT**

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

None

**Section 17 of 21**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

*Continued from previous page...*

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Limited to one weekend (Friday, Saturday and Sunday) in the duration of the licence

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

None

**Section 18 of 21**

**LICENSING OBJECTIVES**

Describe the steps you intend to take to promote the four licensing objectives:

Page 56

a) General – all four licensing objectives (b,c,d,e)

**Continued from previous page...**

List here steps you will take to promote all four licensing objectives together.

All operations will be carried out in conjunction with a comprehensive Management Plan, attached to the applications concerned all aspects and elements of the Event's activities both licensable and other.

All staff and workers operating on the site are recruited for their specialist skill-sets, or sourced from a suitable, credible agency or provider specialising in that area, and are briefed and receive site-specific training prior to any works.

A comprehensive Management Team consisting of 8 Senior Managers will be allocated to the event and will be available on-site during all hours covered by the Premises Licence.

A Risk Assessment is produced for the Event, the crowd management of it's attendees and each individual activity by workers, employees or contractors within the premises and other spaces utilised to support the licensable activities taking place. All Control Measures determined by this Risk Assessment are incorporated into an Action Plan which is fully implemented by the Senior Management Team.

A minimum of 4 Personal Licence Holders will supervise staff providing sale of alcohol during all licensable times to ensure sufficient enforcement of Responsible Sale of Alcohol Policies and Mandatory Licensing conditions.

**b) The prevention of crime and disorder**

The Premises are accessible only by Ticket Holders.

A suitably sized team of SIA Licenced Security Personnel are deployed within the premises to maintain a safe environment at all times.

The Event has clear and comprehensive terms and conditions which set out various measures to maintain a safe environment within the site (including but not limited to Drugs policies, Prohibited items Policies, Search policies etc).

A strict search procedure is maintained and applied to any and all persons accessing the site ensuring that no weapons or other items which could cause harm can be brought into the premises.

Body Worn CCTV is used 24/7 throughout the licensed period by the Security Team to deter crime and disorder and capture evidence of any persons involved in undesirable activities. At any one time, a minimum of 8 Body Worn Cameras will be deployed.

Vetting of staff working at the event minimises the risk of any crimes committed within working environments.

The Event has a Security policy which identifies key risks and concerns in relation to Terrorism and identifies suitable control measures to manage this risk as far as is possible.

Further information relating to Applicant's control measures in relation to Crime and Disorder can be obtained within the Event Management Plan

**c) Public safety**

A Risk Assessment is produced for the Event, the crowd management of it's attendees and each individual activity by workers, employees or contractors within the premises and other spaces utilised to support the licensable activities taking place. All Control Measures determined by this Risk Assessment are incorporated into an Action Plan which is fully implemented by the Senior Management Team.

A competent contractor has been appointed to review all road access and egress from the Premises, a suitable Traffic Management Plan has been produced and full narrative and schematics are contained within Section 10 of the Event Management Plan.

A large team of SIA licensed Security Personnel and NVQ trained Safety Stewards are deployed throughout the event, this team is trained, briefed and aware of both the need to identify any hazards which may present a safety risk to any persons

**Continued from previous page...**

and the correct reporting procedure to escalate any concerns for resolution.

The capacity of the premises will be set at 4,999 persons; for whom there is more than ample resources on site in relation to safety, crowd management, sanitation, emergency egress etc.

All Electrical Installations are installed by a competent person as set out in BS7909 and then further inspected by both the Event Manager and a secondary Competent Person prior to the Premises opening.

All Electrical Appliances utilised on site have a current and valid PAT test.

Further policies in relation to Public Safety can be found in the Event Management Plan.

A competent Medical Contractor has been appointed by the Applicant and will be present throughout all licensable activities to provide medical attention via clinically trained professionals to any persons requiring medical attention.

d) The prevention of public nuisance

A competent contractor has been appointed to review all road access and egress from the Premises, a suitable Traffic Management Plan will be produced and full narrative and schematics are contained within the Event Management Plan. These will be finalised and further detail added in conjunction with SAG co-operation.

A competent contractor has been appointed to review all risks relating to noise pollution and noise management from the amplified music on site. This contractor has an extensive background and qualification set in relation to Noise Management and Noise Pollution. Their recommendations are set out in the Event Management Plan and have been accepted in full by the Applicant to be implemented throughout the event. Final requirements as directed by conditions attached to the licence will be incorporated in a final Noise Management Plan which will be implemented and monitored throughout licensable times by the same Noise Management contractor.

The Applicant employs and will utilise throughout and after the event a Cleansing Team who will remove litter and waste from both the Premises and nearby areas utilised by attendees in accessing or egressing the event. The Event operates a "Leave No Trace" Policy and will return the Premises and adjacent areas to exactly the condition prior to Licensable Activities.

e) The protection of children from harm

A "Challenge 25" policy will be operated both by staff involved in the sale of alcohol and by the SIA Licenced Security Personnel throughout the site to prevent persons under the age of 18 from consuming alcohol whether purchased directly or by proxy.

A comprehensive policy in relation to the Protection of Children from Harm is set out in Section 6 of the Event Management Plan.

At least one Medical personnel present during licensable activities will hold specific training in Paediatric Pre-Hospital Care.

Tickets are available to Over 18s and Under 18s can access the only event only when directly supervised by an accompany Adult aged Over 18 who has accepted the Terms and Conditions directing them to suitably supervise the Child throughout their visit.

All staff are briefed on Safeguarding Policies and are made aware of the correct internal Reporting Procedures for any persons at risk. Control Room staff are fully briefed on the external Reporting Procedures for any issue to be escalated to external partners.

## NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

### Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

### Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

**Continued from previous page...**

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

***Continued from previous page...***

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

**Home Office online right to work checking service**

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

**Section 20 of 21**

**NOTES ON REGULATED ENTERTAINMENT**

**Continued from previous page...**

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
  - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
  - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

**Continued from previous page...**

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
  - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
  - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

**Section 21 of 21**

**PAYMENT DETAILS**

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Fees for all Licensing Act 2003 permissions have been set by central government. The fees are based on the non-domestic rateable value of the premises. These are divided into 5 bands: band a NDRV £0 - £4300, fee = £100 band b NDRV £4,301 - £33,000, fee = £190 band c NDRV £33,001 - £87,000, fee = £315 band d NDRV £87,000 - £125,000, fee = £450 band e NDRV £125,001 and over, fee = £635

To find out a premises non domestic rateable value go to the Valuation Office Agency site at [http://www.voa.gov.uk/business\\_rates/index.htm](http://www.voa.gov.uk/business_rates/index.htm)

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00\*

Band E - £125001 and over £635.00\*

\*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment only at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

\* Fee amount (£)

100.00

Continued from previous page...

## DECLARATION

[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15)

The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

\* Full name

\* Capacity

\* Date  /  /   
dd mm yyyy

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/east-hertfordshire/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

**IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED**

**OFFICE USE ONLY**

Applicant reference number	<input type="text" value="SVFSPREM2021"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) [20](#) [21](#) [Next >](#)

**Consent of individual to being specified as premises supervisor**

I \_\_\_\_\_  
*[full name of prospective premises supervisor]*

of

\_\_\_\_\_ *[home address of prospective premises supervisor]*

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

Premises Licence

\_\_\_\_\_ *[type of application]*

by

\_\_\_\_\_ *[name of applicant]*

relating to a premises licence N/A  
\_\_\_\_\_ *[number of existing licence, if any]*

for

Hillside Farm  
Pepper Hill  
Great Amwell  
Ware  
Herts  
SG12 9RZ

\_\_\_\_\_ *[name and address of premises to which the application relates]*

and any premises licence to be granted or varied in respect of this application made by

Intregrated Event Management Ltd

-----  
*[name of applicant]*

concerning the supply of alcohol at

Hillside Farm  
Pepper Hill  
Great Amwell  
Ware  
Herts  
SG12 9RZ

-----  
*[name and address of premises to which application relates]*

I also confirm that I am entitled to work in the United Kingdom and am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

-----  
*[insert personal licence number, if any]*

Personal licence issuing authority

-----  
*[insert name and address and telephone number of personal licence issuing authority, if any]*

Signed

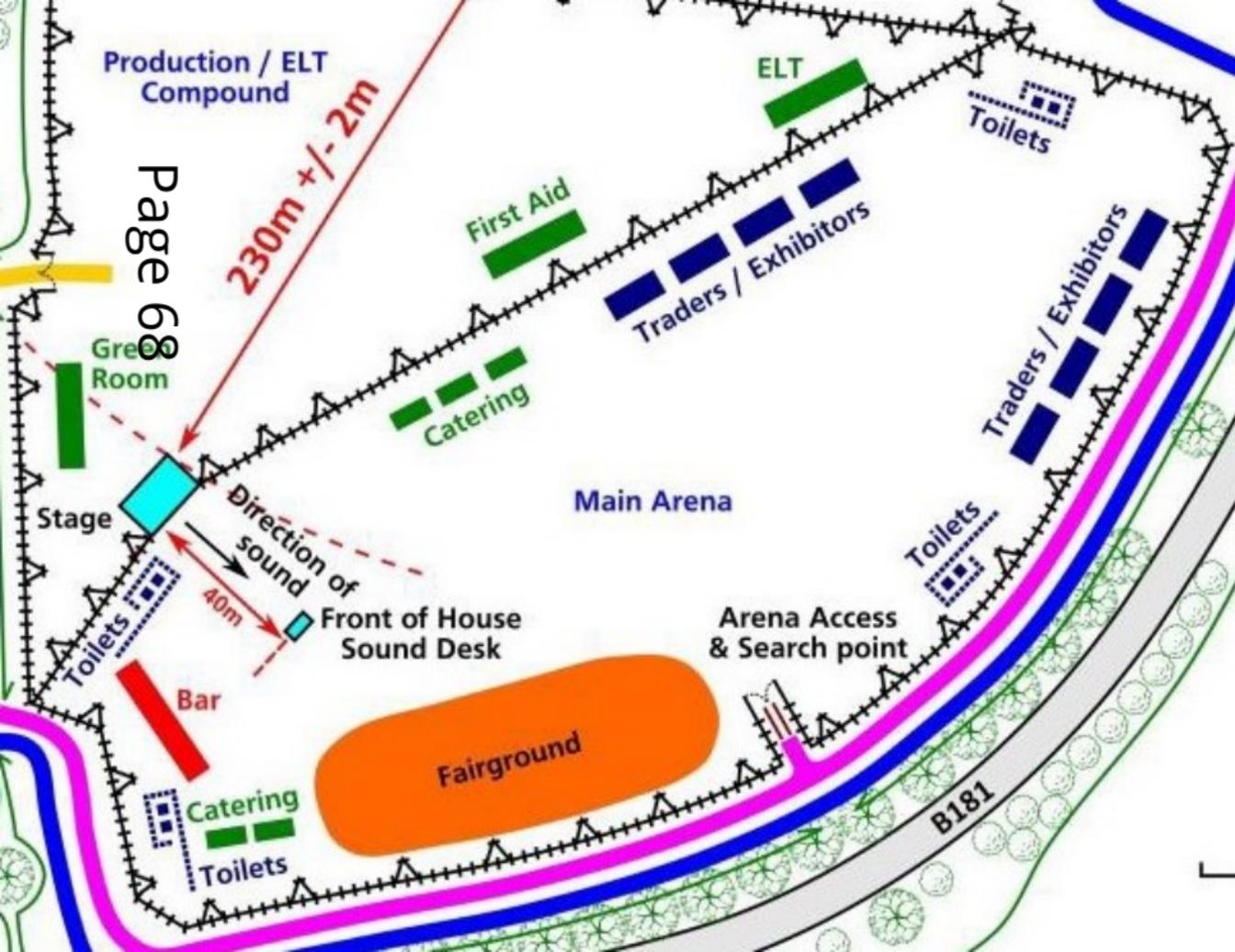
-----

Name (please print)

-----

Date

11/12/2020  
-----



**From:**  
**Sent:** 07 January 2021 18:10  
**To:**  
**Subject:** [External] URGENT ATTENTION: Premises licence application 20/1035/PL - Hillside Farmhouse, Hillside Lane, Great Amwell

**Categories:**

Dear Sir/Madam

Having made several attempts to make representations via your on-line portal and receiving error messages, I would take this opportunity to submit Great Amwell Parish Council's observations (see below) on the above-mentioned premises licence application:

*Great Amwell Parish Council has no objection to the licence application provided issues regarding noise nuisance, traffic management and litter are adequately addressed through conditions and the District Council monitors and enforces compliance.*

*Local residents of the Folly Estate did experience noise nuisance from the previous event at this site. Should individual representations from such residents indicate a significant negative impact to their wellbeing that cannot be addressed then the application should be refused.*

*Traffic congestion and on street parking in highways around the site remains a concern, especially if this prevents/hinders emergency service access to nearby residential properties.*

*Any festival generates a significant amount of waste materials, particularly litter. The need for the event organiser/landowner to put in place adequate measures to remove such waste, particularly from off site (surrounding) areas, should be addressed through a licence condition.*

*The Parish Council notes that the application is for a significantly higher attendance level than the last event. This is a further cause for concern relating to the above-mentioned issues of noise nuisance etc.*

*At the current time, England is currently the subject of Covid pandemic lockdown restrictions. It seems entirely inappropriate, given the uncertainty of what restrictions may be in place at the time of the proposed festival, for any licence to be granted (and even for the event organiser to be selling tickets). The Parish Council would therefore expect the District Council to consider carefully this factor in making its determination on the licence application.*

*Once again, there have been procedural irregularities (e.g. original notice referred to a property in Bishops Stortford) regarding this licence application. The Parish Council understands that individual representations on these irregularities have been made by local residents but were dismissed by the District Council. The Parish Council is disappointed by this reaction and the fact that its request for an extension to the consultation deadline was dismissed. This request had been made on the basis that the consultation period fell over the festive holiday period making it more difficult for local residents and the Parish Council to express their views, if any.*

I would be grateful if you could acknowledge receipt of these representations and, in due course, the determination made by the District Council on the application.

Yours faithfully

- Great Amwell Parish Council

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**From:**  
**Sent:** 02 January 2021 11:25  
**To:** Housing & Health Services - Community Protection  
**Subject:** Comments for Licensing Application 20/1035/PL

## Comments summary

Dear Sir/Madam,

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 02/01/2021 11:24 AM from

### Application Summary

Address:	Hillside Farmhouse Hillside Lane Great Amwell Hertfordshire SG12 9SH
Proposal:	Premises Licence (Licensing Act 2003)
Case Officer:	

[Click for further information](#)

### Customer Details

Name:	_____
Email:	_____
Address:	_____

### Comments Details

Commenter Type:	Member of the Public
Stance:	Customer objects to the Licensing Application
Reasons for comment:	
Comments:	02/01/2021 11:24 AM I object to this application for the following reasons. 1. Selling late night refreshments from 23.00 until 0100 is unacceptable. This will cause disturbance to the nearby residents and will generate litter etc. Also disturbance late into the night before some residents begin their working week. This cannot be allowed. 2. The selling of alcohol will lead to increased nuisance particularly when attendees leave the venue at 2300 or thereafter, again this is to the detriment of local residents. 3. No specific weekends for these events appear to have been indicated. The Council cannot grant an 'open ended' licence without considering the impact on the local area of each event. 4. Policing is at present under extreme pressure and to allow alcohol at

such events will only increase this pressure

5. Sale of alcohol and refreshments will have a detrimental effect on local businesses, the last thing they need in these troubled times is increased competition.

6. Increased traffic will put more pressure on the Great Amwell roundabout which is already problematic to local residents.

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Kind regards

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**From:**  
**Sent:** 07 January 2021 18:53  
**To:**  
**Subject:** Comments for Licensing Application 20/1035/PL

## Comments summary

Dear Sir/Madam,

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 07/01/2021 6:53 PM from

### Application Summary

Address:	Hillside Farmhouse Hillside Lane Great Amwell Hertfordshire SG12 9SH
Proposal:	Premises Licence (Licensing Act 2003)
Case Officer:	

[Click for further information](#)

### Customer Details

Name:	
Email:	
Address:	

### Comments Details

Commenter Type:	Member of the Public
Stance:	Customer objects to the Licensing Application

Reasons for comment:

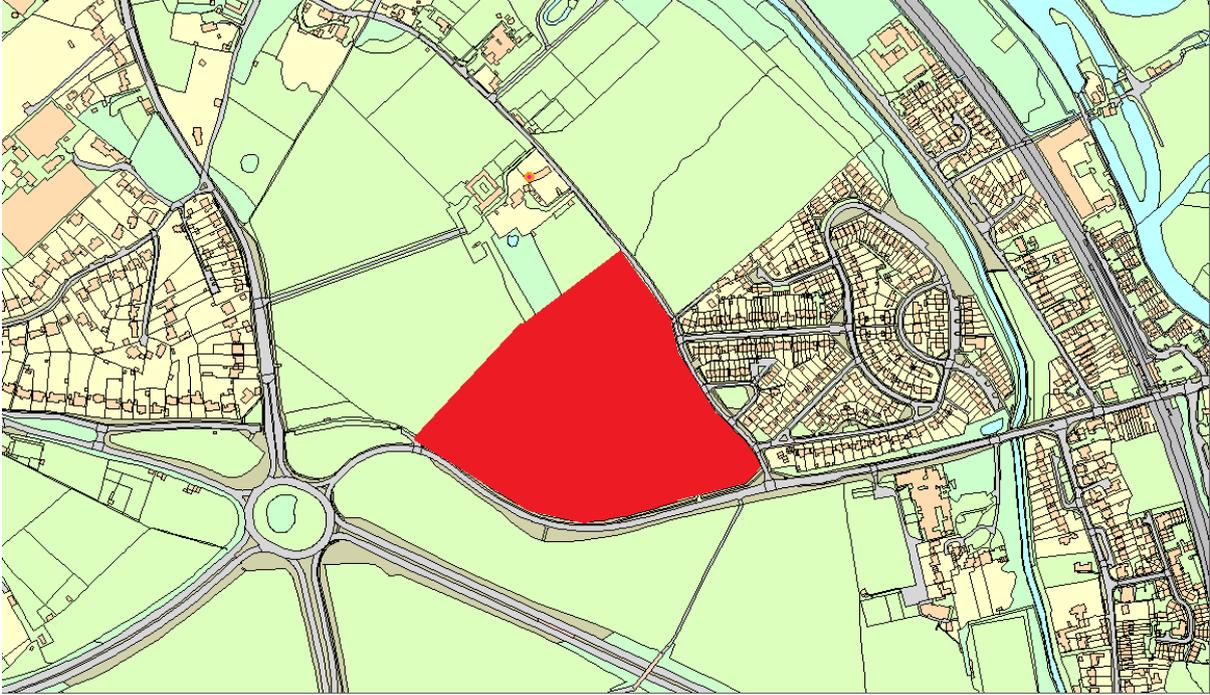
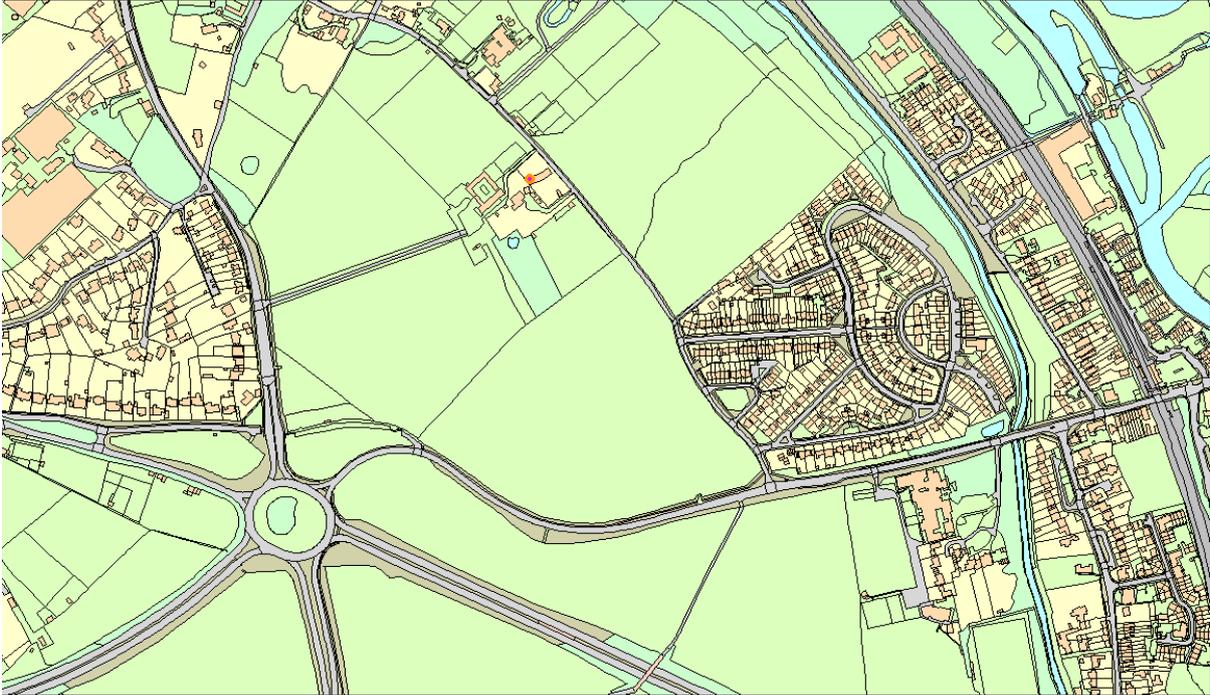
Comments: 07/01/2021 6:53 PM I object to the above application. The application represents a significant increase on the attendance numbers. This is likely to mean greater traffic congestion, more on street parking in local highways around the site which could hinder emergency service access to nearby residential sites. Such events produce a large amount of waste which can spill onto the surrounding area.

Local residents of the Folly Estate and those on St Margarets Road and the 100 Acre Estate towards Hoddesdon experienced noise nuisance from the previous event on this site. Since St Margarets Road is in the Civil Parish of Stanstead St Margarets and the 100 acre estate is not even in East Herts , but Broxbourne I wonder if those living there have even been consulted about the event, and given a chance to make

representation as to the negative impact the noise had on their lives.

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Kind regards



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