



MEETING : LICENSING SUB-COMMITTEE
VENUE : COUNCIL CHAMBER, WALLFIELDS, HERTFORD
DATE : MONDAY 14 JUNE 2021
TIME : 2.00 PM

MEMBERS OF THE SUB-COMMITTEE

Councillors M Goldspink, J Jones and T Page

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.)

Public Attendance

The Coronavirus Act 2020 to allow for local authorities to continue Committee meetings online expired on 6th May 2021. Therefore, Committee meetings must now be held face to face.

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Visit <https://www.eastherts.gov.uk/article/35542/Political-Structure> for details.

The Council is moving to a paperless policy in respect of Agendas at Committee meetings. From 1 September 2019, the Council will no longer be providing spare copies of Agendas for the Public at Committee Meetings. The mod.gov app is available to download for free from app stores for electronic devices.

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 7 is attached.

6. Application for a New Premises Licence For Proove, 2nd Floor, 3 Parliament Square, Hertford, Hertfordshire, SG14 1EX (21/0201/PL) (Pages 15 - 96)

7. Application for a New Premises Licence for Blue Light Festival, Woodhall Park, Woodhall Estate, Watton-on-Stone, Hertfordshire SG14 3NH (21/0247/PL) (Pages 97 - 202)

8. 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

| Term | Meaning |
|---------------------------------|---|
| Applicant | <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> |
| Interest | A Disclosable Pecuniary Interest as defined in the Council's Members' Code of Conduct. |
| Other parties | Any persons making relevant representations or any person who is representing such persons. |
| Licensing Authority | East Hertfordshire District Council |
| Parties to the Hearing | The applicant and any parties that have made relevant representations or submitted a valid objection notice. |
| Relevant Representations | 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. |
| Responsible Authority | 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: 14 June 2021

Report by: Jonathan Geall, Head of Housing and Health

Report Title: Application for a New Premises Licence For
Proove, 2nd Floor, 3 Parliament Square,
Hertford, Hertfordshire, SG14 1EX, 21/0201/PL

Ward(s) affected: Hertford Castle

Summary

- An application for a new premises licence has been made and representations against the application have been received from Planning acting as a Responsible Authority and Interested Parties. When representations have been received against an application and have not been withdrawn, it is for a Licensing Sub-Committee to decide that application. This report is to inform that decision.

RECOMMENDATION FOR LICENSING SUB-COMMITTEE

A. The application for a new premises licence be determined.

1.0 Proposal(s)

- 1.1 Members of the Licensing Sub-Committee should determine the application for a new premises 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 and completed by Dough Bites Four Limited on 1st April 2021. The application has been advertised and consulted upon as required by legislation and regulations. It should be noted that there was a typographical error on the advert so the timings were shown as 12am – 2am rather than 12pm – 2am however as the latest time was correct this has been accepted.

3.2 The application requests the following licensable activities:

| Licensable Activity | Day | Hours applied for |
|--|-----------------|--------------------------|
| Supply of Alcohol (for consumption both on and off the premises) | Monday - Sunday | 12:00 – 02:00 |
| Recorded Music | Monday - Sunday | 12:00 – 02:00 |
| Late Night Refreshment | Monday - Sunday | 23:00 – 02:30 |
| Opening Times | Monday - Sunday | 12:00 – 02:30 |
| All activities listed above to be authorised from the start time on New Year's Eve to the terminal hour for New Year's Day | | |

3.3 A redacted copy of the application form and supporting documents are attached as **Appendix 'A'**.

3.4 Section 18 of the application form asks the applicant to describe any steps they intend to take to promote the four licensing objectives as a result of the application. The steps stated are:

A) The Prevention of Crime and Disorder

1. *A CCTV system shall be maintained and operated at the premises with cameras positioned both internally and externally.*
2. *Recorded CCTV images will be maintained and stored for a period of thirty-one days and shall be produced to the Police or Licensing Authority upon request.*
3. *CCTV will be in operation at any time a person is in the premises. Where CCTV is recorded onto a hard drive system, any DVDs subsequently produced will be in a format so it can be played back on a standard PC or DVD player.*
4. *Any person left in charge of the premises must be trained in the use of any such CCTV equipment, and be able to produce CCTV images to an officer from a responsible authority upon request.*
5. *On a Friday and Saturday night, a minimum of 1 member of SIA registered door staff shall be employed at the premises from 22:00 until close.*
6. *At all other times, SIA registered door staff shall be employed in accordance with a risk assessment, to be carried out by the DPS. When employed, door staff will wear high visibility armbands.*
7. *When employed, a register of those door staff employed shall be maintained at the premises and shall include:*
 - a. *the number of door staff on duty;*
 - b. *the identity of each member of door staff;*
 - c. *the times the door staff are on duty.*

8. *Open containers of alcohol shall not be removed from the premises, save for consumption in any delineated external area.*
9. *Staff will be trained in the requirements of the Licensing Act 2003 with regard to the Licensing Objectives, and the laws relating to under age sales and the sale of alcohol to intoxicated persons, and that training shall be documented and repeated at 6 monthly intervals.*
10. *A refusals book will be maintained at the premises, and made available to an officer of a responsible authority upon request.*
11. *The premises licence holder shall actively participate in the local Pub Watch scheme (for so long as one exists in the area).*

B) Public Safety

12. *A first aid box will be available at the premises at all times.*
13. *Regular safety checks shall be carried out by staff.*
14. *Management shall liaise with the Fire Authority as necessary to ensure compliance with all necessary fire regulations.*
15. *The premises shall maintain an Incident Log and public liability insurance.*

C) The Prevention of Public Nuisance

16. *Noise from amplified music or voices shall not be such as to cause a noise nuisance to occupants of nearby premises.*
17. *No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.*

18. *The exterior of the building shall be cleared of litter at regular intervals.*
19. *Notices will be positioned at the exits to the building requesting customers to leave in a quiet manner.*
20. *Doors and windows at the premises are to remain closed after 11pm, save for access and egress.*
21. *A Dispersal and Smoking Policy will be implemented and adhered to.*
22. *The emptying of bins into skips, and refuse collections will not take place between 11pm and 7am.*

D) The Protection of Children From Harm

23. *A "Challenge 25" Policy shall be implemented in full and appropriate identification sought from any person who appears to be under the age of 25. The only acceptable forms of ID are photographic driving licences, passports, HM forces warrant cards, EU/EEA national ID card or similar document or a form of identification with the "PASS" hologram.*
24. *Staff training will include the Challenge 25 Policy and its operation. In particular, staff shall be trained to take such action as is necessary to prevent the sale of alcohol to persons over the age of 18 where those customers are engaged in the distribution of alcohol to persons under the age of 18. The training must be given to a new member of staff before they commence employment and all staff must receive refresher training every 6 months.*
25. *Notices advising what forms of ID are acceptable must be displayed.*

26. Notices must be displayed in prominent positions indicating that the Challenge 25 policy is in force.

27. Children shall not be permitted to enter or remain on the premises after 21:00 daily.

3.5 During the 28 day statutory public consultation period objections were received from Environmental Health, Planning and Hertfordshire Police as responsible authorities and a ward Councillor and twelve representations from residents acting as an interested party against the application. These representations are attached as **Appendix 'B'**.

3.6 Although objections were first raised during the consultation period. Between the time of the consultation ending and the writing of this report both Environmental Health and Hertfordshire Police have agreed conditions with the applicant as such there representations have been withdrawn.

3.7 Environmental Health's conditions replaced the Prevention of Public Nuisance conditions in paragraph 3.4 of this report and read:

- 1. Noise from amplified music or voices shall not be such as to cause a noise nuisance to occupants of nearby premises.*
- 2. No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.*
- 3. The exterior of the building shall be cleared of litter at regular intervals.*
- 4. Notices will be positioned at the exits to the building requesting customers to leave in a quiet manner.*
- 5. Doors and windows at the premises are to remain closed*

after 11pm, save for access and egress.

6. *Until 23:00 hours, the designated smoking area will be within the outdoor seating area on Parliament Square for the use of customers of the premises. From 23:00 hours until close, the designated smoking area will be to the left of the entrance of the premises (when looking at the premises from outside), and will be delineated by barriers. From 23:00 hours until close:*
 - i. *No open vessels to be permitted in the smoking area.*
 - ii. *There are to be no more than 5 (five) people using the designated smoking area at any one time.*

At all times the smoking area(s) will be either have a member of staff or door staff present, or will be monitored by staff or door staff at least every 30 minutes.

7. *The emptying of bins into skips, and refuse collections will not take place between 11pm and 7am.*

3.8 The agreed conditions with Hertfordshire Police read:

The Prevention of Crime and Disorder

1. *A digital closed circuit television (CCTV) system to be installed internally ensuring the following:-*
 - a. *All entry and exit points must be covered to enable frontal identification of every person entering the premises in any light condition*
 - b. *The CCTV system shall continually record whilst the premises is open for licensable activities and during times when customers remain on the premises.*
 - c. *All recordings shall be stored for a minimum period of 31 days with date and time stamping. Recordings shall be made available immediately upon the request of Police or authorised officer throughout the preceding 31 day*

- period.*
- d. A staff member from the premises who is knowledgeable with the operation of the CCTV system shall be on the premises at all times when the premises are open to the public and this staff member must be able to show and supply if requested a Police or authorised officer recent date or footage with the absolute minimum of delay when requested.*
 - e. Any faults with the CCTV system must be recorded in writing and must be rectified without delay*
- 2. On a Friday and Saturday night and nights leading into a Bank Holiday, 1 member of SIA registered door staff shall be employed at the premises from 21:00 hours and 2 members of SIA registered door staff from 22:30 hours until close.*
 - 3. At all other times, SIA registered door staff shall be employed in accordance with a risk assessment, to be carried out by the DPS. When employed, door staff will wear high visibility armbands.*
 - 4. When employed, a register of those door staff employed shall be maintained at the premises and shall include:*
 - i. The number of door staff on duty;*
 - ii. The identity of each member of door staff;*
 - iii. The times the door staff are on duty.*
 - 5. Open containers of alcohol shall not be removed from the premises, save for consumption in any delineated external area.*

The Prevention of Crime and Disorder

- 6. The Premises Licence Holder or Designated Premises Supervisor to ensure that all management and staff are fully trained and briefed on the four licensing objectives, Challenge*

25, the conditions on this licence, policies referred to in this licence. Also, any other Police initiatives, such as CSE. The training must be given to a new member of staff before they commence employment. Every 6 (six) months all management and staff are to be given refresher training and this is to be documented in such a way that it can be given to an authorised officer on request. Staff should also sign documentation confirming the training has taken place and the date.

- 7. A written record of all refused sales shall be kept on the premises. It must include details of the member of staff who refused service, time and date it occurred and the reason for refusal. The record shall be made available to Police and/or local authority immediately upon request and shall be kept for a least one year from the date of last entry.*
- 8. A written drugs policy, approved by a Police Licensing Officer, to be in place and a copy available at the premises. The policy must cover as a minimum, the measures taken to minimise the possibility of drug use or supply within the premises. The Policy must be followed at all times.*
- 9. The Licence Holder shall actively participate in the Pubwatch Scheme, including attending the meetings, participating in radio link, and supporting the Pubwatch banning systems including keeping records and sharing information with the police.*
- 10. No entry or re-entry of customers shall be permitted to the premises after 01:00 hours. This Condition does not apply to customers where there are medical or safeguarding concerns, or where customers are re-entering specifically to wait for onward travel.*

Public Safety

11. *A first aid box will be available at the premises at all times.*
12. *Regular safety checks shall be carried out by staff.*
13. *Management shall liaise with the Fire Authority as necessary to ensure compliance with all necessary fire regulations.*
14. *The capacity of the premises in line with the fire risk assessment is to be 60 persons.*
15. *The premises shall maintain an incident log and public liability insurance. The incident log shall be maintained to record any activity related to drugs or of a violent, criminal or serious anti-social nature and be available for inspection at all times (when the premises is open) by an authorised officer of relevant responsible authority, it should record the following details:-*
 - a) *Time and date and nature of the incident,*
 - b) *People involved*
 - c) *Action taken*
 - d) *Details of the person responsible for the management of the premises at the time of the incident.*
16. *No entry or re-entry of customers shall be permitted to the premises after 01:00 hours. This Condition excludes:*
 - a) *Customers re-entering, having visited the smoking area outside*
 - b) *Customers where there are medical or safeguarding concerns or where customers are re-entering specifically to wait for onward travel.*

This is to be managed and enforced by SIA's and the Premises Manager.

The Prevention of Public Nuisance

17. *The exterior of the building shall be cleared of litter at regular intervals.*
18. *The Licence Holder shall erect and maintain in a prominent position at every exit and within the smoking area a clear and conspicuous notice requesting patrons to avoid causing noise, nuisance or disturbance to local residents.*
19. *A written dispersal policy, approved by a Police Licensing Officer, will be in place and a copy available at the premises. As a minimum, the policy must cover actions to be taken to reduce the impact on the local community when customers are leaving the premises. The policy must be operated and adhered to by the staff at the premises.*
20. *In addition to the dispersal policy, the Premise Licence Holder will ensure that a soft closure procedure is followed at the end of the evening, 30 minutes before the premises are due to close. This must include lowering any music, informing people of the approaching closing time, encouraging sensible drinking and ensuring people have time to finish the drinks they have prior to closure.*
21. *Until 23:00 hours, the designated smoking area will be within the outdoor seating area on Parliament Square for the use of customers of the premises. From 23:00 hours until close, the designated smoking area will be to the left of the entrance of the premises (when looking at the premises from outside), and will be delineated by barriers. From 23:00 hours until close:*
 - i. *No open vessels to be permitted in the smoking area.*
 - ii. *There are to be no more than 5 (five) people using the designated smoking area at any one time.*

At all times the smoking area(s) will either have a member of

staff or door staff present, or will be monitored by staff or door staff at least every 30 minutes.

The Protection of Children from harm

22. The age verification policy operated at the premises shall be "Challenge 25". This means that whilst alcohol may be sold to persons aged 18 years or over, any person who appears under 25 years of age shall be required to provide proof of age using an acceptable form of ID. Notices advertising that the premises operate a "Challenge 25" scheme shall be displayed in a clear and prominent position at the premises entrance(s)/and inside at the premises bar serving area. The only forms of ID that may be accepted shall be:

- a. Proof of age card bearing the PASS hologram logo*
- b. Passport; or*
- c. UK photo driving licence*
- d. Military identification*

23. Children, under 18 years of age, will only be permitted into the premises with an adult. No children aged under 18 years to be on the premises after 21:00 hours until closing, if alcohol is being served.

3.9 The main concern from Planning is the likelihood of public nuisance from the 2nd floor level being used as a drinking establishment. This concern therefore engages the prevention of public nuisance licensing objective.

3.10 The main concern of the ward Councillor is the late opening time and concerns for people exiting the town late at night when there is limited transport and the potential for nuisance, crime and disorder and an impact on public safety. This concern therefore engages the prevention of public nuisance, the prevention of crime and disorder and public safety licensing objectives.

- 3.11 The main concerns from the residents are the terminal hour of the application and the potential of nuisance and antisocial behaviour that may be caused. There is also concern of the nearest neighbours as there is only a party wall between the premises and their properties and there is concern about the potential noise from the premises.
- 3.12 Between the conclusion of the consultation period and the hearing the applicant has contacted the Responsible Authorities and Interested Parties. The letter sent to the Interested Parties is attached as **Appendix 'C'**. The applicant has emphasised in this letter that the application is for the 2nd floor lounge bar area, which has a separate entrance to the ground floor and that the premises will not be trading as a nightclub due to there being no dancefloor present and the wish for this to be a relaxed and low key car atmosphere. They have offered to reduce the hours of operation to where licensable activities cease at 00:00 Sunday to Wednesday and 01:00 Thursday to Saturday. The applicant are also looking at ensuring that the party wall between the premises and adjacent residential flats are acoustically attenuated to ensure that noise from the premises cannot escape and cause a nuisance to their neighbours as such the applicant has proposed an extra condition that states:

'The party wall between the premises and the adjacent residential flats shall be acoustically attenuated to ensure that noise cannot escape from the premises such as to cause a nuisance to occupants of the adjacent residential flats.'

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

Policy and Guidance

- 3.14 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 under which the application best fits would be defined as 'public houses, wine bars and other drinking establishments'.
- 3.15 The proposed premises are in a Town Centre location so is classed as being in 'Town Centre'.
- 3.16 The table at 4.3 of the Policy details this authority's 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 a 'public houses, wine bars and other drinking establishments':

Will generally be allowed alcohol sales to midnight only, and until 10.30 pm on Sunday (other than for special occasions).

- 3.17 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."
- 3.18 Section 8.0 of the Policy contains information on how the Licensing Authority considers applications under the Public Safety licensing objective. Paragraph 8.2 states "Conditions to promote public safety will be those that are appropriate, in

particular circumstances of any individual premises or club premises, and will not duplicate other requirements of the law. Equally, the attachment of conditions to the premises licence or certificate will not in any way relieve employers of the statutory duty to comply with the requirements of other legislation including the Health and Safety at Work Act 1974, Associated Regulations and especially the requirements under the management of Health and Safety at Work Regulations 1999 and Regulatory Reform (Fire Safety) Order 2004, to undertake risk assessments. Employers should assess the risks, including risks from fire and take measures necessary to avoid and control these risks. Licence conditions enforcing those requirements will therefore not be attached."

- 3.19 Section 9.0 of the East Herts Statement of Licensing 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."

- 3.20 Paragraph 9.37 and 9.38 of the government's 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.

In determining the application with a view to promoting the licensing objectives 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.*

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

3.22 If the Sub Committee 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.

3.23 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

- 3.24 It is clear that there has been confusion in that the premises are going to be a bar and not a nightclub as many thought. Comments have also been made about a pavement licence, this application relates only to the 2nd floor and not any other part of the premises.
- 3.25 Some of the evidence references a planning classes and this not being in place for the 2nd floor. It should be noted that planning and licensing are different regulatory regimes, although similar in many ways. An applicant can apply for a licence with different hours / restrictions to their planning consent and this can be granted if the Licensing Sub-Committee feel that this would not undermine the licensing objectives. The applicant would then need to apply for the appropriate planning consent or would face possible enforcement action from Planning. This is echoed in paragraph 14.64 of the guidance.
- 3.26 The applicant has proposed a condition that “The party wall between the premises and the adjacent residential flats shall be acoustically attenuated to ensure that noise cannot escape from the premises such as to cause a nuisance to its occupants’. If the Sub-Committee were minded to grant the application then it is recommended that this condition be placed on the licence.
- 3.27 The hours sought are for longer than that detailed in the Statement of Licensing Policy, however the Sub-Committee should determine each application on its own merits and look at the steps proposed by the applicant and look at the mitigating factors.
- 3.28 The applicant has made steps to address the concerns of both the Responsible Authorities and Interested Parties however it is for the Sub-Committee to make its determination.

- 3.29 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.
- 3.30 If the Sub-Committee believes that the application would not undermine any of the licensing objectives then the application should be granted as requested.
- 3.31 The Sub-Committee 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 objectives would be undermined.
- 3.32 If the Sub-Committee believes that there is evidence that the granting of the licence would not promote the licensing objectives then it is within their remit to take the action they believe is appropriate and proportionate to address their concerns. Members can attach conditions or take any steps they believe appropriate to promote the licensing objectives including: limiting the days, limiting the hours or even refusing the application in its entirety.
- 3.33 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.
- 3.34 If additional conditions are considered, the Sub-Committee should decide whether these steps would in fact address their concerns if the decision was made to grant the hours requested.
- 3.35 The Sub-Committee may wish to seek the opinion of the applicant on any proposed conditions to clarify which are agreeable so that the hearing can focus on those which are

disputed.

- 3.36 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.

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 the Sub-Committee has 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 its decision on the application it give clear reasons on how and why it has made its 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 There has been a statutory 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 originally contained 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 Magistrate's 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 – Hertford - Castle

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
- 7.2 East Herts Statement of Licensing Policy 2016 – 2021
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
- 7.4 **Appendix 'A'** – Application for a New Premise Licence, including plans of the premises.
- 7.5 **Appendix 'B'** – Representations against the application.
- 7.6 **Appendix 'C'** – Letter to Interested Parties from the applicant.
- 7.7 **Appendix 'D'** – Map showing location of the premises.

| | |
|------------------------|--|
| Contact Member | Councillor Peter Boylan – Executive Member for Neighbourhoods peter.boylan@eastherts.gov.uk |
| Contact Officer | Jonathan Geall – Head of Housing and Health, Tel: 01992 531594 jonathan.geall@eastherts.gov.uk |
| Report Author | Brad Wheeler – Senior Licensing and Enforcement Officer, Tel: 01992 531520 brad.wheeler@eastherts.gov.uk |



* 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 | <input type="text" value="Not Currently In Use"/> | This is the unique reference for this application generated by the system. |
| Your reference | <input type="text" value="PRO194/1"/> | 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? <input checked="" type="radio"/> Yes <input type="radio"/> 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 | <input type="text" value="Dough Bites Four Limited"/> | |
| * Family name | <input type="text" value="n/a"/> | |
| * E-mail | <input type="text"/> | |
| Main telephone number | <input type="text"/> | Include country code. |
| Other telephone number | <input type="text"/> | |
| <input type="checkbox"/> Indicate here if the applicant would prefer not to be contacted by telephone | | |

Is the applicant:

- ☒ 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 the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

| | | |
|--|---|---|
| Is the applicant's business registered in the UK with Companies House? | <input checked="" type="radio"/> Yes <input type="radio"/> No | Note: completing the Applicant Business section is optional in this form. |
| Registration number | <input type="text" value="12870265"/> | |
| Business name | <input type="text" value="Dough Bites Four Limited"/> | If the applicant's business is registered, use its registered name. |
| VAT number | <input type="text" value="-"/> <input type="text"/> | Put "none" if the applicant is not registered for VAT. |
| Legal status | <input type="text" value="Private Limited Company"/> | |

Continued from previous page...

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Agent 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:

- ☒ An agent that is a business or organisation, including a sole trader
- ☐ A private individual acting as an agent

A sole trader is a business owned by one person without any special legal structure.

Agent 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

Business name

If your business is registered, use its registered name.

VAT number

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

Legal status

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Agent 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 Limited 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.

Bar.

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

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

Continued from previous page...

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.

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.

Continued from previous page...

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.

New Year: From the start time on New Year's Eve to the terminal hour for New Year's Day.

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

☐ Yes ☒ No

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

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

Continued from previous page...

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.

State any seasonal variations

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

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.

New Year: From the start time on New Year's Eve to the terminal hour for New Year's Day.

Section 15 of 21

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ 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 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.

Continued from previous page...

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.

New Year: From the start time on New Year's Eve to the terminal hour for New Year's Day.

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

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number
(if known)

Issuing licensing authority
(if known)

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'.

Continued from previous page...

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.

n/a

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start12:00

Start

End02:30

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

Start12:00

Start

End02:30

End

WEDNESDAY

Start12:00

Start

End02:30

End

THURSDAY

Start12:00

Start

End02:30

End

FRIDAY

Start12:00

Start

End02:30

End

SATURDAY

Start12:00

Start

End02:30

End

SUNDAY

Start12:00

Start

End02:30

End

Continued from previous page...

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

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.

New Year: From the start time on New Year's Eve to the terminal hour for New Year's Day.

Section 18 of 21

LICENSING OBJECTIVES

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

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

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

As per the operating schedule and policies attached to this application.

b) The prevention of crime and disorder

As per the operating schedule and policies attached to this application.

c) Public safety

As per the operating schedule and policies attached to this application.

d) The prevention of public nuisance

As per the operating schedule and policies attached to this application.

e) The protection of children from harm

As per the operating schedule and policies attached to this application.

Section 19 of 21

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

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 (£)

Page 56

190.00

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

[Add another signatory](#)

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 | PRO194/1 |
| Fee paid | |
| Payment provider reference | |
| ELMS Payment Reference | |
| Payment status | |
| Payment authorisation code | |
| Payment authorisation date | |
| Date and time submitted | |
| Approval deadline | |
| Error message | |
| Is Digitally signed | <input type="checkbox"/> |

OPERATING SCHEDULE

A) The Prevention of Crime and Disorder

1. A CCTV system shall be maintained and operated at the premises with cameras positioned both internally and externally.
2. Recorded CCTV images will be maintained and stored for a period of thirty-one days and shall be produced to the Police or Licensing Authority upon request.
3. CCTV will be in operation at any time a person is in the premises. Where CCTV is recorded onto a hard drive system, any DVDs subsequently produced will be in a format so it can be played back on a standard PC or DVD player.
4. Any person left in charge of the premises must be trained in the use of any such CCTV equipment, and be able to produce CCTV images to an officer from a responsible authority upon request.
5. On a Friday and Saturday night, a minimum of 1 member of SIA registered door staff shall be employed at the premises from 22:00 until close.
6. At all other times, SIA registered door staff shall be employed in accordance with a risk assessment, to be carried out by the DPS. When employed, door staff will wear high visibility armbands.
7. When employed, a register of those door staff employed shall be maintained at the premises and shall include:
 - (i) the number of door staff on duty;
 - (ii) the identity of each member of door staff;
 - (iii) the times the door staff are on duty.
8. Open containers of alcohol shall not be removed from the premises, save for consumption in any delineated external area.
9. Staff will be trained in the requirements of the Licensing Act 2003 with regard to the Licensing Objectives, and the laws relating to under age sales and the sale of alcohol to intoxicated persons, and that training shall be documented and repeated at 6 monthly intervals.
10. A refusals book will be maintained at the premises, and made available to an officer of a responsible authority upon request.
11. The premises licence holder shall actively participate in the local Pub Watch scheme (for so long as one exists in the area).

B) Public Safety

1. A first aid box will be available at the premises at all times.
2. Regular safety checks shall be carried out by staff.
3. Management shall liaise with the Fire Authority as necessary to ensure compliance with all necessary fire regulations.
4. The premises shall maintain an Incident Log and public liability insurance.

C) The Prevention of Public Nuisance

1. Noise from amplified music or voices shall not be such as to cause a noise nuisance to occupants of nearby premises.
2. No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
3. The exterior of the building shall be cleared of litter at regular intervals.
4. Notices will be positioned at the exits to the building requesting customers to leave in a quiet manner.
5. Doors and windows at the premises are to remain closed after 11pm, save for access and egress.
6. A Dispersal and Smoking Policy will be implemented and adhered to.
7. The emptying of bins into skips, and refuse collections will not take place between 11pm and 7am.

D) The Protection of Children From Harm

1. A "Challenge 25" Policy shall be implemented in full and appropriate identification sought from any person who appears to be under the age of 25. The only acceptable forms of ID are photographic driving licences, passports, HM forces warrant cards, EU/EEA national ID card or similar document or a form of identification with the "PASS" hologram.
2. Staff training will include the Challenge 25 Policy and its operation. In particular, staff shall be trained to take such action as is necessary to prevent the sale of alcohol to persons over the age of 18 where those customers are engaged in the distribution of alcohol to persons under the age of 18. The training must be given to a new member of staff before they commence employment and all staff must receive refresher training every 6 months.
3. Notices advising what forms of ID are acceptable must be displayed.
4. Notices must be displayed in prominent positions indicating that the Challenge 25 policy is in force.
5. Children shall not be permitted to enter or remain on the premises after 21:00 daily.

DISPERSAL POLICY

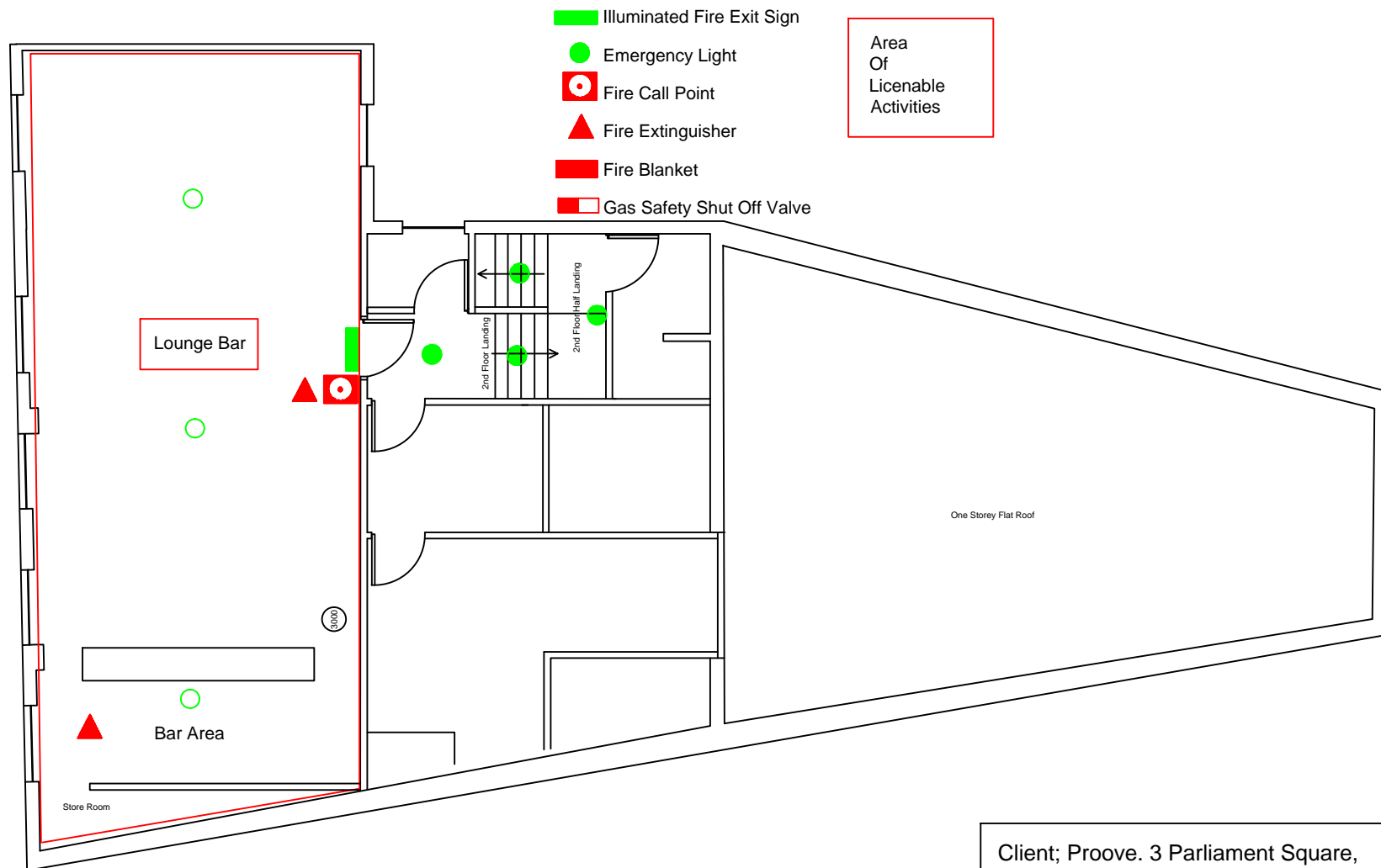
The purpose of this Dispersal Policy is to ensure, so far as it is possible, that minimum disturbance or nuisance is caused to our neighbours and to ensure that the operation of the premises makes the minimum impact upon the neighbourhood in relation to potential nuisance and anti-social behaviour. This will be achieved by exercising pro-active measures towards and at the end of the evening.

By ensuring that this Dispersal Policy document is brought to the attention of Management and Staff we will seek to encourage the efficient, controlled and safe dispersal of our patrons during our closing period.

1. At the end of the evening management and staff will assist with the orderly and gradual dispersal of patrons.
2. Staff Members (including door personnel when employed) will advise patrons to leave the premises quickly and quietly out of respect for our neighbours.
3. Notices will be displayed requesting our customers to leave quietly and in an orderly manner out of consideration to neighbours and their attention will be drawn to these notices by members of staff.
4. We will ensure the removal of all bottles and drinking receptacles from any patron before exiting the premises (this does not apply in the case of alcohol sold for consumption off the premises or for consumption in any delineated external drinking area).
5. We will actively discourage our customers from assembling outside the premises at the end of the evening.

SMOKING POLICY

1. Any outside area used by customers wishing to smoke shall be covered by the CCTV system which will be installed at the premises.
2. The outside area shall be monitored by staff or door staff (when employed) regularly when it is in use.
3. The area will be cleaned regularly.
4. Suitable receptacles shall be provided for smokers to dispose of cigarette butts.
5. Signs will be displayed in the area requesting customers keep noise to a minimum.
6. Patrons who disregard signage and verbal instructions regarding noise will be asked to move inside and/or leave the premises.



Client; Proove. 3 Parliament Square,
Hertford SG14 1EX
Dwg No.3 2nd Floor Plan (Licencing).
Scale; 1:100
Date: 28.03.2021

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From:
Sent: 08 April 2021 17:03
To:
Subject: FW: Notice of Application for the Hertford-Castle Ward - Proove, 3 Parliament Sq.
Attachments: Notice of Application -_.pdf

Delighted to see that the former Cafe Rouge premises have a new occupier but deeply concerned about this licensing application. My original understanding was that the plan was for these premises to be a pizza restaurant, to see an application for such extensive late opening hours is most disconcerting. Surely the intended use is not just for a pizza restaurant? The night time economy is of course important to Hertford but we do need to take into account the needs of those residents, including children, who live in the town centre and nearby. There is additionally a boutique hotel adjacent whose clientele would not I'm sure want to be disturbed late into the night by people standing around in the street talking after leaving the venue.

The issues we have experienced pre pandemic due to venues having excessively late opening hours are well documented, we certainly do not want to see a return to how things were and to have new premises being granted excessively late opening hours contributing to the issues we already have. We know that taxi drivers don't really want to work past 1 -1.30 am as they have made enough money by this time and that the types of clientele that they get beyond this time are not the sorts of customers they want, the drivers want to be able to have a home life too which then leaves people stranded in town until they can get a train home in the morning which as we know leads to noise and disruption on the routes out to the train stations and people just hanging around creating noise and in some instances sadly getting into scuffles/fights.

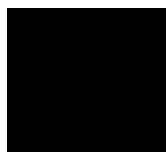
I cannot support this application as I feel it would be detrimental to the health and wellbeing of those who families that live nearby and contribute in a negative way to our night time economy. We don't simply want people moving around town to the venues that are open the latest, it's a race to the bottom and detracts from the more family friendly and upmarket night time economy that residents I believe would like to see.

From:
Sent: 27 April 2021 15:13
To:
Cc:
Subject: Z/21/0015/LIC - Dough Bites Four Limited
Importance: High

Dear Community Protection Officers,

I did not raise any objections to the above licence application initially. However, I have reviewed the details submitted with the licencing application and wish to object due to the lack of information and likely public nuisance the use of the 2nd floor level as a drinking establishment will create.

Kind regards



Principal Planner
East Herts District Council

Sign up to our weekly
newsletter - [Network](#)



From:
Sent: 29 April 2021 20:33
To:
Cc:
Subject: [External] Re: Application Ref - 21/0201/PL - 3 Parliament Square, Hertford
Attachments: Representation Form Responsible Authority - Dough Bites Four Limited.doc
Importance: High

Good Evening,

Please find attached a representation relating to the above application.

Many thanks, kind regards,

REPRESENTATION WITHDRAWN

*Licensing Officer
East Herts Community Safety Unit*

Phone: 01992
Internal:
E-mail:
Mail: Hertford Police Station, Hale Road, Hertfordshire, SG13 8FL

Internet e-mail is not to be treated as a secure means of communication. Hertfordshire Constabulary monitors all internet e-mail activity and content. This communication is confidential and intended for the addressee(s) only. Please notify the sender if you have received this in error. Unauthorised use or disclosure of the contents may be unlawful. Opinions expressed in this document may not be official policy. For more details please see [Hertfordshire Constabulary Privacy Policy](#)

EAST HERTS LICENSING AUTHORITY
Licensing Act 2003

REPRESENTATION FORM FROM RESPONSIBLE AUTHORITIES

Responsible Authority (please delete as applicable):

Police

| | |
|---------------------------------|--|
| Your Name | |
| Job Title | Licensing Officer, Community Safety Unit |
| Postal and email address | Hertford Police Station |
| Contact telephone number | 01992 |

| | |
|--|---|
| Name of the premises you are making a representation about | Dough Bites Four Limited. |
| Address of the premises you are making a representation about | 2 nd Floor, 3 Parliament Square, Hertford, SG14 1EX |

| | | |
|---|-----------------|--|
| Which of the four licensing Objectives does your representation relate to? | Yes Or No | Please detail the evidence supporting your representation. Or the reason for your representation. Please use separate sheets if necessary |
| To prevent crime and disorder | Yes | We are not in a position to approve the final Conditions with the Applicant. Conditions not being added to the Licence will undermine the four licensing objectives. |
| Public Safety | | |
| To prevent public nuisance | | |
| To protect children from harm | | |

REPRESENTATION WITHDRAWN

| | |
|---|---|
| Suggested conditions that could be added to the licence to remedy your representation or other suggestions you would like the Licensing Sub Committee to take into account. Please use separate sheets where necessary and refer to checklist. | <u>DOUGH BITES FOUR LIMITED</u> <u>PROPOSED CONDITIONS</u> |
| | <u>The Prevention of Crime and Disorder</u> 1. A digital closed circuit television (CCTV) system to be installed internally ensuring the following:- a. All entry and exit points must be covered to enable frontal identification of every person entering the premises in any light condition b. The CCTV system shall continually record whilst the premises is open for licensable activities and during times when customers remain on the premises. c. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Recordings shall be made available immediately upon the request of Police or authorised officer throughout the preceding 31 day period. d. A staff member from the premises who is knowledgeable with the operation of the CCTV system shall be on the premises at all times when the premises are open to the public and this staff member must be able to show and supply if |

requested a Police or authorised officer recent date or footage with the absolute minimum of delay when requested.

- e. Any faults with the CCTV system must be recorded in writing and must be rectified without delay

Amended - A) 1 – 4

2. **On a Friday and Saturday night and nights leading into a Bank Holiday, 1 member of SIA registered door staff shall be employed at the premises from 21:00 hours and 2 members of SIA registered door staff from 22:30 hours until close.**

Amended – A) 5

REPRESENTATION WITHDRAWN

3. At all other times, SIA registered door staff shall be employed in accordance with a risk assessment, to be carried out by the DPS. When employed, door staff will wear high visibility armbands.

4. When employed, a register of those door staff employed shall be maintained at the premises and shall include:

- i. The number of door staff on duty;
- ii. The identity of each member of door staff;
- iii. The times the door staff are on duty.

5. Open containers of alcohol shall not be removed from the premises, save for consumption in any delineated external area.

DOUGH BITES FOUR LIMITED
PROPOSED CONDITIONS

The Prevention of Crime and Disorder

6. The Premises Licence Holder or Designated Premises Supervisor to ensure that all management and staff are fully trained and briefed on the four licensing objectives, Challenge 25, the conditions on

this licence, policies referred to in this licence. Also, any other Police initiatives, such as CSE. The training must be given to a new member of staff before they commence employment. Every 6 (six) months all management and staff are to be given refresher training and this is to be documented in such a way that it can be given to an authorised officer on request. Staff should also sign documentation confirming the training has taken place and the date.

Amended - A) 9 and replacing D) 2.

7. A written record of all refused sales shall be kept on the premises. It must include details of the member of staff who refused service, time and date it occurred and the reason for refusal. The record shall be made available to Police and/or local authority immediately upon request and shall be kept for a least one year from the date of last entry.

Amended – A) 10

REPRESENTATION WITHDRAWN

8. A written drugs policy, approved by a Police Licensing Officer, to be in place and a copy available at the premises. The policy must cover as a minimum, the measures taken to minimise the possibility of drug use or supply within the premises. The Policy must be followed at all times.

Additional Condition

9. The Licence Holder shall actively participate in the Pubwatch Scheme, including attending the meetings, participating in radio link, and supporting the Pubwatch banning systems including keeping records and sharing information with the police.

Amended – A) 11

10. No entry or re-entry of customers shall be permitted to the premises after 01:00 hours. This Condition does not apply to customers where there are medical or safeguarding concerns, or where customers are re-entering specifically to wait for onward travel.

Additional Condition

DOUGH BITES FOUR LIMITED
PROPOSED CONDITIONS

Public Safety

11. A first aid box will be available at the premises at all times.

12. Regular safety checks shall be carried out by staff.

13. Management shall liaise with the Fire Authority as necessary to ensure compliance with all necessary fire regulations.

14. The capacity of the premises in line with the fire risk assessment is to be 60 persons.

Additional Condition

REPRESENTATION WITHDRAWN

15. The premises shall maintain an incident log and public liability insurance. **The incident log shall be maintained to record any activity related to drugs or of a violent, criminal or serious anti-social nature and be available for inspection at all times (when the premises is open) by an authorised officer of relevant responsible authority, it should record the following details:-**

- a) Time and date and nature of the incident,**
- b) People involved**
- c) Action taken**
- d) Details of the person responsible for the management of the premises at the time of the incident.**

Amended - B) 4.

16. No entry or re-entry of customers shall be permitted to the premises after 01:00 hours. This Condition excludes:

- a) Customers re-entering, having visited the smoking area outside
- b) Customers where there are medical or safeguarding concerns or where customers are re-entering specifically to wait for onward travel.

This is to be managed and enforced by SIA's and the

Premises Manager.

Additional Condition

DOUGH BITES FOUR LIMITED
PROPOSED CONDITIONS

The Prevention of Public Nuisance

17. The exterior of the building shall be cleared of litter at regular intervals.

18. The Licence Holder shall erect and maintain in a prominent position at every exit and within the smoking area a clear and conspicuous notice requesting patrons to avoid causing noise, nuisance or disturbance to local residents.

Amended – C) 4

19. A written dispersal policy, approved by a Police Licensing Officer, will be in place and a copy available at the premises. As a minimum, the policy must cover actions to be taken to reduce the impact on the local community when customers are leaving the premises. The policy must be operated and adhered to by the staff at the premises.

Amended – C) 6

20. In addition to the dispersal policy, the Premise Licence Holder will ensure that a soft closure procedure is followed at the end of the evening, 30 minutes before the premises are due to close. This must include lowering any music, informing people of the approaching closing time, encouraging sensible drinking and ensuring people have time to finish the drinks they have prior to closure.

Additional Condition

21. Until 23:00 hours, the designated smoking area will be within the outdoor seating area. From 23:00 hours until close, the designated smoking area will be at the front of the premises. The following

REPRESENTATION WITHDRAWN

Conditions apply to both of these areas:

- i. No open vessels to be permitted in these areas.
- ii. There are to be no more than 5 (five) people using the designated smoking area at any one time.

Additional Condition

DOUGH BITES FOUR LIMITED
PROPOSED CONDITIONS

The Protection of Children From Harm

22. The age verification policy operated at the premises shall be "Challenge 25". This means that whilst alcohol may be sold to persons aged 18 years or over, any person who appears under 25 years of age shall be required to provide proof of age using an acceptable form of ID. Notices advising that the premises operates a "Challenge 25" scheme shall be displayed in a clear and prominent position at the premises entrance(s) and inside at the premises bar serving area. The only forms of ID that may be accepted shall be:

- a. Proof of age card bearing the PASS hologram logo
- b. Passport; or
- c. UK photo driving licence
- d. Military identification

Amended – D) 1,3 & 4

23. Children, under 18 years of age, will only be permitted into the premises with an adult. No children aged under 18 years to be on the premises after 21:00 hours until closing, if alcohol is being served.

Additional Condition

REPRESENTATION WITHDRAWN

| | |
|--|--|
| | |
|--|--|

Signed:

Date: 29/04/2021.

Please return this form along with any additional sheets to: East Herts Licensing Authority, Wallfields, Pegs Lane, Hertford, Herts SG13 8EQ or email to community.protection@eastherts.gov.uk

This form must be returned within the Statutory Period. For more details please check with the Community Protection Section Unit on 01279 655261

REPRESENTATION WITHDRAWN

REPRESENTATION WITHDRAWN

From:
Sent: 29 April 2021 17:49
To:
Cc:
Subject: Dough Bites Four Limited - 3 Parliament Sq. Premises Licence - 21/0201/PL

Dear ,

Environmental Health is putting in the following representation against the above application for a premises licence under 'The Prevention of Public Nuisance'

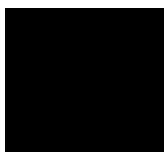
The following conditions were suggested to the applicant:

1. Noise from amplified music or voices shall not be such as to cause a noise nuisance to occupants of nearby premises – No changes to applicants operating schedule
2. No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance – no changes to the applicants operating schedule
3. The exterior of the building shall be cleared of litter at regular intervals – no changes to the applicants operating schedule
4. Notices will be positioned at the exits to the building requesting customers to leave in a quiet manner – No changes to the applicants operating schedule
5. Doors and windows at the premises are to remain closed after 11pm, save for access and egress – No changes to the applicants operating schedule
6. A Dispersal and Smoking Policy will be implemented and adhered to. - **Add to policy that no more than 5 individuals in smoking area at one time. No drinks to be taken into the smoking area. Define where smoking area is. Define how often smoking area will be monitored, every 30 mins.**
7. The emptying of bins into skips, and refuse collections will not take place between 11pm and 7am. - **Change to 9pm – 7am.**

Environmental Health did not receive a response from the applicant within the given time frame for consultation so is therefore putting in the representation.

I am willing to discuss with applicant the above points in the hope we can come to a mutual agreement.

Kind Regards



District Environmental
Health Practitioner
East Herts District Council
01992

Sign up to our weekly
newsletter - [Network](#)

From:
Sent: 29 April 2021 16:21
To:
Subject: [External] Extended Licencing hours 21/0201/pl

As a resident of Parliament Square, I would like to voice my concerns that a premises on the Square (Proove) has applied for a late night /early morning licence 7 days a week.

I have experienced at first hand the results of extra drinking hours and the effects it can have on local life. I have witnessed broken windows, screaming, shouting, condoms and underwear, vomit and food litter.

Outside sitting provides sense of community but only in social hours and needs to be contained and safe. At a previous meeting the police stated they were very stretched with existing late opening and the problems when the clubs shut down and the clients are on the streets.

It should be possible for residents and late hospitality to exist together but this will not happen if drinking and music licences are extended. Hertford is an extremely nice town to live in and will benefit in the future from the new developments in the town.

There are a lot of families, some with children living around the square whose health and welfare can be affected by lack of sleep.

Please hold this in mind when late night proposals are made.

Thank You

From:

Sent:

To:

Subject: [External] URGENT ATTN REF 3 Parliament Square Licensing Application

Categories:

Dear Mr

We are the owners of Flat 2A Fore Street. My tenant and ourselves have been given your name from Cassie in Licensing as someone to contact regarding a proposed nightclub adjacent to our premises.

I have put in an official objection via the Licencing Application objection link on the EastHerts website, but am anxious to voice my concerns sooner as this Application along with any objections is due to expire this week.

I have also looked on the EastHerts website to search for an Application for Change of Use of the room above what was Cafe Rouge, which was a storage room, kitchen and loo, but have found nothing. A subsequent call to the planning department also drew a blank.

As owners of the adjacent flat to these proposals, our concerns are obvious. Life for our tenant would become unbearable as her bedroom wall is on the same level as, and directly adjacent to the wall of the proposed night club.

Any such plans for a night club allowing alcohol until 2.30am would render our property as uninhabitable. Should these proposals be granted, we would neither be able to rent, nor sell the property due to noise into the small hours. This would cause us significant impact and loss.

I would be very grateful if we could please discuss this when you are available and as a matter of urgency.

My telephone number is .

I look forward to speaking with you.

Yours

From:
Sent: 27 April 2021 12:32
To:
Subject: [External] General Enquiry Form

134058

17933

Submitted on Tue, 27/04/2021 - 12:31

Submitted by: Anonymous

Submitted values are:

What service do you wish to contact us about?

What service do you wish to contact us about?

Licencing

Name

Address

Fore Street

Page 78

Hertford. SG14

Your Email

Telephone Number

Please provide details of your query

Premises license 2nd Floor 3 Parliament Square SG14 1EX. sale of alcohol and entertainment 12am - 2am daily. Provision of late night refreshment daily 11:00pm-2:30am. this is a STRONG OBJECTION.

This is a residential area, my property is next door and while Parliament Square is already extremely noisy during the late evening on Friday and Saturday nights, it does not extend into the early hours. Allowing entertainment and the sale of alcohol daily until 2:30 in the morning would be extremely anti-social and distressing. There is already distasteful behavior on two nights of the week with shouting, fighting, foul language, urinating and vomiting. To allow this to extend daily until 2:30am is entirely unacceptable and would render the area even more undesirable as a residential location. There are also hotels opposite and by the shire hall which would be subject to the noise and disturbance. This license application is a change of use from a restaurant subject to normal licensing to late night entertainment and at the very least should be subject to planning regulations. this is a A STRONG OBJECTION to the proposed change of use and licensing arrangement.

I agree

Yes

From:
Sent: 22 April 2021 16:28
To:
Cc:
Subject: [External]

I am formally objecting to a late license applied for by Proove in Parliament Square. There are already many late licenses in Hertford which have proved to cause disruption to the town in the form of drunken antisocial behaviour. This is a residential town with young families who have suffered dreadful disturbances at night. I have no objection to businesses, but hours of alcohol consumption need to be reduced for the sake of residents and the health of society.

Resident , Hertford

From:
Sent: 26 April 2021 10:54
To:
Subject: [External] URGENT - 3 Parliament Square, Hertford
Importance: High

Attention

Hello

I'm of Fore Street and I butt onto Café Rouge (now Proove Pizza) at the 1st floor level.

Having just discovered on their window, a premises Licence Application to turn the upstairs into a **night club** – written as *late night alcohol and entertainment 11pm to 2.30am DAILY* with a deadline for objections/appeal by this Thursday 29th ... I'm anxious to speak with you.

Two aspects behind my concerns are:

- a) **The key issue for me** is that it will render and Fore Street inhabitable due to noise – music vibrations/people and resultant inability to sleep.
I live in a town centre so I accept what comes with the territory - vomit and glasses and beer cans on the doorstep; middle of the night buzzing on the door bell occasionally. All of that is just city-living. However *THIS* is something completely different. The proposed **night club** butts onto my bedroom. I will never be able to sleep. If they have permission to open windows onto the Square – this will intensify that noise. For the first time in 9 years of living here I have heard voices through the wall so maybe something has already changed. I am extremely concerned as they have been renovating so perhaps something has already changed? Can we please have a conversation about this tomorrow when you are back in the office.
- b) I understand from a Planning professional friend that because the night-club is a change of use, there should be a change of use Planning Application. There is nothing on the website; I've spoken with Emma Mumby in planning and she confirmed there was nothing in and that usually the licensing team would highlight a planning requirement to them.

To clarify, the change of use is that previously upstairs was office and storage and kitchen with the only access to the public being to the toilets.

I look forward to speaking with you

Regards

From:
Sent: 20 April 2021 09:32
To:
Subject: [External] Dough Bites Four Limited (Proove) application
Attachments: Notice of Application -_.pdf

Good morning,

I am writing to you with regards to the attached application.

We strongly appose this application for the following reasons:

Hertford Town centre is already extremely noisy and intimidating on Friday and Saturday nights and this application if granted it will make the current situation a lot worse than it already is let alone the thought of 7 days late night opening.

We live directly opposite Parliament Square and as residents have to suffer the noisy and unruly behaviour every weekend, and the thought of this application being granted completely fills us with dread.

Yours sincerely,

From:
Sent: 28 April 2021 13:18
To:
Subject: [External] 3 Parliament Square Hertford. Change of Use/Change for licensing

Dear , I understand you have some responsibility regarding licensing. Cafe Rouge appears to have changed hands and the new owners have made application for change of use/change of licensing to a late night venue serving alcohol until 2:30am daily. This is of concern to me since my property, Fore Street, abuts 3 Parliament Square with a party wall. I have registered an objection via your website but I'm concerned I may not have conveyed my full concern over the impact of this proposal, should it be approved. In effect my residential property will become uninhabitable due to the nightly level of noise likely to be generated by a late night venue serving alcohol. The abutting property was previously used as a store and kitchen and the only incident was a fire in their flue that led to the fire brigade breaking into my property in my absence, apparently to check the extent of the fire. Should a license be granted and the property become uninhabitable, there will be a significant impact on the property value should I be forced to sell. I therefore ask for guidance on how the application will be adjudicated and how I can ensure my concerns are properly considered .

I look forward to hearing from you.

Fore street Hertford SG14

From:
Sent: 29 April 2021 17:21
To:
Subject: Comments for Licensing Application 21/0201/PL

Comments summary

Dear Sir/Madam,

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

Comments were submitted at 29/04/2021 5:21 PM from .

Application Summary

| | |
|---------------|---|
| Address: | 2nd Floor 3 Parliament Square Hertford Hertfordshire SG14 1EX |
| 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: 29/04/2021 5:21 PM I strongly object to this application for a late licence as this will encourage revellers and excessive noise and disturbance within the centre of Hertford.

From:
Sent: 29 April 2021 13:31
To:
Subject: Comments for Licensing Application 21/0201/PL

Comments summary

Dear Sir/Madam,

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

Comments were submitted at 29/04/2021 1:31 PM from

Application Summary

| | |
|---------------|---|
| Address: | 2nd Floor 3 Parliament Square Hertford Hertfordshire SG14 1EX |
| Proposal: | Premises Licence (Licensing Act 2003) |
| Case Officer: | |

[Click for further information](#)

Customer Details

Name:

Email:

| | |
|----------|---------------|
| Address: | HERTFORD SG14 |
|----------|---------------|

Comments Details

| | |
|-----------------|-----------|
| Commenter Type: | Neighbour |
|-----------------|-----------|

| | |
|---------|---|
| Stance: | Customer objects to the Licensing Application |
|---------|---|

Reasons for comment:

| | |
|-----------|---|
| Comments: | 29/04/2021 1:31 PM I object to the appplication for an alcohol licence as there is one late night bar already on Parliament Square and it already attracts unsavoury behaviour - drunkenness, littering, urinating against the gate of Castleview numerous times over the years and granting a seven day a week late night alcohol licence will make things worse for our small historial town. I personally have a small child and have a second one on the way and the noise at night is awful occassionally and this will get worse if this applicaton is successful. I strongly object to this application as there is no need for another late night premises as our town has three already. |
|-----------|---|

Many thanks for your consideration

From: publicaccess@eastherts.gov.uk
Sent: 29 April 2021 11:55
To: Housing & Health Services - Community Protection
Subject: Comments for Licensing Application 21/0201/PL

Comments summary

Dear Sir/Madam,

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

Comments were submitted at 29/04/2021 11:54 AM from .

Application Summary

| | |
|---------------|---|
| Address: | 2nd Floor 3 Parliament Square Hertford Hertfordshire SG14 1EX |
| Proposal: | Premises Licence (Licensing Act 2003) |
| Case Officer: | |

[Click for further information](#)

Customer Details

Name:

Email:

Address:

Comments Details

| | |
|-----------------|---------------|
| Commenter Type: | Amenity Group |
|-----------------|---------------|

| | |
|---------|---|
| Stance: | Customer objects to the Licensing Application |
|---------|---|

Reasons for comment:

| | |
|-----------|---|
| Comments: | <p>29/04/2021 11:54 AM The . object to the grant of the premises licence on grounds that (although described as a "new licence") the proposal is a major extension of the licence under which the premises operated as Café Rouge. There are residential flats - 2A and 2b on the other side of a party wall at or near the same second floor level as the space subject of the license application. There are also residential flats opposite next to the Hertford House Hotel (the former Hertfordshire Mercury building). We understand that it has recently been established that voices can be heard through the party wall at normal levels of speech. Furthermore, in the granting of Listed Building Consent, the Conservation Officer specifically sought no interference or additions to the party wall on grounds of heritage conservation. If the current licence application were granted and the second-floor space were to become a "lounge bar" operating until 2.30 a.m., life for the occupier of flat . would become unbearable as the bedroom of that flat is directly adjacent to the wall of the proposed "lounge bar". The proposed use would also be very disruptive to the occupiers of Flat . and other residential</p> |
|-----------|---|

accommodation in the vicinity.

Recent decisions of the Development Management Committee have encouraged the conversion of upper storeys of commercial premises to residential use. In addition, para 16.3.5 of the District Plan notes 'The Council supports the use of upper floors in town centre locations for residential and office purposes where there is potential to provide a reasonable standard of accommodation.' If the thinking behind those decisions is to be implemented it is essential that the rights of town centre residents to an acceptable quality of life are recognised by the licensing authority in setting opening hours.

We urge the Committee to reject this licensing application in its present form on grounds of Public Nuisance.

Kind regards

From:
Sent: 26 April 2021 23:57
To:
Subject: Comments for Licensing Application 21/0201/PL

Comments summary

Dear Sir/Madam,

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

Comments were submitted at 26/04/2021 11:57 PM from .

Application Summary

| | |
|---------------|---|
| Address: | 2nd Floor 3 Parliament Square Hertford Hertfordshire SG14 1EX |
| Proposal: | Premises Licence (Licensing Act 2003) |
| Case Officer: | |

[Click for further information](#)

Customer Details

| | |
|----------|---------------|
| Name: | |
| Email: | |
| Address: | Hertford SG14 |

Comments Details

| | |
|----------------------|---|
| Commenter Type: | Neighbour |
| Stance: | Customer objects to the Licensing Application |
| Reasons for comment: | |
| Comments: | <p>26/04/2021 11:57 PM I strongly object to the above Application as I am a Resident of Parliament Square, the Square is an exceptionally small area for yet another Nightclub- Deco in close proximity across the Road. This is not a compatible location for Music and Alcohol Licence to 2.30 AM SEVEN days a week as it will directly affect the welfare and safety of not only the Residents (babies & young children) but also the few retail shops, the parking, Hairdressers, Barbers, Commercial units including the Job Centre.</p> <p>The Application was made for a Restaurant, not a Nightclub so is this an A3 to Sui Generis? Alcohol & Music Licence to 2.30 am SEVEN days a week is simply unacceptable for our small historic Town. Any activity involving numbers of people consuming alcohol, statistically increases:</p> <p>Crime, Vandalism, Rowdy, drunken Noise Nuisance, Litter, Broken Glass, not forgetting the noisy 4am bottle collections.</p> <p>The Police have stated that they simply do NOT have the resources to combat these criminal</p> |

incidents.

I've been a Resident of Parliament Square for Six years and have experienced pertinently only at weekends, being kept awake by drunken rowdy arguing, shouting, screaming, music, to 3.30 am and finding drug paraphernalia, glass bottles, broken glass, vomit, kebab litter and condoms at our main gate entrance, so to suffer this SEVEN days a week is totally unacceptable.

The owners have already demonstrated a disregard for the Parliament Square Residents and the Job Centres employees as their builders, Landkarn have been parking their vehicles, including a LORRY in their private car park.

Kind regards

From:
Sent: 26 April 2021 10:32
To:
Subject: Comments for Licensing Application 21/0201/PL

Comments summary

Dear Sir/Madam,

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

Comments were submitted at 26/04/2021 10:31 AM from .

Application Summary

| | |
|---------------|---|
| Address: | 2nd Floor 3 Parliament Square Hertford Hertfordshire SG14 1EX |
| 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: | 26/04/2021 10:31 AM We are the owners of theFlat Fore Street, which is currently being lived in by our long term tenant. Our flat is exactly adjacent to the room which is being proposed for a licence allowing drinking until 2.30am. |
|-----------|---|

It is quite clear that if this application were to be approved, our flat would become uninhabitable due to noise and disruption at night. This would not only seriously impact on our property's value and ability to be rented but would, we believe, make it unsaleable.

We therefore resolutely object to these proposals going ahead due to the serious damage to our property's value and our investment in it.

Dept Direct t:
Dept Direct f:

Your Ref: RLI.RLI.PRO194.1
Our Ref:

07 May 2021

Dear Sir/Madam

2nd Floor, 3 Parliament Square, Hertford – New Licence Application

We act on behalf of Dough Bites Four Limited, in relation to the above matter. We have been forwarded your objection to the application by East Herts Council, and have had the opportunity to discuss the concerns raised in your representation with our client.

Whilst we absolutely understand the concerns raised, we are confident that these can be addressed such that you can be confident that the grant of this licence will not have a negative impact upon you.

Firstly, and briefly, we would like to clarify that this is a licensing application, not a planning application; and that this licence is separate to the licence for the ground floor operation of Proove. What is sought here is a new premises licence for the 2nd floor lounge bar area, which will have a separate entrance to Proove on the ground floor. We would emphasise that this premises will not trade as a nightclub – it will be a relaxed and low key bar atmosphere – with no dancefloor or other such features of a nightclub.

Should any application be required from a planning perspective, this will be separate to the application at issue here.

My client understands that the key concern raised by your in your objections is the hours of operation proposed. My client felt that these were in keeping with the hours of other establishments in the vicinity, but is anxious not to cause upset to you as neighbours.

As such, if it would assist in addressing your concerns in relation to this application, they would be happy to reduce the hours so that licensable activities cease at 00:00 Sunday to Wednesday and 01:00 Thursday to Saturday.

\\kslfs01\ptrdata\docs\PR\O\PRO194\1\Ltr to Interested Parties 07.05_17673789_1.doc

However, we would also highlight that there will be various safeguards in place to ensure that the premises does not cause a nuisance. Firstly, in terms of the adjacent flats, the area that is currently used as a store room will remain as such, providing a buffer.

Secondly, the party wall will be acoustically attenuated (and any planning/heritage requirements in relation to this will be addressed). Our client would be happy for the following to be added to the licence (if granted) as a condition:

‘The party wall between the premises and the adjacent residential flats shall be acoustically attenuated to ensure that noise cannot escape from the premises such as to cause a nuisance to its occupants.’

Our client will employ an acoustic consultant who will advise as to the measures that will need to be taken, and these will be implemented in full.

There will be various other conditions attached to the premises licence, which were offered as part of the application submitted. These include employment of door staff at weekends to monitor and manage customers, and various conditions to control noise such as managing access and egress, and timings for opening of doors and windows etc.

We attach a copy of the set of conditions which were submitted with the application (but please note that the wording may change slightly as our client is also in the process of agreeing some amendments with the local police team).

Our client would also be happy to restrict numbers of smokers outside the premises after a certain time to ensure that any impact from customers outside the premises will be minimised. They would propose the following wording:

Until 23:00 hours, the designated smoking area will be within the outdoor seating area on Parliament Square for the use of customers of the premises. From 23:00 hours until close, the designated smoking area will be to the left of the entrance of the premises (when looking at the premises from outside), and will be delineated by barriers. From 23:00 hours until close:

- i. No open vessels to be permitted in the smoking area.*
- ii. There are to be no more than 5 (five) people using the designated smoking area at any one time.*

At all times the smoking area(s) will be either have a member of staff or door staff present, or will be monitored by staff or door staff at least every 30 minutes.

We hope that the above is helpful in addressing your concerns in relation to this application.

However, if you have any queries or wish to discuss in any further detail, our client would be happy to discuss this matter with you – either in person if you’d like, or we could set up a virtual residents meeting if easier.

If this is something you’d like to take us up on, please confirm to and let us have some dates and times that would be convenient for you over the next couple of weeks.

We look forward to hearing from you.

Yours faithfully

Kuit Steinart Levy LLP

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East Herts Council Report Template

Licensing Sub-Committee

Date of Meeting: 14th June 2021

Report by: Jonathan Geall Head of Housing and Health

Report title: New Premises Licence for Blue Light Festival, Woodhall Park, Woodhall Estate, Watton-on-Stone, Hertfordshire, SG14 3NH (21/0247/PL)

Ward(s) affected: Watton-at-Stone

Summary

- An application for a new premises licence has been received from Even Nation Ltd. Where an application is made and relevant representations are made, and not withdrawn, there must be a Licensing Sub-Committee to decide that application. The report is to inform that decision.

RECOMMENDATIONS FOR LICENSING SUB-COMMITTEE

A. The application for a new premises licence be decided.

1.0 Proposal(s)

- 1.1 Members of the Licensing Sub-Committee should determine the application for a new premises 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
- protection of children from harm

3.0 Reason(s)

3.1 The application for a new premises licence was submitted Even Nation Ltd on 16th April 2021. The application has been correctly advertised and consulted upon as required by legislation and regulations.

3.2 The application requests the following licensable activities and timings:

| Licensable activity (applied for) | Days (applied for) | Hours (applied for) |
|--|--------------------------------|--------------------------------|
| Films (outdoors) | Friday - Sunday | 10:00 – 20:00 |
| Live Music (outdoors) | Friday - Sunday | 10:00 – 00:00 |
| Recorded Music (outdoors) | Thursday – Sunday Monday | 10:00 – 00:00 10:00 – 12:00 |
| Performance of Dance | Friday - Sunday | 10:00 – 00:00 |

| Licensable activity (applied for) | Days (applied for) | Hours (applied for) |
|---|-------------------------------|--------------------------------|
| (outdoors) | | |
| Anything of a similar description (outdoors) | Friday - Sunday | 10:00 – 23:00 |
| Late Night Refreshment (outdoors) | Thursday – Sunday | 23:00 – 00:00 |
| Supply of alcohol (for consumption ON the premises) | Thursday Friday – Sunday | 14:00 – 00:00 10:00 – 00:00 |

- 3.3 The application requests that the premises be open to the public on the following days and times:

| Days (applied for) | Hours (applied for) |
|---------------------------|----------------------------|
| Thursday | 14:00 – 00:00 |
| Friday | 08:00 – 00:00 |
| Saturday and Sunday | 00:00 – 00:00 |
| Monday | 00:00 – 12:00 |

- 3.4 A redacted copy of the application form is attached as **Appendix 'A'**.
- 3.5 Section M of the application form asks the applicant to describe any steps they intend to take to promote the four licensing objectives whilst carrying out licensable activity. The offered steps which will be placed onto any granted licence as conditions, unless amend by the Licensing Sub-Committee, are attached as **Appendix 'B'**.
- 3.6 During the statutory 28 day public consultation period one valid representation was received from the Police in their role as a responsible authority under the Licensing Act 2003. Their representations can be found at **Appendix 'C'**.
- 3.7 The representations from the Police are split into two main areas of concern:

- The Traffic Management Plan (TMP); and
 - The Event Management Plan (EMP)
- 3.8 The representations engage the licensing objectives of public safety, prevention of crime and disorder and prevention of public nuisance.
- 3.9 In relation to the TMP the Police and HCC Highways have reviewed the drafts they have been supplied by the applicant and have concluded that they are not suitable for the size of the event.
- **Appendix 'D'** – Comments from Police Traffic Management
 - **Appendix 'E'** – Comments from HCC Highways
 - **Appendix 'F'** – BLF Traffic Management Plan
- 3.10 In relation to the EMP the Police have highlighted information that is missing and other areas that lack the required detail.
- **Appendix 'G'** – BLF Event Management Plan
- 3.11 In addition to the above information the Police provided a copy of the events Health and Safety Risk assessment which can be found at **Appendix 'H'**.

Policy and Guidance

- 3.12 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 under which the application best fits would be defined as '*other entertainment venue*'.
- 3.13 The proposed premises are not in a Town Centre location so is classed as being in '*other areas*'.

- 3.14 The table at 4.3 of the Policy details this authority's 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 for '*other entertainment venues*' when valid and relevant representations have been received:

May be limited to midnight

- 3.15 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."

- 3.16 Section 8.0 of the Policy contains information on how the licensing authority considers applications under the public safety licensing objective. Paragraph 8.2 states

"Conditions to promote public safety will be those that are appropriate, in particular circumstances of any individual premises or club premises, and will not duplicate other requirements of the law. Equally, the attachment of conditions to the premises licence or certificate will not in any way relieve employers of the statutory duty to comply with the requirements of other legislation including the Health and Safety at Work Act 1974, Associated Regulations and especially the requirements under the management of Health and Safety at Work Regulations 1999 and Regulatory Reform (Fire Safety) Order 2004, to undertake risk assessments. Employers should assess the risks,

including risks from fire and take measures necessary to avoid and control these risks. Licence conditions enforcing those requirements will therefore not be attached."

3.17 Section 9.0 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 government's 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.

In determining the application with a view to promoting the licensing objectives 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.*

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

3.20 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.

3.21 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

3.22 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.

3.23 The Sub Committee 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 objectives would be undermined.

- 3.24 If the Sub Committee believe that there is evidence that the granting of the licence would not promote the licensing objectives then it is within their remit to take the action they believe is appropriate and proportionate to address their concerns. Members can attach conditions or take any steps they believe appropriate to promote the licensing objectives including: limiting the days, limiting the hours or even refusing the application in its entirety.
- 3.25 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.
- 3.26 If additional conditions are considered, members should decide whether these steps would in fact address their concerns if the decision was made to grant the hours requested.
- 3.27 The Sub Committee may wish to seek the opinion of the applicant on any proposed conditions to clarify which are agreeable so that the hearing can focus on those which are disputed.
- 3.28 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.
- 3.29 The Police have concluded that the documents provided by the applicant are not sufficient for the size of the event. As such the Sub Committee may wish to ask the Police if there is a capacity figure that the current plans could accommodate.
- 3.30 Before granting a licence with a limited capacity the Sub Committee may wish to discuss the implications with the applicant. If limiting the numbers below a certain level would

stop the event being viable then it would have the same effect as a refusal to grant.

- 3.31 If the Sub Committee believe that the application would not undermine any of the licensing objectives then the application should be granted as requested.

4.0 Options

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

- grant the application as requested 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 licensable activity; 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 will be made to the Equality Act 2010 and the Public Sector Equality Duty.

Environmental Sustainability

No

Financial

There will be a cost to the Licensing Sub-Committee hearing, this will be covered by the existing budget. There may also be a cost if the decision of the Licensing Sub-Committee is appealed to the Magistrates Court.

Health and Safety

No

Human Resources

No

Human Rights

As with all applications and Council functions, the Human Rights Act 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 – Watton-at-Stone

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
- 7.2 East Herts Statement of Licensing Policy 2016 –
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
- 7.4 **Appendix 'A'** – Application for a New Premise Licence.
- 7.5 **Appendix 'B'** – Operating schedule
- 7.6 **Appendix 'C'** – Police representations

- 7.7 **Appendix 'D'** – Police traffic management comments
- 7.8 **Appendix 'E'** – HCC Highways comments
- 7.9 **Appendix 'F'** – BLF Traffic Management Plan
- 7.10 **Appendix 'G'** – BLF Event Management Plan
- 7.11 **Appendix 'H'** – BLF Health and safety risk Assessment

| | |
|------------------------|--|
| Contact Member | Councillor Peter Boylan – Executive Member for Neighbourhoods. peter.boylan@eastherts.gov.uk |
| Contact Officer | Jonathan Geall – Head of Housing and Health, Tel: 01992 531594 jonathan.geall@eastherts.gov.uk |
| Report Author | Oliver Rawlings – Service Manager (Licensing and Enforcement), Tel: 01992 531629 oliver.rawlings@eastherts.gov.uk |

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Application for a premises licence to be granted under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I EVEN NATION LTD

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 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

Part 1 – Premises details

| | | | |
|--|------------------------|-----------------|-----------------|
| Postal address of premises or, if none, ordnance survey map reference or description | | | |
| WOODHALL PARK WOODHALL ESTATE | | | |
| Post town | WATTON-ON-STONE | Postcode | SG14 3NE |

| | |
|---|--------------------|
| Telephone number at premises (if any) | |
| Non-domestic rateable value of premises | £ 0.00 |

Part 2 - Applicant details

Please state whether you are applying for a premises licence as **Please tick as appropriate**

- | | | |
|---|-------------------------------------|-----------------------------|
| a) an individual or individuals * | <input type="checkbox"/> | please complete section (A) |
| b) a person other than an individual * | | |
| i as a limited company/limited liability partnership | <input checked="" type="checkbox"/> | please complete section (B) |
| ii as a partnership (other than limited liability) | <input type="checkbox"/> | please complete section (B) |
| iii as an unincorporated association or | <input type="checkbox"/> | please complete section (B) |
| iv other (for example a statutory corporation) | <input type="checkbox"/> | please complete section (B) |
| c) a recognised club | <input type="checkbox"/> | please complete section (B) |
| d) a charity | <input type="checkbox"/> | please complete section (B) |
| e) the proprietor of an educational establishment | <input type="checkbox"/> | please complete section (B) |

- f) a health service body ☐ please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales ☐ please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England ☐ please complete section (B)
- h) the chief officer of police of a police force in England and Wales ☐ please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or ☐

I am making the application pursuant to a

statutory function or ☐

a function discharged by virtue of Her Majesty's prerogative ☐

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

| | | | |
|--|--|--|--|
| M <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> | | Other Title (for example, Rev) | |
| Surname | | First names | |
| Date of birth | | I am 18 years old or over <input type="checkbox"/> Please tick yes | |
| Nationality | | | |
| Current residential address if different from premises address | | | |
| Post town | | Postcode | |
| Daytime contact telephone number | | | |
| E-mail address (optional) | | | |
| Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information) | | | |

SECOND INDIVIDUAL APPLICANT (if applicable)

| | | | |
|---|--|--|--|
| Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> | | Other Title (for example, Rev) | |
| Surname | | First names | |
| Date of birth | | I am 18 years old or over <input type="checkbox"/> Please tick yes | |
| Nationality | | | |
| Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information) | | | |
| Current residential address if different from premises address | | | |
| Post town | | Postcode | |
| Daytime contact telephone number | | | |
| E-mail address (optional) | | | |

(B) OTHER APPLICANTS

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

| | |
|---|---|
| Name | EVEN NATION LTD |
| Address | 38 WEST END ELSTOW BEDFORD MK429XS |
| Registered number (where applicable) | 13292878 |
| Description of applicant (for example, partnership, company, unincorporated association etc.) | LIMITED COMPANY |

Telephone number (if any)

E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

| DD | | MM | | YYYY | | | |
|----|---|----|---|------|---|---|---|
| 2 | 6 | 0 | 8 | 2 | 0 | 2 | 1 |

If you wish the licence to be valid only for a limited period, when do you want it to end?

| DD | | MM | | YYYY | | | |
|----|---|----|---|------|---|---|---|
| 3 | 0 | 0 | 8 | 2 | 0 | 2 | 1 |

Please give a general description of the premises (please read guidance note 1)

A 3 day medium sized music festival with camping for emergency and NHS personnel, a host of the best tribute acts from the UK & unsigned artists will entertain our visitors across the weekend. Other activities will include fair rides, zorbing, circus skills, 3rd party traders offering face painting, arts & stalls.

Set on a Private Estate with open grounds covering 400 acres.
Alcohol Sales & Live Entertainment will be confined to 1 single enclosed field within the site.

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

9999

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- | | |
|--|-------------------------------------|
| a) plays (if ticking yes, fill in box A) | <input type="checkbox"/> |
| b) films (if ticking yes, fill in box B) | <input checked="" type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C) | <input type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input type="checkbox"/> |
| e) live music (if ticking yes, fill in box E) | <input checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F) | <input checked="" type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G) | <input checked="" type="checkbox"/> |

- h) anything of a similar description to that falling within (e), (f) or (g)
(if ticking yes, fill in box H)



Provision of late night refreshment (if ticking yes, fill in box I)



Supply of alcohol (if ticking yes, fill in box J)



In all cases complete boxes K, L and M

A

| | | | | | | |
|---|-------|--------|---|--|----------|--------------------------|
| Plays Standard days and timings (please read guidance note 7) | | | <u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 3) | | Indoors | <input type="checkbox"/> |
| | | | | | Outdoors | <input type="checkbox"/> |
| | | | | | Both | <input type="checkbox"/> |
| Day | Start | Finish | <u>Please give further details here</u> (please read guidance note 4) | | | |
| Mon | | | | | | |
| Tue | | | | | | |
| Wed | | | <u>State any seasonal variations for performing plays</u> (please read guidance note 5) | | | |
| Thur | | | | | | |
| Fri | | | | | | |
| Sat | | | <u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 6) | | | |
| Sun | | | | | | |
| | | | | | | |

B

| | | | | | |
|---|-------|--------|--|----------|-------------------------------------|
| Films Standard days and timings (please read guidance note 7) | | | <u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 3) | Indoors | <input type="checkbox"/> |
| | | | | Outdoors | <input checked="" type="checkbox"/> |
| | | | | Both | <input type="checkbox"/> |
| Day | Start | Finish | <u>Please give further details here</u> (please read guidance note 4) Children's Outdoor Cinema is in the plan as an activity during the weekend. | | |
| Mon | | | | | |
| Tue | | | | | |
| Wed | | | <u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5) | | |
| Thur | | | | | |
| Fri | 10:00 | 20:00 | <u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 6) | | |
| Sat | 10:00 | 20:00 | | | |
| Sun | 10:00 | 20:00 | | | |

C

| | | | |
|--|-------|--------|---|
| Indoor sporting events Standard days and timings (please read guidance note 7) | | | <u>Please give further details</u> (please read guidance note 4) |
| Day | Start | Finish | |
| Mon | ----- | ----- | |
| Tue | ----- | ----- | <u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5) |
| Wed | ----- | ----- | |
| Thur | ----- | ----- | <u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 6) |
| Fri | ----- | ----- | |
| Sat | ----- | ----- | |
| Sun | ----- | ----- | |

D

| | | | | | |
|--|-------|--------|--|----------|--------------------------|
| Boxing or wrestling entertainments Standard days and timings (please read guidance note 7) | | | <u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3) | Indoors | <input type="checkbox"/> |
| | | | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input type="checkbox"/> |
| Day | Start | Finish | <u>Please give further details here</u> (please read guidance note 4) | | |
| Mon | | | | | |
| Tue | | | | | |
| Wed | | | <u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5) | | |
| Thur | | | | | |
| Fri | | | | | |
| Sat | | | <u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 6) | | |
| Sun | | | | | |

E

| | | | | | | |
|--|-------|--------|--|--|----------|-------------------------------------|
| Live music Standard days and timings (please read guidance note 7) | | | <u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 3) | | Indoors | <input type="checkbox"/> |
| | | | | | Outdoors | <input checked="" type="checkbox"/> |
| | | | | | Both | <input type="checkbox"/> |
| Day | Start | Finish | <u>Please give further details here</u> (please read guidance note 4) Live Tribute Artists On the main stage and acoustic artists on the acoustic stage. | | | |
| Mon | | | | | | |
| Tue | | | <u>State any seasonal variations for the performance of live music</u> (please read guidance note 5) | | | |
| Wed | | | | | | |
| Thur | | | <u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 6) | | | |
| Fri | 10:00 | 00:00 | | | | |
| Sat | 10:00 | 00:00 | | | | |
| Sun | 10:00 | 00:00 | | | | |

F

| | | | | | |
|--|-------|--------|--|----------|-------------------------------------|
| Recorded music Standard days and timings (please read guidance note 7) | | | <u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3) | Indoors | <input type="checkbox"/> |
| | | | | Outdoors | <input checked="" type="checkbox"/> |
| | | | | Both | <input type="checkbox"/> |
| Day | Start | Finish | <u>Please give further details here</u> (please read guidance note 4) Played as background music or for performances by DJ | | |
| Mon | 10:00 | 12:00 | | | |
| Tue | | | <u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5) | | |
| Wed | | | | | |
| Thur | 10:00 | 00:00 | <u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 6) | | |
| Fri | 10:00 | 00:00 | | | |
| Sat | 10:00 | 00:00 | | | |
| Sun | 10:00 | 00:00 | | | |

G

| | | | | | |
|---|-------|--------|---|----------|-------------------------------------|
| Performances of dance Standard days and timings (please read guidance note 7) | | | <u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3) | Indoors | <input type="checkbox"/> |
| | | | | Outdoors | <input checked="" type="checkbox"/> |
| | | | | Both | <input type="checkbox"/> |
| Day | Start | Finish | <u>Please give further details here</u> (please read guidance note 4) Dancers as part of a Tribute Act and walkaround dancers | | |
| Mon | | | | | |
| Tue | | | | | |
| Wed | | | <u>State any seasonal variations for the performance of dance</u> (please read guidance note 5) | | |
| Thur | | | | | |
| Fri | 10:00 | 00:00 | | | |
| Sat | 10:00 | 00:00 | <u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 6) | | |
| Sun | 10:00 | 00:00 | | | |

H

| | | | | | |
|--|-------|--------|--|----------|-------------------------------------|
| Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7) | | | Please give a description of the type of entertainment you will be providing Walkaround performers including children's bubble shows, circus performers and characters. | | |
| Day | Start | Finish | <u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3) | Indoors | <input type="checkbox"/> |
| Mon | | | | Outdoors | <input checked="" type="checkbox"/> |
| | | | | Both | <input type="checkbox"/> |
| Tue | | | <u>Please give further details here</u> (please read guidance note 4) Walkaround activities provided by a reputable company with the relevant insurance and training. | | |
| Wed | | | | | |
| Thur | | | <u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5) | | |
| Fri | 10:00 | 23:00 | | | |
| Sat | 10:00 | 23:00 | <u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 6) | | |
| Sun | 10:00 | 23:00 | | | |

I

| | | | | | |
|--|-------|--------|--|----------|-------------------------------------|
| Late night refreshment Standard days and timings (please read guidance note 7) | | | Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3) | Indoors | <input type="checkbox"/> |
| | | | | Outdoors | <input checked="" type="checkbox"/> |
| | | | | Both | <input type="checkbox"/> |
| Day | Start | Finish | Please give further details here (please read guidance note 4) Burgers, Hot Dogs & Chips will be available until the arena closes at 12pm. | | |
| Mon | | | | | |
| Tue | | | State any seasonal variations for the provision of late night refreshment (please read guidance note 5) | | |
| Wed | | | | | |
| Thur | 23:00 | 00:00 | Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 6) | | |
| Fri | 23:00 | 00:00 | | | |
| Sat | 23:00 | 00:00 | | | |
| Sun | 23:00 | 00:00 | | | |
| | | | | | |
| | | | | | |

J

[illegible]

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

| | |
|---|--|
| Name | |
| Date of birth | |
| Address | |
| Postcode | |
| Personal licence number (if known) - | |
| Issuing licensing authority (if known) - | |

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

None Applicable

L

| | | | |
|---|-------|--------|--|
| Hours premises are open to the public Standard days and timings (please read guidance note 7) | | | <u>State any seasonal variations</u> (please read guidance note 5) 26-30th August 2021 |
| Day | Start | Finish | <u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 6) |
| Mon | 00:00 | 12:00 | |
| Tue | | | |
| Wed | | | |
| Thur | 14:00 | 00:00 | |
| Fri | 08:00 | 00:00 | |
| Sat | 00:00 | 00:00 | |
| Sun | 00:00 | 00:00 | |

M

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

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

1. The maximum capacity for this event will be 9999 inclusive of all persons on site (staff, contractors, attendees, artists and guests).
2. The proposed event is an all day music festival with camping.
3. The events will be ticketed
4. Security staff and stewards will be present on site to ensure the safety of persons present and to help prevent crime and disorder.
5. All structures and stage areas will be erected and maintained by professional contractors who will ensure that all structures are in accordance with the relevant British Safety Standards.
6. There will be no amplified music after 23:00.
7. Alcohol will only be served on site to adults - Challenge 25
8. Security staff and bar staff will monitor alcohol consumption to prevent drunken behaviour.
9. Lost Child & Vulnerable policy will be in place to be followed by management, stewards & SIA trained staff.
10. An event and site specific Event Management Plan will be developed and shared with the Licensing Authority and Safety Advisory Group.
11. The Event Management Plan will be a "living" document that outlines the management structure, roles and responsibilities, organisation, control, monitoring and review mechanisms as identified.
12. The organisers shall take all reasonable steps to ensure that people with disabilities are catered for, and will assist with access and facility requirements.
13. An information and welfare unit shall be available at the event where members of the public shall be able to obtain advice and assistance. This facility shall be available whilst the arena is open to the public.
14. Admission shall be by ticket only.
15. To ensure security and integrity of the site a level of search as pre-agreed with the relevant authorities prior to the event shall be instigated.
16. The event organisers shall have a means of counting in the people entering the event site to ensure that they are able to provide on request, the number of people on site at any point in time to authorised officers.
17. Amnesty bins shall be provided for the disposal of alcohol and other waste.
18. illegal drugs (whether known or otherwise) will not be permitted in the event.
19. Staff are to look out for signs of illegal substance use or illegal substance dealing
20. Information about potential delays or interruptions will be relayed to the attendees as soon as they are known and it is possible to do so.

b) The prevention of crime and disorder

1. A reputable and experienced security and stewarding company with SIA-Licensed staff will be appointed to ensure public safety and to prevent crime and disorder.
2. A specific Crowd Management Plan, Drugs Policy, Search Policy and Security Risk Assessment will be drawn up and implemented.
3. An Alcohol Management Plan will be drawn up and implemented.
4. Alcohol sales will be approved by the Designated Premises Supervisor
5. A Challenge 25 policy will be implemented.
6. All alcohol consumption will be monitored by bar staff and SIA security staff.
7. The Personal licence Holder (PLH) shall ensure that nobody under the age of 18 years of age is employed to sell alcohol.
8. The Designated Premises Supervisor (DPS) shall ensure that all staff are instructed about the acceptable forms of identification (ID) for proof of age and are fully aware of the Challenge 25 scheme.

9. Each bar on site shall have a dedicated bar manager/supervisor and team who shall be knowledgeable with the requirements and responsibilities for the sale of alcohol and shall be given a written designation of their responsibilities.
10. The dedicated bar manager/supervisor for each bar shall directly instruct, monitor and support their staff in ensuring the requirements of the Licensing Act 2003 are adhered to at all times.
11. The dedicated bar managers/supervisors shall brief all their staff before the events.
12. All drinks shall be sold in plastic cups, PET containers or opened cans.
13. All bars shall carry sufficient lighting, and fire fighting equipment, as well as sanitary and hand washing facilities for staff.
14. When a crime or other incident requiring police attendance is reported to or discovered by a security operative, following first aid provisions, if required, they shall obtain as much detail as possible with particular importance being placed on identifying victims, suspects, witnesses and scenes of crime

c) Public safety

1. The event site will fully accord with HSE guidance and public safety is paramount.
2. The event site will also accord with Fire Safety measures - Regulatory Reform (Fire Safety) order 2005.
3. Security and stewards will ensure that emergency vehicle access to the site is maintained at all times.
4. Security and stewards will also ensure that emergency exits from the site are kept clear at all times.
5. Security and stewards will be on duty from the beginning of the site build until the completion of the site breakdown. Numbers and positions will be confirmed.
6. An event and site specific Event Management Plan will be developed and shared with the Licensing Authority and Safety Advisory Group. The Event Management Plan will be a "living" document that outlines the management structure, roles and responsibilities, organization, control, monitoring and review mechanisms as identified by the relevant Risk Assessments.
7. A Traffic Management Plan will be agreed with Highways and other members of the Safety Advisory Group.
8. No alcoholic drinks promotions i.e. 2 for the price of one.
9. All bars shall be fitted with fire extinguishers, employees are only to operate the extinguisher if they consider that it is safe to do so and have been trained.
10. No flammable materials shall be stored in the bars.
11. The organisers shall carry out a suitable and sufficient risk assessment as well as use the "purple guide" on outdoor events to determine the level of first aid provision for the event, such that there is no undue demand on National Health Service resources.
12. The organisers shall have in place suitable and sufficient first aid provisions available from the start of the event.
13. It shall be the duty of the organisers to ensure that all those providing medical care on site are registered with their respective professional bodies and or organisation and that this registration is current for the duration of their presence at the event site'
14. Medical responses team shall patrol the event site and respond to incidents reported via Event Control
15. Tented structure(s) shall be provided for the treatment of visitors to the event, these shall also be provided with suitable lighting, drinking water, tables and chairs. It must be such that privacy and decency can be guaranteed whilst attending to the patient.
16. A record shall be made and kept of each visitor to the first aid tent and anybody that receives first aid on site. These records shall be retained by the medical provider for at least 7 years.
17. It shall be the responsibility of the organisers to ensure that all such incidents that is classified as reportable under RIDDOR 2013 are duly reported to the HSE within the reporting time stipulated in the regulations.
18. All medical provision planning shall take into consideration the likelihood of a major

incident and shall delegate powers to the statutory identified body for such major incident e.g. the Police and the Hertfordshire Ambulance Service.

19. RVP's shall be agreed with the first aid providers and identified on any site plan(s) before the event. Should these change in any way or form, the facts should be made known to the first aid providers and HEAD OF SECURITY and the plan(s) amended accordingly.

20. Stage/Tents/Temporary Demountable Structures - All built structures shall have a completion certificate issued by a competent person from the supplying company and provided to the organisers. All tents shall be supplied with the appropriate fire retardancy certificate.

21. There shall be sufficient separation between structures to prevent fire spread.

22. All items of plant and machinery are to be parked in a secure area when not in use with regular patrols by security staff.

23. All EMERGENCY EXITS, TOILETS AND FIRST AID POSTS shall be clearly indicated, such that it is visible from all parts of the licensed area. The preferred style is for these signs to be written on material/fabric and flown on goal post signs.

24. PIT Barriers - these shall be used in areas of high crowd density such as front of stage, and around structures in close proximity to the stage.

25. All temporary electrical supplies, including all generators, distribution cabling and end connection for the arena shall be installed by specialised contractors.

26. Generators are to have sited fire equipment close by.

27. All electrical contractors working on site shall ensure that all works undertaken are in accordance with 857671 :2008 and the Electricity at Work Regulations 1989.

29. All electrical equipment must be isolated when not in use

30. All portable electrical equipment brought on site must be subject to the appropriate portable Appliance Testing (PAT) and records of these kept on site and available for inspection if required by authorised officers'

31. All temporary electrical works must have an appropriate electrical sign off certificate issued at the time of works and be available for inspection if required by authorised officers.

32. The SITE MANAGER shall ensure that adequate and appropriate measures are taken to guard against live and overhead cables and services laid underground.

33. In the unlikely event that the show has to stop, which may be temporary whilst a problem is resolved or the first step in an evacuation of the site either due to crowd related issues, or structural collapse, off site events, extreme weather conditions or at the direction of the Police, Fire Brigade or the EVENT MANAGER, or EVENT CONTROL the organisers shall ensure procedures are in place that are familiar to all key role players such that all concerned know what their role is in any scenario and that the plans can be effected immediately'

34. There must be a clear framework of information flow procedure to enable the right people to receive the correct information.

35. In the event of an emergency the PA system will be used to broadcast announcements. In the event of either the PA system or the power supply failing, there will be loud hailer available at event control and the stage.

36. The wording for the show stop and the procedure must be agreed with the Police and Fire Brigade before the event.

37. EVENT CONTROL ROOM - This area shall be provided with key documentation e.g. current site plans, key contact details, alerting cascades, A&E telephone numbers for designated hospitals, message pads, log sheets, suitable and adequate means of communication including both mobile phone and radio. Means of communication designated for contacting emergency services shall not be used for other communications.

38. In the event of an off-site link e.g. control room - the organisers shall ensure that details of the contact numbers of all the emergency services are provided to that room and ensure that communication lines whether radio or telephone to the site, and the emergency services control room are available at all times so that calls can be made to them immediately should this be necessary.

39. The contact details of all key staff shall be provided to all authorised council workers at on demand.
40. The local authority shall be informed of the intended use of pyrotechnics in advance. This shall be in form of written notification and should contain details of quantity, effect type, drawing or set plans showing the positions of each effect'
41. The company providing the display shall also complete a risk assessment, complete the HSG123 and notify the civil Aviation Authority (proof of this required).
42. A demonstration may be requested for any unfamiliar effects or if there are any concerns.
43. All concession caterers shall carry suitable fire fighting equipment, suitable hand washing facilities and sanitary facilities for staff.
44. Drinking water shall be available at all times whilst the venue is open to the public.
45. The caterers will be aware of the recycling rules in advance of the event.
46. No glass shall be allowed within the licensed area, glass shall not be sold at any concession outlet or bar. Any trader found selling glass containers shall be asked to remove them from sale or face closure'
47. All waste water and toilet effluent shall be the responsibility of the event organiser and arrangement shall be sought to ensure the correct transfer and disposal away from the site.
48. The event site shall be cleared of all vehicles at least 30 minutes before the public are allowed on site and 30 minutes after the site is cleared of all visitors.
49. Should it become absolutely necessary for a vehicle to move or be moved either for emergency or serious public health hazards, the HEAD OF SECURITY shall ensure the vehicle is escorted at all times on to, or off the site and going at speed of not more than 5 mph.
50. LPG cylinders - These shall only be used by the concessions and managed on a basis of one cylinder in use per appliance plus one spare. All other cylinders shall be stored in agreed cylinder store at strategic points on site. The SITE MANAGER shall ensure that the stores are clearly marked on the site plans in the Event Control Room and that they are monitored at all times for correct use. The store shall be clearly signed with flammable gas and no smoking signs. Suitable and sufficient fire fighting equipment shall be sited nearby.
51. All gas installations shall have current Gas Safe compliance certificates copies of which shall be provided on request by authorised officers.
52. There shall be adequate fire separation between units of approximately 2.5m.
53. Regular patrols are to be undertaken by security to ensure that all emergency exits and escape routes are kept free of obstructions.
54. The appropriate type and number of fire fighting equipment shall be provided throughout the site. Locations and numbers will be specified in the Event Management Plan.
55. Suitable and sufficient lighting shall be provided to the event site especially as it is getting dark such that all health and safety information and notice signage are easily to read and at the close of the event to enable visitors to leave the site safely.
56. All efforts should be made to prevent or reduce light pollution especially to residential properties in the vicinity and the roadway above.
57. The organisers shall have in place an arrangement (contract) with a reputable waste management company to manage the event site for the duration of the event.
58. The organisers shall ensure that sufficient, suitable and adequate purpose built refuse receptacles are provided to the site to facilitate the cleaning of the site.
59. The organisers shall ensure that cleaning teams are deployed where necessary, prior to, during and after the event, both within the event site, the wider surrounding area and in neighbouring streets and roads where required.
60. The organiser is to ensure that all areas are left litter free and completed at the end of the event and after breakdown.
61. A suitable and sufficient risk assessment shall be carried out to determine the adequate level of waste infrastructure to be provided at the event, which may include, yard skips, bins and waste trucks.
62. Placement of the bins in their designated positions for the duration of the event will be

completed by the day before the commencement of the event.

63. The organiser shall ensure that waste management operatives litter pick and remove all waste as infrastructures are removed and ensure that all waste equipment, are removed from site.

d) The prevention of public nuisance

1. The proposed live and recorded music will only operate between the hours of 10:00 - 00:00.
2. A qualified and suitably experienced Noise Management Consultancy will be appointed to produce a Noise Management Plan and provide representatives on site during sound checks and throughout the festival.
3. The Premises Licence Holder shall employ a noise consultant to control all amplified music, speech and vocals within the event. The consultants must contact the stage manager prior to the event to agree an acceptable level for the duration of the event.
4. Noisy construction works audible beyond the site boundary shall only be undertaken between the hours of 08:00 - 20:00.
5. All site deliveries and collections shall be undertaken with due care, attention and diligently to minimise disturbance to residents and noise sensitive premises within the vicinity
6. Devise and implement a robust dispersal policy to ensure that patrons leave the premises and vicinity as quietly and speedily as possible. Ensure that patrons are verbally advised by SIA staff upon leaving to be mindful of the neighbouring residents so as not to disturb the Peace.
7. Local residents will receive prior notification of the event including details of the event timings as well as a contact number. The distribution radius for the notification letter will be agreed with the SAG.
8. Additionally, signage will be placed around the perimeter of the event with details of the event timings as well as the number.
9. A noise contact number will also be included to allow residents to contact an event representative should they need to make a complaint.
10. Attendees to the festival will be parked on site which should reduce noise and nuisance in surrounding villages.
11. Security and stewards will be positioned around the event to guide visitors.
12. The appointed security company will provide and implement a Crowd Dispersal Policy to prevent public nuisance as attendees leave the event.
13. The event will feature a phased closure of the site to enable a gradual egress from the site.
14. A traffic management plan will be drawn up by a 3rd party surveyor and the organiser will share this with SAG.

e) The protection of children from harm

1. The event is a ticketed.
2. No person under the age of 18 will be permitted to enter the event site without a responsible adult of 21 years or over and a maximum of 3 under 18's per 21 year old.
3. A Challenge 25 policy will be in force on all festival bars.
4. There will be no adult or other relevant activity taking place during the festival that would be visible to children passing the event.

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.



- I have sent copies of this application and the plan to responsible authorities and others where applicable. ■
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. ■
- I understand that I must now advertise my application. ■
- I understand that if I do not comply with the above requirements my application will be rejected. ■
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15). ■

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

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.

Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

| | |
|--------------------|---|
| Declaration | <ul style="list-style-type: none"> [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, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15) |
|--------------------|---|

| | |
|-----------|------------|
| Signature | |
| Date | 01/04/2021 |
| Capacity | DIRECTOR |

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

| | |
|-----------|--|
| Signature | |
| Date | |
| Capacity | |

| | | | |
|---|--|----------|--|
| Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14) | | | |
| Post town | | Postcode | |
| Telephone number (if any) | | | |
| If you would prefer us to correspond with you by e-mail, your e-mail address (optional) | | | |

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General – all four licensing objectives

1. The maximum capacity for this event will be 9999 inclusive of all persons on site (staff, contractors, attendees, artists and guests).
2. The proposed event is an all-day music festival with camping.
3. The events will be ticketed
4. Security staff and stewards will be present on site to ensure the safety of persons present and to help prevent crime and disorder.
5. All structures and stage areas will be erected and maintained by professional contractors who will ensure that all structures are in accordance with the relevant British Safety Standards.
6. There will be no amplified music after 23:00.
7. Alcohol will only be served on site to adults - Challenge 25
8. Security staff and bar staff will monitor alcohol consumption to prevent drunken behaviour.
9. Lost Child & Vulnerable policy will be in place to be followed by management, stewards & SIA trained staff.
10. An event and site specific Event Management Plan will be developed and shared with the Licensing Authority and Safety Advisory Group.
11. The Event Management Plan will be a "living" document that outlines the management structure, roles and responsibilities, organisation, control, monitoring and review mechanisms as identified.
12. The organisers shall take all reasonable steps to ensure that people with disabilities are catered for, and will assist with access and facility requirements.
13. An information and welfare unit shall be available at the event where members of the public shall be able to obtain advice and assistance. This facility shall be available whilst the arena is open to the public.
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16. The event organisers shall have a means of counting in the people entering the event site to ensure that they are able to provide on request, the number of people on site at any point in time to authorised officers.
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19. Staff are to look out for signs of illegal substance use or illegal substance dealing
20. Information about potential delays or interruptions will be relayed to the attendees as soon as they are known and it is possible to do so.

Prevention of crime and disorder

1. A reputable and experienced security and stewarding company with SIA-Licensed staff will be appointed to ensure public safety and to prevent crime and disorder.
2. A specific Crowd Management Plan, Drugs Policy, Search Policy and Security Risk Assessment will be drawn up and implemented.
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9. Each bar on site shall have a dedicated bar manager/supervisor and team who shall be knowledgeable with the requirements and responsibilities for the sale of alcohol and shall be given a written designation of their responsibilities.
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11. The dedicated bar managers/supervisors shall brief all their staff before the events.
12. All drinks shall be sold in plastic cups, PET containers or opened cans.
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Public safety

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2. The event site will also accord with Fire Safety measures - Regulatory Reform (Fire Safety) order 2005.
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Advisory Group. The Event Management Plan will be a "living" document that outlines the management structure, roles and responsibilities, organization, control, monitoring and review mechanisms as identified by the relevant Risk Assessments.

7. A Traffic Management Plan will be agreed with Highways and other members of the Safety Advisory Group.
8. No alcoholic drinks promotions i.e. 2 for the price of one.
9. All bars shall be fitted with fire extinguishers, employees are only to operate the extinguisher if they consider that it is safe to do so and have been trained.
10. No flammable materials shall be stored in the bars.
11. The organisers shall carry out a suitable and sufficient risk assessment as well as use the "purple guide" on outdoor events to determine the level of first aid provision for the event, such that there is no undue demand on National Health Service resources.
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emergency services are provided to that room and ensure that communication lines whether radio or telephone to the site, and the emergency services control room are available at all times so that calls can be made to them immediately should this be necessary.

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42. A demonstration may be requested for any unfamiliar effects or if there are any concerns.
43. All concession caterers shall carry suitable fire fighting equipment, suitable hand washing facilities and sanitary facilities for staff.
44. Drinking water shall be available at all times whilst the venue is open to the public.
45. The caterers will be aware of the recycling rules in advance of the event.
46. No glass shall be allowed within the licensed area, glass shall not be sold at any concession outlet or bar. Any trader found selling glass containers shall be asked to remove them from sale or face closure'
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times on to, or off the site and going at speed of not more than 5 mph.

50. LPG cylinders - These shall only be used by the concessions and managed on a basis of one cylinder in use per appliance plus one spare. All other cylinders shall be stored in agreed cylinder store at strategic points on site. The SITE MANAGER shall ensure that the stores are clearly marked on the site plans in the Event Control Room and that they are monitored at all times for correct use. The store shall be clearly signed with flammable gas and no smoking signs. Suitable and sufficient fire fighting equipment shall be sited nearby.
51. All gas installations shall have current Gas Safe compliance certificates copies of which shall be provided on request by authorised officers.
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57. The organisers shall have in place an arrangement (contract) with a reputable waste management company to manage the event site for the duration of the event.
58. The organisers shall ensure that sufficient, suitable and adequate purpose built refuse receptacles are provided to the site to facilitate the cleaning of the site.

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62. Placement of the bins in their designated positions for the duration of the event will be completed by the day before the commencement of the event.
63. The organiser shall ensure that waste management operatives litter pick and remove all waste as infrastructures are removed and ensure that all waste equipment, are removed from site.

Prevention of public nuisance

1. The proposed live and recorded music will only operate between the hours of 10:00 - 00:00.
2. A qualified and suitably experienced Noise Management Consultancy will be appointed to produce a Noise Management Plan and provide representatives on site during sound checks and throughout the festival.
3. The Premises Licence Holder shall employ a noise consultant to control all amplified music, speech and vocals within the event. The consultants must contact the stage manager prior to the event to agree an acceptable level for the duration of the event.
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5. All site deliveries and collections shall be undertaken with due care, attention and diligently to minimise disturbance to residents and noise sensitive premises within the vicinity
6. Devise and implement a robust dispersal policy to ensure that patrons leave the premises and vicinity as quietly and speedily

as possible. Ensure that patrons are verbally advised by SIA staff upon leaving to be mindful of the neighbouring residents so as not to disturb the Peace.

7. Local residents will receive prior notification of the event including details of the event timings as well as a contact number. The distribution radius for the notification letter will be agreed with the SAG.
8. Additionally, signage will be placed around the perimeter of the event with details of the event timings as well as the number.
9. A noise contact number will also be included to allow residents to contact an event representative should they need to make a complaint.
10. Attendees to the festival will be parked on site which should reduce noise and nuisance in surrounding villages.
11. Security and stewards will be positioned around the event to guide visitors.
12. The appointed security company will provide and implement a Crowd Dispersal Policy to prevent public nuisance as attendees leave the event.
13. The event will feature a phased closure of the site to enable a gradual egress from the site.
14. A traffic management plan will be drawn up by a 3rd party surveyor and the organiser will share this with SAG.

Protection of children from harm

1. The event is a ticketed.
2. No person under the age of 18 will be permitted to enter the event site without a responsible adult of 21 years or over and a maximum of 3 under 18's per 21 year old.
3. A Challenge 25 policy will be in force on all festival bars.
4. There will be no adult or other relevant activity taking place during the festival that would be visible to children passing the event.



HERTFORDSHIRE

CONSTABULARY

The governing principles of the Licensing Act are the four Licensing Objectives. All organisations and individuals involved in the running of Licensed Premises, must do so with a view to promoting these Objectives:

The Prevention of Crime and Disorder
Public Safety
The Prevention of Public Nuisance
The Protection of Children from Harm

This representation is made by Hertfordshire Constabulary in relation to Premises Licence Application 21/0247/PL for the event named 'Blue Light Festival' submitted by Dominic Flatters, the festival organiser. The Blue Light Festival is a 3-day music and camping festival (to be held annually) open to emergency services personnel, including, but not limited to, NHS, Police, Fire and Forces. This event is due to be held at Woodhall Estate, Woodland Park, Watton on Stone SG14 3NE on Friday 27th August to Monday 30th August 2021. Dominic Flatters has stated that the event will have a capacity of **4999** visitors for the first year.

There is a lack of detail in place to ensure **Public Safety, the Prevention of any Crime and Disorder and Public Nuisance**. Police and other agencies have been working with Dominic Flatters since the 2nd April 2021, offering advice and support both prior to the application being submitted and following its submission.

This representation is split into two main areas of concern –

1. The Traffic Management Plan (TMP)
2. Lack of information supplied in the Event Management Plan (EMP)

Traffic Management Plan

Hertfordshire County Highways (HCC) and Police Traffic Management Officer have reviewed two drafts of the TMP and their findings can be found in Appendix 1 and 2. In their expert opinion the site is not suitable to host an event of this size and a considerable amount of work is required to ensure safety on the roads of those attending the event and other road users. The A119 and the A602 are both single carriageway roads subject to national speed restrictions (60mph). Dominic Flatters has not instructed a traffic management company to carry out a site assessment and produce a traffic management plan.

The current plans create issues on the roads that will cause significant disruption on the highway network therefore causing a public nuisance. There are public safety issues created as a result of a number of aspects of the traffic management plan as listed below.

- No mention of management of pedestrians attending / leaving the site (Public safety concern)
- Predicted numbers of cars attending grossly under estimated by 1660 vehicles due to using the occupancy rate of 3.9 per vehicle rather than 1.7 as per the purple guide and in addition capping the total number of car parking tickets to 1700. (Public nuisance concern)
- No plans to apply for a temporary traffic regulations order (TTRO) in order to safely and legally manage traffic on the surrounding roads. (Public safety and public nuisance concern)
- Concerns that the coaches mentioned will not be able to safely access the site due to the turning area being insufficient resulting in the coaches having to use the opposite side of the garage way to allow for turning. (Public safety concern)
- Static, slow moving vehicles in the carriageway due to there being no restriction (via a TTRO) to prevent people turning right into the festival (therefore crossing oncoming traffic) and also turning right out of the festival (again having to cross oncoming traffic). (Public safety and public nuisance concern)
- No detail is given in relation to how the car parking and drop off points will be set out and managed (Public safety concern)
- Access and egress gates not of a suitable standard to deal with the expected volume of traffic. Also there has been no confirmation that the access / egress gates now meet the minimum visibility requirements following the improvements made. (Public safety concern)
- Lack of consideration to alternative plans should wet weather prevent coaches and or other vehicles from entering the site, resulting in the potential for people to exit vehicles while stationary on the A119 or A602. (Public safety concern)

Event Management Plan

The Event Management Plan is missing vital information. Draft conditions were sent to Dominic Flatters on 2/4/21 outlining the expectations of the EMP (detailed below).

We have given a lot of advice and support in relation to key aspects of the event but as yet Dominic has not supplied sufficient documentation for us to determine whether this event can run safely. Key personnel i.e. Security Firm (SIA) and Medical Provision Company still need to be appointed. (At the time of writing we are just 15 weeks until the start of the event). The Risk Assessment is not specific to the site (generic) and detailed policies are yet to be written. As a result there are concerns around public safety, the prevention of crime and disorder and the prevention of public nuisance.

We have highlighted in **red** information missing altogether and highlighted in **blue** the areas which lack the required detail. Where areas are covered by the EMP, they are mostly covered by stating what should be done in a generic way rather detailing specifically how they will be done at this event.

1. 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. **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.
- g. **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.
- h. **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.
- i. **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.
- j. **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.
- k. **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, alcohol over the allowed allowance of 8 cans / 2 litres of beer or cider, OR 2.25 litres of wine (boxed only no glass), OR 0.5 litre of spirits(decanted – no glass) per

person. On re-admittance of a person no alcohol to be brought onto the site by that person.

- l. **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.
- m. **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.
- n. **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.

Police are concerned that Dominic Flatters will not address the concerns that are being highlighted to him as he has failed to do this in relation to the traffic management issues when asked specifically to resolve key areas of concern. The Police should not be used as consultees by the organiser, instead the expectation is, where they lack the expertise, they employ the services of professionals who have the knowledge and ability to plan the relevant aspects of an event safely.

Due to the lack of sufficient planning, information and clear process to ensure Public Safety, Public Nuisance, the Prevention of any Crime and Disorder, Hertfordshire Constabulary's submission is that this application for a premises licence for the event known as Blue Light Festival is rejected.

Supporting documents attached –

- 1. Evidence report by
- 2. Evidence report by
- 3. Documents submitted by (EMP, updated TMP, Security risk assessment and Health and safety risk assessment)

Report completed by Police Sergeant , Licensing Sergeant for East Herts.

EVIDENCE SUPPLIED BY 13.5.21

POLICE TRAFFIC MANAGEMENT

I have been a Police Traffic Management Officer since 1998. Part of my role includes the consideration of, and comment upon, event traffic management plans (TMP's) and liaison with the highway authority (HCC) who have ultimate responsibility for the approval or rejection of event TMP's associated with events.

Including the installation and operation of temporary traffic management measures (TM) on their highway, sufficient to facilitate the safe and effective movement of event traffic, and pedestrians, to and from a venue, whilst minimising disruption to the wider highway network (normal traffic).

I acknowledge and endorse the points raised by HCC and have the following additional observations: - (Points in italics are taken from TMP V.0a submitted by

1. Overview

The festival car park, including overflow, can hold a maximum of 2,000 cars, for BlueLight the car parking will be ticketed and capped at a maximum of 1,700 cars to allow for extra spacing in the car park and to spread the vehicles over two days, Thursday (500 cars) and Friday 1,200 cars. I understand the intension is for the event to have a capacity of 4999 people.

DFT guidance suggests a vehicle occupancy rate of 1.7 people per vehicle which equates to 2,941 vehicles, 941 in excess of the stated car park capacity of 2000.

2. Site Constraints & Impact on Local Area

BlueLight Festival will take place entirely on private land, namely Woodhall Park, Watton at Stone. The entrance to the car park is situated on a main road, the A119, based on a 3rd party consultation, the venue has improved the entrance and exit to widen the gates, gravel the ground running up to and including the gateway and finally the cutting back of the hedges to improve visibility. There are two gates, 100m apart, one will be used for entrance (Gate 2) and one will be used as the exit (Gate 3) - this allows us to create a one way system within the carpark. The main impact on the local area is increased traffic on the A119 affecting the road into Stapleford and Watton at Stone.

I note the vehicular access points (Gates 2 & 3) have been improved. I've not recently been to site but am interested to know if the organiser can confirm the site now provides not less than the minimum visibility splays in accordance with the Design Manual for Roads and Bridges?

The plan includes a map which shows Gates 1-5, plus seven additional gates identified by a colour (see below).

Site Map



I note Gate 2 will be used for entry and Gate 3 will be used for exit. The TMP provides insufficient information to understand how the additional ten gates will be used.

Photographs of Gate 2 and Gate 3 on pages 5 and 6 of the TMP appear to be the same location rather than two different locations?

Claims of Traffic Management Plan & Organiser Responsibilities

3. *The objectives of this Traffic Management Plan are outlined below:*

- *Provide a safe environment for all road users, including attendees, the general public, cyclists, motorists etc.*
- *Prevent any traffic hazards that may arise as a result of BlueLight Festival taking place.*
- *Minimize disruption, delays and/or congestion for road users.*
- *Ensure access to surrounding residential and commercial properties is maintained at all times.*

To achieve these objectives, we, The Event Organiser will:

- *Ensure that only roads suitable for event traffic are used by attendees.*
- *Ensure that delays and congestion within and on the road immediately next to the site are dealt with immediately through the use of stewards/marshalls.*
- *Use appropriate and sufficient road signage and digital communications, and also make sure adequate guidance is provided so that attendees/staff use only the prescribed travel routes.*

- *Ensure that the needs of all attendees are accommodated at and within the event site, including motorists/motorcyclists, taxi arrivals, people with disabilities.*
- *Stagger coach arrival times to the site to avoid unnecessary congestion in/around the site.*
- *Have an adequate number of stewards/car park attendants to ensure vehicles are parked as quickly and safely as possible, keeping the road clear at all times.*

The Event Organisers will take the greatest care to prevent any risk of injury to attendees, road users or members of the public, and also any damage to property. Any event activity will not go ahead until all appropriate measures are in place, including all relevant stewards & car park attendants on site etc. All necessary measures will be taken to regulate traffic movements and ensure any adverse effects associated with the event are kept to a minimum.

The venue is served by the A119 that lies on the west side of the venue and the A602 that lies on the north side of the venue. Both are unlit, single carriageway roads subject to the national speed restriction (60 mph).

A footway on the east side of the A119 provides a pedestrian link between Stapleford to the south and the junction with the A602 and Ware Road, Watton at Stone to the north. A route that some attendees may seek to use.

The TMP includes no information to demonstrate how pedestrians will be managed, which routes will be available to accommodate them and what measures will be in place to segregate pedestrians from moving traffic, particularly at vehicular access points which raises the potential for conflict.

It also contains no information in relation to arrangements for the mobility impaired.

Planning

Measures Taken

The creation of a one way system within the site car park & drop off point, and also dedicated taxi & coach drop off points. Steward/marshalling of the site road and car park. Stewards on the entry & exit points. Prior communications will be sent out with all visitor information to warn vehicles from stopping/attempting to drop pedestrians off on the highway and clearly direct them onto the festival site to the designated drop off & pick up points.

The TMP includes no information to detail how the above will be achieved.

Traffic Predictions, Including Volumes & Methods

The proposed primary method of transport to the event site will be via passenger vehicles, our guide ratio based on our current waiting list is 3.9.

This conflicts with the DfT 1.7 “standard” vehicle occupancy rate.

We will also be arranging coaches from surrounding towns (these are to be confirmed). Attendees will be encouraged to travel via coach, and coach tickets will be available for purchase.

No details have been provided in relation to this element of the TMP.

For the volume of cars we expect there is ample car parking space on site.

Using the DfT vehicle occupancy rate of 1.7 rather than 3.9 suggests the venue has insufficient car park capacity for the expected number of attendees.

No need for anyone to park on the public road, and also a dedicated taxi drop off point for taxis attending the site will be put in place.

No details have been provided in relation to the pick up and drop off (PUDO) / taxi element of the TMP.

We will know the number of expected cars closer to the event date through the number of tickets sold for car parking, coach travel and if we can put in place a deal with a local taxi company that pre-booking can be arranged from train stations/bus stations.

Peak travel times are expected to be between the hours of 14:00:17:00 on Thursday 07:00:10:00 on Friday.

No details have been provided in relation to the coach element of the TMP, which dependant on various factors may require separate discussion / agreement with HCC passenger transport unit.

Route Planning & Control

A local map directing visitors via the A119 will be sent prior to the event via email. This will be made clear to enter the site to turn into the carpark from the left to reduce any congestion traffic from right turning into the site.

In the absence of a Temporary Traffic Regulation order supported by appropriate signing and if necessary additional traffic management measures to prohibit and prevent right turning vehicles, the organiser has no power to stop people turning right into (or from) the venue.

The presence of a stationary vehicle(s) on the A119 at a location where such traffic would not reasonably be anticipated creates the potential for conflict.

Any signs will be placed where easily visible, and also where they will not present any obstruction to footpaths or vehicles in the road or navigating through the site, sight lines for traffic or pedestrians, with due consideration to all road users including disabled persons or those with wheelchairs. Signs will be sandbagged if required.

Temporary Traffic Management measures should be installed in line with “Chapter 8” that provides guidance in relation to the design and implementation of TM arrangements for temporary situations.

No details have been provided in relation to the signing element of the TMP.

Emergency Procedures - Our medical contractor will be on site for the duration of the event. In the unfortunate event of further emergency services being required, a blue route leading directly onto the event site has been mapped out and stewards will be briefed on managing traffic/pedestrians in this situation.

I presume the intended “Blue Route” for use by emergency service vehicles in the event of an incident will be via Gate 5 off the A602?

No details have been provided within the TMP to enable me to understand what’s planned and if it is necessary, how the blue route will be managed.

HGV's & Vehicles over 13 Tonne

Due to the weight limit on the bridge within Woodhall Estate, vehicles over 13 tonne will be required to use the entrance via the A602, the A602 road will be going through roadworks

during the event but it has been agreed that access will be available throughout the roadworks to the estate by the local council. This entrance will only be used during setup/breakdown and will be an emergency service route into the main arena.

No details have been provided within the TMP to enable me to understand what's planned and if it is necessary, how the blue route will be managed.

Vehicle Movements on site

All traffic within the event site during setup, breakdown and out of ours will be required to adhere to a strict 10mph speed limit. This will be part of trader, contractor and staff contracts.

No comment

Site Map & Car Parking Images

Site Map (see copy above)

The TMP includes insufficient information to understand how and for what purpose gates other than 2 and 3 will be used.

The primary access serving this venue is the A119.

Slow moving, stationary (queuing) or right turning traffic would not usually be expected at this location.

The TMP should demonstrate how the potential risk of conflict can be mitigated through the use of adequate signing and if / where necessary include restrictions (Temporary traffic regulation orders) to control for example right turning movements and or consider the use of positive traffic control through for example the use of temporary traffic signals and or CSAS qualified TM operatives who has a delegated power to stop and control (direct) traffic to help minimise the risk of conflict and disruption to the wider highway network.

The safe and effective use of taxi / PUDO locations is heavily reliant on the ease of access and egress. Where congestion and or time delays occur, experience suggests attendees may be dropped off / collected at inappropriate locations which may then create the potential risk of conflict and failure to use the provided facility.

It's reasonable to presume attendees seeking to gain access via the main entrance will arrive from the north and south on the A119.

During the arrival phase, southbound traffic could be guided by turning left into the venue, but northbound traffic wishing to turn right across the path of southbound traffic risks the creation of short term delays on both carriageways, that may present an avoidable risk of conflict.

If alternative access points are available that would provide a means of all traffic turning left into the venue on arrival it should reduce the need to stop and actively control traffic and thereby reduce the risk of conflict.

During the exit phase, vehicles wishing to turn right out of the venue risk the creation of similar concerns, therefore the use of alternative access points that facilitate left turn exists should help mitigate risk.

An option may be to explore the use of a left turn entry for westbound traffic via the A602 and southbound traffic on the A119.

Then a left turn exit onto the A119 and onto the A602.

This would allow traffic from the south and north to enter and exit without executing a right turn.

This would compromise the “Blue route” so consideration to what alternative may be available or how the “Blue route can be managed would need to be considered.

Coaches

Coaches arriving and departing the venue may not have the physical space available that’s required to enable them to enter and exit the venue without crossing the centre line and effectively occupying the full road width. If through swept path analysis its clear coaches can’t remain on “their” side of the road, I suggest consideration of positive traffic control to facilitate the safe turning movements.

Mud on the road

Section 148 of the Highways Act 1980 makes it an offence to deposit anything on the highway that would interrupt other users of the highway, i.e. the transfer of mud via wheels from the venue onto the road.

Section 149 of the Highways Act 1980 gives the highway authority the power to clean the road and recover its expenses from the person causing the obstruction (mud).

Section 161 of the Highways Act 1980 “If a person, without lawful authority or excuse, deposits anything whatsoever on a highway in consequence of which a user of the highway is injured or endangered, that person is guilty of an offence”.

The TMP includes no information in relation to how they will prevent mud being transferred onto the highway or what mitigation will be in place if it does.

In summary, the information provided lacks sufficient detail to enable a full and comprehensive understanding of what is planned.

Until such information is forth coming and demonstrates potential issues have been identified and arrangements put in place to adequately mitigate potential risk I am unable to support the proposal.

**EVIDENCE SUPPLIED BY
HIGHWAYS
13.5.21**

, HERTFORDSHIRE COUNTY COUNCIL

I have previously been in contact with the event organiser, of the event company Even Nation and the points discussed but still outstanding as far as Hertfordshire County Council Highways (HCC) are concerned are listed below:

The 1.7 people per vehicle, occupancy calculation is a standard set by the DfT and used for all proposed events such as this by HCC.
This is the method we will use to estimate the expected number of vehicles that would attend the event.

The following reasons were also submitted by me on behalf of HCC to support the decision not to approve the event:-

The current access arrangements are not suitable for an operation of this size.

The predicted attendance of 5000 people equates in to approximately 2941 vehicles which I feel is too many for the current proposed access arrangements.

The traffic situation these proposals would generate are a substantial departure from the traffic situation agreed for the two or three smaller events approved in previous years which are restricted to weekend daytime operation.

The proposed access and egress points on the A119 Hertford Road / High Road are not of a high enough standard to be used by the volume of traffic expected at this event.

Further to the latest traffic management plan (TMP) which was not available before the above discussion I now have the additional comments as follows:

I reiterate that the vehicle calculation will remain as previously advised at an occupancy rate of 1.7 people per vehicle.

The TMP mentions travel to the event by coaches it makes no mention of how the coaches would access the site or where they would alight and pickup their passengers.
The accesses from the A119 being generally unsuitable for cars and small vans would be even less suitable for coaches requiring them to cross the centre line of the A119 carriageway to achieve the swept path manoeuvre necessary to gain access to or egress from the field.
Should there be wet weather then we can assume access to the field parking and alighting points would be impossible for coaches requiring them to stop on the A119 for alighting and picking up passengers.

This would be unacceptable on this road as vehicle speeds are considered to be high.

There is no street lighting in the vicinity of any of the proposed access points.

Proposed access 3 is partially obstructed by a central traffic island.

There was nothing in the TMP about pedestrian access or routing.

There was no detail in the TMP about traffic management (TM) arrangements or how it would operate on the public highway or TM personnel at any of the access points.

Photos of the proposed access / egress gates 2 and 3 in the TMP appear to be incorrect, all of the photos relate to gate 3 there are no photos of gate 2.

Visibility at gate 2 is considered to be poor.

No detail in the TMP to prove the site can be safely accessed and egressed by either traffic or pedestrians.

In the event of wet weather there is no mention of how mud would be swept up from the carriageway.

For the reasons stated above there is not enough evidence or detail in the TMP as it stands to satisfy the safety and traffic concerns of HCC and we do not accept the proposals put forward so far by the organiser.

Should the organiser wish to put forward a substantially modified TMP with the level of detail all events of this size are required to provide then I would be happy to review again.

The organiser is advised, HCC do not act as consultees.

BlueLight Festival 2021

Traffic Management Plan V.0a

Completed by:

Date: 20th April 2021

Introduction

a. Overview

BlueLight Festival is a 3 day festival held over the weekend of 27-29th August 2021 including camping (early arrival for accommodation upgrades on Thursday 26th August 2021). The festival car park, including overflow, can hold a maximum of 2,000 cars, for BlueLight the car parking will be ticketed and capped at a maximum of 1,700 cars to allow for extra spacing in the car park and to spread the vehicles over two days, Thursday (500 cars) and Friday 1,200 cars.

b. Site Constraints & Impact on Local Area

BlueLight Festival will take place entirely on private land, namely Woodhall Park, Watton at Stone. The entrance to the car park is situated on a main road, the A119, based on a 3rd party consultation, the venue has improved the entrance and exit to widen the gates, gravel the ground running up to and including the gateway and finally the cutting back of the hedges to improve visibility.

There are two gates, 100m apart, one will be used for entrance (Gate 2) and one will be used as the exit (Gate 3) - this allows us to create a one way system within the carpark.

The main impact on the local area is increased traffic on the A119 affecting the road into Stapleford and Watton at Stone.

c. Aims of Traffic Management Plan & Organiser Responsibilities

The objectives of this Traffic Management Plan are outlined below:

- Provide a safe environment for all road users, including attendees, the general public, cyclists, motorists etc.
- Prevent any traffic hazards that may arise as a result of BlueLight Festival taking place.
- Minimize disruption, delays and/or congestion for road users.
- Ensure access to surrounding residential and commercial properties is maintained at all times.

To achieve these objectives, we, The Event Organiser will:

- Ensure that only roads suitable for event traffic are used by attendees.
- Ensure that delays and congestion within and on the road immediately next to the site are dealt with immediately through the use of stewards/marshalls.

- Use appropriate and sufficient road signage and digital communications, and also make sure adequate guidance is provided so that attendees/staff use only the prescribed travel routes.
- Ensure that the needs of all attendees are accommodated at and within the event site, including motorists/motorcyclists, taxi arrivals, people with disabilities.
- Stagger coach arrival times to the site to avoid unnecessary congestion in/around the site.
- Have an adequate number of stewards/car park attendants to ensure vehicles are parked as quickly and safely as possible, keeping the road clear at all times.

The Event Organisers will take the greatest care to prevent any risk of injury to attendees, road users or members of the public, and also any damage to property. Any event activity will not go ahead until all appropriate measures are in place, including all relevant stewards & car park attendants on site etc. All necessary measures will be taken to regulate traffic movements and ensure any adverse effects associated with the event are kept to a minimum.

Planning

a. Measures Taken

The creation of a one way system within the site car park & drop off point, and also dedicated taxi & coach drop off points.

Steward/marshalling of the site road and car park.

Stewards on the entry & exit points

Prior communications will be sent out with all visitor information to warn vehicles from stopping/attempting to drop pedestrians off on the highway and clearly direct them onto the festival site to the designated drop off & pick up points.

b. Traffic Predictions, Including Volumes & Methods

The proposed primary method of transport to the event site will be via passenger vehicles, our guide ratio based on our current waiting list is 3.9.

We will also be arranging coaches from surrounding towns (these are to be confirmed). Attendees will be encouraged to travel via coach, and coach tickets will be available for purchase.

For the volume of cars we expect there is ample car parking space on site, so no need for anyone to park on the public road, and also a dedicated taxi drop off point for taxis attending the site will be put in place.

We will know the number of expected cars closer to the event date through the number of tickets sold for car parking, coach travel and if we can put in place a deal with a local taxi company that pre-booking can be arranged from train stations/bus stations.

Peak travel times are expected to be between the hours of 14:00:17:00 on Thursday 07:00:10:00 on Friday.

c. Route Planning & Control

A local map directing visitors via the A119 will be sent prior to the event via email. This will be made clear to enter the site to turn into the carpark from the left to reduce any congestion traffic from right turning into the site.

Any signs will be placed where easily visible, and also where they will not present any obstruction to footpaths or vehicles in the road or navigating through the site, sight lines for traffic or pedestrians, with due consideration to all road users including disabled persons or those with wheelchairs. Signs will be sandbagged if required.

d. Emergency Procedures - Our medical contractor will be on site for the duration of the event. In the unfortunate event of further emergency services being required, a blue route leading directly onto the event site has been mapped out and stewards will be briefed on managing traffic/pedestrians in this situation.

e. HGV's & Vehicles over 13 Tonne

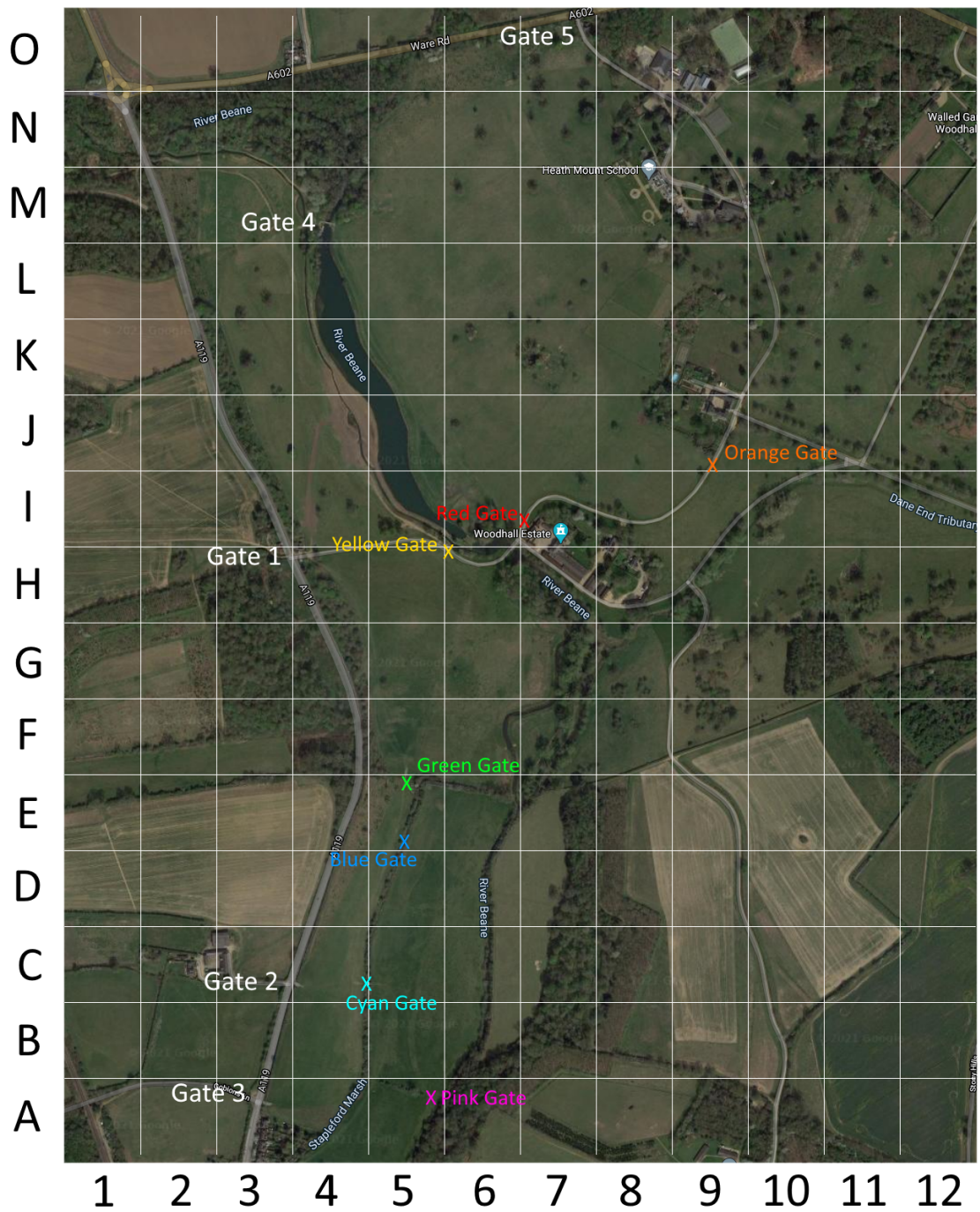
Due to the weight limit on the bridge within Woodhall Estate, vehicles over 13 tonne will be required to use the entrance via the A602, the A602 road will be going through roadworks during the event but it has been agreed that access will be available throughout the roadworks to the estate by the local council. This entrance will only be used during setup/breakdown and will be an emergency service route into the main arena.

f. Vehicle Movements on site

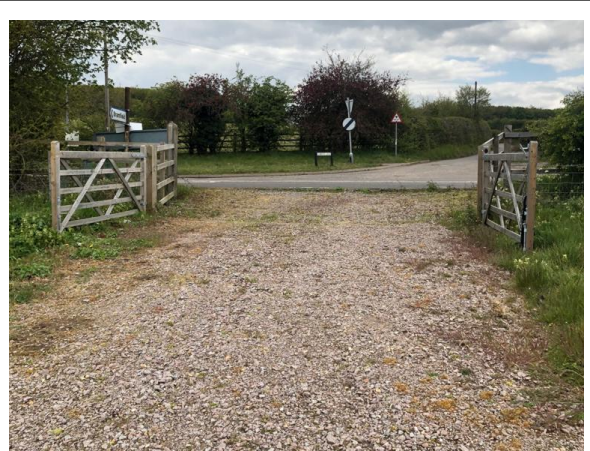
All traffic within the event site during setup, breakdown and out of ours will be required to adhere to a strict 10mph speed limit. This will be part of trader, contractor and staff contracts.

g. Site Map & Car Parking Images

Site Map



Gate 2 - Car Park Entrance



Gate 3 - Car Park Exit



| Event Management Plan | |
|---------------------------|--|
| Version | 3.0 |
| Date Submitted | 14 th April 2021 |
| Review Date | 1 st August 2021 |
| Event Organizer | |
| Organization / Trading As | EVEN Nation Ltd |
| Contact Telephone Number | 07585939483 |
| Name of Event | The Blue Light Festival |
| Location of Event | Woodhall Estate Woodhall Park Watton at Stone SG14 3NE |
| Date of Event | Friday 27 th August – Sunday 29 th August 2021 |

This is a live, dynamic document and is subject to change. A specific date will be agreed upon for the document (henceforth known as EMP) to be shared by the Licensing Authority (henceforth known as LA) with all relevant Safety Advisory Group (henceforth known as SAG) members. The event organizers make a commitment to updating the SAG members should any significant updates or alterations be made. A full copy of this EMP will be held in the event office.

This EMP is intended to detail the management plans and actions to be undertaken by the event organizers, so far as is reasonably practicable, to maintain the highest standards of health, safety, and welfare for the audience who will be attending the event; all workers; and anyone else who may be affected by their actions. This EMP is a statement of actions to be taken by those involved in the event to ensure that relevant legislation, standards, and guidance are followed in relation to the safe operation of the event. The plans for dealing with untoward incidents, emergency situations, and major incidents are developed in consultation with the LA and the SAG. This EMP is subject to constant revision on the advice of the SAG and should not be considered exclusively. The EMP is intended to complement the risk assessment and the existing major incident plans for the locality. The organizers will make every effort to ensure that all the information contained in this EMP is true and correct at the time of publication and will ensure that the document is updated and circulated amongst the relevant organizations and authorities on a regular basis.

However, it must be accepted that due to the nature of the event that this document relates to certain elements are outside the control of the event organizers and may be subject to change at short notice. It is the responsibility of the health and safety manager and the event organizer's management team to ensure an on-going assessment takes place throughout the build-up, the event itself, and the breakdown of the event. Any significant increase in the severity of a hazard or the discovery of a new hazard must be reported to the event director. Where appropriate the relevant SAG agency body should be informed. In all cases significant changes will be recorded in the event log which will be maintained as a record of activity throughout the operation of the site, including the build-up and breakdown.

The production of this EMP does not infer any increase to the perceived risk for the event but rather as an additional element of preparedness should an incident occur.

1. Event Overview

1.1. Event Description

The Blue Light Festival is a 3-day music festival (to be annual) open to emergency service personnel, this includes, but not limited to, NHS, Police, Fire & Forces.

The event is a camping weekend.

There will be a mixture of entertainment for the whole family, the main arena will host live music, there will be a selection of rides, dancing, arts, crafts & family inclusive activities such as Yoga, Pilates & Comedy.

There will be reputable food traders, and a bar on site provided by a reputable 3rd party trader.

There will be a selection of stalls for visitors to explore.

All activities, infrastructure, food, drink & stalls will be run/hired from 3rd parties that carry the relevant public liability, safety and control documents for their respective activities.

Based on current data, we expect 75-85% of visitors will drive to the event and parking is provided on-site. We do not expect any parking to be used outside of the event space. We expect the balance of visitors would be using public transport to make their way to the event.

Although based on current government roadmap plans, restrictions are due to be lifted in June 2021, due to the on-going pandemic, Covid-19, we will be working to a reduction in planned visitor numbers to allow for safe social distancing and avoiding queuing pinch points. We will be working on a parallel risk assessment to cover both with and without restrictions being in place.

Government guidelines that are in place on the dates will be followed.

All areas of the event and all documents referred to in the following event management plan shall be available for inspection during the event by officers of responsible authorities should they request to do so via the event organizer.

1.2. Key Contacts

| Title | Name | Phone # |
|------------------------|------|---------|
| Event Manager | | |
| Site Manager | | |
| Safety Manager | | |
| Day Security Manager | | |
| Night Security Manager | | |
| Steward Manager | | |

| | | |
|-------------------------------|------------------|--|
| | Traffic Manager | |
| 1.3. Roles & Responsibilities | Event Manager | <ul style="list-style-type: none">● Overall safety of all staff, volunteers, and visitors to the event.● Overall control and coordination of the event.● Management of staff and the assignment of roles and responsibilities.● Controlling the event. |
| | Site Manager | <ul style="list-style-type: none">● Deputy for the event manager during their absence.● Ensures the site is prepared as agreed for the event.● Carry out regular site inspections during the buildup and breakdown of the event.● Ensure event infrastructure is delivered on-time and is setup as per the agreed plan.● Liaise with concessions, fairground operators, traders, and stall holders to ensure all 3rd parties are located and operated correctly.● Manages any issues that arise relating to the site during the event. |
| | Safety Manager | <ul style="list-style-type: none">● Ensures that all health and safety legislation, ACOPs, and guidance are followed.● Maintains and updates risk assessments during the event.● Ensures that all safety equipment, including fire-fighting equipment, is well-maintained – including the replacement of used and defective equipment.● Liaise with management teams and exhibitors to ensure they and their teams are operating in line with health and safety rules.● Ensures build-up and breakdown activities are carried out in a safe way. |
| | Security Manager | <ul style="list-style-type: none">● Manages site security for the event.● Manages the security shift rotas and breaks, ensuring that suitable numbers of security staff are provisioned at key areas.● Runs all security briefings for the event.● Ensures all security staff have appropriate PPE, including high visibility vests, body |
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| | | <p>armor, body cameras, radios, etc. as necessary for their job roles.</p> <ul style="list-style-type: none"> • Reports all illegal activity to police liaison. |
| | Steward Manager | <ul style="list-style-type: none"> • Organizes the provision of stewards for the event. • Manage the steward shift rotas and breaks. • Runs all steward briefings for the event. • Ensures the evacuation plans are relayed to the stewarding team. • Provides attendees and campers with general assistance and information. • Liaise with contracted security staff and exhibitors, including bars, to ensure appropriate stewarding levels. • Ensures all stewards have the relevant protective clothing and equipment. |
| | Traffic Manager | <ul style="list-style-type: none"> • Maintains the safe movement of traffic, taking care to ensure there is suitable segregation between pedestrians and vehicles. • Ensures that traffic does not back up onto the public highways. • Ensures that road signage is maintained and in place for the duration of the show. • Manages the car park and ensures that all vehicles are parked in suitable and safe locations. |
| | | |
| 1.4. Dates and Duration | Monthly, increasing to weekly 2 months before the event setup. | Routing organization, suppliers, 3 rd party, venue and safety meetings. |
| | Monday, 23rd August 2021 | <ul style="list-style-type: none"> • Organizers arrive on site. • Delivery of all fencing, event office |
| | Tuesday, 24th August 2021 | <ul style="list-style-type: none"> • Stage build starts. • Lighting Arrives • Security Arrive • Toilets for contractors and signage arrive. • Event build starts. • Bar build starts. |
| | Wednesday, 25th August 2021 | <ul style="list-style-type: none"> • Full event setup continues. • Temporary structures, showers, and toilets. • Fencing installed. |
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| | Thursday, 26th August 2021 | <ul style="list-style-type: none"> • Traders arrive and start their setup. • Activity providers arrive for build. • Finishing touches to event design, layout, and full walk round/run through of schedules to ensure the risk assessments, schedule planning, and management plan have been implemented. • First-aid providers arrive on site. • Full steward briefing by steward coordinator to take place before early campers arrive. |
| | Friday, 27th August 2021 | <ul style="list-style-type: none"> • Event day. • Full steward briefing by steward coordinator to take place before public arrive. • Final traders, concessions setup. • All vehicles offsite by 8am. • Final site safety inspection before gates open by key managers and event manager. • Gates open at 10am for campers. • Arena opens at 12pm. |
| | Saturday, 28th August 2021 | <ul style="list-style-type: none"> • Event day. • Main arena opens at 10am. • Stage performances start at 11am. • Final act off-stage by 12pm. |
| | Sunday, 29th August 2021 | <ul style="list-style-type: none"> • Event day. • Main arena opens at 10am. • Stage performances start at 11am. • Final act off-stage by 12pm. |
| | Monday, 30th August 2021 | <ul style="list-style-type: none"> • All campers/visitors to be offsite by 12 noon. • 3rd party contractors, toilets, showers, and fencing breakdown starts. • Event waste removed. • Cleanup of parking and camping fields completed by 10pm. |
| | Tuesday, 31st August 2021 | <ul style="list-style-type: none"> • Final breakdown day. • Cleanup of main arena completed. • Waste removal from cleanup. • All staff, organizers, office, and décor removed. |
| | Wednesday, 1st September 2021 | <ul style="list-style-type: none"> • Overflow day available – if required. |

| 1.5. Itinerary | <table border="1"> <thead> <tr> <th colspan="2">Event Itinerary</th></tr> <tr> <th colspan="2">Main Arena</th></tr> </thead> <tbody> <tr> <td>Friday, 27th August 2021</td><td> <ul style="list-style-type: none"> • Tribute Artists • Local and National Unsigned Artists </td></tr> <tr> <td>Saturday, 28th August 2021</td><td> <ul style="list-style-type: none"> • Morning Yoga, Tribute Artists </td></tr> <tr> <td>Sunday, 29th August 2021</td><td> <ul style="list-style-type: none"> • Morning Yoga, Tribute Artists </td></tr> <tr> <th colspan="2">Other Activities</th></tr> <tr> <td>Friday, 27th August 2021 – Sunday, 29th August 2021</td><td> <ul style="list-style-type: none"> • Outdoor Kids Cinema Screen • Fun Fair/Children's Rides • Walk Around Entertainment • Children's Live Stage • Shopping Village </td></tr> </tbody> </table> | Event Itinerary | | Main Arena | | Friday, 27 th August 2021 | <ul style="list-style-type: none"> • Tribute Artists • Local and National Unsigned Artists | Saturday, 28 th August 2021 | <ul style="list-style-type: none"> • Morning Yoga, Tribute Artists | Sunday, 29 th August 2021 | <ul style="list-style-type: none"> • Morning Yoga, Tribute Artists | Other Activities | | Friday, 27 th August 2021 – Sunday, 29 th August 2021 | <ul style="list-style-type: none"> • Outdoor Kids Cinema Screen • Fun Fair/Children's Rides • Walk Around Entertainment • Children's Live Stage • Shopping Village |
|--|---|-----------------|--|------------|--|---|--|---|---|---|---|------------------|--|--|---|
| Event Itinerary | | | | | | | | | | | | | | | |
| Main Arena | | | | | | | | | | | | | | | |
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| Sunday, 29 th August 2021 | <ul style="list-style-type: none"> • Morning Yoga, Tribute Artists | | | | | | | | | | | | | | |
| Other Activities | | | | | | | | | | | | | | | |
| Friday, 27 th August 2021 – Sunday, 29 th August 2021 | <ul style="list-style-type: none"> • Outdoor Kids Cinema Screen • Fun Fair/Children's Rides • Walk Around Entertainment • Children's Live Stage • Shopping Village | | | | | | | | | | | | | | |
| 1.6. Audience & Capacity | <p>The overall arena (Park Field) capacity is (Based on 2000 people per acre) 120,000 without structures. Based on additional social distancing & temporary structures, the site can comfortably hold 50,000 visitors.</p> <p>We will be capping our site capacity at 4,999 visitors for the first year.</p> <p>Although this is the first year running this event, pre-sold tickets will be capped with no gate sales so we have an exact number of attendees.</p> <p>The event site is a large open space (secured by a perimeter fence). The area in front of the stage can accommodate 25,000 people, due to covid, we will not be reaching maximum capacity.</p> | | | | | | | | | | | | | | |
| 1.7. Audience Profile | <p>The audience demographic is emergency service personnel and their families. Based on current data, the interest is made up of approximately;</p> <ul style="list-style-type: none"> - 50% NHS, - 12% Ambulance - 20% Police, - 11% Fire, - 5% Health & Care - 2% Army <p>This will be adjusted when tickets go on sale.</p> <p>Predominantly aged between 30-42 and an average group size of 3.</p> | | | | | | | | | | | | | | |
| 2. Event Management | | | | | | | | | | | | | | | |
| 2.1. Overview | | | | | | | | | | | | | | | |
| 2.2. Contractors | | | | | | | | | | | | | | | |

| | <table><tr><th>Contractor Name</th><th>Services</th><th>Contact Number</th></tr><tr><td>Magister Events Ltd</td><td>Security, CCTV, stewarding, health & safety, and fire extinguishers.</td><td></td></tr><tr><td>CentreStage Ltd</td><td>Stages, sound, lighting, and crowd barriers.</td><td></td></tr><tr><td>TBC</td><td>Gazebos and marquees.</td><td></td></tr><tr><td>Brooks Bars Ltd</td><td>Bars, alcohol, and drink services.</td><td></td></tr><tr><td>TempFencing247 Ltd</td><td>Fencing, toilets, showers, and luxury showers.</td><td></td></tr><tr><td>TBC</td><td>Glamping (luxury camping) services.</td><td></td></tr><tr><td>TBC</td><td>Generators and onsite power.</td><td></td></tr><tr><td>TBC</td><td>Site décor and signage.</td><td></td></tr><tr><td>JunkClear Ltd</td><td>Waste management.</td><td></td></tr><tr><td>SH Medical Services Ltd</td><td>First aid.</td><td></td></tr></table> | Contractor Name | Services | Contact Number | Magister Events Ltd | Security, CCTV, stewarding, health & safety, and fire extinguishers. | | CentreStage Ltd | Stages, sound, lighting, and crowd barriers. | | TBC | Gazebos and marquees. | | Brooks Bars Ltd | Bars, alcohol, and drink services. | | TempFencing247 Ltd | Fencing, toilets, showers, and luxury showers. | | TBC | Glamping (luxury camping) services. | | TBC | Generators and onsite power. | | TBC | Site décor and signage. | | JunkClear Ltd | Waste management. | | SH Medical Services Ltd | First aid. | |
|-------------------------|---|-----------------|----------|----------------|---------------------|--|--|-----------------|--|--|-----|-----------------------|--|-----------------|------------------------------------|--|--------------------|--|--|-----|-------------------------------------|--|-----|------------------------------|--|-----|-------------------------|--|---------------|-------------------|--|-------------------------|------------|--|
| Contractor Name | Services | Contact Number | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Magister Events Ltd | Security, CCTV, stewarding, health & safety, and fire extinguishers. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CentreStage Ltd | Stages, sound, lighting, and crowd barriers. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TBC | Gazebos and marquees. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Brooks Bars Ltd | Bars, alcohol, and drink services. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TempFencing247 Ltd | Fencing, toilets, showers, and luxury showers. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TBC | Glamping (luxury camping) services. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TBC | Generators and onsite power. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TBC | Site décor and signage. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| JunkClear Ltd | Waste management. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SH Medical Services Ltd | First aid. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2.3. Insurance | <p>We are fully insured with public liability insurance for our event to the value of £10 million.</p> <p>All of our contractors hold their own public liability insurance and employers liability insurance to a minimum value of £5 million.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2.4. Licensing | <p>We have applied for a full premises license for all of the activities we are undertaking.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. Venue | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.1. Venue Overview | <p>Our event is held at Woodhall Estate, SG14 3NE, located in Hertfordshire. The W3W is hurry.noble.across for the venue.</p> <p>The venue has a history of holding outdoor events, such as muddy runs and course runs that have attracted audiences of upto 4000.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.2. Surrounding Areas | <p>The nearest settlements to Woodhall Estate are Watton at Stone and Stapleford. Both are located approximately 0.8 miles away from the venue. Watton at Stone is a village with 2,272 residents. Stapleford is a small village and parish with 567 residents.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.3. Access & Egress | <p>Normal access and egress will be through a two-way gate system, attended and monitored by stewards - this allows for access to be controlled if necessary. Entry into the event is not expected to be a problem as there will</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | <p>be two entrances, one for vehicles and one for entry by foot. Entrance shall be via Gate 2 and exit shall be via Gate 3.</p> <p>Gate 1 on the site plan shall be reserved for drop-off/pickup and emergency vehicle usage</p> |
| 3.4. Emergency Access & Egress | <p>For visitors exiting after the event has finished and if an evacuation were required, emergency exits would be opened by stewards to avoid a pinch point. Visitors will be directed to their nearest exit.</p> <p>Emergency vehicles shall be directed into the site through Gate 1 on the site plan. This gate will be exclusively dedicated for used by emergency vehicles access during an emergency.</p> <p>A helicopter landing zone can be designated at Gate 4 & The Pink Gate. This area will be cordoned off by stewards if it is required and kept clear.</p> <p>Stewards and SIA accredited security will assist with an evacuation plan and manage an evacuation as well as monitor, guide, and direct the crowd.</p> <p>Emergency vehicle access points are maintained to allow access to the whole site if needed. To enable the emergency vehicles to access the incident in the fastest possible time, unless otherwise specified due to the nature of the emergency all emergency vehicles shall be directed to use Gate 1 to enter the site.</p> <p>Standard green signs will be used to mark emergency exits; these will be large enough to be seen from a distance.</p> <p>Escape Routes Main Arena - 3 Escape Points Camping - 3 Escape Points Car Parking - 3 Escape Points Overall Accessible Site Escape Points - 6</p> |
| 3.5. Event Fencing | <p>6-foot security fencing will be erected where required around the event with 1 main entrance/exit point and 4 emergency exit points. These will be erected by a 3rd party contractor who specializes in this. The exterior fencing shall have security signage positioned at various intervals warning people of the presence of security, dogs, and CCTV. These signs shall also have a 24-hour contact number.</p> <p>Crowd control barriers will be used to keep the public away from stage, hazardous and stuff areas. They will also be used to channel visitors as required for a safe flow around the site.</p> <p>We will have 22 meters of front of stage pit barriers ensuring the safety of attendees and stage.</p> <p>We will have 100 additional crowd control barriers to use to control queues.</p> |
| 4. Licensing Objectives | |
| 4.1. Prevention of Crime & Disorder | <p>1. A reputable and experienced security and stewarding company with SIA-Licensed staff will be appointed to ensure public safety and to prevent crime and disorder.</p> |

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| | <ol style="list-style-type: none"> 2. A specific Crowd Management Plan, Drugs Policy, Search Policy and Security Risk Assessment will be drawn up and implemented. 3. An Alcohol Management Plan will be drawn up and implemented. 4. Alcohol sales will be approved by the Designated Premises Supervisor 5. A Challenge 25 policy will be implemented. 6. All alcohol consumption will be monitored by bar staff and SIA security staff. 7. The Personal licence Holder (PLH) shall ensure that nobody under the age of 18 years of age is employed to sell alcohol. 8. The Designated Premises Supervisor (DPS) shall ensure that all staff are instructed about the acceptable forms of identification (ID) for proof of age and are fully aware of the Challenge 25 scheme. 9. Each bar on site shall have a dedicated bar manager/supervisor and team who shall be knowledgeable with the requirements and responsibilities for the sale of alcohol and shall be given a written designation of their responsibilities. 10. The dedicated bar manager/supervisor for each bar shall directly instruct, monitor and support their staff in ensuring the requirements of the Licensing Act 2003 are adhered to at all times. 11. The dedicated bar managers/supervisors shall brief all their staff before the events. 12. All drinks shall be sold in plastic cups, PET containers or opened cans. 13. All bars shall carry sufficient lighting, and fire fighting equipment, as well as sanitary and hand washing facilities for staff. 14. When a crime or other incident requiring police attendance is reported to or discovered by a security operative, following first aid provisions, if required, they shall obtain as much detail as possible with particular importance being placed on identifying victims, suspects, witnesses and scenes of crime |
| 4.2. Public Safety | <ol style="list-style-type: none"> 1. The event site will fully accord with HSE guidance and public safety is paramount. 2. The event site will also accord with Fire Safety measures - Regulatory Reform (Fire Safety) order 2005. 3. Security and stewards will ensure that emergency vehicle access to the site is maintained at all times. 4. Security and stewards will also ensure that emergency exits from the site are kept clear at all times. 5. Security and stewards will be on duty from the beginning of the site build until the completion of the site breakdown. Numbers and positions will be confirmed. 6. An event and site specific Event Management Plan will be developed and shared with the Licensing Authority and Safety Advisory Group. The Event Management Plan will be a "living" document that outlines the management structure, roles and responsibilities, organization, control, monitoring and review mechanisms as identified by the relevant Risk Assessments. 7. A Traffic Management Plan will be agreed with Highways and other members of the Safety Advisory Group. 8. No alcoholic drinks promotions i.e. 2 for the price of one. 9. All bars shall be fitted with fire extinguishers, employees are only to operate the extinguisher if they consider that it is safe to do so and have been trained. 10. No flammable materials shall be stored in the bars. 11. The organisers shall carry out a suitable and sufficient risk assessment as well as use the "purple guide" on outdoor events to determine the level of first aid provision for the event, such that there is no undue demand on National Health Service resources. 12. The organisers shall have in place suitable and sufficient first aid provisions available from the start of the event. 13. It shall be the duty of the organisers to ensure that all those providing medical care on site are registered with their respective professional bodies and or organisation and that this registration is current for the duration of their presence at the event site' 14. Medical responses team shall patrol the event site and respond to incidents reported via Event Control 15. Tented structure(s) shall be provided for the treatment of visitors to the event, these shall also be provided with suitable lighting, drinking water, tables and chairs. It must be such that privacy and decency can be guaranteed whilst attending to the patient. |

16. A record shall be made and kept of each visitor to the first aid tent and anybody that receives first aid on site. These records shall be retained by the medical provider for at least 7 years.
17. It shall be the responsibility of the organisers to ensure that all such incidents that is classified as reportable under RIDDOR 2013 are duly reported to the HSE within the reporting time stipulated in the regulations.
18. All medical provision planning shall take into consideration the likelihood of a major incident and shall delegate powers to the statutory identified body for such major incident e.g. the Police and the Hertfordshire Ambulance Service.
19. RVP's shall be agreed with the first aid providers and identified on any site plan(s) before the event. Should these change in any way or form, the facts should be made known to the first aid providers and HEAD OF SECURITY and the plan(s) amended accordingly.
20. Stage/Tents/Temporary Demountable Structures - All built structures shall have a completion certificate issued by a competent person from the supplying company and provided to the organisers. All tents shall be supplied with the appropriate fire retardancy certificate.
21. There shall be sufficient separation between structures to prevent fire spread.
22. All items of plant and machinery are to be parked in a secure area when not in use with regular patrols by security staff.
23. All EMERGENCY EXITS, TOILETS AND FIRST AID POSTS shall be clearly indicated, such that it is visible from all parts of the licensed area. The preferred style is for these signs to be written on material/fabric and flown on goal post signs.
24. PIT Barriers - these shall be used in areas of high crowd density such as front of stage, and around structures in close proximity to the stage.
25. All temporary electrical supplies, including all generators, distribution cabling and end connection for the arena shall be installed by specialised contractors.
26. Generators are to have sited fire equipment close by.
27. All electrical contractors working on site shall ensure that all works undertaken are in accordance with 857671 :2008 and the Electricity at Work Regulations 1989.
29. All electrical equipment must be isolated when not in use
30. All portable electrical equipment brought on site must be subject to the appropriate portable Appliance Testing (PAT) and records of these kept on site and available for inspection if required by authorised officers'
31. All temporary electrical works must have an appropriate electrical sign off certificate issued at the time of works and be available for inspection if required by authorised officers.
32. The SITE MANAGER shall ensure that adequate and appropriate measures are taken to guard against live and overhead cables and services laid underground.
33. In the unlikely event that the show has to stop, which may be temporary whilst a problem is resolved or the first step in an evacuation of the site either due to crowd related issues, or structural collapse, off site events, extreme weather conditions or at the direction of the Police, Fire Brigade or the EVENT MANAGER, or EVENT CONTROL the organisers shall ensure procedures are in place that are familiar to all key role players such that all concerned know what their role is in any scenario and that the plans can be effected immediately'
34. There must be a clear framework of information flow procedure to enable the right people to receive the correct information.
35. In the event of an emergency the PA system will be used to broadcast announcements. In the event of either the PA system or the power supply failing, there will be loud hailer available at event control and the stage.
36. The wording for the show stop and the procedure must be agreed with the Police and Fire Brigade before the event.
37. EVENT CONTROL ROOM - This area shall be provided with key documentation e.g. current site plans, key contact details, alerting cascades, A&E telephone numbers for designated hospitals, message pads, log sheets, suitable and adequate means of communication including both mobile phone and radio. Means of communication designated for contacting emergency services shall not be used for other communications.

38. In the event of an off-site link e.g. control room - the organisers shall ensure that that details of the contact numbers of all the emergency services are provided to that room and ensure that communication lines whether radio or telephone to the site, and the emergency services control room are available at all times so that calls can be made to them immediately should this be necessary.
39. The contact details of all key staff shall be provided to all authorised council workers at on demand.
40. The local authority shall be informed of the intended use of pyrotechnics in advance. This shall be in form of written notification and should contain details of quantity, effect type, drawing or set plans showing the positions of each effect'
41. The company providing the display shall also complete a risk assessment, complete the HSG123 and notify the civil Aviation Authority (proof of this required).
42. A demonstration may be requested for any unfamiliar effects or if there are any concerns.
43. All concession caterers shall carry suitable fire fighting equipment, suitable hand washing facilities and sanitary facilities for staff.
44. Drinking water shall be available at all times whilst the venue is open to the public.
45. The caterers will be aware of the recycling rules in advance of the event.
46. No glass shall be allowed within the licensed area, glass shall not be sold at any concession outlet or bar. Any trader found selling glass containers shall be asked to remove them from sale or face closure'
47. All waste water and toilet effluent shall be the responsibility of the event organiser and arrangement shall be sought to ensure the correct transfer and disposal away from the site.
48. The event site shall be cleared of all vehicles at least 30 minutes before the public are allowed on site and 30 minutes after the site is cleared of all visitors.
49. Should it become absolutely necessary for a vehicle to move or be moved either for emergency or serious public health hazards, the HEAD OF SECURITY shall ensure the vehicle is escorted at all times on to, or off the site and going at speed of not more than 5 mph.
50. LPG cylinders - These shall only be used by the concessions and managed on a basis of one cylinder in use per appliance plus one spare. All other cylinders shall be stored in agreed cylinder store at strategic points on site. The SITE MANAGER shall ensure that the stores are clearly marked on the site plans in the Event Control Room and that they are monitored at all times for correct use. The store shall be clearly signed with flammable gas and no smoking signs. Suitable and sufficient fire fighting equipment shall be sited nearby.
51. All gas installations shall have current Gas Safe compliance certificates copies of which shall be provided on request by authorised officers.
52. There shall be adequate fire separation between units of approximately 2.5m.
53. Regular patrols are to be undertaken by security to ensure that all emergency exits and escape routes are kept free of obstructions.
54. The appropriate type and number of fire fighting equipment shall be provided throughout the site. Locations and numbers will be specified in the Event Management Plan.
55. Suitable and sufficient lighting shall be provided to the event site especially as it is getting dark such that all health and safety information and notice signage are easily to read and at the close of the event to enable visitors to leave the site safely.
56. All efforts should be made to prevent or reduce light pollution especially to residential properties in the vicinity and the roadway above.
57. The organisers shall have in place an arrangement (contract) with a reputable waste management company to manage the event site for the duration of the event.
58. The organisers shall ensure that sufficient, suitable and adequate purpose built refuse receptacles are provided to the site to facilitate the cleaning of the site.
59. The organisers shall ensure that cleaning teams are deployed where necessary, prior to, during and after the event, both within the event site, the wider surrounding area and in neighbouring streets and roads where required.
60. The organiser is to ensure that all areas are left litter free and completed at the end of the event and after breakdown.

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| | <p>61. A suitable and sufficient risk assessment shall be carried out to determine the adequate level of waste infrastructure to be provided at the event, which may include, yard skips, bins and waste trucks.</p> <p>62. Placement of the bins in their designated positions for the duration of the event will be completed by the day before the commencement of the event.</p> <p>63. The organiser shall ensure that waste management operatives litter pick and remove all waste as infrastructures are removed and ensure that all waste equipment are removed from site.</p> |
| 4.3. Prevention of Public Nuisance | <ol style="list-style-type: none"> 1. The proposed live and recorded music will only operate between the hours of 10:00 - 00:00. 2. A qualified and suitably experienced Noise Management Consultancy will be appointed to produce a Noise Management Plan and provide representatives on site during sound checks and throughout the festival. 3. The Premises Licence Holder shall employ a noise consultant to control all amplified music, speech and vocals within the event. The consultants must contact the stage manager prior to the event to agree an acceptable level for the duration of the event. 4. Noisy construction works audible beyond the site boundary shall only be undertaken between the hours of 08:00 - 20:00. 5. All site deliveries and collections shall be undertaken with due care, attention and diligently to minimise disturbance to residents and noise sensitive premises within the vicinity 6. Devise and implement a robust dispersal policy to ensure that patrons leave the premises and vicinity as quietly and speedily as possible. Ensure that patrons are verbally advised by SIA staff upon leaving to be mindful of the neighbouring residents so as not to disturb the Peace. 7. Local residents will receive prior notification of the event including details of the event timings as well as a contact number. The distribution radius for the notification letter will be agreed with the SAG. 8. Additionally, signage will be placed around the perimeter of the event with details of the event timings as well as the number. 9. A noise contact number will also be included to allow residents to contact an event representative should they need to make a complaint. 10. Attendees to the festival will be parked on site which should reduce noise and nuisance in surrounding villages. 11. Security and stewards will be positioned around the event to guide visitors. 12. The appointed security company will provide and implement a Crowd Dispersal Policy to prevent public nuisance as attendees leave the event. 13. The event will feature a phased closure of the site to enable a gradual egress from the site. 14. A traffic management plan will be drawn up by a 3rd party surveyor and the organiser will share this with SAG. |
| 14.1. Protection of Children from Harm | <ol style="list-style-type: none"> 1. The event is a ticketed. 2. No person under the age of 18 will be permitted to enter the event site without a responsible adult of 21 years or over and a maximum of 3 under 18's per 21 year old. 3. A Challenge 25 policy will be in force on all festival bars. 4. There will be no adult or other relevant activity taking place during the festival that would be visible to children passing the event. |
| 15. Admissions | |
| 15.1. Admissions Policy | 50% of any group must work for the emergency services & NHS. Proof of this will need to be provided to exchange your ticket for a wristband at the gate. |

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| | <p>People under the age of 18 must be accompanied by an adult of 21 years or older to gain entry. A maximum of 3 under 18's to be allowed in with each person 21 years or older. Via our website and terms & conditions, the adult over 21, entering with any person under 18 years will be informed of their responsibilities of the under 18's in their care.</p> <p>People with glamping tickets will have fast-track access into the event.</p> |
| 15.2. Ticket Office & Sales | <p>This is a ticketed event, attendance is restricted by the selling of tickets, this allows for easy contact tracing and advance knowledge of the number of visitors to plan.</p> <p>Entry numbers will be monitored by scanning tickets onto the site, these will be converted into wristbands for visitors to be able to access the arena. Numbers will be monitored electronically by total ticket sales which will be capped to our capacity.</p> <p>Entry numbers shall be supplied immediately on request to the event manager to any police officer.</p> |
| 15.3. Prohibited Items | <p>Weapons A strict zero tolerance on any weapons found that are made, used, or adapted to cause injury. Any items found will result in rejection from the festival or refusal of entry. The dangerous items will be seized and stored safely. At the end of the event these items will be turned over to police. Should any person be found with an illegal item the police will be contacted and the offender's details taken.</p> <p>Drugs A strict zero tolerance on any drugs, substances & highs. Any persons identified as carrying, using, or dealing drugs will be refused entry or rejected from the festival. Any persons concerned will be detained and police will be contacted immediately. All suspected drugs will be seized and stored safely and secured. A register of all seized drugs will be recorded by the security team. All seized items will be handed over to the police at the end of the event. Any incidents including the offender's details will be supplied to the police at the conclusion of the festival.</p> <p>Prohibited Items</p> <ul style="list-style-type: none"> - Glass of any kind - Weapons of any kind - Illegal drugs, including psychoactive substances - Fireworks - Flares - Sky Lanterns/Kites - CO2 Canisters - Alcohol Over the allowed 4 sealed can limit into the campsite only - any re-admittance, no alcohol is permitted. No alcohol permitted in the arena or carpark. - Laser Pens - Open or Unsealed Vessels of any kind |
| 15.4. Amnesty Boxes | <p>Amnesty boxes will be provided at the entrance to the event. These will be clearly marked. These boxes will be locked and not opened until the end of the event, whereupon all items found within will be turned over to the police.</p> |

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| 15.5. Search Policy | <p>Every person entering the campsite and arena will be subject to search. We will perform searches on all bags upon entry to the campsite or arena. Person searches will be conducted upon entry to the arena.</p> <p>No bags larger than A4 will be allowed into the arena. Security checks and searches will be in force throughout the festival, which take place at the campsite gates, the arena entrance, and may also happen at any time at any location onsite.</p> |
| 15.6. Pets | There are no pets permitted within the event. |
| 15.7. Camping | Camping will be available on site. The camping site will be kept safe by a 24-hour security/stewarding team. |
| 16. Facilities | |
| 16.1. Drinking Water | There is mains water on site which will be used to provide free drinking water to attendees. |
| 16.2. Toilets | <p>Temporary toilets will be provided within the event and at various locations around the site, these include the main arena, food & drink and camping site. These will be self contained and include hand washing facilities. These will be provided and maintained by a 3rd party contractor.</p> <p>A total of 38 toilets units will be on site.</p> <p>There will be additional toilets for event staff.</p> |
| 16.3. Showers | There will be 7 blocks of showers, each block holding 12 showers. |
| 16.4. Disabled Facilities | 2 temporary disabled toilets will be in accessible locations throughout the event. |
| 16.5. Baby Changing Facilities | Baby changing facilities will be conjoined with the disabled facilities. |
| 16.6. Cleaning Services | Cleaners will be on site for the duration of the event to keep the site litter free and to ensure the facilities such as toilets, showers and eating areas are clean. |
| 16.7. Waste Disposal | <p>240l Bins will be provided throughout the event. These will be monitored and collected by stewards to ensure that waste does not build up and present a fire or hygiene risk.</p> <p>Traders & Stall holders are expected to remove their own waste to the waste areas provided. The main disposal will be via 40 yard skips.</p> <p>All waste is transferred into a skip, provided by a 3rd party. There will be enough skip space to cover the duration of the event, however should the skip become full it will be removed and replaced.</p> <p>Waste Management Contractor: JunkClear Ltd</p> |
| 16.8. Site Clean-up | The site will be cleared up during breakdown. Litter picking will take place and all rubbish and refuse will be removed from site. |
| 16.9. Recycling | We have a sustainable policy on site, with as many areas as possible, including catering, using biodegradable disposables. The waste areas for |

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| | visitors will include a recycling bin and waste bin. Our 3rd party waste partner will separate and responsibly dispose of the waste and recycling accordingly. |
| 16.10. COVID-19 Sanitization Requirements | We expect by August the requirements for COVID-19 sanitization will be heavily reduced. However, we will comply with all government guidelines during the event weekend. This includes additional cleaning as and when required of all facilities. |
| 17. Build-up & Breakdown | |
| 17.1. CDM Plan | A CDM plan will be provided before work activity begins. This will be stored in the event office for the duration of build up and breakdown. |
| 17.2. Contractor Management | <p>The event manager has a responsibility to ensure that all contractors chosen are competent and suitable for the tasks they are conducting.</p> <p>Contractors have a legal obligation to ensure for the health, safety, and welfare of their own staff and anyone who may be impacted by their work activities.</p> |
| 17.3. RAMS | All contractors will provide risk assessments and method statements for the tasks they are undertaking. These RAMS will be stored in event control. |
| 17.4. Cross-over with Other Events | There are no other events that will cross-over with our build-up and breakdown. |
| 18. Temporary Structures | |
| 18.1. Stages | There will be 2 stages on site. One main stage and one small stage. |
| 18.2. Marquees | There will be several marquees on site provided by competent contractors. These will be used for event control, first aid, and other areas. |
| 18.3. Other | <p>There will be fairground rides, inflatables, a climbing wall, a bar, and trading stands.</p> <p>These will all be built and provided by a competent contractor.</p> |
| 19. Electrical | |
| 19.1. Generators | <p>There will be 3 generators on site to power the bars, stage, site office and traders where agreed. These will include 2x 45kVa generators and 1x 112kVa generator (generator sizes will be confirmed once all traders and partners have been signed off). They will be positioned away from the public and secured behind Harris fencing, they will have a suitable (Co2 or dry powder dependent on the fire risk assessment) fire extinguisher located close to them. The generators will run for the duration of the event.</p> <p>All electrical supplies will be supplied by a 3rd party, installed by trained professionals.</p> <p>All electrical installations will be checked and signed off prior to the site opening to the public.</p> |

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| 19.2. Lighting | <p>Standalone flood lighting will be provided to illuminate the site, including exit points. This will include 3 flood lights for the car park, 4 for the camp site, 3 for the arena gates, and 5 on the arena itself</p> <p>Lighting gantry will be erected over the stage frame and secured using industry, purpose built fixings.</p> |
| 19.3. Cabling | All electrical cabling will be run away from public walking areas. Where this is not possible, they will be trenched or covered with a cable ramp. |
| 20. Entertainment | |
| 20.1. Overview | <p>The event will have amplified music played in the arena throughout the day. The main stage will have live music. As the expected attendance is over 499, a premises license will be in place during the event.</p> |
| 20.2. Attractions | <p>All attractions will be installed/erected by a 3rd party and controlled/ran by a 3rd party that are specialists in their field. A copy of their risk assessment, insurance and risk assessment will be requested prior to contract. These will be kept in event control.</p> <p>Attractions will include:</p> <ul style="list-style-type: none"> - Fun Fair - Pop up cinema - Mobile Climbing Wall - Face Painting / Glitter Painting - Glamping / Luxury Camping <p>Full details, including their ADIPS number (where applicable) will be inserted here when known.</p> |
| 20.3. Noise Management Plan | <p>The stage is positioned away from the site owners property to reduce the noise affecting the nearest resident. The only local residents are staff of the site owners.</p> <p>Large Bushes and Trees around the site will also act as a sound barrier. The noise level will be agreed with the local authority.</p> <p>Noise management plan, with advice from sound & staging company will be available for review. A noise hotline will be in place for the duration of the event and advertised in the local area.</p> |
| 21. Exhibitors | |
| 21.1. Trade Stands | The traders will be updated here as they are signed off |
| 21.2. Trading Standards | <p>Any traders found selling counterfeit goods shall be evicted from site. Illegal goods will be seized and handed over to the police.</p> <p>We will cooperate fully with trading standards visits, including inspections and investigations into the sale of illicit goods.</p> |

22. Catering

22.1. Food & Refreshments

There will be 15 food traders.

Name, address & food rating will be added here as they are signed off.

22.2. Alcohol Sales

There will be 2 bars on site selling alcohol, one main bar (12m-20m) and one small specialist bar for gin or cocktails. The operator will be the personal license holder.

The bar will be operated by a reputable contractor who will provide the infrastructure, stock & trained staff. There will be an adult only seating area and queue system which will be controlled by SIA staff contracted by the event organizers.

All staff will be uniformed and briefed on ID Checks and Challenge 25. A refusal register and incident log will be available to the event manager, nominated person of responsibility and the responsible authorities on request.

The Bar contractor will be:

Brooks Bars
Forsham Farm
Forsham Lane
Sutton Valence
Kent
ME17 3EW

22.3. Hygiene

All catering companies must hold a 4* or higher hygiene rating.

23. Security & Stewarding

23.1. Expectations

Show management shall expect security staff shall be on site for their shifts, smartly and professionally dressed, and competent and qualified for the roles they will be undertaking.

All security staff must hold an SIA license (door supervisor or close protection) to operate at a licensed venue.

23.2. Security Risk Assessment

A full security risk assessment for the show will be provided prior to opening.

23.3. Operational Procedures

A full list of operational procedures shall be handed out to all staff members before the opening of the event.

Following is a list of general procedures. This will be updated as planning progresses.

Lost Children

Should a parent or guardian approach a member of staff and inform them their child is lost, that member of staff shall alert Event Control with the codename Code Amber and escort the parents to Event Control immediately. The security team will collect information regarding the description of the child and then will coordinate that information to all relevant managers, security, and stewarding staff on site. Staff on gates shall stop any lone children from leaving the site and keep a careful watch over adults walking or carrying

children out. If there is any suspicion then they should be stopped and the stop reported to Event Control immediately.

Security shall escort the parents to the place they last saw the child and have a presence remain in that area in case the child returns. A full site lockdown shall be considered if the child does not return and the police notified if after 15 minutes the child is not located.

Found Children

At least 2 stewards will be DBS checked. A lost child is reported immediately to the head steward. A lost child or vulnerable person will not be left alone with a member of staff. At least one of DBS steward would remain with another steward until the parent or carer is found.

The Event control tent will act as the missing person point. No food or drink will be given to the missing person, except water in case of allergies.

The stewards will try to establish a name, address, location where they were separated, a description of a family member, as far as possible to quickly reunite.

An announcement will be made over the PA system for anyone separated to make their way to the designated meeting point. The name of the child/vulnerable person will never be given over the PA or Radio. A person claiming the missing child will complete a form and identification will be required. If the child is unsure or reluctant to go with the person, further confirmation will be required before handing them over.

The police will be contacted if:

- The child/missing person has made any allegations
- There are any concerns for their welfare
- They are unwilling to go with the person collecting them
- The person reported missing is considered to be vulnerable in anyway.

Any children entering the site shall be offered wristbands on which the parent or guardian's contact number can be written. Should a child be found this can be used to help locate the parent or guardian.

Ejections

Persons who break the law, event rules, or cause significant disruption to the show may be asked to leave the venue. In this case a security response team will escort the persons from the premises. This shall be done with the coordination and consent of the event organizers where at all possible.

Theft

All gates shall always be manned by security and stewarding staff to prevent unauthorized entry. The campsite shall be patrolled on a regular basis, both day and night, to monitor for thieves. Should a theft be reported to security then details of the item taken and the person reporting shall be recorded, as well as a full description of the suspect. Security staff shall be alerted to the missing item and the suspect. This incident will be reported to the police.

Assault

Assault of any kind will not be tolerated. Should a fight break out a response team will respond to the area and break up the fight. Those responsible shall be evicted from the site.

Other Serious Crime

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| | <p>The event itself does not present a high risk of terrorist attack, and no attendees or staff are known to be at risk of attack.</p> <p>Confiscation Security may confiscate contraband during the show. If the contraband in question is legal but prohibited (e.g. laser pens) then they shall be ticketed and returned to the attendee after the show. The attendee will be given a warning. If the contraband is illegal to possess then it must be securely stored by SIA licensed staff and handed over to the police at the earliest opportunity. This secure storage facility shall only be removed by the police. Where possible details of the individual bringing the unlawful contraband on site will be taken down. They will then be evicted from site.</p> <p>A register of all drugs found or seized within the premises shall be kept and handed over to the police as soon as is reasonably practicable.</p> <p>Preservation of a Crime/Incident Scene In the event of a criminal incident the security team shall be responsible for securing the scene of evidence and contacting the police. The provision of first aid must always take priority over the security of the scene.</p> <p>Witness Statements Details of all witnesses and statements shall be recorded by SIA licensed security and handed over to the police.</p> |
| 23.4. Gate Security | <p>The gates shall always be manned to ensure the protection of the site from trespassers during the show. These gates shall be supervised by a team leader to ensure the gate team receive relief.</p> <p>Gate staff shall be responsible for access and egress to the site and therefore must be aware of all emergency procedures and plans. They shall also be responsible for ticketing of the event and ensuring all vehicles entering are briefed.</p> |
| 23.5. Overnight Security | 6 members of the security/stewarding team will be on hand overnight (during times when the main arena has closed) to respond to any incidents that may take place, provide general campsite assistance, monitor vehicle movements, and assist with any emergency evacuations. |
| 23.6. Close Protection | We do not foresee any requirements for CP as we have no high-profile acts. |
| 23.7. Crowd Management | <p>Security and stewarding staff shall be on hand to ensure that attendance numbers are managed to prevent a dangerous buildup of crowds.</p> <p>Key locations and crossroads shall be actively monitored to prevent bottlenecks.</p> <p>The main stage area will be managed with suitably trained security and stewarding staff to prevent moshing and swarming.</p> |
| 23.8. Counterterrorism | There are no specific counter terrorism requirements for this event. The event has received no threats and the audience is not at risk of attack. Security staff are suitably trained to be alert for terrorist activity, including the completion of ACT (Action Counters Terrorism) Awareness courses. |
| 23.9. Stewarding | Event stewards will take on the following roles: |

- Providing information to visitors, program of events, stalls, food, drinks & facilities.
- Monitor waste policies on site.
- Monitor 3rd party vendors for any activities that could cause a risk to them or the public and report to the manager of that area.
- Close the activity down if it causes an imminent risk.
- Monitor visitor activity and report any anti-social behavior to security.
- If there is a medical incident – contact first aid and ensure space is given to the injured person. Render aid if qualified to do so.
- If an incident occurs, keep the public away and assist where possible (without putting themselves at risk of harm).
- Providing information to visitors, program of events, stalls, food, and drink facilities.
- Monitor 3rd party vendors for any activities that could cause a risk to them or the public and report it to the manager of that area who.
- Stop any activity that presents an imminent risk and contact security/event management.
- Monitor visitor activity and report any anti-social behavior to security.
- If there is a medical incident – contact first aid and ensure space is given to the injured person.
- If an incident occurs – keep the public away and assist where possible (without putting themselves at risk of harm).
- Stewards do not have the power to restrain or remove people from the event. They should avoid getting into arguments or confrontations. If a visitor does not comply with a request this should be reported to security, the event organizer, and the event co-ordinator (in that order).

24. Emergency Procedures

24.1. Overview

Who is responsible for determining an incident and taking responsibility for the decisions?

The event manager in consultation with the event team and site manager.

Who will report to the emergency services?

The Site Manager will contact the emergency services via mobile phone on instruction from the Event Manager.

What system is in place to contact the emergency services?

The emergency services will be notified through the 999 system

Who will liaise with the emergency services when they arrive on site?

The Site Manager will make themselves known to the emergency services when they arrive and advise them on the nature of the emergency and what has been done by the event team up to that point.

Who is responsible for crowd control?

The Site Manager will receive information from the head steward and the event team on crowd behaviour and incidents. Stewards will be instructed to act accordingly depending on the situation

24.2. Show Stop Procedure

In the event of a show stop the following announcement shall be made on stage:

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| | <p>"Ladies and gentleman, due to circumstances beyond our control you are required to leave the arena. Please follow the instructions from security and stewards. Walk quickly but refrain from running as you exit the venue. Your cooperation during this evacuation is appreciated."</p> <p>Security and stewarding staff shall then assist in a general evacuation.</p> |
| 24.3. Evacuation Plan | <p>Following a visit to the incident by the site manager, they will either make an on-the-spot decision or consult with the event team where there may be wider or significant impact.</p> <p>A medium sized incident, requiring an evacuation from a specific area of the site will be managed by stewards, working from the incident out and asking visitors to move back, guiding to where they need to be.</p> <p>The event manager will decide if the incident is serious enough for a full evacuation. The PA system & Stewards will be used to advise visitors.</p> <p>Large Scale Incident, where there is imminent danger to visitors - At this stage the relevant emergency services would have already been contacted and a full evacuation would be called, stewards would be guiding visitors to the their closest exits with the assistants of the PA system.</p> |
| 24.4. Extreme Weather | <p>The weather forecast will be monitored by the site manager during the week before the event. If the weather deteriorates or is likely to affect the event, discussions will be had with the event team to put an alternative solution in place.</p> <p>Lighting Lightning storms present the largest hazard to free standing structures. If lightning is deemed to be close and/or is striking the site, then the impacted area will be evacuated to be safe. Where applicable, temporary structures shall be staked deeply to ensure they are well earthed.</p> <p>Rain The site arena is a well drained surface, but If the ground becomes water logged in the run up to the event, the event manager will take a decision on whether the event should be postponed. If there is heavy rain during the event which will affect the safety of the stage, performances will be cancelled.</p> <p>High Wind This will be measured on site, If the measurements meet the maximum detailed by the 3rd party contractors for the stage & temporary structures and passes the use of additional strapping, the stage and marquees will not be used, if strong winds continue and risk the safety of visitors, the event will be postponed and the site will be evacuated during site build or while the event is running.</p> <p>A wind speed meter will be used to monitor weather conditions. We will operate action levels for all marquees.</p> <p>Action level 1: 35mph – Standby, check anchorage secure Action level 2: 40mph – Open up every third side-wall Action level 3: 49mph (22m/s) – Evacuate These action levels are based on an industry average and may change based upon the marquee manufacturer/supplier.</p> <p>High Temperatures</p> |

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| | Should high temperatures occur, regular messages will be broadcast from the PA advising visitors to use sunscreen and drink plenty of water. Stewards will be instructed to look for signs of visitors being affected. Water is available free of charge from site taps and bars. |
| 25. First Aid | |
| 25.1. Expectations | All first aiders are expected to preserve life, to prevent the worsening of conditions, and to promote recovery. All first aiders shall be appropriately trained for the roles they are undertaking and provided with suitable and sufficient equipment and PPE. |
| 25.2. Medical Risk Assessment | A suitable and sufficient medical risk assessment will be undertaken prior to the event. |
| 25.3. Medical Provisions | <p>First Aid provision is being provided by a 3rd party contractor.</p> <p>We will be following the medical needs assessment and the contractor and event organiser will be in agreement for the level of cover provided.</p> <p>The first aid point will be located at the event control tent. It will have a separate entrance and include a private treatment room, containing 3 beds, separated by privacy screens and adequate social distancing space if required.</p> <p>The first aid tent / event control will have a sign large enough to be seen from a distance.</p> <p>Day Shift - 10am-10pm: 1 x Clinical Lead (Nurse Practitioner or Paramedic) 5 x Responders</p> <p>Night Shift - 10pm-10am: 1 x Clinical Lead (Nurse Practitioner or Paramedic) 3 x Responders</p> <p>Suitable first aid provisions shall be extended until all attendees have left site on Monday.</p> |
| 25.4. Build-up & Breakdown | First aid provisions will be provided during build-up and breakdown. This shall include the provision of a first aider and a clinical lead. |
| 25.5. Local Hospital Awareness | <p>The closest hospitals include Lister Hospital in Stevange (7.4 miles away) and Princess Alexandra in Harlow (9.2 miles away).</p> <p>Lister Hospital is a 730-bed general hospital with a major trauma unit operated by East and North Hertfordshire NHS Trust.</p> <p>Princess Alexandra Hospital is a 419 bed general hospital with a major trauma unit operated by Princess Alexandra Hospital NHS Trust.</p> <p>Both hospitals shall be made aware of our event during the SAG meeting.</p> |
| 25.6. COVID-19 Risk Assessment | A suitable and sufficient COVID-19 risk assessment can be provided should COVID-19 restrictions still be in place during August. |

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| 25.7. Social Distancing | We do not anticipate any requirement for social distancing due to the event taking place in August. |
| 26. Fire Safety | |
| 26.1. Fire Risk Assessment | A suitable and sufficient fire risk assessment will be undertaken prior to the event. |
| 26.2. Fire Provisions | <p>We will have fire points located throughout the show. This shall include water extinguishers around campsites, foam extinguishers around vehicles, CO2 extinguishers around electrics, and dry powder at specific risk areas (such as generators).</p> <p>In addition, stewarding staff shall have water backpacks on hand to put out campfires that become too large.</p> |
| 26.3. Portable Appliances | <p>We do not anticipate any specific requirement for portable appliances. The nearest major fire station is in Stevenage, 7.5 miles (or 14 minutes) away via Google Maps.</p> <p>Our primary focus will be on proactive fire prevention, ensuring suitable fire points are available, and evacuating impacted areas while we wait for the fire brigade.</p> |
| 26.4. Means of Giving Warning | The stages shall have a PA system which will be the primary method for giving warning. Alternatively, we have access to megaphones at event control which can be used if there is a failure of power to the PA system or for areas that are not in reach by the PA system. |
| 27. Health & Safety | |
| 27.1. H&S Risk Assessment | A suitable and sufficient health and safety risk assessment will be undertaken prior to the event. |
| 27.2. Incident Recording | Event Control shall maintain a record of everything that occurs throughout the event. This record shall include radio logs, any security, medical, and fire incidents, as well as anything else of note. |
| 27.3. RIDDOR | <p>The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) require certain incidents to be reported to the Local authority Health and Safety / HSE by law. RIDDOR information should be included in your incident log. A summary of injuries and occurrences which must be reported include:</p> <p>For IMMEDIATE reporting</p> <ul style="list-style-type: none"> ● Death (also to Police). ● Major injury - <ul style="list-style-type: none"> ○ Amputation. ○ Fracture (except fingers and toes). ○ Loss of sight (even temporarily). ○ Penetrating eye injury. ○ Injury from electric shock. ○ Loss of consciousness. ○ Acute illness. ○ Non-consensual violence (i.e. not a boxing match). |

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| | <ul style="list-style-type: none"> ○ Injury to non-employee requiring hospitalization. ○ Dangerous occurrences (major power failure, structural collapse, etc.). <p>For reporting within 15 days of occurrence</p> <ul style="list-style-type: none"> ● Death of employee within 1 year of accident. ● Hospitalization for employee for more than 24 hours. ● Absence from work for more than 7 days (employee or visitor). ● Incident of a reportable disease (e.g. industrial diseases; dermatitis; asbestos; etc.). <p>Reports must be made by a 'responsible person' (this should be the Event Manager or Safety Manager) and by the 'quickest practical means' (phone call or fill in online form). See incident reporting folder for further information. The Operations Manager may also submit a RIDDOR. You must use Form 2508 to report the incident (2508a for diseases).</p> <p>This must be sent within 15 days even if you have already reported by phone etc.</p> <p>Reports can be made at the HSE website: www.hse.gov.uk/riddor/report.htm N.B. A '7 day' should be calculated as follows:</p> <ul style="list-style-type: none"> ● Not the day of accident. ● Includes weekend and bank holiday. ● On the 8th day, if still absent, report on. <p>N.B. need mode of notification from First Aid provider to report under RIDDOR.</p> |
| 27.4. PPE | All staff must be provided with suitable and sufficient PPE for their work activities. This must be provided by their employer free of charge. |
| <h2>28. Traffic Management</h2> | |
| 28.1. Traffic Management Plan & Risk Assessment | <p>A suitable and sufficient traffic management plan with risk assessments will be provided and made available following meetings with the venue and discussions with local public transport companies, buses, taxis, and trains.</p> <p>There are currently roadworks on the A602 which are planned to last until Spring 2022. The venue has confirmed that it has been agreed for access to the estate from the A602 will be available at all times throughout the roadworks process. We will be using this entrance for HGV's during Setup and Breakdown.</p> |
| 28.2. Public Highways | Our intention is to backfill our car park to quickly move vehicles off from the public highway. Due to the significant size of our parking space we do not anticipate any vehicles will tail back onto the public highway. To speed things up we will be wristbanding vehicle occupants after they have parked rather than on the gate. |
| 28.3. Road Closures | We do not require any road closures. |

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| 28.4. Signage | We intend to install signage on the public highway to provide instructions to members of the public and advertise that an event is taking place. |
| 28.5. Vehicle Movement on Site | There will be no vehicle movement on site during show hours except in an emergency. |
| 28.6. Car Parking | <p>We have car parking for up to 2000 vehicles but based on our current data we expect to have 1700 cars parked with us for the weekend. This number of vehicles arriving will be spread over Thursday and Friday. The car park is located adjacent to Gate 2 and 3. Vehicles entering to park will be directed by stewarding staff to the rear of the car park, parked up, and then wristbanded.</p> <p>Stewarding staff will be in place to ensure pedestrian movement from car parking areas is done in a safe manner.</p> |
| 28.7. Taxi Dropoff & Pickup | The taxi drop-off point shall be agreed on site. |
| 28.8. Pedestrians | A site visit has been arranged to complete an in depth traffic management plan and this will be updated here. |

29. Accessibility

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| 29.1. Disabled Access | <p>The event site is positioned on a slope and if wet, could make wheelchair access problematic. Provisions will be made to ensure all visitors have access to the main arena.</p> <p>Disabled car parking will be made available.</p> |
| 29.2. Facilities | 2 temporary disabled toilets will be in accessible locations throughout the event. |

30. Communications

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| 30.1. Public Relations | We will predominantly be communicating with attendees and members of the public about the event and what's happening via social media and our mailing list. |
| 30.2. News Media | <p>Local media could be invited. Marketing manager will be on site to manage this to reduce the pressure on the event management team.</p> <p>In the event of a major incident no statements shall be released to the media unless done so by an authorized representative of the event.</p> |
| 30.3. Social Media | www.instagram.com/bluelightfest www.twitter.com/bluelightfest1 |
| 30.4. Advertising | <p>Social Media is and will remain the focus for online advertising.</p> <p>There will be a small amount of outdoor advertising around the venue but this will be agreed with the venue and if required, the local council depending on location.</p> |
| 30.5. Telephones | A dedicated telephone line to control will be used to allow people to report incidents or disturbances during the event. This line will be monitored 24 hours a day during the event. |

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| 30.6. PA Systems | The stages shall have a PA system which can be heard across the event. This system can be used to broadcast important announcements and emergency information when required. |
| 30.7. Megaphones | Megaphones will be made available during the event to make important announcements should there be a failure of power to the main PA system. These megaphones will be kept in event control. |
| 30.8. Two-way Radios | <p>All key staff, including security and management staff, shall have two-way radios during the event. These radios will be used to communicate key information. Radio codes will be used to ensure brevity and to prevent public disclosure of key information. The transmission of confidential or personally identifiable information shall not take place by radio unless both the radio channel is encrypted AND all staff on that channel are using headsets.</p> <p>Spare batteries and radios will be available in the event control tent and security control.</p> <p>Headsets and mics will be provided so the public can not hear open messages that are broadcast over private channels.</p> |
| 31. Staff Communications | |
| 31.1. Daily Briefings | Each morning a briefing shall take place to ensure staff are kept up to date with the planned events and occurrences of the day. Careful consideration shall be given to any events that pose a risk to health or safety – such as the arrival or movement of vehicles. |
| 31.2. Handover Procedure | At the end of each shift a thorough handover procedure will take place. It shall be the responsibility of the previous shift to inform the next shift of any incidents of note that took place during their shift and the details of any person or persons that may be of interest. |
| 31.3. Event Debriefing | Upon conclusion of the event a full debrief with all key staff and managers will be held to learn lessons from the event about what went well, what did not go well, and what can be improved for next year. Logs will be kept of any incidents that occurred during the event so that we can learn from them and prevent them from happening again. |

Additional Documents that will be available in the lead up to the event

- Fire Risk Assessment
- Traffic Management Plan
- Event Risk Assessment
- 3rd Party Risk Assessments
- Final Site Plan
- Insurance - Minimum of £10,000,000

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Health & Safety Risk assessment

Event Name: Blue Light Festival

Date of Assessment: 14th April 2021

Version: 1

Review Date: 1st August 2021

Assessment carried out by

| What are the hazards? | Who might be harmed and how? | What are you doing already? | What further action is necessary? | Action by who? | Action by when? |
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| Workplace Transport | <p>Workers, drivers, and pedestrians risk serious injury or death if struck by vehicle.</p> <p>Drivers risk serious injury or death if collision with another vehicle.</p> <p>Drivers risk serious injury or death if collision with fixed objects.</p> <p>Non-vehicle hazards such as loading, unloading, securing loads, coupling, maintenance, etc.</p> | <p>Ensure all workers are trained by a competent person to operate the vehicles, forklifts, and other site machinery.</p> <p>Prevent loss of control by ensuring that all drivers have adequate rest breaks and avoid excessive speed.</p> <p>Ensure workers wear seat belts when using vehicles and operate all work vehicles and machinery in accordance to manufacturer's instructions.</p> <p>Ensure all pedestrians in vehicle areas wear appropriate PPE, including high visibility vests.</p> <p>Ensure a suitable number of traffic marshals are present to manage vehicles.</p> <p>Ensure no large vehicles reverse without a banksman present.</p> | <p>Ensure suitable and sufficient signage is present to indicate speed limits and restrictions.</p> <p>Ensure safety of road surfaces by managing hills, ramps, and potholes.</p> <p>Clean up any spillages which can increase stopping distance of vehicles.</p> | Traffic Manager | Before event opening. |

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| <p>Pedestrian/Vehicle Conflict</p> | <p>Pedestrians risk serious injury or death if struck by vehicles on the access roads or parking area.</p> | <p>Ensure traffic stewarding staff in appropriate PPE are monitoring entering and exiting traffic.</p> <p>Segregate pedestrian and vehicle movements.</p> <p>Ensure entry and exit roads as well as designated parking areas are well lit.</p> <p>Require all vehicles to remain stationary once parked.</p> <p>A suitable and sufficient traffic management plan is in place for the event to ensure safe movement of vehicles and pedestrians.</p> | <p>Enforce temporary speed limits on the access roads.</p> <p>Ensure suitable and sufficient signage is present to indicate speed limits and restrictions.</p> | <p>Traffic Manager</p> | <p>Before event opening.</p> |
| <p>Slips, Trips and Falls</p> | <p>Workers and pedestrians risk moderate to serious injury of they slip or trip, even on level ground.</p> | <p>All site flooring, including staging and trackway, are laid out by a competent person, and checked beforehand to ensure they are free from trip hazards.</p> <p>Steps, changes in level, and other trip hazards are to be fenced while not in use. Where steps are used they shall have contrasting tape.</p> <p>Temporary lighting will be fitted to provide suitable light levels to help mitigate trip hazards at public areas such as walkways and toilets.</p> <p>Good housekeeping practices ensure that any build ups of debris are promptly removed.</p> | <p>Inspect the site grounds on a regular basis for trip hazards.</p> <p>Inspect trackway for damage and trip hazards.</p> | <p>Safety Manager</p> | <p>Before and during the event.</p> |

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| Electrical Danger | <p>Staff and public may suffer serious and possibly fatal electric shock/burns injuries from faulty electrical equipment or installation.</p> <p>Electrical equipment may short circuit resulting in potential electrical fire.</p> | <p>All electrical systems should be constructed and maintained in a condition suitable for use in the open air and will be protected as necessary.</p> <p>All generators, distribution boxes etc to be fenced and away from public.</p> <p>A qualified electrician wearing suitable PPE shall be used to install any electrical equipment.</p> <p>Suitable number of fire extinguishers of the appropriate type (CO2 or Dry Powder) to be provided near all electrical equipment.</p> <p>Ensure all extension cables are fully unwound before usage and not daisy chained together to avoid exceeding the electrical output of the socket.</p> <p>Ensure any overhead cables are sighted and clearly marked out before undergoing any nearby work.</p> | A competent person should certify all electrical installations to their safety on completion. All portable electrical equipment must have a suitable PAT certificate. Certificate to be kept at the event. | <p>Safety Manager</p> <p>Electrical Contractor</p> | Before any electrical installations take place. |
| Generator Safety | <p>Staff and public may suffer serious and possibly fatal electric shock/burns injuries from faulty electrical equipment or installation.</p> <p>Electrical equipment may short circuit resulting in potential electrical fire.</p> | <p>Generators must be sited a suitable distance from campers to prevent hearing damage and carbon monoxide poisoning.</p> <p>Generators must be safe for usage, in a serviceable condition, and fitted by a competent person.</p> <p>Generators must not be located near tents or indoor structures where carbon monoxide</p> | Inspect generators throughout the show for compliance. | Safety Manager | During the show. |

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| | Potential risk of long term hearing damage such as tinnitus for all staff and attendees | <p>poisoning could become a hazard.</p> <p>Earth rods must be used where recommended by manufacturers.</p> <p>All leads must be complete and have permanent connections.</p> <p>All generators must be positioned where they present no danger to the public.</p> <p>Fuel should be stored away from generators and kept to a minimum.</p> | | | |
| Collapse of Structures | Workers and others risk serious, possibly fatal injury if fixed structures collapse. | <p>Stages and marquees to be erected by a competent person/contractor.</p> <p>Any marquees erected shall be constructed from fire resistant fabric.</p> <p>Contractors to provide sign off certificates for all structures.</p> <p>Daily checks made on all structures by a competent person.</p> <p>Marquees to be staked deep into the ground to provide earthing protection against lightning strikes.</p> | <p>There is a need to check weather forecast daily. Check with provider(s) maximum wind speeds that structure can withstand safely.</p> <p>Make contingency plans to enable closure of structure in adverse weather conditions.</p> | <p>Event Organizers</p> <p>Stand Contractor</p> <p>Safety Manager</p> | Before and during event. |
| Storage of Merchandise | Traders and members of the public may be injured by unsafe goods leading to moderate injury. | When placing equipment, consideration should be given to the safety of heavy items or those with sharp edges or blades. | Trade stands to be inspected throughout the show to ensure compliance. | Safety Manager | During the event. |

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| | | <p>Heavy items should not be placed in positions where they could fall.</p> <p>Items with sharp edges should where practicable be placed with the sharp edge innermost.</p> | | | |
| Hearing Damage | <p>Staff might suffer permanent or temporary hearing damage from long term exposure to loud music. All staff assumed to be at risk, particularly performers, stewards, and bar/food vendor staff.</p> <p>Potential risk of long term hearing damage such as tinnitus for all staff and attendees.</p> | <p>Staff shift rotation between quiet and noisy areas to ensure that staff do not exceed their exposure action value.</p> <p>Signage provided to warn people of potential hearing damage within areas identified as being within the exposure action level.</p> <p>All staff, contractors, and performers working in areas that exceed the lower exposure action value to be offered hearing protection. Anyone who works within the upper exposure action value to be required to wear hearing protection.</p> <p>Staff to be suitably trained to understand the inherent risks in noise level exposure and how to identify the symptoms.</p> <p>Members of the public shall remain in their vehicles throughout the show and will be able to roll up their windows if they wish to reduce the sound level.</p> <p>Ensure no audience member is allowed within 3 meters of any loudspeaker.</p> | | | |

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| | | Ensure the event equivalent continuous sound level (Event L _{Eeq}) in any part of the audience area does not exceed 107 dB(A), and the C-weighted peak sound pressure level does not exceed 140 dB. | | | |
| Medical Emergency | Workers and members of the public could become seriously ill if medical provisions are unsuitable. | <p>First responder to be available on site during build up and breakdown to ensure a quick medical response to any injuries sustained.</p> <p>During event times a first aid point will be provided for members of the public.</p> <p>Suitable and sufficient quantities of medical supplies shall be provided to treat all foreseeable injuries.</p> <p>A suitable and sufficient medical plan is in place to manage all foreseeable injuries, including those related to contagions such as COVID-19.</p> | | | |
| Lost Children | Children and parents can become separated. | <p>All staff and stewards made aware of the Lost Child policy and appropriate radio codes to use.</p> <p>All lost children to be always accompanied by two members of staff, one of which must hold a valid SIA license.</p> <p>A lockdown and gate check procedure is in place to prevent child abductions.</p> | | | |

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| Fire Safety | Staff and others can suffer serious, potentially fatal injuries from smoke inhalation or burns. | <p>Competent fire marshals to check all exits and entrances and keep roads clear during performances.</p> <p>Competent fire marshals to watch over site during the event to ensure any potential fires are sighted and relayed to event control.</p> <p>A suitable and sufficient fire risk assessment is completed.</p> | Regularly check bins to ensure they do not overflow and present a fire hazard. | Stewards | During the event. |
| Campfires | Staff and others can suffer serious, potentially fatal injuries from smoke inhalation or burns. | <p>Campfires are prohibited for all campers.</p> <p>Suitable numbers of fire extinguishers and water backpacks are available at the campsite and are always within easy reach.</p> | Monitor the campsite with regular overnight patrols to check for and put out any fires that may be started. | <p>Safety Manager</p> <p>Security</p> <p>Stewards</p> | During the event. |
| Gas Safety | Staff and others risk injury from fire and explosion if gas appliances not properly maintained and used. | <p>Food Vendors using LPG to be required to ensure their gas installation and equipment has been installed and checked within the last twelve months by a "Gas Safety Register" approved contractor. Compliance certificates to be kept on food stall.</p> <p>Food vendors to be reminded of the need to ensure staff changing LPG cylinders are trained to do so.</p> <p>Food vendors only allowed to have one day's supply of LPG at their stall.</p> | Check food vendors are complying with gas safety requirements. | Safety Manager | Before and during event. |

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| | | <p>Ensure any LPG canisters are stored in a safe way and away from any flammable substances.</p> <p>Ensure all LPG fittings are equipped with an emergency cut off valve.</p> <p>Suitable and sufficient numbers of fire extinguishers of the appropriate type (dry powder) to be provided.</p> <p>All cylinders over 2.5kg must be stored in an upright position and in a ventilated area.</p> | | | |
| Barrier Failure | Workers and others risk serious, possibly fatal injury if barriers collapse. | <p>Barriers suitable for foreseeable loading to be erected by a competent person/contractor.</p> <p>Contractor to provide sign off certificates for all structures.</p> <p>Ensure a suitable event plan with locations of barriers is provided.</p> <p>Ensure wind levels do not pose a risk to barriers.</p> <p>Ensure barriers are suitable in strength for their anticipated usage.</p> | Daily checks made on all structures by a competent person. | Safety Manager | Daily before each event. |
| Food poisoning | Workers and the public risk ill health if they eat food prepared in unhygienic conditions. | <p>Only reputable caterers to be used at the event whose business is registered with their Local Authority.</p> <p>Food traders required to bring copies of their employee's food</p> | Check with Environmental Health Department whether they would like a list of food traders to be submitted before the event. | Event Organizers | Before the event. |

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| | | <p>hygiene training certificates and their food safety management system with them to event.</p> <p>Where practicable staff should use cutlery and tools rather than their own hands.</p> <p>When using their own hands, employees must always wash their hands and use food grade single use non-latex gloves.</p> <p>All food traders must have a minimum of a 4* hygiene rating.</p> | Invite Environmental Health Department to inspect food stalls. | | |
| Public Disorder | Staff and the public risk serious injury, if assaulted or if caught up in incidents of disorder. | <p>Security and stewarding staff to be suitably trained to spot potential troublemakers, defuse tension/situations, and deescalate potential violence.</p> <p>Suitable number of festival-experienced and trained SIA badged security staff to be deployed to the event.</p> <p>Staff shall be trained in procedures regarding re-entry, toilet queuing (social distancing), searches, and all other procedures that may be in place.</p> <p>Signs shall be displayed to the public to provide site security warnings and notices.</p> <p>Emergency procedures and policies shall be clearly communicated to all staff when on site.</p> | Regular patrols to be conducted throughout the event. | Security | During the event. |

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| | | <p>Provide advance information of prohibited items the public can bring to the event.</p> <p>Local police are consulted on the security plans and are invited to be in attendance.</p> | | | |
| Working at height | Workers and others risk serious, possibly fatal, injuries if they fall from height. | <p>Stages and marquees to be erected by a competent person/contractor.</p> <p>Risk assessments/method statements of contractors checked for safe systems of work before the event.</p> <p>All work at height assessed on an individual task basis.</p> <p>Avoid working at height if at all possible. If working at height cannot be avoided work to prevent falls. Minimize the distance and consequences of possible falls if falls cannot be prevented.</p> <p>Check weather conditions before working at height.</p> <p>Ensure there are no fragile roofing materials or platforms that workers may stand on when working at height.</p> <p>Ensure any scaffolding is erected by a competent person and has toe boards and brick guards.</p> <p>Ensure ladders are in good condition and suitable for heavy</p> | Monitor build up and breakdown for compliance. | Safety Officer | During build up and breakdown. |

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| | | work. Ensure all workers are trained in their usage. | | | |
| Manual Handling | Workers may get musculoskeletal problems, e.g. back pain from handling heavy and/or awkward objects. | <p>All work involving manual handling assessed on an individual task basis.</p> <p>Risk assessments/method statements of contractors checked for safe systems of work before the event.</p> <p>Only trained staff involved in manual handling.</p> <p>Aids to manual handling, such as sack trolleys, should be made available for staff to avoid manual handling.</p> | <p>Ensure new staff are shown how to use the manual handling aids.</p> <p>Ensure a TILE (task, individual, load, environment) risk assessment to be carried out for each manual handling activity.</p> | Safety Manager | Before any work activity commences. |
| Act of Terrorism | Staff, workers, and attendees may suffer a terrorist attack leading to serious injury or death. | <p>A full security risk assessment is performed prior to the event.</p> <p>Any threats to staff or members of the public are identified before the event.</p> <p>Emergency/terrorism procedures are in place and communicated to all staff.</p> | | | |

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