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James Ellis
Head of Legal and Democratic Services

MEETING : LICENSING SUB-COMMITTEE
VENUE : COUNCIL CHAMBER, WALLFIELDS, HERTFORD
DATE : MONDAY 8 AUGUST 2022
TIME : 10.30 AM

MEMBERS OF THE SUB-COMMITTEE

Councillors D Andrews, J Jones and C Redfern

COMMITTEE OFFICER:

PETER MANNINGS

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- 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.

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AGENDA

1. Appointment of Chairman

2. Apologies

To receive apologies for absence.

3. Chairman's Announcements

4. Declarations of Interest

To receive any Members' Declarations of Interest.

5. Minutes - 29 June and 8 July 2022 (Pages 6 - 25)

To approve the Minutes of Previous Sub-Committee meetings:

29 June 2022

08 July 2022

6. Summary of Procedure (Pages 26 - 32)

A summary of the procedure to be followed during consideration of item 7 is attached.

7. Application for a new premises licence for Anthropol Festival at Hixham Hall, Hixham Lane, Furneux Pelham, Herts SG9 0LR (22/0801/PL) (Pages 33 - 83)

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.

Agenda Item 5

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MINUTES OF A MEETING OF THE
LICENSING SUB-COMMITTEE HELD IN THE
COUNCIL CHAMBER, WALLFIELDS,
HERTFORD ON WEDNESDAY 29 JUNE 2022,
AT 10.00 AM

PRESENT: Councillor R Bolton (Chairman)
Councillors A Hall and N Symonds

OFFICERS IN ATTENDANCE:

Michele Aves	- Democratic Services Officer
Peter Mannings	- Democratic Services Officer
Katie Mogan	- Democratic Services Manager
Dimple Roopchand	- Litigation and Advisory Lawyer
Brad Wheeler	- Senior Licensing and Enforcement Officer

1 APPOINTMENT OF CHAIRMAN

It was moved by Councillor Hall and seconded by Councillor Symonds, that Councillor Bolton be appointed Chairman for the meeting. After being put to the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED – that Councillor Bolton be appointed Chairman for the meeting.

2 APOLOGIES

There were no apologies for absence.

3 CHAIRMAN'S ANNOUNCEMENTS

The Chairman reminded participants to use their microphones when speaking.

The Chairman advised that there was a work experience student observing the meeting, and asked participants if there were any objections to the student's presence. There were no objections.

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 SUMMARY OF PROCEDURE

The Chairman advised that this document could be found at pages 5 – 11 of the agenda.

6 APPLICATION FOR A NEW TIME LIMITED PREMISE LICENCE FOR STONE VALLEY FESTIVAL SOUTH / INTEGRATED ENTERTAINMENT LTD AT HILLSIDE FARM, HILLSIDE LANE, GREAT AMWELL, HERTS, SG12 9SH

The Chairman duly noted that neither the applicant nor the interested parties were in attendance at the hearing, and asked for confirmation from Officers that notifications had been sent to them. The Senior Licensing and Enforcement Officer said that all parties

had been sent the appropriate notifications on 15 June 2022, with agenda packs also being sent to participants by Democratic Services last week. The Chairman noted that information relating to the hearing was also available on the Council's website.

The Chairman asked if the applicant had made an application before, and would therefore be familiar with the hearing process. The Senior Licensing and Enforcement Officer said that the applicant had made a prior application, and that at least one of the interested parties had also made a previous representation.

The Chairman asked for advice from the Legal Representative. The Litigation and Legal Advisor said that the Sub-Committee could proceed with the hearing if they were satisfied that service of papers had been affected, and that there had been no requests to adjourn the hearing. All Members confirmed that they were happy to continue in the absence of the applicant and the interested parties.

The Senior Licensing and Enforcement Officer introduced his report, advising the Sub-Committee that on 8 May 2022 an application was received from Integrated Management Ltd (Stone Valley Festival/ Wannasee Festival) for a new premises licence for events at Hillside Farm, Hillside Lane, Great Amwell. He said that application requested the supply of alcohol for consumption on, and off of the premises, late night refreshment and regulated entertainment as detailed below:

Day	Licensable Activity	Hours applied for
Thu – Sun	Supply of alcohol (for consumption on and off the premises)	11:00 – 23:00
Thu – Sun	Late Night Refreshment	23:00 – 01:00
Thu – Sun	Recorded Music	11:00 – 23:00
Thu – Sun	Live Music	11:00 – 23:00
Thu – Sun	Performance of Dance	11:00 – 23:00

The Senior Licensing and Enforcement Officer said that the application had restricted events to eleven days per calendar year. However, this number had been reduced during the consultation period to three events per year, each consisting of a maximum of three consecutive days.

The Senior Licensing and Enforcement Officer advised the Sub-Committee of the additional steps proposed by the applicant to promote the four licensing objectives, which could be seen at pages 45 – 51 of the report. This included that all operations be carried out in conjunction with a comprehensive Management Plan. He advised the Sub-Committee that the application was further supported by further conditions which had been agreed between the applicant and Environmental Health, which could be seen at Appendix B of the report.

The Senior Licensing and Enforcement Officer said that during the statutory twenty eight day public consultation period, three valid representations had been received from interested parties, attached at Appendix C of the report. One representation was from

Great Amwell Parish Council, one was from the Ward Councillor, and the other was from a local resident. He advised that all of these representations referred to concerns over noise, and therefore engaged the prevention of public nuisance licencing objective.

The Senior Licensing and Enforcement Officer advised the Sub-Committee that they should determine the application with a view to promoting the four licensing objectives, and that their determination should be evidence based, justified and appropriate.

The Chairman thanked the Senior Licensing and Enforcement Officer for his report. She advised that it would be normal practice at this juncture for the Sub-Committee to ask the applicant any questions which they may have, but as they were not in attendance Members would have to take the papers as read.

Councillor Symonds said that she had a question for the applicant, which related to the four entrances and exits on the site, and asked if both male and female security staff would be situated at these points. The Senior Licensing and Enforcement Officer said that this had been implemented by the applicant at previous events.

Councillor Symonds asked if the applicant would use security patrols around the perimeter of the site during events to keep out unwanted visitors. The Senior Licensing and Enforcement Officer said that he was unable to appropriately respond to this question on behalf of the applicant, but that this would be expected at such events.

The Chairman asked if the sound checks for the events would be carried out on days extra to those in the application, how long such sound checks take, and if any complaints had been received in relation to previous sound checks at the site. She also asked if any campers at the events were able to arrive on site the day before the start of the event (i.e. on sound check day) and if the applicant had been compliant with Environmental Health conditions at previous events held this year.

The Senior Licensing and Enforcement Officer said that sound checks were not licensable activities, and that these could be carried out the day before an event. He added that a complaint had been received from an interested party in relation to a sound check in the past which had taken place over one hour, the day before a previous event on the site. The Senior Licensing and Enforcement Officer said that he recently attended a partnership meeting with Environmental Health and the Police, and that the events already held on the site by the applicant earlier this year had not been raised as an issue.

As the Chairman was unable to take questions from the interested parties or responsible authorities due to their non-attendance she referred to the representation received from the Ward Member which raised concerns over waste and noise management, and noted that these issues were covered in the application's Waste Management Plan and Environmental Health conditions.

The Chairman referred to representations received

from Great Amwell Parish Council and the local resident which both raised concerns over noise and wind direction, and asked if there had been any updates on this issue. The Senior Licensing and Enforcement Officer said that Environmental Health had not raised any complaints regarding these issues to the Licensing Department.

The Chairman referred to the representation received from Great Amwell Parish Council which referred to the site being used in contravention of development rights, and asked for confirmation that this was a matter for the Planning Department and not Licensing. The Senior Licensing and Enforcement Officer said that this would be a matter for Planning and referred Members to both Officer observations and Section 182 guidance. He confirmed that although licencing and planning matters did overlap they were determined separately, but reiterated that upon consultation the Planning Department had raised no objections to the application.

There being no closing statements the Sub-Committee, the Litigation and Advisory Lawyer and the Democratic Services Officers retired to a separate room to allow Members to consider the evidence.

Following this, the Members and Officers returned. It was observed that the applicant was now present, having arrived at the hearing late during Member's consideration.

The Chairman announced that having noted that neither the applicant nor the interested parties had attended the hearing, the Sub-Committee had listened

to the report and comments from the Senior Licensing Enforcement Officer. That having reviewed the application and the written representations submitted, the Sub-Committee they had determined to grant the application for a premises licence for:

- (i) The supply of alcohol (for consumption on and off the premises)
Thursday to Sunday 11:00 – 23:00
- (ii) Late Night Refreshments
Thursday to Sunday 23:00 – 01:00
- (iii) Recorded Music
Thursday to Sunday 11:00 – 23:00
- (iv) Live Music
Thursday to Sunday 11:00 – 23:00
- (v) Performance of Dance
Thursday to Sunday 11:00 – 23:00

Subject to all the conditions agreed between the Applicant and Environmental Health as outlined in Appendix B.

To amend conditions 8.6 and 8.9 of the Applicants Operating Schedule:

8.6 Fire Safety Plan – in line with ‘recommendations’ set by Herts Fire and Rescue

8.9 Waste Management Plan – in line with ‘recommendations’ set by Environmental Health

To amend - under the Prevention of Public Nuisance - the first line to reflect the change in the reduction of the duration of events to 3 events per calendar year, each consisting a maximum of 3 consecutive days (as opposed to the 11 days per calendar year originally sought).

Reasons for Decision

1. The Licensing Sub Committee considered all of the evidence before it including the written representations made by the interested party. Members had regard to the Council's Statement of Licensing Policy, the Licensing Act 2003 and the guidance promulgated pursuant to Section 182 of that Act.
2. The Licensing Sub Committee is required to adopt a presumption in favour of granting a premises licence unless there is clear evidence upon which to base a refusal or modification. There was insufficient evidence before the Sub Committee to rebut that presumption.
3. In reaching this decision Members had regard to the written objections received and noted that the conditions agreed with Environmental Health addressed the main concerns raised. Members also noted that objections raised in relation to planning considerations were outside of the remit of the Licensing Sub Committee.
4. In reaching this decision, Members were mindful

that the Applicant has run a number of festivals recently and noted that no complaints had been received in relation to these.

7 URGENT BUSINESS

There was no urgent business.

The meeting closed at 11.05 am

Chairman

Date

MINUTES OF A MEETING OF THE
LICENSING SUB-COMMITTEE HELD IN THE
COUNCIL CHAMBER, WALLFIELDS,
HERTFORD ON FRIDAY 8 JULY 2022, AT
10.00 AM

PRESENT: Councillor D Snowdon (Chairman)
Councillors C Redfern and N Symonds

ALSO PRESENT:

Councillors D Andrews, J Goodeve and
S Rutland-Barsby

OFFICERS IN ATTENDANCE:

Michele Aves	- Democratic Services Officer
Peter Mannings	- Democratic Services Officer
Dimple Roopchand	- Litigation and Advisory Lawyer
Brad Wheeler	- Senior Licensing and Enforcement Officer

ALSO IN ATTENDANCE:

Mr Alastair Bramley	- Premises Licence Holder
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8 APPOINTMENT OF CHAIRMAN

It was moved by Councillor Redfern and seconded by
Councillor Symonds, that Councillor Snowdon be

appointed Chairman for the meeting. After being put to the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED – that Councillor Snowdon be appointed Chairman for the meeting.

9 APOLOGIES

There were no apologies for absence.

10 CHAIRMAN'S ANNOUNCEMENTS

The Chairman explained the procedure for the hearing, and reminded participants to use the microphones when speaking as the meeting was being webcasted via YouTube.

11 DECLARATIONS OF INTEREST

There were no declarations of interest.

12 MINUTES - 5 AND 9 MAY 2022

It was moved by Councillor Symonds and seconded by Councillor Redfern that the Minutes of the meeting held on 5 May be confirmed as a correct record and signed by the Chairman. After being put to the meeting and a vote taken, the motion was declared CARRIED.

It was moved by Councillor Symonds and seconded by Councillor Redfern that the Minutes of the meeting held on 9 May 2022 be confirmed as a correct record and signed by the Chairman. After being put to the meeting and a vote taken, the motion was declared

CARRIED.

RESOLVED – that the Minutes of the meetings held on 5 May 2022 and 9 May 2022, be confirmed as correct records and signed by the Chairman.

13 SUMMARY OF PROCEDURE

The Chairman drew participant's attention to the Summary of Procedure which could be found on pages 34 – 40 of the agenda.

14 APPLICATION FOR A VARIATION TO A PREMISE LICENCE FOR WHITE HORSE HOTEL, HERTINGFORDBURY ROAD, HERTINGFORDBURY, HERTFORDSHIRE SG14 2LB (22/0646/PLV)

The Chairman summarised the procedure for the Sub-Committee hearing, and all those present introduced themselves.

The Senior Licencing and Enforcement Officer presented his report covering an application for the variation of a premises licence for the White Horse Hotel, Hertingfordbury Road, Hertingfordbury, Hertfordshire, SG14 2LB. The Sub-Committee was advised that this application was submitted on 18 May 2022 for the supply of alcohol on the premises during March through to October from an outside bar located in the patio area to the rear of the premises, Monday – Sunday from 12:00 - 22:30.

The Senior Licencing and Enforcement Officer listed the additional steps which the applicant had proposed

in order to promote the four licencing objectives, and advised that these included modifications that had been agreed with Hertfordshire Constabulary, as detailed in Appendix B.

The Senior Licencing and Enforcement Officer said that seven valid representations had been received during the consultation period. Five of the representations objected to the application, raising concerns regarding public nuisance, crime and anticipated anti-social behaviour. Two representations supported the application, citing the premises as an asset to the village, with the outside bar being in keeping with its surroundings. There had been no representations from the responsible authorities.

Members were advised that if they believed that the application would not promote the four licencing objectives, they should take appropriate and proportionate action to address these concerns.

The Chairman asked the Senior Licencing and Enforcement Officer for clarification of the hours for which the supply of alcohol had been requested (as at page 61).

The Senior Licencing and Enforcement Officer confirmed that the application sought the supply of alcohol Monday – Sunday from 12:00 to 22:30, and not from 12:00 to 10:30 as per the application. He said that this had been an error on the part of the applicant, who had inadvertently not used the 24 hour clock when completing the form. The Senior Licencing and Enforcement Officer said that Officers had liaised with the applicant regarding this matter, who had

confirmed that the end time should read 22:30. The applicant confirmed these events, and said that the supply of alcohol was being sought Monday – Sunday from 12:00 to 22:30.

Councillor Goodeve said that, should the application be granted and the applicant not be given planning consent for the outside bar, would the applicant be able to serve alcohol from the outside space. The Senior Licencing and Enforcement Officer referred Members to the Officer's observations section of the report regarding planning matters. He confirmed that should this be the scenario, the applicant could sell alcohol from the outside space.

The applicant told the hearing that they had been operating the White Horse Hotel for five years. He said that there was a demand for an outside bar, with many customers still hesitant to venture indoors due to Covid-19. The applicant said that the patio area of the premises was already very busy, often being full at weekends. He explained that the addition of the outside bar would mean that patrons would not have to walk from the patio area and around the front of the premises to purchase drinks from the inside bar.

Councillor Snowdon asked which drinks would be available at the outside bar. The applicant said that there would be a smaller and condensed product range and summarised the drinks that would be available.

Councillor Snowdon asked the applicant how they would deal with noise complaints. The applicant said that the patio area was already used by customers,

and he explained that the premises was a food led business, and not for example a sports bar. He said that there would be no stools around the outside bar area, and only tables and chairs on the patio. He said that being able to purchase drinks on the patio would not change customer's behaviour, it would just be more convenient. The applicant referred to a past Christmas Party event at the premises where a noise complaint was made. He said that they always responded to complaints, and worked with the Local Authority.

Councillor Snowdon asked how the outside bar area would deal with the extra provision of rubbish, including any noise from bottles being put into rubbish bins. The applicant said that rubbish would be cleared from the patio tables by staff with trays, and disposed of behind the bar. There would be no big bins in the area as these attracted wasps.

Councillor Symonds referred to several of the representations received from families with children at neighbouring properties. She asked how noise from the bar area would be mitigated for, in particular for houses at the back of the venue where the outside bar was situated. The applicant said that the representations from neighbouring houses with children were located at the front of the premises, and therefore the furthest away from the outside bar. He said that there would be no more noise from the patio area with the addition of the outside bar, adding that there would be less customers on the patio as the outside bar took up space.

Councillor Symonds asked if food would be available

on the patio. The applicant said that food was not prepared on the patio area, but had been serviced to it for the past five years.

Councillor Goodeve said that the venue needed to be a good neighbour, with consideration given to surrounding properties which were both listed and in a conservation area and therefore unable to be double glazed.

Councillor Rutland-Barsby asked that, if the applicant was not granted planning permission for the outside bar, would alcohol be served from an unsecure table on the patio. The applicant said that they would not serve drinks on the patio area unless this was from the outside bar.

At the conclusion of these questions, the Sub-Committee, the Litigation and Advisory Lawyer and the Democratic Services Officer retired to a separate room to allow Members to consider the evidence.

Following this, Members and Officers returned and the Chairman announced that the Sub-Committee had considered the application. He said that the Sub-Committee had heard the representations from the Applicant and the Interested Parties who had attended the hearing, and had reviewed the application and the written representations submitted.

The Chairman said that the Licensing Sub-Committee had determined to grant the application for the supply of alcohol for consumption on the premises during March to October from an outside bar located in the patio area to the rear of the premises Monday to

Sunday 12:00 – 22:30. Members had also agreed to grant the licence subject to the conditions proposed by the Applicant and those agreed between the Applicant and Hertfordshire Constabulary as noted at Appendix B.

The Chairman said that in granting the application, Members had been mindful of the concerns raised by the interested parties and are assured that the Applicant has, and will continue to take steps to negate these concerns.

RESOLVED – To grant the variation to the Premises licence sought for:

- (i) The supply of alcohol (for consumption on the premises) Monday to Sunday 12:00 – 22:30
- (i) Opening hours of 09:00 – 23:00 Monday to Sunday
- (ii) Subject to the conditions proposed by the Applicant and those agreed between the Applicant and Hertfordshire Constabulary as noted at Appendix B.

Reasons for Decision

- 1 The Licensing Sub Committee considered all of the evidence before it including the written representations made by the interested parties. Members had regard to the Council's Statement of Licensing Policy, the Licensing Act 2003 and the guidance

promulgated pursuant to Section 182 of that Act.

- 2 The Licensing Sub Committee is required to adopt a presumption in favour of granting a licence unless there is clear evidence upon which to base a refusal or modification. There was insufficient evidence before the Sub Committee to rebut that presumption.
- 3 In reaching this decision Members had regard to the objections received and noted that the residents live near the front of the premises and the location of the bar area covering the variation was further away. Members noted that the grant of this licence was independent of any planning permissions which the Applicant will require.
- 4 The Sub Committee was mindful that local residents had a certain amount of protection under the Environmental Protection Act 1990. The Sub Committee was also mindful that the residents could request a review if problems were experienced as a result of the operation of the Premises Licence which the Licence holder fails to address.
- 5 Members were assured by the Applicant that concerns raised to them by local residents will be addressed in the future.

There was no urgent business.

The meeting closed at 10.52 am

Chairman

Date

Agenda Item 6

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.

East Herts Council Report

Licensing Sub-Committee

Date of Meeting: 8 August 2022

Report By: Jonathan Geall, Head of Housing and Health

Report Title: Application for a new premises licence for Anthropos Festival at Hixham Hall, Hixham Lane, Furneux Pelham, Herts SG9 0LR (22/0801/PL)

Ward(s) affected: Little Hadham

Summary

- An application for a new premises licence has been received from Anthropos Experience Ltd for events at Hixham Hall, Hixham Lane, Furneux Pelham. A representation against the application has been made by an Interested Party. Where representations are received against an application and not withdrawn there must be a Licensing Sub-Committee meeting 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 to grant a premise licence to Anthropos Experience Ltd Festival 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 council'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 council'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 originally submitted by Anthropos Experience Ltd on 13 June 2022. The application has been correctly advertised and consulted upon as required by legislation and regulations.

3.2 The application has been made to allow the "Anthropos Festival" to take place in fields adjacent to Hixham Hall, Hixham Lane, Furneux Pelham.

3.3 The application requests the supply of alcohol for

consumption on and off the premises, late night refreshment and regulated entertainment.

Licensable Activity	Day	Hours applied for
Supply of alcohol (for consumption on and off the premises)	Thursday Friday – Saturday Sunday Monday	11:00 – 23:00 11:00 – 03:00 11:00 – 23:00 11:00 – 17:00
Plays Provision of Films Live Music Performance of Dance Anything of a Similar Description to Live Music, recorded Music or Performances of Dance	Thursday to Sunday Monday	08:00 - 05:00 08:00 – 17:00
Late Night Refreshment	Friday - Saturday	23:00 – 03:00

- 3.4 The times are restricted to 1 event over 5 days per calendar year.
- 3.5 A redacted copy of the application form for a new premises licence is attached as **Appendix 'A'**.
- 3.6 Section 18 of the application form asks the applicant to describe any additional steps they intend to take to promote the four licensing objectives as a result of the application.
- 3.7 During the 28 day statutory public consultation period the applicant agreed conditions with both the Police and Environmental Health. These conditions are attached as **Appendix 'B'**

- 3.8 During the 28 day statutory public consultation period one valid representation was received from an Interested Party, Albury Parish Council. This representation is attached as **Appendix 'C'**.
- 3.9 The representation from Albury Parish Council raises objections on the basis of nuisance to neighboring residents therefore engaging the prevention of public nuisance licensing objective. They are also concerned over the hours requested for the supply of alcohol, live and recorded music being excessive.
- 3.10 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

- 3.11 Section 6 of the East Herts Statement of Licensing Policy (herein 'the Policy') details definitions of premises and location and operation of premises (differentiating between Town Centre locations and other areas). Under this section of the Policy the operation of the Anthropol Festivals best fit would be 'Festival'.
- 3.12 The proposed premises are a field and as such they are not in a Town Centre location so is classed as being in 'Other areas'.
- 3.13 The table at 6.9 of the Policy details the council'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 'Festival' in this type of location when valid and relevant representations have been received:
- *Will generally be allowed licensable activity until 01:00 on*

Friday and Saturday. On Sunday to Thursday 23:00, unless the following day is a Bank Holiday or recognised National Holiday.

- 3.14 Section 8.20 of the Policy contains information on how the council considers applications under the prevention of public nuisance licensing objective.

Paragraphs 8.21 to 8.29 state:

- 8.21 *The Licensing Authority will interpret the term 'public nuisance' widely as advised in the Secretary of State's guidance. When considering this objective the Authority will take into account issues relating to noise, vibration, light, litter, offensive odours and anti-social behaviour arising from or in connection with the provision of licensable activities. Public nuisance can be at a low level only affecting a few people locally, as well as a major disturbance affecting the wider community.*
- 8.22 *This objective does not mean the complete prevention of all of the above issues, but rather the prevention of such unreasonable levels of these as would constitute a nuisance to the public or a section thereof. A degree of noise, for example, is an inevitable consequence of the provision of most forms of regulated entertainment. The Licensing Authority will therefore seek to exercise its powers in a way which promotes the licensing objective, to discourage and eliminate the carrying on of licensable activities in a way that causes unreasonable inconvenience, upset or distress to others.*
- 8.23 *The Authority would expect applicants to have demonstrated in their operating schedule that public nuisance concerns have been identified, with suitable control measures implemented and maintained. Factors that may be considered include, but are not limited to:*
- *The location of the premises and proximity to residential and*

other noise sensitive premises

- *The hours of opening, including times when licensable activities may not be taking place, last admission time and 'wind down period'*
- *Nature of activities provided*
- *Supervision of customers including managing dispersal*
- *Odour and light nuisance*
- *Litter and waste disposal*
- *the location of delivery and collection areas and delivery/collection times*
- *Noise management plan (where appropriate)*

8.24 *Steps that can be taken to minimise public nuisance include those 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;*
- *prevent disturbance by customers and staff arriving at or leaving the premises;*
- *prevent queuing (either by pedestrian or vehicular traffic);*
- *help ensure patrons and staff leave the premises quietly;*
- *minimise the effect of parking by patrons on local residents;*
- *minimise noise from the use of smoking shelters, gardens and other open-air areas.*

8.25 *This lists above are not exhaustive and the Licensing Authority remains aware of its obligation to consider each case on its merits.*

8.26 *The Authority notes that, as with other licensing objectives, there are other regulatory regimes exist which may be used to control nuisance. The Environmental Protection Act 1990 in particular allows Environmental Health officers to require the abatement of a statutory nuisance, and would be considered the primary control for such issues. However, the Licensing Authority notes that this*

regime is largely reactive, whereas licensing may be used to establish proactive controls, preventing a nuisance from reaching a statutory level in the first instance.

8.27 Nuisance may arise directly as a result of licensable activities (for example, noise from music), or indirectly (noise from customers at the premises). Applicants and licence-holders are strongly encouraged to consider all possible sources of nuisance when compiling operating schedules, and to implement appropriate measures for the promotion of this objective. For many types of nuisance, this process will begin in the initial design stages prior to the construction or redevelopment of premises. The Council's Environmental Health officers may be consulted for informal advice, prior to the making of a licence application, on proposed measures likely to reduce or prevent the likelihood of public nuisance arising from the operation of licensed premises.

8.28 The Licensing Authority will have regard to best practice guidance when considering this licensing objective, including but not limited to:

- Guidelines on Community Noise (World Health Organisation)*
- Effective Management of Noise from Licensed Premises (British Beer and Pub Association)*
- Code of Practice on Environmental Noise Control at Concerts (Noise Council)*

8.29 Where premises which are the subject of licensing applications involving amplified musical entertainment beyond 11pm are in close proximity to residential properties, the Licensing Authority will require a comprehensive operating schedule listing measures that the applicant intends to implement to ensure the promotion of this licensing objective.

3.15 Section 20 of the Policy contains information on how the council considers Festivals and outdoor events.

Paragraphs 20.5 to 20.8 state:

- 20.5 *The Authority will expect the organisers of any large events (taking place under the authority of a premises licence) or events which include special risk factors to consult the East Herts Safety Advisory Group (SAG) while planning their event, and to implement any reasonable recommendations made by the group. The SAG is a multi-agency body, which includes representatives of the Licensing Authority, responsible authorities and other statutory bodies who have involvement in the organisation and safe running of events.*
- 20.6 *Prior to applying for a licence, event organisers will need to secure permission from the appropriate landowner for the site on which they intend to hold their event. In the case of public land which the Council is responsible for managing, including parks and common land, approaches should be made to the Assets and Estates team within the Strategic Finance and Property service.*
- 20.7 *One of the major concerns arising from outdoor events is disturbance to local residents from noise associated with music entertainment at the event, or other noisy equipment such as generators, public announcement systems, fireworks, and so on. The Licensing Authority will expect to receive a comprehensive operating schedule from applicants, containing appropriate proposals to control such issues and promote the prevention of public nuisance licensing objective. Depending on the size and nature of the event it is likely this will need to include a comprehensive Event Management Plan (EMP) integrating a specific Noise Management Plan.*
- 20.8 *To mitigate these concerns as far as possible early engagement with those likely to be affected by an event is expected. Simply fulfilling the statutory obligation to advertise is likely to trigger representations and raise concerns more than if there has been early engagement. Please refer to the section of this Policy that deals with “Pre-application advice and engagement” for further*

details.

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

9.37 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.

9.38 A responsible authority or other person may choose to rely on their written representation. They may not add further representations to those disclosed to the applicant prior to the hearing, but they may expand on their existing representation and should be allowed sufficient time to do so, within reasonable and practicable limits.

3.17 In determining the application with a view to promoting the licensing objectives in the overall interests of the local community, the Licensing Sub-Committee 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.

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

3.19 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 along with section 16 of the East Herts Pool of conditions.

Officer observations

- 3.20 With the requested hours being longer than recommended within the Policy, Members should consider if the applicant has taken all reasonable steps to mitigate any public nuisance.
- 3.21 It should be noted that this application has been through the Safety Advisory Group (SAG); at the meeting of 7 July 2022, no SAG Partner raised any objections to the event.
- 3.22 If Members believe that the application would not undermine any of the licensing objectives then the application should be granted as requested.
- 3.23 As stated in the Guidance, the council's decision should be evidence based, justified as being appropriate for the promotion of the licensing objectives and proportionate to what it is intended to achieve.
- 3.24 Members should consider if they believe the applicant has provided evidence that the licence if granted would promote and not undermine the licensing objectives. This evidence should be balanced against the evidence given by those making representations that the licensing objective would be undermined.
- 3.25 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 In considering additional conditions, Members should decide whether these steps would in fact address their concerns if the

decision was made to grant the hours requested.

- 3.27 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.
- 3.28 Aside from adding conditions it is open to Members to limit the hours of operation under the licence but clear reasons for this step would need to be given. However, if simply limiting the hours beyond those requested does not mitigate Members' concerns regarding the promotion of the licensing objectives then the option to also impose appropriate and proportionate conditions is available.
- 3.29 When the Licensing Sub-Committee gives its decision to those in attendance it should be made clear to all parties how much weight has been attached to each submission and why and what evidence Members' have relied upon when reaching their decision.

4.0 Options

- 4.1 The actions open to the Licensing Sub-Committee are:
- grant the application as requested if they feel the application would promote and not undermine the licensing objectives; or
 - grant the application but at the same time impose additional conditions or amend the activities or times requested; or
 - if Members believe that there is evidence that shows that there are no steps that can be taken to ensure that the application sought would promote the licensing objectives then the application should be refused.

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

5.0 Risks

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

6.0 Implications/Consultations

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

Community Safety

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

Data Protection

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

Equalities

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

Environmental Sustainability

No

Financial

There will be a cost to the authority in holding the Licensing Sub-Committee hearing; this will be covered by the existing budget.

There would be a cost if the decision of the Licensing Sub-Committee is appealed to the Magistrates Court and the authority chooses to defend that appeal.

Health and Safety

No

Human Resources

No

Human Rights

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

Legal

All statutory requirements have been considered in preparing this report.

Specific Wards

Yes – Little Hadham

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 2021-2026
<https://cdn-eastherts.onwebcurl.com/s3fs-public/2022-03/Statement%20of%20Licensing%20Policy%202021-26%20Mar%202022.pdf>

East Herts Pool of Model Conditions 2021
<https://eastherts.fra1.digitaloceanspaces.com/s3fs-public/2021-08/Pool%20of%20Model%20Conditions%202021%20%28accessible%29.pdf>

- 7.3 **Appendix 'A'** – Application for a New Premise Licence.
- 7.4 **Appendix 'B'** – Conditions by Environmental Health and Hertfordshire Police agreed with the applicant.
- 7.5 **Appendix 'C'** – Representations against the application.
- 7.6 **Appendix 'D'** – Map showing location of the premises.

Contact Member Councillor Jan Goodeve – Executive Member for Planning and Growth
jan.goodeve@eastherts.gov.uk

Contact Officer Jonathan Geall – Head of Housing and Health
Contact No: 01992 531594
jonathan.geall@eastherts.gov.uk

Report Author Brad Wheeler – Senior Licensing and Enforcement Officer
Contact No: 01992 531520
brad.wheeler@eastherts.gov.uk



East Hertfordshire
Application for a premises licence
Licensing Act 2003

For help contact
community.protection@eastherts.gov.uk
Telephone: 01279 655261

* required information

Section 1 of 21

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

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

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

Are you an agent acting on behalf of the applicant?

☐ Yes ☒ No

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

Applicant Details

* First name

* Family name

* E-mail

Main telephone number

Other telephone number

Include country code.

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

Are you:

☒ Applying as a business or organisation, including as a sole trader

☐ Applying as an individual

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

Applicant Business

Is your business registered in the UK with Companies House? ☒ Yes ☐ No

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

Registration number

Business name

VAT number

Legal status

If your business is registered, use its registered name.

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

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 21

PREMISES DETAILS

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

Premises Address

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

☒ Address ☐ OS map reference ☐ Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

Section 3 of 21

APPLICATION DETAILS

In what capacity are you applying for the premises licence?

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

Confirm The Following

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

Section 4 of 21

NON INDIVIDUAL APPLICANTS

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

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

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

Continued from previous page...

Director of Anthropos Experience Ltd and self employed.

Address

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text"/>

Contact Details

E-mail	<input type="text"/>
Telephone number	<input type="text"/>
Other telephone number	<input type="text"/>
* Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/> dd mm yyyy
* Nationality	<input type="text"/> 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? 25/ 08/ 2022
dd mm yyyy

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

Provide a general description of the premises

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

The premises are multiple fields, small woodlands, ponds and a large garden located around Hixham Hall, the land owners' houses and stables in Furneux Pelham. Private road access from Ginns Road. The surrounding area is fields.

The Camosite will be comprised of 4 distinct areas:

Continued from previous page...

- General Camping
- Glamping Area
- Accessible Camping Area
- Quiet/Family Camping Area

Vehicular Access and Parking: Entrance to the site is via Ginns Road. The Campsite will comprise a main area and a small glamping area. The Garden area next to Hixham Hall will be classified as the event 'Arena'. This will be the main area of activity. Refer to site map Appendix 1 Event Site Plan.

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

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start

End

Start

End

Will the performance of a play 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.

Contemporary plays from spoken word, short theatrical plays to walk about theatre and performances will take place in the main arena of the site. May contain amplified music.

State any seasonal variations for performing plays

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

None

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

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

None

Section 7 of 21

PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

☒ 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

Continued from previous page...

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 exhibition of films 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.

Screening of small, local, independent films, foreign films and short films with cleared film copyright licensing. May contain amplified music.

The admission of children, that is persons under eighteen (18) years of age, to the exhibition of any film shall be restricted in accordance with any recommendation made by the British Board Film Classification (BBFC) or by the Licensing Authority.

State any seasonal variations for the exhibition of film

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

None

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

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

None

Continued from previous page...

Section 8 of 21

PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

☐ Yes ☒ No

Section 9 of 21

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

Section 10 of 21

PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

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

Continued from previous page...

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

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

☐ Indoors ☐ Outdoors ☒ Both

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

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

Local bands playing a variety of genres, folk singers and songwriters, contemporary jazz and blues. Both amplified and non amplified music will be performed. The Music Licence from PPL/ PRS will be obtained.

State any seasonal variations for the performance of live music

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

None

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

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

None

Section 11 of 21

PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

Continued from previous page...

TUESDAY

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

WEDNESDAY

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

THURSDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

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

SATURDAY

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

SUNDAY

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

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.

Varying genres, ambient and electronic music DJs. Music will be amplified. The Music Licence from PPL/ PRS will be obtained.

With Stages 1 and 3 running according to the hours outlined in Section 10: Provision of Live Music. Stage 2 will be running for 24h in accordance to low and inaudible volume hours outlined in the Noise Management Plan.

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.

None

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

Continued from previous page...

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

None

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

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

☐ Indoors ☐ Outdoors ☒ Both

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

Continued from previous page...

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.

Local and international performers of dance will be performing various contemporary styles of dance from modern ballet, prop dancing to break dancing. May contain amplified music.

State any seasonal variations for the performance of dance

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

None

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

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

None

Section 13 of 21

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

[See guidance on regulated entertainment](#)

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

☒ Yes ☐ No

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

Continued from previous page...

THURSDAY

Start End

Start End

FRIDAY

Start End

Start End

SATURDAY

Start End

Start End

SUNDAY

Start End

Start End

Give a description of the type of entertainment that will be provided

Circus arts and fire performance and stand up comedy. May contain amplified music and microphones for spoken performance.

Will this entertainment 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 entertainment

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

None

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

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

None

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Continued from previous page...

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

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.

Continued from previous page...

Bars selling provisions of soft drinks and alcohol such as locally brewed beer, cocktails and spirits.

State any seasonal variations

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

None

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

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

None

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

Continued from previous page...

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.

None

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

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

None

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

Name

First name

Family name

Date of birth

/ /
dd mm yyyy

Continued from previous page...

Enter the contact's address

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

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

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

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

Reference number for consent form (if known)

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

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ADULT ENTERTAINMENT

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

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

None

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

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

Continued from previous page...

TUESDAY

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

WEDNESDAY

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

THURSDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

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

SATURDAY

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

SUNDAY

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

State any seasonal variations

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

None

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

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

None

Section 18 of 21

LICENSING OBJECTIVES

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

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

Continued from previous page...

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

Anthropos Festival 2022 will be happening from the 8-12th of September 2022. The premises will be used for one event per calendar year for a total of five days with an intended capacity of over one thousand two hundred persons with a maximum capacity of two thousand persons.

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

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

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

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

A minimum ratio of 1 Personal Licence Holder to 8 staff providing sale of alcohol is maintained during all licensable times to ensure sufficient enforcement of Responsible Sale of Alcohol Policies and Mandatory Licensing conditions Implementation of challenge 25 policy - ID of all customers who look 25 or under.

b) The prevention of crime and disorder

All activities within the Licensed Premises will be managed with a view to preventing crime and disorder by:

- Contracting a professional security firm to provide SIA Licensed Security staff and trained Stewards to ensure the event is both a safe and enjoyable experience for the public and local residents.
- Ensuring the risks of crime and disorder are properly considered and appropriate control measures put in place to mitigate these risks so far as is reasonably practicable.
- Ensuring appropriate numbers of Security staff are stationed at access / egress points and other appropriate static locations.
- Ensuring measures are in place to prevent open bottles or other drinks containers being carried into the Licensed Premises and by placing restrictions on glass bottles in all appropriate areas of the event
- Ensuring regular patrols are conducted to ensure compliance with all Licensing Conditions.

c) Public safety

The Public safety objectives of the event are:

- To maintain a safe environment for members of the attending public and staff / volunteers / artists working at the event
- To ensure the event venue is of sufficient capacity to safely accommodate event attendees, staff and artists and to ensure suitable and sufficient access control measures so as to ensure these numbers are not exceeded
- To monitor crowd movements, identify and deal promptly and effectively with any identified crowd control issues
- To facilitate a suitable and proportionate response to any serious incident, accident or nearmiss
- To provide formal guidance for all staff and volunteers as to the immediate and subsequent response protocols (Contingency Plans) in the event of any serious incident, accident or nearmiss

In order to achieve these objectives, the Promoter will:

- Adopt this EMP and ensure it is informed and expanded by pre-event safety checks and risk assessment processes.
- Follow the appended Contingency Plans as and when necessary

Risk assessment control measures will include but not be limited to:

Continued from previous page...

- Calculation of safe capacities, exit and emergency exit widths for the event and measures to ensure ticket sales / admission do not exceed safe capacity
- Monitoring of accurate numbers to the event site by event staff and provision of such numbers to the Licensing Authority or any other authority upon request and at any time
- Appropriate Security and Stewarding provision and deployment based upon comprehensive site survey and consideration of event and attendee profiles
- Appropriate medical provision in line with the Medical Risk Assessment
- Measures to ensure that all other legislative / regulatory requirements will be met e.g. concession registration with EH / equipment safety certification
- Arrangements for monitoring of risk assessment control measures and EMP implementation

d) The prevention of public nuisance

The Promoter will take measures to minimise any negative impact the event may have on the public and neighbours, so as far as is reasonably practicable. Consideration will be given to the following measures:

- Operating a zero-tolerance policy towards anti-social behaviour at the event with security deployed as appropriate
- Adopting measures to manage queuing outside the event boundaries as necessary
- Adopting measures to deal with the dispersal of visitors from the event as necessary, including the deployment of Security and where appropriate, notices at exits requesting visitors to respect the neighbours
- Adopting measures to clear and dispose of waste as soon as is reasonably practicable after the event
- Adopting measures to limit the noise emitted from the event where it is considered it may affect neighbours
- Ensuring the agreed event finish times are not exceeded without prior permission of the Licensing Authority.

e) The protection of children from harm

The Promoter will appoint a Designated Safeguarding Lead and develop a Safeguarding Plan to protect vulnerable persons from harm utilising a Safeguarding checklist to ensure essential Safeguarding control measures are in place for the event.

Children's activities are carried out under the supervision of qualified level 3 Forest School leaders and outdoor first aid trained staff. All staff and volunteers dealing with children will be DBS checked and trained in safeguarding. There are multiple family friendly areas in and around the children's area. The Festival's wellbeing team will be trained to deal with children.

Safeguarding and child protection will be taken very seriously, committed to creating an environment which is safe from abuse. Any suspicion of abuse will be promptly and appropriately dealt with. It is the responsibility of all crew and volunteers to ensure the safety of children whilst in their care. Our Safeguarding policy will focus on minimising the risk of abuse taking place through good planning and best practice, empowering those it works with to stay safe and speak out and taking appropriate action when any allegations arise. In order to achieve these objectives, the Promoter will:

- Raise awareness of individual responsibilities in identifying and reporting possible cases of abuse.
- Provide a systematic means of monitoring, recording, and reporting of concerns and cases.
- Provide guidance on recognising and dealing with suspected child abuse.
- Provide a framework for inter-agency communication and effective liaison.
- Ensure that any deficiencies or weaknesses in child protection arrangements are remedied without delay.
- Ensure that safe recruitment procedures are operated.
- Design and operate procedures which promote this policy and which, so far as possible, ensure that staff and others who are innocent are not prejudiced by false allegations.
- Contribute to the operation of appropriate health and safety procedures.
- Have regard to and be consistent with relevant statutory and regulatory requirements and guidance

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

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.

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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.

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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 you 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 (£)

Continued from previous page...

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

Address

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

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	<input type="text"/>
* Capacity	<input type="text"/>
Date (dd/mm/yyyy)	<input type="text"/>

[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.

Continued from previous page...

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



Conditions Proposed By Hertfordshire Constabulary & Environmental Health

1. The Premises License is limited to 1 event per calendar year consisting of a maximum of 5 consecutive days.
2. The Premises Licence Holder shall notify the responsible authorities of the exact date of the event 5 months prior to the date of the event through the Safety Advisory Group (SAG).
3. The license holder will notify Hertfordshire Constabulary of all SIA registered staff employed at the event 28 days before the event takes place. Following this Hertfordshire Constabulary must be notified of any changes to SIA staff.
4. Accurate and up to date details of ticket sales to be supplied immediately on request from any of the responsible authorities to allow for event planning.
5. An Event Management Plan (EMP) shall be submitted to the responsible authorities no less than 3 months prior to the start of the event. The EMP must demonstrate that resourcing and infrastructure is based on threat and risk to the event. The latest EMP must be supplied to all responsible authorities 21 days before the event takes place. Following this any changes must be circulated immediately to all responsible authorities.
6. The event management plan shall contain a summary document covering an overview in the following areas -
 - a. Event overview
 - b. Audience profile
 - c. General site overview plan
 - d. Summary description of all areas including temporary structures
 - e. General site safety policy
 - f. Management structure, responsibilities and roles - names of specific personnel, key roles and responsibilities and how the structure of these roles is planned.
 - g. Event control - overview of functioning
 - h. Event Capacities including for temporary structures
 - i. Event timings
 - j. Insurance
 - k. Local Community Considerations
 - l. Build and breakdown plan
 - m. References to appendices detailed below
7. The EMP shall contain Appendices detailing fully the following areas -

- 7.1 **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.
- 7.2 **Event risk assessment** covering all areas of risk and management of risks to ensure the health and safety of all those on site
- 7.3 **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
- 7.4 **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.
- 7.5 **Extreme weather procedure and action plan** covering all adverse weather conditions, detailing the impact and actions to be taken in each possibility.
- 7.6 **Fire safety plan** – in line with conditions set by Herts Fire and Rescue
- 7.7 **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.
- 7.8 **Noise management plan – in line with conditions set by Environmental Health**
- 7.9 **Waste management plan** - in line with conditions set by Environmental Health
- 7.10 **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.

- 7.11 **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
- 7.12 **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.
- 7.13 **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.
- 7.14 **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.
- 7.15 **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.
- 7.16 **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.
- 7.17A **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.

8. In the event of any of the responsible authorities advising the licensing authority that the final version of the Event Management Plan (EMP) does not in their professional view fully satisfy their reasonable requirements to meet the four licensing objectives, the event will not proceed until such time as the reasonable requirements are met and approved by the responsible authority who had previously raised concerns.
9. The event will be managed in accordance with the EMP. During the operational phase any deviation from the EMP must be fully documented and rationale recorded at the time.
10. All areas of the event and all documents referred to in the Event Management Plan shall be available for inspection during the event by officers of responsible authorities should they request access or ask to view the documents.
11. An on-site suitable control hub (ELT) will be accessible to police and responsible authorities if at any time it is deemed necessary by the responsible authorities.
12. An event log shall be maintained which includes any actions or decisions taken in relation to the event.
13. The premises License holder shall have procedures in place to;
 - a) Manage the occupancy levels within areas to enable a safe and quick evacuation in the event of an emergency; and
 - b) Allow the swift access for emergency vehicles.
14. All public address systems shall be under the control of the premises license holder or their nominated representatives so that emergency broadcast message can override the musical entertainment and can be delivered clearly audibly to all parts of the site.
15. There shall be an area within the licensable area dedicated to dealing with vulnerable children and adults this includes those who are vulnerable through drink and drugs. There shall always be on duty at this location a person nominated as in charge. Staff working in this area shall have access to a radio connecting with the event management.

16. The maximum capacity for each event at any one time is 2000 people; this includes all staff on site.
 - 16.1 Entry numbers will be monitored and recorded at all times through the use of attendance clickers
 - 16.2 Entry numbers to be supplied immediately on request by any police officer
 - 16.3 Public entry to site will not be allowed between 2300 hours and 0600 hours.
 - 16.4 Day tickets shall not exceed 1000 for any one day.
17. People under the age of 18 years must be accompanied by an adult 21 years old or over in order to gain entry. A maximum of 3 under 18's to be allowed in with each person 21 years or over. The adult (over 21) entering with any person under 18 years is to be informed of their responsibilities with regards to the person under 18 years.
18. Quantity of alcohol permitted – this will be restricted to 16 cans of lager or cider or ale or premixed drinks, OR 2 litre bottle of cider OR 1 box of wine (2.25 litres) or 2 bottles of wine (decanted, OR 75cl of spirits (decanted)
19. The Designated Premises Supervisor must be actively involved in the running of the event or clearly nominate someone to act on their behalf in the case of illness or injury. The Designated Premises Supervisor must be on site when alcohol is permitted to be sold or supplied or clearly nominate someone to act on their behalf in the case of illness, injury or required rest time. The nominated person must be a personal licence holder.
20. Each bar will be clearly identifiable by number or name. Only 100% polycarbonate to be used. No glass to be permitted in areas open to the public. Each bar will have visible signage (challenge 25/ free water/ weights and measures act/ drinks and price list including abv's).
21. The Premise License Holder shall ensure that all Stewards and Security Industry Authority personnel have received training commensurate to their role, and have been fully briefed prior to the start of the event on the information contained within the EMP documents relevant to their role.
22. All stewards and Security Industry Authority staff shall wear high visibility jackets so that they are easily identifiable except those working in a covert capacity.
23. No staff member while on duty and / or in uniform will consume alcohol or drugs on site or be under the influence of alcohol or drugs at any time whilst working.

24. The Premises Licence Holder shall take out Public Liability and Third Party insurance to cover at least £5,000,000.00 (five million pounds) for any one occurrence. The Premises Licence Holder shall provide the Licensing Authority with certified copies of the Policy and Certificates of Insurance, or other acceptable proof of cover, not later than 14 days prior to the start of the event.
25. The Licence holder will be responsible for producing a policy for the inspection of the structures built on his site. This will include a maintenance and inspection programme with his methodology of testing. The Licence holder will consult with relevant persons with expertise e.g. a suitable Building Control body, or other similar organisation to agree the structural integrity of the bales. This will be presented to the relevant authorities not less than three week prior to an event.
26. The fire resistance of the bales of straw used on site for construction or otherwise, together with all materials that form any part of a means of escape will be certified by the a suitably qualified person to satisfy this authority of their fire resistance. We require this evidence to be presented to the relevant authorities not less than 3 weeks prior to the event.
27. The premises licence holder shall ensure that music noise levels do not exceed 65dB LAeq (15mins) not less than 1m from façade of any noise sensitive dwellings with 70dB LAeq (15min) in the 63Hz and 125Hz octave bands.
28. The premises licence holder shall submit a detailed Noise Management Strategy for approval to the licensing authority at least 8 weeks prior to the first day of each event and these shall take account of all regulated entertainment which will be provided during each event, including the number of stages and the location, orientation and operational times of each stage. The strategy shall include provision for community engagement, monitoring, and event hotline and post completion reporting.

From:
Sent: 06 July 2022 13:23
To:
Subject: [External] OBJECTION TO APPLICATION 22/0801/PL

Dear ,

Albury parish Council objects to this application from because it appears that alcohol, live and recorded music will be played for excessive periods of time with no clearly defined breaks.

There are stretches of 48 hours at a time which seems unacceptable. Shouldn't timings for sale of alcohol and the cessation of live and recorded music be more precisely defined?

In this quiet, rural location we feel this could quickly become a nuisance to residents.

Kind regards,

[Clerk to Albury Parish Council](#)



Brad Wheeler
Senior Licensing &
Enforcement Officer
East Herts District Council
01992 531520
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newsletter - [Network](#)



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