



MEETING : LICENSING SUB-COMMITTEE
VENUE : COUNCIL CHAMBER, WALLFIELDS, HERTFORD
DATE : TUESDAY 6 JUNE 2023
TIME : 10.00 AM

This meeting will be live streamed on the Council's Youtube page:
<https://www.youtube.com/user/EastHertsDistrict>

MEMBERS OF THE SUB-COMMITTEE

Councillors S Bull, M Connolly and D Willcocks

COMMITTEE OFFICER:
PETER MANNINGS
01279 502174
PETER.MANNINGS@EASTHERTS.GOV.UK

Disclosable Pecuniary Interests

A Member, present at a meeting of the Authority, or any committee, sub-committee, joint committee or joint sub-committee of the Authority, with a Disclosable Pecuniary Interest (DPI) in any matter to be considered or being considered at a meeting:

- must not participate in any discussion of the matter at the meeting;
- must not participate in any vote taken on the matter at the meeting;
- must disclose the interest to the meeting, whether registered or not, subject to the provisions of section 32 of the Localism Act 2011;
- if the interest is not registered and is not the subject of a pending notification, must notify the Monitoring Officer of the interest within 28 days;
- must leave the room while any discussion or voting takes place.

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AGENDA

1. Appointment of Chairman

2. Apologies

To receive apologies for absence.

3. Chairman's Announcements

4. Declarations of Interest

To receive any Members' Declarations of Interest.

5. Summary of Procedure (Pages 5 - 11)

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

6. Application for a new premises licence for Campo Sancho, Walkern Hall, Clay End Road, Walkern, Hertfordshire, SG2 7HZ (23/0511/PL) (Pages 12 - 91)

7. Urgent Business

To consider such other business as, in the opinion of the Chairman of the meeting, is of sufficient urgency to warrant consideration and is not likely to involve the disclosure of exempt information.

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. |

Agenda Item 6

East Herts Council Report

Licensing Sub-Committee

Date of Meeting: 6 June 2023

Report by: Jonathan Geall, Head of Housing and Health

Report title: Application for a new premises licence for Campo Sancho, Walkern Hall, Clay End Road, Walkern, Hertfordshire, SG2 7HZ (23/0511/PL)

Ward(s) affected: Aston, Datchworth and Walkern

Summary

- An application for a new premises licence has been received from Campo Sancho Limited. Representations against the application have been made by three interested parties and one responsible authority. In addition, twenty-four representations being received in support of the application. Where representations are received against an application, and are not withdrawn, there must be a Licensing Sub-Committee meeting to decide that application. This 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 premises licence to Campo Sancho Limited 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 Statement of Licensing Policy (herein 'the 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 was submitted by Campo Sancho Limited on 13th April 2023. The application requests plays, films, live music, recorded music, performances of dance, Anything of a similar description to that falling within (e), (f) or (g), provision of late-night refreshment and the supply of alcohol for consumption ON and OFF the premises during the following times:

| Licensable Activity | Day | Hours originally applied for |
|---|------------|-------------------------------------|
| Plays, Films, Live music, Performance of Dance (Indoors and Outdoors) *Live music times are weather dependent, If the weather and forecast are good Live music will be performed outside if poor then this will be performed inside. If outside live music will stop at 21:00. If we are indoors live music will stop at 00:00 | Friday | 12:00 – 00:00* |
| | Saturday | 12:00 – 00:00* |
| | Sunday | 12:00 – 00:00* |
| Recorded music (Indoors and Outdoors) *Recorded music described as 'background' from 21:00 recorded music is proposed to be performed inside only | Thursday | 18:00 – 23:00* |
| | Friday | 12:00 – 03:00* |
| | Saturday | 12:00 – 04:00* |
| | Sunday | 12:00 – 00:00* |
| Late night refreshment (Outdoors) | Friday | 23:00 – 03:00 |
| | Saturday | 23:00 – 04:00 |
| | Sunday | 23:00 – 00:00 |
| Supply of alcohol (for consumption on the premises) | Thursday | 18:00 – 23:00 |
| | Friday | 10:00 – 03:00 |
| | Saturday | 10:00 – 04:00 |
| | Sunday | 11:00 – 23:50 |

| | | |
|-----------------------------|----------|---------------|
| Premises open to the public | Thursday | 18:00 – 23:00 |
| | Friday | 10:00 – 03:00 |
| | Saturday | 10:00 – 04:00 |
| | Sunday | 10:00 – 00:00 |

3.2 With regards to Recorded music, the applicant has stated on the application that:

We propose to have a background music offering only.

Background music is not a licensable activity so if all the Recorded music during the event is background only a licence covering this is not required.

3.3 On the application form the applicant has completed section H, *Anything of a similar description to that falling within (e), (f) or (g)*. E, F and G are Live music, Recorded Music and Performance of dance. However, the activities listed in section H: *The festival program will include ad hoc performances of dance, some slapstick comedy, circus, dancing competitions and story telling and performance dance*; are either covered under a different part of the application (G) or are not licensable activities. As such this part of the application has not been included in the table at 3.1.

3.4 A redacted copy of the application form for a new premises licence is attached as **Appendix 'A'**.

3.5 Section M of the application form asks the applicant to describe the steps they intend to take to promote the four Licensing Objectives.

3.6 During the 28-day statutory public consultation period four representations were received against the application: two from local residents, one from Walkern Parish Council and one from Environmental Health in their role as a responsible

authority. All the representations are attached as **Appendix 'B'**.

- 3.7 Between them, the representations suggest that the following Licensing Objectives would be undermined if the application is granted as applied for; Prevention of public nuisance and Prevention of Crime and Disorder.
- 3.8 Contact was received from 24 individuals and companies in support of the application for the festival. A copy of the supporting comments received are attached as **Appendix 'C'**.
- 3.9 During the consultation period the applicant agreed to additional conditions with the Police which are attached at **Appendix 'D'**.
- 3.10 During the consultation period the applicant agreed to additional conditions with regards to age verification following consultation with Hertfordshire County Council's Public Health and Trading Standards teams. These conditions and agreement are attached as **Appendix 'E'**
- 3.11 A plan of the area in which the premises are located is attached at **Appendix 'F'**. This can be used to understand the location of the premises in relation to residents and other businesses.

Policy and Guidance

- 3.12 Section 5 of the **East Herts 'Statement of Licensing Policy'** (herein 'the Policy') relates to Pre-application advice and engagement. Paragraph 5.7 and 5.8 state:

5.7 Engagement is an important element of the licensing process. Applicants are expected to have considered the location and community it is proposing to operate in. An

understanding of the concerns to be addressed can be obtained by early engagement with a variety of bodies and individuals including:

- Responsible authorities
- Ward councillors
- Town councils
- Parish councils
- Residents Associations
- Businesses and residents in the vicinity of the proposed premises.

5.8 Experience shows that early engagement allows concerns to be addressed in the most timely and cost effective way for all parties. Where concerns cannot be addressed before an application is made resulting in representations the expectation is that the dialogue between the parties continues to try and find common ground.

3.13 Section 6 of 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 Campo Sancho would be classed as an *'festival'*.

3.14 The proposed premises are not within a Town Centre as defined in section 7.0 of the Policy so are designated as *'Other area'*.

3.15 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. This section states that *'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.'*

3.16 Section 8 of the Policy states that:

8.1 The Licensing Authority must carry out its functions with a view to promoting the four Licensing Objectives, each of which has equal importance:

- the prevention of crime and disorder,
- public safety,
- the prevention of public nuisance, and
- the protection of children from harm.

8.2 It is recognised that the licensing function is only one means of securing the delivery of the above objectives and should not therefore be seen as a means for solving all local problems. The Licensing Authority will therefore continue to work in partnership with all stakeholders and partners towards the promotion of the Licensing Objectives.

3.17 Paragraphs 8.6 to 8.39 of the Policy contain information on how the council considers applications in respect of each of the Licensing Objectives.

3.18 Paragraphs 20.1 to 20.8 apply to festivals and outdoor events.

3.19 Of particular relevance are:

20.1 The Licensing Authority recognises the contribution that well-run outdoor events bring to local communities, and is pleased to support events which are run in a manner that will promote the licensing objectives

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.

20.7 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

3.20 The Home Office-issued '**Guidance issued under section 182 of the Licensing Act 2003**' (herein 'the Guidance') states at paragraph 9.37 and 9.38 that:

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. 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.

9.38 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.*

3.21 Paragraphs 9.42-9.44 of the Guidance deal with how to determine actions that are appropriate for the promotion of the Licensing Objectives.

3.22 If 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 the East Herts '**Pool of Model Conditions**'¹.

Officer observations

- 3.23 Representation 1 – An interested party being Walkern Parish Council.
- 3.24 The representation references concern about public nuisance and the possibility of crime and disorder. The Parish Council state that the area is already suffering from antisocial behaviour. They have also requested that a suitable sound limiting device be used and stated that they have heard music on previous occasions and have concerns regarding music inconveniencing people sleeping or having to close their windows.
- 3.25 The Guidance, at para 2.1, states in relation to the Prevention of Crime and Disorder that:
- 2.1 Licensing authorities should look to the police as the main source of advice on crime and disorder. They should also seek to involve the local Community Safety Partnership (CSP).*
- 3.26 The Police have not made representation on this point so that indicates that they believe the provision is adequate given the current facts.
- 3.27 With regards to the public nuisance, as previously stated recorded music is described as background, which is not licensable and should not cause disturbance. With regards to live music and the use of a noise limiting device the Sub-Committee may wish to ask Environmental Health to comment
- 3.28 Representation 2 – An interested party being a local resident.
- 3.29 The representation references concern about public nuisance. The interested party states that they have previously been disturbed by Campo Sancho events. They feel that midnight is

late enough.

- 3.30 The interested party then references the advertising of the application; they feel the application has not been broadly advertised and as a result this has not given many people the opportunity to be aware of the application. It should be noted that the applicant has complied with the requirements of the Licensing Act 2003 and so little weight should be put on this comment.
- 3.31 Representation 3 – An interested party being a local resident.
- 3.32 This representation references concerns about public nuisance. The interested party states that they live 1km from the festival site and have previously been disturbed by Campo Sancho events and are concerned about significant nuisance causing sleep disruption. They are asking that licensable activities finish at 1am Friday and 2am on Saturday.
- 3.33 Representation 4 – A responsible authority being Environmental Health.
- 3.34 This representation references concerns about public nuisance, primarily music noise and the proximity to residents. They state that conditions need to be added in order to minimise nuisance being caused. Environmental Health's representation states that they are in open discussion with the applicant, however, at the time of writing this report, no update has been received from Environmental Health and proposed conditions have not been provided.
- 3.35 The Guidance, at para 2.15, states in relation to Public nuisance:

2.15 The 2003 Act enables licensing authorities and responsible authorities, through representations, to consider what

constitutes public nuisance and what is appropriate to prevent it in terms of conditions attached to specific premises licences and club premises certificates. It is therefore important that in considering the promotion of this licensing objective, licensing authorities and responsible authorities focus on the effect of the licensable activities at the specific premises on persons living and working (including those carrying on business) in the area around the premises which may be disproportionate and unreasonable. The issues will mainly concern noise nuisance, light pollution, noxious smells and litter.

- 3.36 Environmental Health, whose area of expertise includes nuisance has made a representation, against the application. It is therefore reasonable to conclude that Environmental Health believe that granting the licence, as applied for, would cause 'disproportionate and unreasonable' effects to local residents or businesses.
- 3.37 The Sub-Committee should therefore ask Environmental Health what conditions they wish to impose as this is not clear in their representation.
- 3.38 Many of the supporting comments are from people that attend the festival, involved businesses or nearby businesses. These have all be included with this report for completeness.
- 3.39 The supporting comments reference Campo Sancho being a safe and well-run family event but none of the submissions address the issue of the impact of nuisance on residents, apart from one from a resident 2 miles away who states they are *"attuned to noise levels which have not been intrusive"*. The Sub-Committee should decide how much weight should be attributed to the comments. However, where the comments do not relate to the Licensing Objectives of Prevention of

public nuisance or Prevention of Crime and Disorder, no weight should be attributed.

3.40 The Sub-Committee should consider whether the operation of the licensed premises would be likely to cause a public nuisance having considered the evidence presented and the location of the premises.

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 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.

4.3 If the Sub-Committee believe that granting the application as requested would not promote the Licensing Objectives, then the starting point should be to consider if there are conditions that could be added to mitigate concerns.

4.4 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 and activities as requested.

- 4.5 For conditions to be enforceable they need to be clear, unambiguous and free from subjective terms. If a condition cannot be enforced, then it should not be placed on any granted licence.
- 4.6 However, if adding conditions and/or limiting the hours beyond those requested and/or limiting licensable activities does not mitigate members' concerns regarding the promotion of the Licensing Objectives then the application should be refused.
- 4.7 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 has been

a 28-day public consultation.

Community Safety

The report details the four Licensing Objectives 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 – Aston, Datchworth and Walkern.

7.0 Background papers, appendices and other relevant material

- 7.1 Revised Guidance issued under section 182 of the Licensing Act 2003 (December 2022 - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1149896/Revised_guidance_issued_under_section_182_of_the_Licensing_Act_2003_December_2022_002_.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>
- 7.3 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>
- 7.4 **Appendix 'A'** – Application for a New Premise Licence (redacted).
- 7.5 **Appendix 'B'** – Representations objecting to the application.
- 7.6 **Appendix 'C'** – Representations / comments supporting the application.

- 7.7 **Appendix 'D'** – Conditions agreed with Herts Police.
- 7.8 **Appendix 'E'** – Additional conditions agreed with Public Health and Trading Standards
- 7.9 **Appendix 'F'** - Location Plan

Contact Officer

Jonathan Geall – Head of Housing and Health, Tel: 01992 531594.

jonathan.geall@eastherts.gov.uk

Report Author

Brad Wheeler – Senior Licensing and Enforcement Officer, Tel: 01992

531520. brad.wheeler@eastherts.gov.uk

[Insert name and address of relevant licensing authority and its reference number (optional).]

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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

I/We Campo Sancho Limited

(Insert name(s) of applicant)

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

Part 1 – Premises Details

| | | | |
|---|---------|-----------------|----------------|
| Postal address of premises or, if none, ordnance survey map reference or description Walkern Hall | | | |
| Post town | Walkern | Postcode | SG2 7HZ |

| | |
|---|-----------|
| Telephone number at premises (if any) | |
| Non-domestic rateable value of premises | £0 |

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick as appropriate

- a) an individual or individuals * please complete section (A)
- b) a person other than an individual *
- i. as a limited company please complete section (B)
- ii. as a partnership please complete section (B)
- iii. as an unincorporated association or please complete section (B)
- iv. other (for example a statutory corporation) please complete section (B)

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

* If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

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

I am making the application pursuant to a statutory function or
 a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

| | | | | | |
|---|------------------------------|-------------------------------|-----------------------------|--------------------------------|-----------------|
| Mr <input type="checkbox"/> | Mrs <input type="checkbox"/> | Miss <input type="checkbox"/> | Ms <input type="checkbox"/> | Other Title (for example, Rev) | |
| Surname | | | First names | | |
| I am 18 years old or over | | | | <input type="checkbox"/> | Please tick yes |
| Current postal address if different from premises address | | | | | |
| Post town | | | Postcode | | |
| Daytime contact telephone number | | | | | |
| E-mail address (optional) | | | | | |

SECOND INDIVIDUAL APPLICANT (if applicable)

| | | | | | |
|---|------------------------------|-------------------------------|-----------------------------|--------------------------------|-----------------|
| Mr <input type="checkbox"/> | Mrs <input type="checkbox"/> | Miss <input type="checkbox"/> | Ms <input type="checkbox"/> | Other Title (for example, Rev) | |
| Surname | | | First names | | |
| I am 18 years old or over | | | | <input type="checkbox"/> | Please tick yes |
| Current postal address if different from premises address | | | | | |
| Post town | | Postcode | | | |
| Daytime contact telephone number | | | | | |
| E-mail address (optional) | | | | | |

(B) OTHER APPLICANTS

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

| |
|--|
| Name Campo Sancho Limited |
| Address 3 Steeple Court, Coventry Road, London, E1 5QZ |
| Registered number (where applicable) 11071602 |
| Description of applicant (for example, partnership, company, unincorporated association etc.) Limited Company |
| Telephone number (if any) [REDACTED] |
| E-mail address (optional) [REDACTED] |

Part 3 Operating Schedule

When do you want the premises licence to start?

ASAP

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

| | | |
|----------------------|----------------------|----------------------|
| DD | MM | YYYY |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

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

Campo Sancho wish to apply for a premises licence for a yearly festival situated inside Walkern Estate. Campo Sancho will be based in 3 fields very close to Walkern Hall. One field for parking, one field for guest camping and one field for entertainment. The entertainment field is a secluded, lower level field, surrounded by trees, woodland a barbed wire fence and farm fields. The site is not visible from the road and benefits from an emergency access vehicle track through the woods and to the road with excellent drainage throughout.

With the exception of 2020 (due to covid) Campo have hosted events at the estate using a mixture of TENS and a time limited premises licence , for 7 years with no objections, no nuisance, no crime or disorder.

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

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

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

Provision of regulated entertainment

Please tick any that apply

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

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

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

In all cases complete boxes K, L and M

A

| Plays Standard days and timings (please read guidance note 6) | | | Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2) | Indoors | <input type="checkbox"/> |
|---|-------|--------|--|----------|-------------------------------------|
| Day | Start | Finish | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input checked="" type="checkbox"/> |
| Mon | | | Please give further details here (please read guidance note 3) Each event we would like the option to host the performance of a play which will be held on the outside stage if the weather is good and inside if the weather poor | | |
| | | | | | |
| Tue | | | | | |
| | | | | | |
| Wed | | | State any seasonal variations for performing plays (please read guidance note 4) | | |
| | | | | | |
| Thur | | | | | |
| | | | | | |
| Fri | 12:00 | 00:00 | Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5) | | |
| | | | | | |
| Sat | 12:00 | 00:00 | | | |
| | | | | | |
| Sun | 12:00 | 00:00 | | | |
| | | | | | |
| | | | | | |

B

| | | | | | |
|--|-------|--------|---|----------|-------------------------------------|
| Films Standard days and timings (please read guidance note 6) | | | Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2) | Indoors | <input type="checkbox"/> |
| | | | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input checked="" type="checkbox"/> |
| Day | Start | Finish | Please give further details here (please read guidance note 3) Each event we would like the option to host a film performance The film will be outdoors if weather is good and inside if weather poor. | | |
| Mon | | | | | |
| Tue | | | | | |
| | | | | | |
| Wed | | | State any seasonal variations for the exhibition of films (please read guidance note 4) | | |
| | | | | | |
| Thur | | | | | |
| | | | | | |
| Fri | 12:00 | 00:00 | Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5) | | |
| | | | | | |
| Sat | 12:00 | 00:00 | | | |
| | | | | | |
| Sun | 12:00 | 00:00 | | | |
| | | | | | |

C

| | | | |
|---|-------|--------|---|
| Indoor sporting events Standard days and timings (please read guidance note 6) | | | <u>Please give further details</u> (please read guidance note 3) |
| Day | Start | Finish | |
| Mon | | | |
| Tue | | | <u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4) |
| Wed | | | |
| Thur | | | |
| Fri | | | <u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 5) |
| Sat | | | |
| Sun | | | |

D

| Boxing or wrestling entertainments Standard days and timings (please read guidance note 6) | | | Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 2) | Indoors | <input type="checkbox"/> |
|---|-------|--------|---|---|--------------------------|
| Day | Start | Finish | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input type="checkbox"/> |
| Mon | | | | Please give further details here (please read guidance note 3) | |
| | | | | | |
| Tue | | | | | |
| | | | | | |
| Wed | | | State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4) | | |
| | | | | | |
| Thur | | | | | |
| | | | | | |
| Fri | | | Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 5) | | |
| | | | | | |
| Sat | | | | | |
| | | | | | |
| Sun | | | | | |
| | | | | | |

E

| | | | | | |
|---|-------|--------|---|----------|-------------------------------------|
| Live music Standard days and timings (please read guidance note 6) | | | Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2) | Indoors | <input type="checkbox"/> |
| | | | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input checked="" type="checkbox"/> |
| Day | Start | Finish | | | |
| Mon | | | Please give further details here (please read guidance note 3) A small live stage will provide entertainment during daylight hours. The entertainment will consist of family content and will be monitored by a sound engineer at all times. Our acousticians have worked with East Herts. A Noise management plan is available from the Licensing authority. | | |
| Tue | | | | | |
| Wed | | | State any seasonal variations for the performance of live music (please read guidance note 4) The location of the live music is weather dependent. If the weather and forecast are good we will perform outside if poor we will perform inside. If outside live music will stop at 21:00. If we are indoors live music will stop at 00:00 | | |
| Thur | | | | | |
| Fri | 12:00 | 00:00 | Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5) | | |
| Sat | 12:00 | 00:00 | | | |
| Sun | 12:00 | 00:00 | | | |

F

| | | | | | |
|---|-------|--------|---|----------|-------------------------------------|
| Recorded music Standard days and timings (please read guidance note 6) | | | Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2) | Indoors | <input type="checkbox"/> |
| | | | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input checked="" type="checkbox"/> |
| Day | Start | Finish | <p><u>Please give further details here</u> (please read guidance note 3)</p> <p>Thursday will be a day where we receive early customers. We propose to have a background music offering only.</p> <p>From 21:00 recorded music will feature indoors only.</p> <p><u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4)</p> <p><u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 5)</p> | | |
| Mon | | | | | |
| | | | | | |
| Tue | | | | | |
| | | | | | |
| Wed | | | | | |
| | | | | | |
| Thur | 18:00 | 23:00 | | | |
| | | | | | |
| Fri | | | | | |
| | 12:00 | | | | |
| Sat | | 03:00 | | | |
| | 12:00 | | | | |
| Sun | | 04:00 | | | |
| | 12:00 | 00:00 | | | |

G

| | | | | | |
|--|-------|--------|---|----------|-------------------------------------|
| Performances of dance Standard days and timings (please read guidance note 6) | | | <u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 2) | Indoors | <input type="checkbox"/> |
| | | | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input checked="" type="checkbox"/> |
| Day | Start | Finish | <u>Please give further details here</u> (please read guidance note 3) | | |
| Mon | | | | | |
| | | | | | |
| Tue | | | | | |
| | | | <u>State any seasonal variations for the performance of dance</u> (please read guidance note 4) | | |
| Wed | | | | | |
| | | | | | |
| Thur | | | | | |
| | | | <u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 5) | | |
| Fri | 12:00 | 00:00 | | | |
| | | | | | |
| Sat | 12:00 | 00:00 | | | |
| | | | | | |
| Sun | 12:00 | 00:00 | | | |
| | | | | | |

H

| | | | | | |
|---|-------|--------|---|----------|-------------------------------------|
| Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6) | | | Please give a description of the type of entertainment you will be providing | | |
| Day | Start | Finish | Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 2) | Indoors | <input type="checkbox"/> |
| Mon | | | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input checked="" type="checkbox"/> |
| Tue | | | Please give further details here (please read guidance note 3) The festival program will include ad hoc performances of dance, some slapstick comedy, circus, dancing competitions and story telling and performance dance. | | |
| | | | | | |
| Wed | | | | | |
| Thur | 18:00 | 23:00 | State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4) | | |
| | | | | | |
| Fri | 12:00 | 00:00 | | | |
| Sat | | | Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 5) | | |
| | 12:00 | 00:00 | | | |
| Sun | | | | | |
| | 12:00 | 00:00 | | | |

I

| | | | | | |
|---|-------|--------|---|----------|-------------------------------------|
| Late night refreshment Standard days and timings (please read guidance note 6) | | | Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2) | Indoors | <input type="checkbox"/> |
| | | | | Outdoors | <input checked="" type="checkbox"/> |
| | | | | Both | <input type="checkbox"/> |
| Day | Start | Finish | <u>Please give further details here</u> (please read guidance note 3) | | |
| Mon | | | | | |
| | | | | | |
| Tue | | | | | |
| | | | <u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 4) | | |
| Wed | | | | | |
| | | | | | |
| Thur | | | | | |
| | | | <u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 5) | | |
| Fri | | | | | |
| | 23:00 | | | | |
| Sat | | 3:00 | | | |
| | 23:00 | | | | |
| Sun | | 04:00 | | | |
| | 23:00 | 00:00 | | | |

J

| | | | | | | | | |
|--|-------|--------|--|------------------|-------------------------------------|---|--|--|
| Supply of alcohol Standard days and timings (please read guidance note 6) | | | Will the supply of alcohol be for consumption – please tick (please read guidance note 7) | On the premises | <input checked="" type="checkbox"/> | | | |
| | | | | Off the premises | <input type="checkbox"/> | | | |
| | | | | Both | <input type="checkbox"/> | | | |
| Day | Start | Finish | State any seasonal variations for the supply of alcohol (please read guidance note 4) | | | | | |
| Mon | | | | | | | | |
| | | | | | | | | |
| Tue | | | | | | | | |
| | | | | | | | | |
| Wed | | | | | | | | |
| | | | | | | | | |
| Thur | 18:00 | 23:00 | | | | Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5) | | |
| | | | | | | | | |
| Fri | | | | | | | | |
| | 10:00 | | | | | | | |
| Sat | | 03:00 | | | | | | |
| | 10:00 | | | | | | | |
| Sun | | 04:00 | | | | | | |
| | 11:00 | 23:50 | | | | | | |

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

| |
|--------------------|
| Name [REDACTED] |
|--------------------|

| | |
|--|------------|
| Address | |
| [REDACTED] | |
| Postcode | [REDACTED] |
| Personal licence number (if known) | |
| [REDACTED] | |
| Issuing licensing authority (if known) | |
| [REDACTED] | |

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8).

None

L

| | | | |
|--|-------|--------|--|
| Hours premises are open to the public Standard days and timings (please read guidance note 6) | | | State any seasonal variations (please read guidance note 4) |
| Day | Start | Finish | |
| Mon | | | |
| | | | |
| Tue | | | |
| | | | |
| Wed | | | |

| | | | |
|------|-------|-------|--|
| | | | <u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 5) |
| Thur | 18:00 | 23:00 | |
| | | | |
| Fri | | | |
| | 10:00 | | |
| Sat | | 3:00 | |
| | 10:00 | | |
| Sun | | 04:00 | |
| | 10:00 | 00:00 | |

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

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 9)

General – all four licensing objectives (b, c, d and e) (please read guidance note 9)

- a) The licence granted may be used for the purpose of a music festival on consecutive days from Thursday to Monday on one occasion each year. (Access to the site for Camping and one small late night refreshment stall from Thursday, no music)
- b) The event will take place around last weekend of July.
- c) In subsequent years at least 6 months prior written notice (or such other period as may be agreed with the licensing authority or safety advisory group) will be provided to the licensing authority and safety advisory group of the dates for the event.
- d) The maximum capacity of the premises licence is:
 - a. 1,250 persons in 2023
 - b. 1,350 persons in 2024
 - c. 1,500 persons from 2025
- e) A new Event Management Plan and site plan will be submitted each year for the event
- f) The Event Management Plan will include the following as a minimum with additional appendices detailed below:
 - 1) Event overview
 - 2) The site
 - 3) Site plan
 - 4) Build and Event Policy
 - 5) Insurance policy
 - 6) Management structure
 - 7) Event control
 - 8) Event schedule
 - 9) Build and Breakdown
 - 10) Temporary structures
 - 11) Contractors
 - 12) Local Community impact
 - 13) Public Information

Appendices List:

- 1) Event Risk assessment
- 2) Emergency protocols including extreme weather procedure and action plan
- 3) Fire Safety Plan
- 4) Traffic Management Plan
- 5) Crowd Management Plan
- 6) Entry policy and procedure
- 7) Security operations and deployment plans
- 8) Weapons and Drugs policy
- 9) Eviction policy and procedure
- 10) Safeguarding
- 11) Medical provision plan
- 12) Noise Management plan
- 13) Bar management and alcohol policy
- 14) Waste Management plan
- 15) Health and Safety policy,

b) The prevention of crime and disorder

...continued

g) The final event management plan (EMP) will be submitted to the Licensing Authority, Police and Environmental Health Department at least 28 days before the event.

Changes to the EMP after this time will be subject to the following:

- i. Minor alterations (for example to internal site layout, event character, staffing) will be instituted by, and reported to, all relevant Festival managers prior to event live days. A schedule of minor alterations will be presented to all relevant authorities prior to live days.
- ii. In the event of any significant changes to the EMP, and to ensure swift responses to changing situations, the licence holder will consult the relevant Responsible Authority before the planned change is instituted. "Significant Changes" are those related to Decisive Event Practices, Event Safety and Risk Assessment Strategies where (adopting a reasonable approach) the proposed change could negatively affect the promotion of the Licensing Objectives.
- iii. Where practicable, by agreement in writing with the Licensing Authority, East Herts Police and Environmental Health Officer as appropriate

The noise management plan must be submitted to and approved by the Licensing Authority not less than 28 days prior to the event. The plan must include a detailed layout and orientation of all sound systems, proposed mitigation and noise monitoring arrangements.

- a. The Licensing Authority shall be provided, in writing, no less than 28 days before the event, with contact details for the person in charge of the event, details must include a current mobile phone number that can be used throughout the event.
- b. The festival event management team will communicate with the local community of the planned event and provide any contact details to deal with complaints or enquiries
- c. At the end of the event the licence holder will clean the site and remove any rubbish.
- d. The premises licence holder shall provide Environmental Health with a complete list of catering concessions no later than two weeks prior to the start of the event.
- e. The water supply to the campsite must be sampled to ensure it complies with Water Authority Regulations and is free from bacteriological contamination. The results must be made available to Environmental Health no later than one week prior to the start of the event.
- f. At the pre agreed monitoring locations, noise from regulated entertainment at Campo Sancho shall not exceed 55dB (A) LEQ over a 15 minute period before 23:00 or 45dB (A) LEQ over a 15 minute period after 23:00.

g) Public safety

h) The prevention of public nuisance

i) The protection of children from harm

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

Part 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 11).
If signing on behalf of the applicant, please state in what capacity.

| | |
|-----------|--|
| Signature | <div style="background-color: black; width: 100px; height: 15px;"></div> |
|-----------|--|

| | |
|----------|------------|
| Date | 17.03.2023 |
| Capacity | Agent |

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 12). If signing on behalf of the applicant, please state in what capacity.

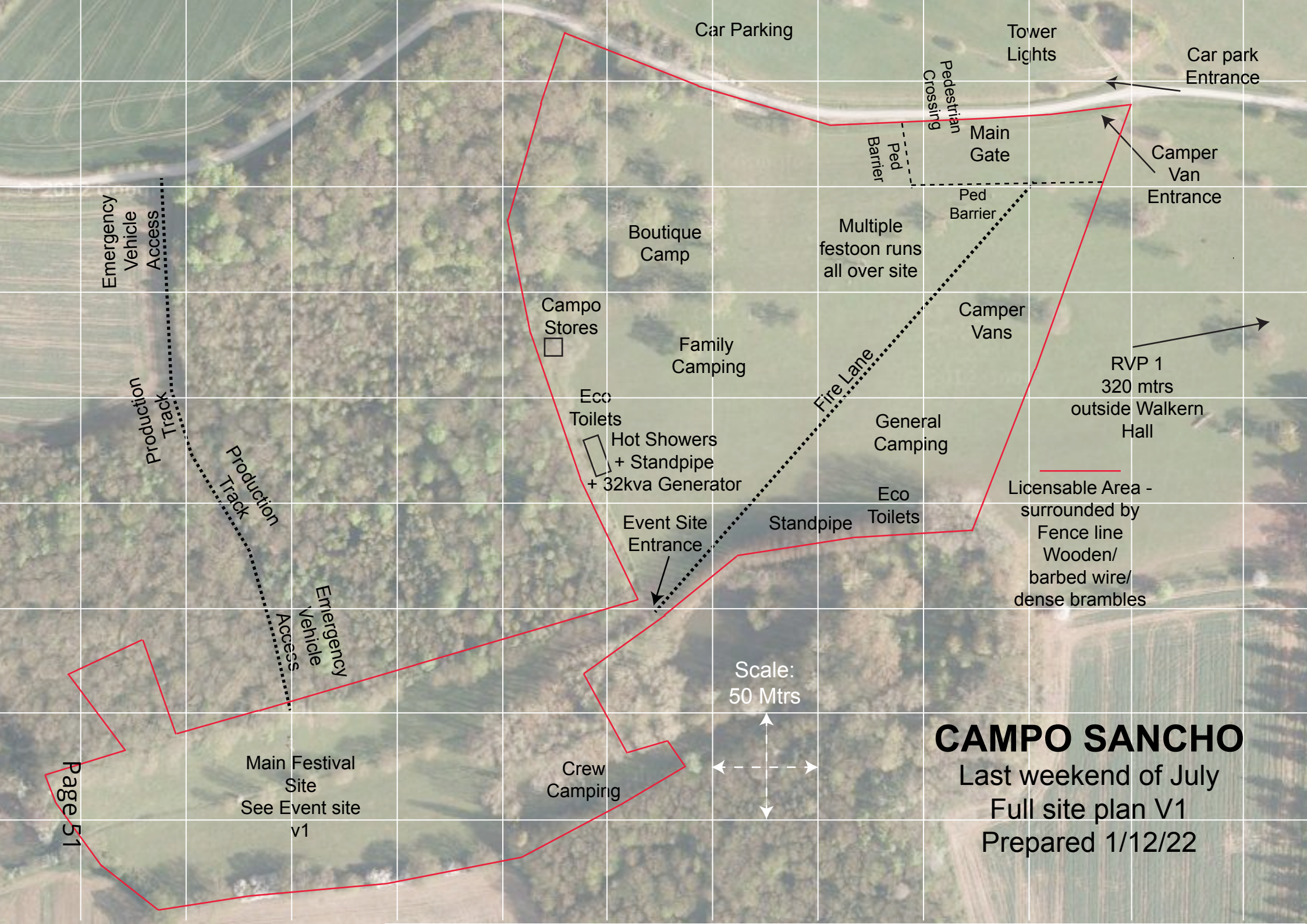
| | |
|-----------|--|
| Signature | |
| Date | |
| Capacity | |

| | | | |
|---|------------|----------|------------|
| Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13) | | | |
| [REDACTED] | | | |
| Post town | [REDACTED] | Postcode | [REDACTED] |
| Telephone number (if any) | [REDACTED] | | |
| If you would prefer us to correspond with you by e-mail, your e-mail address (optional) | | | |
| [REDACTED] | | | |

Notes for Guidance

1. Describe 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.
2. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. For example the 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.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please 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.
7. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
8. Please 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 or the presence of gaming machines.

9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, each of the applicant or their respective agent must sign the application form.
13. This is the address which we shall use to correspond with you about this application.



Car Parking

Tower Lights

Car park Entrance

Pedestrian Crossing

Main Gate

Camper Van Entrance

Ped Barrier

Ped Barrier

Multiple festoon runs all over site

Boutique Camp

Camper Vans

RVP 1
320 mtrs
outside Walkern Hall

Campo Stores

Family Camping

Fire Lane

General Camping

Licenseable Area -
surrounded by
Fence line
Wooden/
barbed wire/
dense brambles

Eco Toilets
Hot Showers
+ Standpipe
+ 32kva Generator

Event Site Entrance

Standpipe

Eco Toilets

Scale:
50 Mtrs

CAMPO SANCHO
Last weekend of July
Full site plan V1
Prepared 1/12/22

Emergency Vehicle Access

Production Track

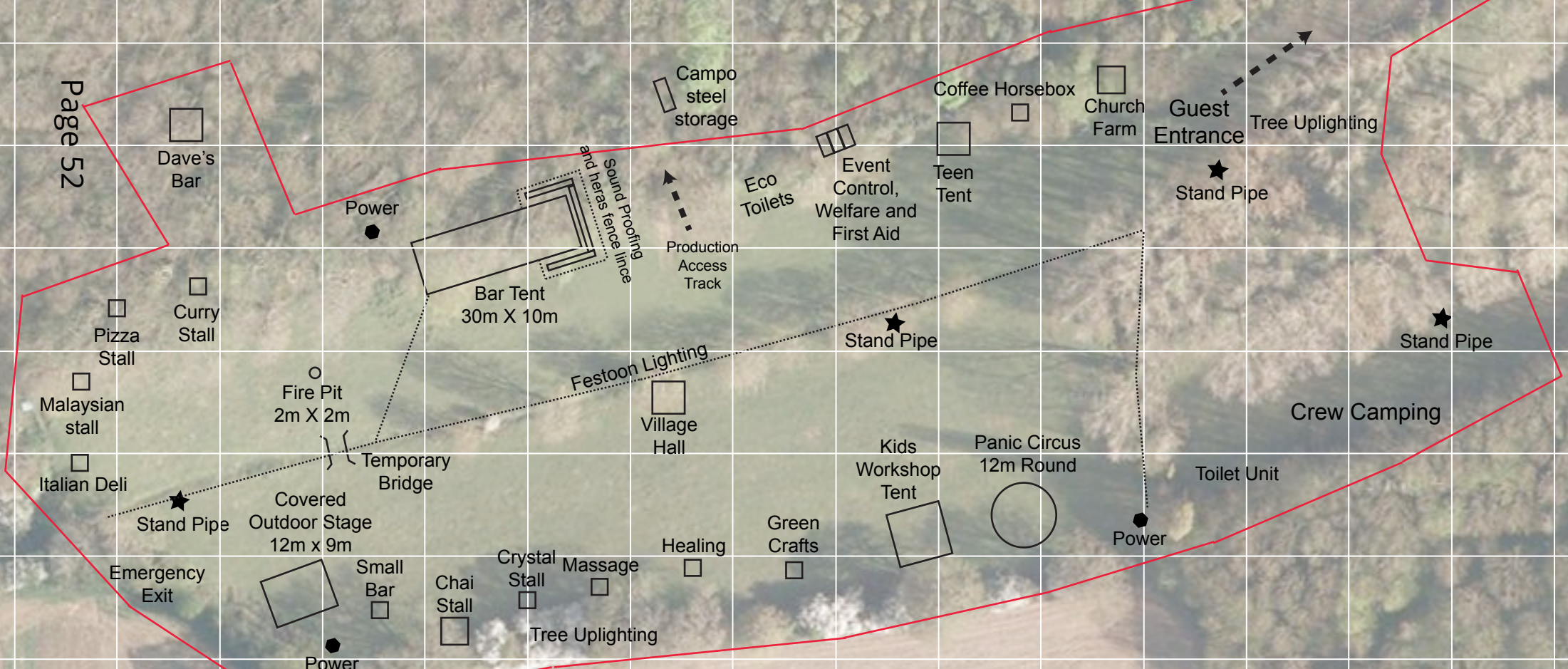
Production Track

Emergency Vehicle Access

Main Festival Site
See Event site
v1

Crew Camping

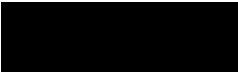
Page 51



CAMPO SANCHO
Last weekend in July
Scaled Site plan Version 1
All power will be heras fenced
Prepared 1/12/22



Consent of individual to being specified as premises supervisor

I 

[full name of prospective premises supervisor]

of


[home address of prospective premises supervisor]

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

New premises licence

[type of application]

by
Campo Sancho Limited

[name of applicant]

relating to a premises licence N/A

[number of existing licence, if any]

for
Walkern Hall, Walkern East Herts, SG2 7HZ

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

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

Campo Sancho Limited

[name of applicant]

concerning the supply of alcohol at

Walkern Hall, Walkern, East Herts, SG2 7HZ

[name and address of premises to which application relates]

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

Personal licence number

██████████

[insert personal licence number, if any]

Personal licence issuing authority

██

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

Signed

██

Name (please print)

Date

14/12/2022

Representations - Objecting

Licensing Authority
East Herts Council

10 May 2023

Re: Campo Sancho, Walkern Hall, Walkern, Hertfordshire. SG2 7JZ

Dear Sir/Madam

Representation is being made by Walkern Parish Council, on behalf of residents of Walkern and Clay End, on the following grounds: Public Nuisance and possible Crime and Disorder.

The Parish Council does not consider it necessary for a license to be granted to 4.00 am, considering the length of time music and alcohol will be available. It would be more suitable for the event to close at midnight.

Walkern is already suffering from anti social behaviour and this late finish, it is felt, will encourage more as people depart the event, as we have previously witnessed, having to pick up the bottles etc. from our hedges.

We feel that those responsible should ensure a suitable 'sound limiter' is available and those intent on playing music should use it, as the sound on previous occasions travels down to the village inconveniencing those trying to sleep and stopping people having windows open, especially if the event is to go on until 4.00 am. Enjoyment can be achieved without having to go on to 4.00 am and without such loud and base music.

Consideration and enjoyment can be had by all with a little moderation to this application.

Yours faithfully
on behalf of Walkern Parish Council

XXXX
Clerk to Walkern Parish Council

From: XXXX
Sent: 10 May 2023 16:41
To: Housing & Health Services - Community Protection
Subject: [External] Campo Sancho, Walkern Hall

To whom it may concern

I am writing to object to Campo Sancho continuing until 3 am and 4 am on Friday and Saturday at Walkern Hall, Herts.

I feel strongly this is unfair for people living locally. We have heard the music loudly from our house at past Campo Sancho festivals and this is unacceptable until this time in the morning.

I feel midnight is late enough for any event to continue until, and indeed I know of no other loud events that are given permission to continue until 3 am or 4 am.

I have only seen notice of this event pinned around the field that the event takes place in. It is not broadly advertised as far as I can see, and doesn't give many people the opportunity to be aware of this.

I hope you will take this complaint seriously and limit the festival to finishing at midnight.

With regards

XXXX XXXX Walkern Road, Benington, Herts, SG2

From: XXXX >
Sent: 10 May 2023 17:00
To: Housing & Health Services - Community Protection
Subject: [External] 23/0511/PL Campo Sancho Premises Licence objection

Re: 23/0511/PL Application for Premises Licence (Licensing Act 2003)

To East Herts Council,

Our house in Benington is approximately 1000m from the Campo Sancho festival site and in previous years the sound at night has been a significant nuisance causing sleep disruption.

Whilst not against the festival taking place, consideration for local residents in earshot of the music and its loud base beat would be appreciated, with activities finishing at 01:00 am on a Friday and 02:00 am on a Saturday at the latest (11.00 pm Thursday and 12.00 am Sunday as application.)

I do not support granting permission for extending activities until 03:00 am on a Friday and 04:00 am on a Saturday due to the public nuisance this would cause.

Yours,
XXXX XXXX, Walkern Road
Benington SG2 **XXX**

EAST HERTS LICENSING AUTHORITY
Licensing Act 2003

REPRESENTATION FORM FROM RESPONSIBLE AUTHORITIES

Responsible Authority (please delete as applicable): Environmental Protection

| | |
|---------------------------------|--|
| Your Name | Nanci Pomfrett |
| Job Title | Trainee Environmental Health Officer |
| Postal and email address | Environmental Health, Wallfields, Peg's Lane, Hertford, SG13 8EQ. |
| Contact telephone number | 01992 XXXX |

| | |
|--|--|
| Name of the premises you are making a representation about | Campo Sancho |
| Address of the premises you are making a representation about | Walkern Hall Clay End Road Walkern Hertfordshire SG2 7HZ |

| | | |
|---|-----------------|---|
| Which of the four licensing Objectives does your representation relate to? | Yes Or No | <i>Please detail the evidence supporting your representation. Or the reason for your representation. Please use separate sheets if necessary</i> |
| To prevent crime and disorder | No | |
| Public safety | No | |
| To prevent public nuisance | Yes | Concern is primarily for music noise. The application details licensable activity until 4am and considering the close proximity of resident's, conditions need to be in |

| | | |
|--------------------------------------|----|---|
| | | place in order to minimise nuisance caused. There is an open discussion with the applicant however we have not yet reached an agreement on conditions. It is anticipated that we will soon reach an agreement and this objection will be withdrawn. |
| To protect children from harm | No | |

| | |
|---|---|
| Suggested conditions that could be added to the licence to remedy your representation or other suggestions you would like the Licensing Sub Committee to take into account. Please use separate sheets where necessary and refer to checklist. | Currently in discussions with applicant who has a copy of Environmental Health suggested conditions. |
|---|---|

Signed:

Date: 11.05.2023

Please return this form along with any additional sheets to: East Herts Licensing Authority, Wallfields, Pegs Lane, Hertford, Herts SG13 8EQ or email to community.protection@eastherts.gov.uk
This form must be returned within the Statutory Period. For more details please check with the Community Protection Section Unit on 01279 655261

Representations - Supporting

XXXX

To whom it may concern,

I would like to add my support to organising team of the "Campo Sancho" Festival.

As a small local community interested company the annual income forms a vital part of my summer business and not only the team that work with me at the festival but also a much wider team behind the scenes.

As a parent my child's and that of children on site is of the uttermost importance, the strong professional and presence the friendly security team are a great comfort.

As a local resident (within 2miles almost direct line of site) I am attuned to noise levels which have not been intrusive.

(Unlike The concerts at Knebworth and other local festivals if happy to mention if required)

Please do not hesitate to contact me via details below, to discuss any facts further.

Best wishes

XXXX

Church Farm Ardeley (CIC)

Tel:- XXXX

From: **XXXX**
Sent: 11 May 2023 16:12
To: Housing & Health Services - Community Protection
Subject: [External] Campo Sancho

This festival is totally family friendly accessible to all with tickets. It's artistically clever, creative and above all else good harmless fun. Local food suppliers and very well organised.

XXXX

From: **XXXX**
Sent: 11 May 2023 21:00
To: Housing & Health Services - Community Protection
Cc: **XXXX**
Subject: [External] Walkern Hall Campo Sancho license application

To whom it may concern

I wrote earlier on the above subject but failed to mention I was a resident and am completely content with this taking place.

I cannot emphasise enough how much pleasure this gives to so many people and in such a safe and secure place environment.... Security is tight. It is so well organised and carried out with consideration for the environment as well... great care is shown all round for this family festival.

Kind regards
XXXX Resident

From: XXXX

Sent: 11 May 2023 22:37

To: Housing & Health Services - Community Protection <Community.Protection@eastherts.gov.uk>

Subject: [External] Support of application for Campo Sancho Festival

Good evening,

I am writing this email in support of the Campo Sancho Festival. It is a great festival that spans a beautiful space, ensuring safety, and makes for a peaceful and entertaining family-friendly event.

I have attended the festival for three years in a row with friends and family. It appears to be helpful for the local community economically, very well-organised, and I am not aware of any issues previously associated with the event. I highly support Campo and am looking forward to many more years of this wonderful festival.

Kind regards,

XXXX

From: XXXX >

Sent: 11 May 2023 22:20

To: Housing & Health Services - Community Protection

Subject: [External] Support of application for Campo Sancho Festival

Hello

I have been attending Campo Sancho for a few years and have always have a very positive experience.

It's a great asset to the local community bringing in local suppliers to serve the festival as well a great event to have on our doorstep.

Myself and my family are big fans of the festival and always look forward to it and spending a weekend with great people in a gorgeous location.

Many thanks,

XXXX

From: XXXX

Sent: 11 May 2023 22:03

To: Housing & Health Services - Community Protection

Subject: [External] Support of application for Campo Sancho Festival

Hello,

Myself and my friends love attending Campo Sancho every year, it's a lovely family festival with a great atmosphere and superb staff!

We've always felt very well looked after and safe within the space, all the staff on site from the security to bar staff help make the festival what it is.

We all look forward to this every year and are excited to attend many more!

Many thanks,

XXXX

From: HERTFIELDS - The Hertfordshire Events Co. **XXXX** >

Sent: 11 May 2023 21:53

To: Housing & Health Services - Community Protection

Subject: [External] In support of Campo Sancho Festival

To Whom it May Concern,

I operate a couple of local pubs and run the bar at the Campo Sancho Festival at Walkern Hall.

I believe the Council and wider SAG group know this to be a safe, well organised and well run local festival. We are proud of the amount of attendees who remark just how different this event is from other festivals - that it has a very friendly, relaxed, clean and safe atmosphere. It really is a special gem amidst a sea of other generic, more commercial festivals.

This type of event is vital for the many small local businesses who are involved in it - everything from sound production to catering. It is evident how it also brings trade to the local area who visit nearby pubs, shops and other businesses before, during and after the event.

We all welcome your support in granting the licence to keep this special event alive.

Kind regards,

XXXX

HERTFIELDS

From: **XXXX** >
Sent: 11 May 2023 21:46
To: Housing & Health Services - Community Protection
Subject: [External] Campo Sancho (Walkern)

Dear Sir / Madam,

It has been brought to my attention that a licensing application has been made for the hosting of the 'Campo Sancho' music festival in the village of Walkern, Hertfordshire next year (2024).

I would just like to offer my support of this event. I am in my late 40's and do not generally attend music festivals due to distance normally required to travel and sheer volume of people. Campo Sancho is very much a family affair and a very laid back enjoyable event. I have family in London who have previously travelled to stay with me (in Hertfordshire) to attend this event. I have a young niece who also came with us to the event which not only was a brilliant experience for her but one that we could all enjoy and have very fond memories of.

I am very much looking forward to being able to attend again with my friends and family to give us some more wonderful memories.

Many thanks.

Best wishes,

XXXX

From: XXXX

Sent: 11 May 2023 20:42

To: Housing & Health Services - Community Protection <Community.Protection@eastherts.gov.uk>

Subject: [External] Campo Sancho Festival

Dear Sir, Madam,

We are sending this email in support of one the key events on the Walkern village social calendar, the Campo Sancho festival at Walkern Hall. Our collective disappointment at this years postponement would only be compounded if this great family event was not to return for 2024.

This truly is a friendly, particularly family friendly festival, they go out of their way to provide a large number of number of creative and entertaining attractions and activities for children to participate in. Our 10 year son and his friends from the village have a great time in this extremely safe idyllic woodland setting.

We have attended for several years and the facilities and infrastructure provided by the organisers makes this a real treat for all visitors. No massive queues for toilets, drinks or food, and although we have never witnessed any negative or anti social behaviour, there are friendly security on hand to assist wherever necessary. From our perspective of both local residents as well as customers this is a very professionally run event that has nothing but a positive impact on the greater Walkern area both culturally and economically.

We would be happy to provide further feedback should you require it.

kind regards

XXXX XXXX Froghall Lane, Walkern, SG2 XXX

From: **XXXX**
Sent: 11 May 2023 20:24
To: Housing & Health Services - Community Protection **XXXX**
Subject: [External] Campo Sancho license application

Dear Community Protection Team

We wanted to lend our family support to the Campo Sancho license application. I am a local resident who has taken all my family to this event. It is a wonderful family event which is greatly supported by the local community which also benefits economically. I am not aware of any previous issues and therefore happy to provide full support for this application. If you require any further questions to be answered please don't hesitate to contact me on **XXXX**.

Best regards **XXXX**
XXXX
Clothall
Herts SG7 **XXX**

From: XXXX

Sent: 11 May 2023 20:18

To: Housing & Health Services - Community Protection

Subject: [External] Camp Sancho support

I know Camp Sancho to be a safe and peaceful family friendly event, it helps the local community economically, it's well organised, not aware of any issues previously, we support Campo

Regards,

XXXX

From: XXXX Sent: 11 May 2023 17:37
To: Housing & Health Services - Community Protection
Subject: [External] Campo Sancho

Hi there,

I gather there have been some objections to the Campo Sancho licence and I just wanted to write in to give the other side of the story!

This weekend is one of the highlights of my year; it brings together all generations and everyone smiles from when they arrive until when they leave. There is always a sense of community and I believe that it helps the local community economically as well. I have not come across any issues in the past when I have been there and find it to be a truly family-friendly love filled weekend.

If you want any more information from me on the weekend then I would be happy to provide it.

Thanks

XXXX

XXXX

Mobile Phone: **XXXX**

Email: **XXXX**

From: David Boscawen **XXXX**

Sent: 11 May 2023 17:33

To: Housing & Health Services - Community Protection <Community.Protection@eastherts.gov.uk>

Subject: [External] Campo Sancho

To whom it might concern

We have visited this event every year since it moved to Walkern with our family. We live locally to the event and have always felt it is a safe, family friendly event for everyone. Never have we felt anything else. I also want to stress it is good for the whole community economically and socially. It's the highlight of the year for all of us. Not only for the enjoyment it brings but also the way it is organised. It's always peaceful and happy and clearly everybody feels the same way as families re-visit year after year.

I hope you take all of the above into consideration

Kind regards

XXXX

From: **XXXX**
Sent: 11 May 2023 17:20
To: Housing & Health Services - Community Protection
Subject: [External] Campo Sancho Walkern

To whom it might concern

We have visited this event every year since it moved to Walkern with our family. We live locally to the event and have always felt it is a safe, family friendly event for everyone. Never have we felt anything else. I also want to stress it is good for the whole community economically and socially. It's the highlight of the year for all of us. Not only for the enjoyment it brings but also the way it is organised. It's always peaceful and happy and clearly everybody feels the same way as families re-visit year after year.

I hope you take all of the above into consideration

Kind regards
XXXX

From: XXXX

Sent: 11 May 2023 16:58

To: Housing & Health Services - Community Protection <Community.Protection@eastherts.gov.uk>

Subject: [External] Campo

Dear community

I have attended this event a few times and it's been a fantastic experience. I took both my children aged 14 and 12. The experience was so enriching for them. They learnt lots of new skills as well as making new friends.

The event was peaceful, fun and very creative. They were very sympathetic to the surrounding environment as well as being curious to the community.

Once we were on the site very few people left until it was over therefore not creating any nuisance to the surrounding villages.

I believe that the people (especially after covid) need to express creativity in nature. It improves mental health and wellbeing.

Regards

XXXX

From: XXXX

Sent: 11 May 2023 16:57

To: Housing & Health Services - Community Protection

Subject: [External] Campo Sancho Festival

I would like to show my support for the Campo Sancho festival. It is an amazing, fun, music festival with families in mind. There are a lot of children's activities over the weekend, it is such fun, all the children love it. The atmosphere is electric, its exclusive forest location adds to the excitement. I am a resident on the Walkern Hall Estate, I live 600 yards away from the main event and have nothing but admiration and love for the two guys who organise the event. They take great care to please residents, the music is not loud and has its own soundproof 'wall' of hay bales, this reduces the impact of the music to the point that I cannot hear anything from where I live 600 yards away. I look forward to the event every year, it is a lovely, family orientated, fun event that I completely support.

Kind regards

XXXX - Walkern Hall Estate Farm resident

From: XXXX
Sent: 11 May 2023 16:35
To: Housing & Health Services - Community Protection
Cc: XXXX
Subject: [External] Camp Sancho Festival

Dear Sir/Madam,

I'm writing in to express our support for the Camp Sancho festival held at Walkern Hall every year,

It's an extremely family-orientated event, which caters to the local community and serves as a great way of bringing local villagers and communities together for a weekend of fun, music, and festivities.

I have been attending the event for several years now with my children, and it's a staple within the community calendar - I've never witnessed or heard of any trouble or bother from the event and have enjoyed immensely the event along with hundreds of other friends from Walkern, Bennington, Aston, and surrounding areas. It's very well run, with plenty of security, marshalls, assistants, and amenities.

I'm sure it provides a boost to the local community, in terms of pubs, taxis, food outlets, etc, and know that it's a valued and loved event that we, as a community, need in the current times!

Please do keep the event in the social calendar!

Kind regards

XXXX
Moors Ley, Walkern, Hertfordshire, SG2 xxx

Comments were submitted at 11/05/2023 2:31 PM from [REDACTED]

Application Summary

Address: Walkern Hall Clay End Road Walkern Hertfordshire SG2 7HZ

Proposal: Premises Licence (Licensing Act 2003)

Case Officer: [REDACTED]

[Click for further information](#)

Customer Details

Name: [REDACTED]

Email: [REDACTED]

Address: [REDACTED] Beachampton Milton Keynes MK19 [REDACTED]

Comments Details

Commenter Type: Member of the Public

Stance: Customer made comments in support of the Licensing Application

Reasons for comment:

Comments: 11/05/2023 2:31 PM Campo Sancho is a well-run, family friendly event that is greatly appreciated by a respectful audience across all ages. It is widely supported by the local community and for the one weekend each year that it takes place, it provides a welcome reminder of the joys of live entertainment.

Following the difficulties faced by the hospitality industry during Covid times, Campo Sancho's rebirth and good health should be celebrated by all, as well as us all being immensely grateful to those who have worked so hard to get there.

A community asset to be treasured.

Kind regards

Comments were submitted at [REDACTED]

Application Summary

Address: Walkern Hall Clay End Road Walkern Hertfordshire SG2 7HZ

Proposal: Premises Licence (Licensing Act 2003)

Case Officer: [REDACTED]

[Click for further information](#)

Customer Details

Name: [REDACTED]

Email: [REDACTED]

Address: [REDACTED] Walkern Road Benington SG2 [REDACTED]

Comments Details

Commenter Type: Neighbour

Stance: Customer made comments in support of the Licensing Application

Reasons for comment:

Comments: 11/05/2023 3:01 PM I am writing to support the campo festival. It is a fun, family friendly festival. It seems to be well organised and I am not aware of any issues at the previous events. I hope it will continue to be a regular annual event.

Kind regards

Comments were submitted at 11/05/2023 3:41 PM from [REDACTED]

Application Summary

Address: Walkern Hall Clay End Road Walkern Hertfordshire SG2 7HZ

Proposal: Premises Licence (Licensing Act 2003)

Case Officer: [REDACTED]

[Click for further information](#)

Customer Details

Name: [REDACTED]

Email: [REDACTED]

Address: [REDACTED] Jeffreys Road Stockwell London SW4 [REDACTED]

Comments Details

Commenter Type: Member of the Public

Stance: Customer made comments in support of the Licensing Application

Reasons for comment:

Comments: 11/05/2023 3:41 PM Campo Sancho is a family orientated, friendly festival which I thoroughly enjoy attending. It is very peaceful and provides a setting where people can enjoy each others company. It is safe and has no disorderly behaviour. I support Campo Sancho wholeheartedly and hope the festival can remain in the calendar going forward. I'd be more than happy to discuss this further. Thank you very much.

Kind regards

Comments were submitted at 11/05/2023 3:46 PM from [REDACTED]

Application Summary

Address: Walkern Hall Clay End Road Walkern Hertfordshire SG2 7HZ

Proposal: Premises Licence (Licensing Act 2003)

Case Officer: [REDACTED]

[Click for further information](#)

Customer Details

Name: [REDACTED]

Email: [REDACTED]

Address: Walkern Hall Walkern Stevenage SG2 [REDACTED]

Comments Details

Commenter Type: Neighbour

Stance: Customer made comments in support of the Licensing Application

Reasons for comment:

Comments: 11/05/2023 3:46 PM Campo Sancho is truly a gem among local festivals and it would be a crying shame for it not to continue. Its family-orientated atmosphere makes it a perfect weekend getaway for people of all ages and the numerous activities during the day are simply amazing, providing endless entertainment and fun.

Also, the incredible DJs that grace the stage bring a vibrant energy to the event and whether you are a music enthusiast or just someone who loves to dance, the lineup never disappoints. Why would you want to put a stop to it?

Campo Sancho has become an annual tradition for myself as well as hundreds of others and for good reason. Losing such a festival and beloved event would be a profound loss.

Kind regards

Comments were submitted at 11/05/2023 4:05 PM from [REDACTED]

Application Summary

| | |
|---------------|--|
| Address: | Walkern Hall Clay End Road Walkern Hertfordshire SG2 7HZ |
| Proposal: | Premises Licence (Licensing Act 2003) |
| Case Officer: | Tracy Matthews |

[Click for further information](#)

Customer Details

| | |
|----------|---|
| Name: | [REDACTED] |
| Email: | [REDACTED] |
| Address: | [REDACTED] Matilda st London N10 [REDACTED] |

Comments Details

| | |
|----------------------|---|
| Commenter Type: | Member of the Public |
| Stance: | Customer made comments in support of the Licensing Application |
| Reasons for comment: | |
| Comments: | 11/05/2023 4:05 PM Amazing festival, always a great group of people, sense of belonging - a real representation of British festivals and summertime |

Kind regards

Comments were submitted at 11/05/2023 4:18 PM from [REDACTED]

Application Summary

Address: Walkern Hall Clay End Road Walkern Hertfordshire SG2 7HZ
Proposal: Premises Licence (Licensing Act 2003)
Case Officer: [REDACTED]

[Click for further information](#)

Customer Details

Name: [REDACTED]
Email: [REDACTED]
Address: 14 Glebe View Walkern SG2 7PQ

Comments Details

Commenter Type: Member of the Public
Stance: Customer made comments in support of the Licensing Application
Reasons for comment:
Comments: 11/05/2023 4:18 PM I fully support the campo festival in walkern. This festival is a pleasure to attend. It is fun for all of the family, it safe for the kids and brings our community together. It would be a great shame for this not to go ahead. I live in walkern and there has never been any issues when it is on.

Kind regards

Comments were submitted at 11/05/2023 4:47 PM [REDACTED]

Application Summary

Address: Walkern Hall Clay End Road Walkern Hertfordshire SG2 7HZ

Proposal: Premises Licence (Licensing Act 2003)

Case Officer: [REDACTED]

[Click for further information](#)

Customer Details

Name: [REDACTED]

Email: [REDACTED]

Address: [REDACTED] Kents lane Ware Sg11 [REDACTED]

Comments Details

Commenter Type: Neighbour

Stance: Customer made comments in support of the Licensing Application

Reasons for comment:

Comments: 11/05/2023 4:47 PM This is a highly anticipated event with a wonderful following. Bringing a lovely crowd from across the uk as well as locally. Safe and fun for all ages. It would be a real shame for this not to carry on and make use of the special location. It brings the area a great name and creates a lot of lovely memories for everyone who attends it. I appreciate there might be concerns about noise but for this to be the only reason would not hold up in my opinion as the benefits of holding this particular event heavily outweigh any negatives. It would be a shame to let this move to another location as I know it means a lot to many of the locals and draws positive attention to this special area

Kind regards

Comments were submitted at 11/05/2023 4:51 PM from [REDACTED]

Application Summary

Address: Walkern Hall Clay End Road Walkern Hertfordshire SG2 7HZ
Proposal: Premises Licence (Licensing Act 2003)
Case Officer: [REDACTED]

[Click for further information](#)

Customer Details

Name: [REDACTED]
Email: [REDACTED]
Address: [REDACTED] Walkern Hall Stevenage SG [REDACTED]

Comments Details

Commenter Type: Member of the Public
Stance: Customer made comments in support of the Licensing Application
Reasons for comment:
Comments: 11/05/2023 4:51 PM Campo Sancho has always been an incredibly friendly and welcoming festival enjoyed by a broad range of people, including many families with young children, and many more. It is a well managed event with activities for all. I completely support the continuation of this festival over future years.

Kind regards

Conditions Proposed By Hertfordshire Constabulary

1. The licence granted may be used for the purpose of a music festival on consecutive days from Thursday to Monday on one (1) occasion each year (access to the site for camping and one small late night refreshment stall from Thursday, no music).
2. The event will take place in July or August.
3. The maximum capacity of the premises licence is:
 - a. 1,250 persons in 2023
 - b. 1,350 persons in 2024
 - c. 1,500 persons from 2025
4. An Event Management Plan (EMP) shall be submitted to the responsible authorities no less than 3 months prior to the start of the event through the Safety Advisory Group (SAG). 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.
5. A new Event Management Plan and site plan will be submitted each year for the event.
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.

7.17 A **Safeguarding policy and plan** to cover both children and vulnerable adults, but especially those under 18's and those who lack capacity through intoxication. To include a lost child procedure.

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.

8. In the event if any 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 a time as the reasonable requirements are met and approved by the responsible authority who had previously raised concerns.

9. 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.

10. An on-site suitable control hub Event Liaison Team (ELT) will be accessible to police and responsible authorities if at any time it is deemed necessary by the responsible authorities.

11. An event log shall be maintained which includes any actions or decisions taken in relation to the event.

12. 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.
13. 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.
14. 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.
15. Entry numbers will be monitored at all times through the use of attendance clickers.
16. Entry numbers to be supplied immediately on request by an Police Officer.
17. Entry onto the site will not be allowed between 23:00 hours and 06:00 hours.
18. Quantity of alcohol per person 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)
 - a) No glass vessels and bottles allowed on site
 - b) Disabled access and facilities information
 - c) Medical facilities
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 by the public on site, no glass to be permitted in areas open to the public. Each bar will have visible signage (challenge 25/ free water/ weights and measures act/ drinks and price list including abv's).
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 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. Premises licence holder shall submit a detailed Noise Management Strategy for approval to the licensing authority at least 8 weeks prior to the 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.
28. The license holder will notify Hertfordshire Constabulary of all SIA registered staff employed at the event 21 days before the event takes place. Following this Hertfordshire Constabulary must be notified of any changes to SIA staff.
29. People under the age of 18 years must be accompanied by an adult 21 years old or over 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.

Appendix E - Additional conditions agreed with Public Health & Trading Standards

From: [REDACTED]
Sent: 03 May 2023 13:44
To: [REDACTED]
Subject: New conditions - Campo Sancho Limited - 23/0511/PL

From: [REDACTED]
Sent: 02 May 2023 09:18
To: Housing & Health Services - Community Protection [REDACTED]
Cc: [REDACTED]
Subject: [External] Re: Campo Sancho Limited - 23/0511/PL

Dear [REDACTED]

We agree to the conditions below.

Kind regards

[REDACTED]

On 28 Apr 2023, at 12:24, Housing & Health Services - Community Protection [REDACTED] > wrote:

Good morning

We have received enquiries from both Public Health and Trading Standards regarding the Age Verification Policy for Campo Sancho Ltd.

Can you please confirm if you agree to the conditions below.

The licence holder shall ensure that all members of staff involved in the sale of alcohol receive training with regards to age restricted sales.

This training must include the following:

- *The licensing objectives.*
- *Recognising signs of drunkenness and recognising intoxication through drugs.*
- *Challenge 25 and appropriate forms of identification.*
- *Refusals logs including when and how to use them. This training must be documented, signed by any person involved in the sale of alcohol on site to state that they understand the training, and kept for a minimum of 6 months following the event. No person shall sell alcohol until they have received the training and signed the training document.*

With kind regards



