



District of East Hertfordshire Premises Licence Licence No: 20/0419/PLMV

Licensing Act 2003

Part 1 - Premises Details

POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDNANCE SURVEY MAP REFERENCE OR DESCRIPTION	
Wilkestock - 4 Acre Field Waterbridge, Frogmore Hill, Watton At Stone, Hertford, Hertfordshire, SG14 3RR	Telephone: 01920 830107

WHERE THE LICENCE IS TIME LIMITED THE DATES
Not applicable

THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES		
SALE OF ALCOHOL		
Friday	11:00	04:00
Saturday	11:00	05:00
Sunday	11:00	04:00
Thursday	11:00	04:00
PERFORMANCES OF DANCE (BOTH)		
Friday	10:00	04:00
Saturday	10:00	05:00
Sunday	10:00	04:00
Thursday	10:00	03:00
FILMS (BOTH)		
Friday	10:00	04:00
Saturday	10:00	05:00
Sunday	10:00	15:00
Thursday	10:00	04:00
LIVE MUSIC (BOTH)		
Friday	10:00	04:00

THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES		
Saturday	10:00	05:00
Sunday	10:00	04:00
LATE NIGHT REFRESHMENT (BOTH)		
Friday	23:00	05:00
Saturday	23:00	05:00
Sunday	23:00	05:00
Thursday	23:00	05:00
RECORDED MUSIC (BOTH)		
Friday	10:00	04:00
Saturday	10:00	05:00
Sunday	10:00	04:00

THE OPENING HOURS OF THE PREMISES		
Friday	00:00	00:00
Monday	00:00	18:00
Saturday	00:00	00:00
Sunday	00:00	00:00
Thursday	00:00	00:00

WHERE THE LICENCE AUTHORISES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND/OR OFF SUPPLIES
Alcohol is supplied for consumption on the Premises

Part 2

NAME, (REGISTERED) ADDRESS, TELEPHONE NUMBER AND EMAIL (WHERE RELEVANT) OF HOLDER OF PREMISES LICENCE
Mr Tom Wilkes Waterbridge, Frogmore Hall, Watton At Stone, Hertfordshire, SG14 3RR

REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER (WHERE APPLICABLE)
N/A

NAME, ADDRESS AND TELEPHONE NUMBER OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES FOR THE SUPPLY OF ALCOHOL
Mr Ricky Harding

PERSONAL LICENCE NUMBER AND ISSUING AUTHORITY OF PERSONAL LICENCE HELD BY DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES FOR THE SUPPLY OF ALCOHOL
Personal licence number: Licensing Authority:

ANNEX 1 – MANDATORY CONDITIONS

1. No supply of alcohol may be made under the premises licence –
 - (a) at a time when there is no designated premises supervisor in respect of the premises licence, or
 - (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
3. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—
 - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—
 - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
 - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
 - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
 - (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
 - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
4. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
5. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

(2) The designated premises supervisor in relation to the premises licence must ensure that the

supply of alcohol at the premises is carried on in accordance with the age verification policy.

(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—

- (a) a holographic mark, or
- (b) an ultraviolet feature.

6. The responsible person must ensure that—

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—

- (i) beer or cider: ½ pint;
- (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
- (iii) still wine in a glass: 125 ml;

(b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and

(c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

7. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

For the purposes of this condition -

(a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;

(b) “permitted price” is the price found by applying the formula -

$$P = D + (D \times V)$$

where -

- (i) P is the permitted price,
- (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
- (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

(c) “relevant person” means, in relation to premises in respect of which there is in force a premises licence -

- (i) the holder of the premises licence,
- (ii) the designated premises supervisor (if any) in respect of such a licence, or
- (iii) the personal licence holder who makes or authorises a supply of alcohol under such

a licence;

- (d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
 - (e) "value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994.
8. Where the permitted price would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
9. (1) Sub-paragraph (2) applies where the permitted price on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.
- (2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.
10. The admission of children under 18 to any film exhibition must be restricted in accordance with any recommendation made by the film classification body specified in section 4, Video Recordings Act 1984 unless the licensing authority notifies the holder of the premises licence that recommendations made by the licensing authority must be followed instead.
11. Any individual employed on the premises to conduct a security activity (within the meaning of paragraph 2(1)(a) of schedule 2 to the Private Security Industry Act 2001) must be licensed by the Security Industry Authority.

ANNEX 2 – CONDITIONS CONSISTENT WITH THE OPERATING SCHEDULE

1. The Premises Licence is limited to three events per calendar year, each consisting of a maximum of three consecutive days. The name of each event will be supplied to 3 months prior to the event taking place.
2. The Premises Licence holder shall notify the responsible authorities of the exact dates of each event no less than 3 months prior to the event start date of each of the 3 events.
3. The maximum capacity for each event at any one time is 4950 people, this includes all staff on site.
 - a) Entry numbers will be monitored and recorded at all times through the use of attendance clickers
 - b) Entry numbers to be supplied immediately on request by any police officer
 - c) Entry onto the site will not be allowed between 2300 hours and 0600 hours.
4. An EMP shall be submitted to the responsible authorities no less than 3 months prior to the start of the event. The EMP must demonstrate that resourcing and infrastructure is based on the threat and risk of the event. The final version of the EMP must be supplied to all responsible authorities a minimum of 21 days before the event takes place. Responsible authorities must notify the licence

holder of any concerns with the final EMP within 5 working days of receiving it. Any changes proposed to the final EMP, later than 21 days prior to the event start date, must be circulated immediately to all responsible authorities for approval.

In the event of any of the responsible authorities advising the licensing authority that the Event Management Plan (EMP) does not in their professional view satisfy the requirements to promote the four licensing objectives, the event will not proceed until such time as those requirements are met or the responsible authority confirms they are satisfied.

5. The event management plan shall contain a summary document covering an overview in the following areas -

Event overview

- Audience profile
- The site - summary description
- General site safety policy
- Management structure, responsibilities and roles - names of specific personnel, key roles and responsibilities and how the structure of these roles is planned.
- Vehicle access
- Ticket holder access
- Local access
- Campervan access
- Accreditation
- Artist Liaison
- Bars
- Camping
- Car Parking
- Communications and IT
- Concessions
- Catering
- Crime and Disorder
- Electrical Systems
- Event Capacities
- Event timings
- Fencing
- Insurance
- Licensing
- Local Community
- Medical Cover
- Build and breakdown period
- Plant
- Public information
- Site signage
- Showers
- Sound
- Temporary Structures
- Toilets
- Waste Management
- Water Provisions
- Event control
- Emergency Protocols and Contingency Procedures

6. The EMP shall contain Appendices detailing fully the following areas -
- a) A scaled site plan which shows the location and size of all areas of the event and the site infrastructure as well as showing the immediate surrounding area including ingress and egress for pedestrians, vehicles and crew. As well as emergency evacuation routes and access / egress routes for emergency services. All areas of the event mentioned in the EMP must be detailed on the map.
 - b) Event risk assessment covering all areas of risk and management of risks to ensure the health and safety of all those on site
 - c) A crowd management plan including Capacities and Evacuation times from each area of the site to allow for safe and quick evacuation in the event of an emergency.
 - d) Emergency protocols and Major Incident Plan covering the following types of emergencies, fire, bomb threat, suspect packages, public disorder / disturbance, structural failure, hazardous substances, person in water, detained person, injury to a person, crime in progress. To also cover the role of the Event Liaison Team (ELT), coded messages, alert levels and procedures for each, partial evacuation procedure, full evacuation procedure, rendezvous points (RVP's), emergency announcements, event stop procedures, crime scene management.
 - e) Extreme weather procedure and action plan covering all adverse weather conditions, detailing the impact and actions to be taken in each possibility.
 - f) Fire safety plan - in line with conditions set by Herts Fire and Rescue
 - g) Traffic management plan covering the management of the traffic on the roads surrounding the event. Management of those attending and leaving the event as well as local residential traffic. Internal site signage for traffic. Car park management and lighting. Expected traffic levels throughout the event. Control measures to be used. Taxis and drop off facilities and operation of this facility.
 - h) Noise management plan - in line with conditions set by Environmental Health
 - i) Waste management plan - in line with conditions set by Environmental Health
 - j) Medical provisions plan covering details of medical / first aid posts, location and description of facility available. Staffing levels of the facility and process to be used when treating patients. Medical emergency procedure.
 - k) Security operations and deployment plan covering security management structure, roles and responsibilities, security staff briefings, security control area operations, communication with the ELT, expectations of SIA staff and non SIA staff, perimeter integrity, searching of people within the site, bar security, camping / tent security, car parking security and security incident log.
 - l) Drugs policy including psychoactive substances. Zero tolerance policy to be adopted in relation to any quantity of drugs, any items found to result in ejection or refusal of entry. Surrender bins to be provided at all entrances and must be clearly marked. Possession of a small quantity results in confiscation, incident documentation to be supplied to the police at the conclusion of the festival. Possession of larger quantities results in confiscation, person being detained and police being immediately informed. All confiscated drugs are to be stored securely and safely, sealed where possible and documented accordingly.

- m) Weapons policy - Zero tolerance policy to be adopted 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. Such items are to include knives where the blade is more than 3 inches in length (excluding un-lockable pocket knives).
- n) Entry policy and procedure including publicised conditions of entry, prohibited items, search policy on entry, entry refusal process. Prohibited items to include glass of any kind, weapons, illegal drugs, including psychoactive substances, fireworks, sky lanterns or kites, CO2 canisters, flares, laser pens, open or unsealed vessels of any description, alcohol over the allowed allowance of 16 cans / 8 litres of beer or cider, or 2.25 litres (one box) of wine per person. On re-admittance of a person no alcohol to be brought onto the site by that person
- o) Eviction policy and procedure, including eviction notice. Detailing circumstances under which a person will be evicted, the eviction process and onward travel from the festival of the evicted person.

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.

- p) 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
 - q) A communication strategy covering local community engagement, transport options, complaints, arrival and dispersal from site.
 - r) Full details of CCTV provisions and management including map detailing camera locations. All recordings to be stored for a minimum of 21 days. Footage to be supplied to police on request and without delay.
7. 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.
 8. The event will be managed in accordance with the EMP. During the operational phase any deviation from the EMP must be fully documented and rationale recorded at the time.
 9. 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.
 10. The Premise License Holder shall publish a message on the event website at least 3 months prior to the event containing the following information;
 - a) Terms and Conditions of entry, to include searching on entry and list of prohibited items
 - b) Under 18's will need to be accompanied by an adult 21 years old or over
 - c) Challenge 25 Policy
 - d) Quantity of alcohol permitted
 - e) No glass vessels and bottles allowed on site
 - f) Disabled access and facilities information

- g) Medical facilities
- h) Local weather updates (required only in the 7 days prior to the event)
- i) Travel Information
- j) Maps of the site and surrounding area
- k) Post code for Satellite Navigation Systems.

11. 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.
12. 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.
13. There shall be an established chain of command for all stewards and Security Industry Authority personnel who shall report directly upwards to their Supervisor who in turn will report directly to the Security Manager.
14. All stewards and Security Industry Authority staff shall wear high visibility jackets so that they are easily identifiable and Security Industry Authority staff employed at the premises wear and clearly display their Security Industry Authority registration badge at all times whilst on duty, except those working in a covert capacity. There shall be an established chain of command for all stewards and Security Industry Authority personnel who shall report directly upwards to their Supervisor who in turn will report directly to the Security Manager.
15. 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.
16. An event log shall be maintained which includes any actions or decisions taken by the manager of the medical provisions and the reasons for those actions, and a record of all people seeking treatment. The record shall detail the name, address, gender, age, presenting complaint, diagnosis, treatment given, onward destination and signature of person treating
17. 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.
18. 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). Tap water will be made freely available in the main bar.
19. The premises license holder will notify Hertfordshire Constabulary of all the artists performing at the event 28 days before the event takes place. The license holder will notify Hertfordshire Constabulary immediately of any artists booked in the 28 days leading up to the event.
20. 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.

21. The license holder will notify Hertfordshire Constabulary of all contractors and volunteers employed at the event 28 days before the event takes place. This will include registered company name and where possible name, address and date of birth of individual staff.
22. The license holder will notify Hertfordshire Constabulary of all SIA registered staff employed at the event 28 days before the event takes place. Following this Hertfordshire Constabulary must be notified of any changes to SIA staff.
23. Accurate and up to date details of ticket sales to be supplied immediately on request from any of the responsible authorities to allow for event planning.
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 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 for confirmation at least two weeks prior to any event held on site.
26. An on-site suitable control hub (ELT) will be accessible to police and responsible authorities if at any time it is deemed necessary by the responsible authorities.
27. People under the age of 18 years must be accompanied by an adult 21 years old or over in order to gain entry. A maximum of 3 under 18's to be allowed in with each person 21 years or over. The adult (over 21) entering with any person under 18 years is to be informed of their responsibilities with regards to the person under 18 years.
28. 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.
29. An external Traffic Management Plan must be submitted no later than 3 months prior to the event and to be completed to the satisfaction of Hertfordshire Highways and Hertfordshire Constabulary.
30. An event log shall be maintained which includes any actions or decisions taken in relation to each event.
31. The surrounding households are notified of any events and possess a 24hr phone number direct to the DPS.

ANNEX 3 – CONDITIONS ATTACHED AFTER A HEARING BY THE LICENSING AUTHORITY

1. The premises licence holder shall ensure that music noise levels do not exceed 55 dB(A) LEQ over a

15 minute period at the pre-agreed noise monitoring locations before 23:00, or 45dB(A) LEQ over a 15 minute period after 23:00 on Friday, Saturday and Sunday.

2. The premises licence holder shall submit a detailed Noise Management Strategy for approval to the licensing authority at least 8 weeks prior to the first day of each event and these shall take account of all regulated entertainment which will be provided during each event, including the number of stages and the location, orientation and operational times of each stage. The strategy shall include provision for community engagement, monitoring, an event hotline and post completion reporting.

ANNEX 4 - PLANS

Wilkestock - 4 Acre Field, Waterbridge, Frogmore Hill, Watton At Stone