

[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 <b>Walkern Hall</b>			
<b>Post town</b>	Walkern	<b>Postcode</b>	<b>SG2 7HZ</b>

Telephone number at premises (if any)	
Non-domestic rateable value of premises	<b>£0</b>

**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)	
<b>Surname</b>			<b>First names</b>		
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
Current postal address if different from premises address					
Post town			Postcode		
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					

**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)	
<b>Surname</b>			<b>First names</b>		
I am 18 years old or over <input type="checkbox"/> Please tick yes					
Current postal address if different from premises address					
Post town		Postcode			
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					

**(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)			<b>Will the performance of a play take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Mon			<b>Please give further details here</b> (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			<b>State any seasonal variations for performing plays</b> (please read guidance note 4)		
Thur					
Fri	12:00	00:00	<b>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</b> (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)			<b>Will the exhibition of films take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input checked="" type="checkbox"/>
Mon			<b>Please give further details here</b> (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.		
Tue					
Wed			<b>State any seasonal variations for the exhibition of films</b> (please read guidance note 4)		
Thur					
Fri	12:00	00:00	<b>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</b> (please read guidance note 5)		
Sat	12:00	00:00			
Sun	12:00	00:00			

C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 6)			<b><u>Please give further details</u></b> (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 4)
Wed			
Thur			
Fri			<b><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></b> (please read guidance note 5)
Sat			
Sun			

# D

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 6)			<b>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	
Day	Start	Finish	Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>
Mon			<b>Please give further details here</b> (please read guidance note 3)	
Tue				
Wed			<b>State any seasonal variations for boxing or wrestling entertainment</b> (please read guidance note 4)	
Thur				
Fri			<b>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</b> (please read guidance note 5)	
Sat				
Sun				



# E

<b>Live music</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon			<b>Please give further details here</b> (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			<b>State any seasonal variations for the performance of live music</b> (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	<b>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</b> (please read guidance note 5)		
Sat	12:00	00:00			
Sun	12:00	00:00			

# F

<b>Recorded music</b> Standard days and timings (please read guidance note 6)			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input checked="" type="checkbox"/>
Mon			<p><b><u>Please give further details here</u></b> (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>		
Tue					
Wed					
Thur	18:00	23:00			
Fri			<p><b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 4)</p>		
	12:00				
Sat		03:00			
	12:00				
Sun		04:00			
	12:00	00:00			

# G

<b>Performances of dance</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
Day	Start	Finish			Both	X <input type="checkbox"/>
Mon			<b><u>Please give further details here</u></b> (please read guidance note 3)			
Tue						
Wed			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 4)			
Thur						
Fri	12:00	00:00	<b><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></b> (please read guidance note 5)			
Sat	12:00	00:00				
Sun	12:00	00:00				

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> 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	<b>Will this entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Tue			<b>Please give further details here</b> (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	<b>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</b> (please read guidance note 4)		
Fri	12:00	00:00			
Sat			<b>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</b> (please read guidance note 5)		
	12:00	00:00			
Sun					
	12:00	00:00			

# I

<b>Late night refreshment</b> Standard days and timings (please read guidance note 6)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 3)		
Tue					
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 4)		
Thur					
Fri			<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)		
	23:00				
Sat		3:00			
	23:00				
Sun		04:00			
	23:00	00:00			

**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b>Will the supply of alcohol be for consumption – please tick</b> (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	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 4)					
Mon								
Tue								
Wed								
Thur	18:00	23:00				<b>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</b> (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 <div style="background-color: black; width: 100px; height: 15px; margin-top: 5px;"></div>
---

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)

Day	Start	Finish
-----	-------	--------

Mon		

Tue		

Wed		
-----	--	--

**State any seasonal variations** (please read guidance note 4)

			<b><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></b> (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	
-----------	--

Date	17.03.2023
Capacity	Agent

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

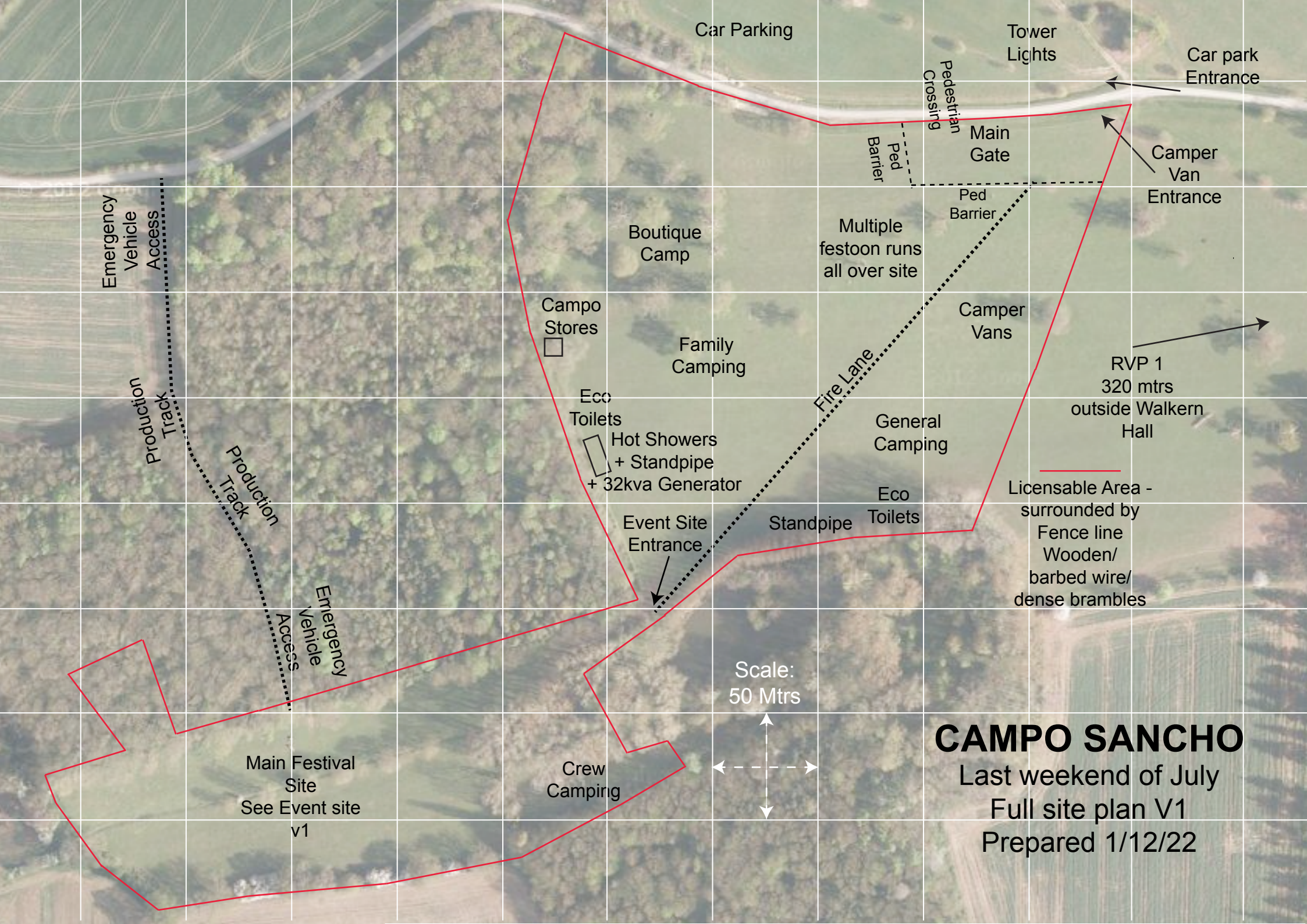
Signature	
Date	
Capacity	

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

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

Eco Toilets  
Hot Showers  
+ Standpipe  
+ 32kva Generator

Event Site Entrance

Standpipe Toilets

Emergency Vehicle Access

Production Track

Production Track

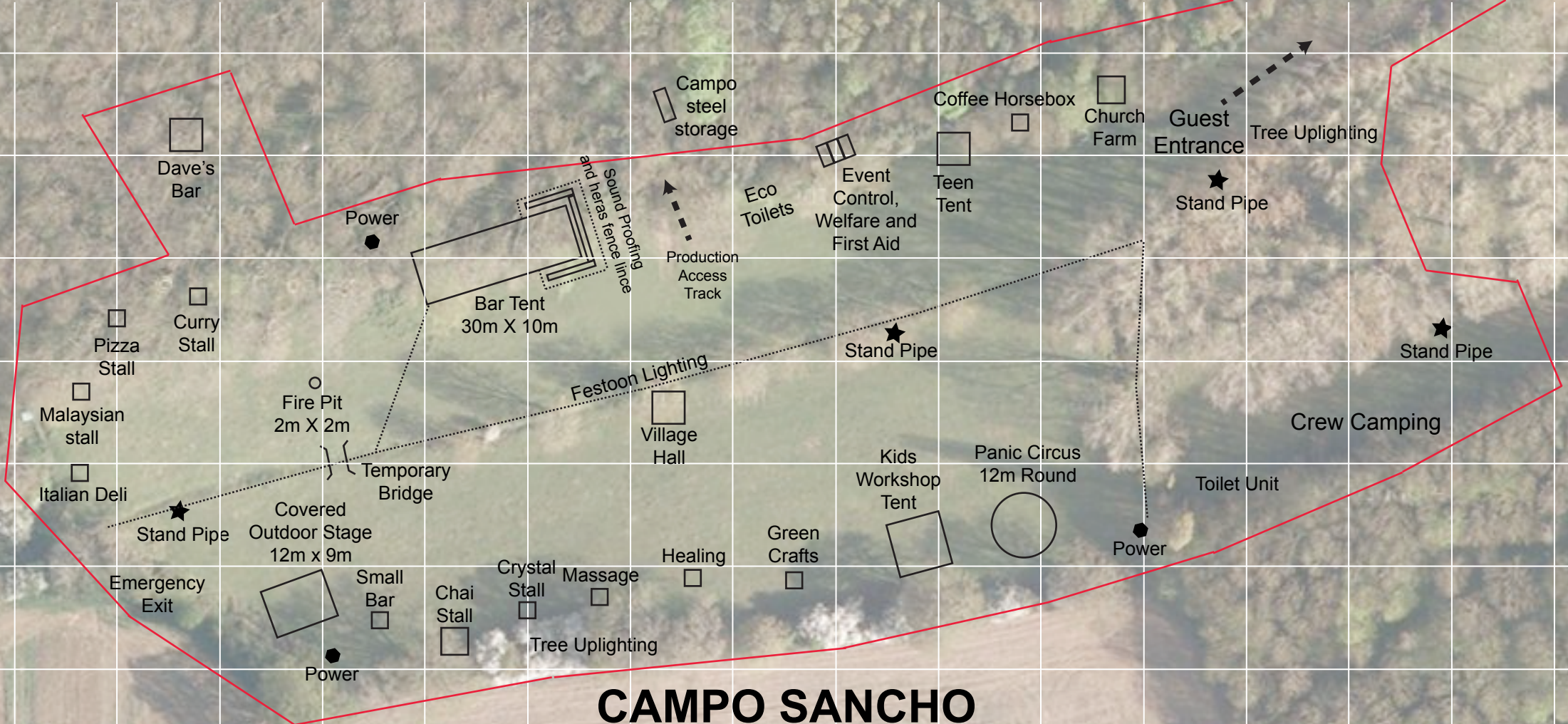
Emergency Vehicle Access

Main Festival Site  
See Event site  
v1

Crew Camping

Scale:  
50 Mtrs

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

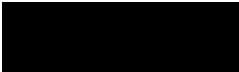


**CAMPO SANCHO**  
 Last weekend in July  
 Scaled Site plan Version 1  
 All power will be heras fenced  
 Prepared 1/12/22





**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]*

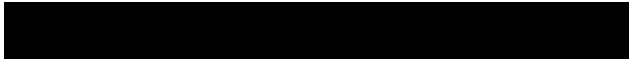
I also confirm that I am entitled to work in the United Kingdom and am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number



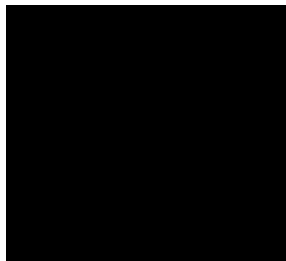
-----  
*[insert personal licence number, if any]*

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