



\* required information

**Section 1 of 21**

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

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

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

Are you an agent acting on behalf of the applicant? Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Yes  No

**Applicant Details**

\* First name

\* Family name

\* E-mail

Main telephone number  Include country code.

Other telephone number

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

Are you:

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

Applying as an individual

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

**Applicant Business**

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

Registration number

Business name  If your business is registered, use its registered name.

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

Legal status

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

*Continued from previous page...*

Your position in the business

Home country

The country where the headquarters of your business is located.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 21**

**PREMISES DETAILS**

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

**Premises Address**

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

- Address     OS map reference     Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Further Details**

Telephone number

Non-domestic rateable value of premises (£)

## Section 3 of 21

### APPLICATION DETAILS

In what capacity are you applying for the premises licence?

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

### Confirm The Following

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

## Section 4 of 21

### NON INDIVIDUAL APPLICANTS

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

#### Non Individual Applicant's Name

Name

#### Details

Registered number (where applicable)

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

Continued from previous page...

**Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Contact Details**

E-mail

Telephone number

Other telephone number

\* Date of birth  /  /   
dd mm yyyy

\* Nationality

[Documents that demonstrate entitlement to work in the UK](#)

Add another applicant

**Section 5 of 21**

**OPERATING SCHEDULE**

When do you want the premises licence to start?  /  /   
dd mm yyyy

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

Provide a general description of the premises

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

mainly used as a polo club but has also served other events. multiple fields on site that will serve as main areana's, car parks and PUDO.

*Continued from previous page...*

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

**Section 6 of 21**

**PROVISION OF PLAYS**

[See guidance on regulated entertainment](#)

Will you be providing plays?

- Yes  No

**Section 7 of 21**

**PROVISION OF FILMS**

[See guidance on regulated entertainment](#)

Will you be providing films?

- Yes  No

**Section 8 of 21**

**PROVISION OF INDOOR SPORTING EVENTS**

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

- Yes  No

**Section 9 of 21**

**PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

- Yes  No

**Section 10 of 21**

**PROVISION OF LIVE MUSIC**

[See guidance on regulated entertainment](#)

Will you be providing live music?

- Yes  No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

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

Continued from previous page...

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

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

- Indoors       Outdoors       Both

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

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

a mixture or live, recorded amplified music with a variety of DJ's, MC's, Bands and Artists

State any seasonal variations for the performance of live music

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

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

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

Continued from previous page...

**Section 11 of 21**

**PROVISION OF RECORDED MUSIC**

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

- Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

Start

End

Start

End

Will the playing of recorded music take place indoors or outdoors or both?

- Indoors                       Outdoors                       Both

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

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

a mixture or live, recorded amplified music with a variety of DJ's, MC's, Bands and Artists

Continued from previous page...

State any seasonal variations for playing recorded music

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

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

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

## Section 12 of 21

### PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

Yes  No

#### Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End



Continued from previous page...

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

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

- Indoors       Outdoors       Both

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

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

a mixture or live, recorded amplified music with a variety of DJ's, MC's, Bands and Artists

State any seasonal variations for the performance of dance

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

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

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

### Section 13 of 21

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

[See guidance on regulated entertainment](#)

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

- Yes       No

#### Standard Days And Timings

MONDAY

Start

End

Start

End

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

Continued from previous page...

TUESDAY

Start

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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End

Start

End

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

A music events with multiple stage and dance arenas

Will this entertainment take place indoors or outdoors or both?

- Indoors       Outdoors       Both

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

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

a mixture or live, recorded amplified music with a variety of DJ's, MC's, Bands and Artists

State any seasonal variations for entertainment

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

Continued from previous page...

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

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

**Section 14 of 21**

**LATE NIGHT REFRESHMENT**

Will you be providing late night refreshment?

- Yes                       No

**Section 15 of 21**

**SUPPLY OF ALCOHOL**

Will you be selling or supplying alcohol?

- Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

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

Continued from previous page...

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

- On the premises     Off the premises     Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

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

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

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

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

**Name**

First name

Family name

Date of birth  /  /    
 dd      mm      yyyy

Continued from previous page...

**Enter the contact's address**

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

**PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT**

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

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

Reference number for consent form (if known)

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

**Section 16 of 21**

**ADULT ENTERTAINMENT**

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

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

**Section 17 of 21**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

MONDAY

Start

End

Start

End

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

Continued from previous page...

TUESDAY

Start

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WEDNESDAY

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THURSDAY

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End

FRIDAY

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End

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End

SATURDAY

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Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

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

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

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

**Section 18 of 21**

**LICENSING OBJECTIVES**

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

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

*Continued from previous page...*

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

1. The Premises Licence Holder shall provide at least 2 months prior notice in writing of event days for that year together with an outline of the programme of proposed events to the (SAG) and such dates shall be agreed with the SAG unless agreed at shorter notice.
2. This Premises Licence is limited to authorise Licensable Activity for up to 2 days per year at 8,500 plus staff - Licence is a time sensitive licence of 1 year.
3. Local residents and business' will be given at least 2 months' notice of any upcoming events. The method(s) of communication and the areas identified as being local shall be agreed with the SAG.
4. The Premises Licence Holder shall work in partnership with SAG to ensure events are planned to take place safely and successfully.
5. The Premises Licence Holder shall ensure a member of the management team or persons from the management team attend SAG Meetings to update participants upon progress throughout the planning process.
6. The Premises Licence Holder shall appoint a member of the management team to prepare and implement the plans included in the Event Safety Management Plan (ESMP).
7. The first draft of the ESMP shall be presented to SAG for consideration and discussion no later than 2 months prior to the first event day.
8. The final draft version of the ESMP will be published 30 days before each event and is subject to the approval by the Licencing Authority as advised by the SAG and the Responsible Authorities. Should changes to the ESMP be required after this date they will be considered for approval by the Licensing Authority
9. The contents of the final ESMP as endorsed pursuant to condition 10 shall be fully complied with.
10. A debrief meeting will be undertaken with the SAG when required by the SAG.
11. Upon request authorised Enforcement officers of the Responsible Authorities on duty in that capacity of the Licencing Authority, Environmental Health Team, the Police and the Fire Service must be provided with security passes for full and free access at all times to each and every part of the licensed area.
12. Upon request authorised Enforcement officers of the Responsible Authorities on duty in that capacity of the Licencing Authority, Environmental Health Team, the Police and the Fire Service must be provided with security passes for full and free access at all times to each and every part of the licensed area.
13. The Premises Licence Holder shall hold at least one consultation meeting for local residents, local businesses and stakeholders, a minimum of twice a year. An email address published on the event website will be available to enable local residents, local businesses and stakeholders to request information about the event.
14. This Premises Licence is limited to authorise Licensable Activity for up to 40 event days each year.

The ESMP shall contain but not be limited to the following:-

- COVID 19 Action Plan;
- Drugs policy;
- Alcohol policy;
- CCTV plan;
- Command, control and communication plan;
- Crime prevention/ reduction plan;
- Crowd management plan;
- Fire safety management plan;
- Food safety management plan;
- Health and safety risk assessments;
- Lighting Plan;
- Major incident plan;
- Medical and welfare plan;

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Continued from previous page...

- Noise management plan;
- Production schedule;
- Sanitary facilities plan;
- Security and stewarding operational plan;
- Access and Egress Plan;
- Site plan (gridded with clear RV points for speedy access);
- Under 18-year olds Policy;
- Ticket and entry policy;

*Continued from previous page...*

- Trader information and management plan;
- Transport and Traffic management plan;
- Venues plan;
- Waste and Litter plan;
- Water safety plan;
- Schedule of key dates;
- Adverse weather plan.

b) The prevention of crime and disorder

15. A Crowd Management Plan and an Access and Egress Plan shall be drawn up in agreement with the SAG. These plans shall be implemented whilst licensable activities are taking place and until 30 minutes after the premises close.
16. A Crime Prevention/Reduction plan for the event will be prepared by the Premises Licence Holder and submitted as part of the planning process. It will focus upon reducing criminal activity within the event footprint and working in partnership with the Police.
17. The numbers and deployment of on site and off site Security personnel (SIA) and Stewards shall be agreed by the SAG prior to the event and included in the final ESMP.
18. Representatives from all security companies shall attend event liaison team meetings.
19. A Drugs Policy and a Search Policy shall be drawn up in agreement with the SAG. This shall be implemented whilst the premises are open for licensable activities.
20. Prior notification that the event organisers operate a strictly no drugs policy shall be provided to ticket holders, including details of the bag policy for that event (as agreed with the SAG). The drugs policy will not be made available to members of the public to uphold the security of the site.
21. A record of all persons detained in the Enhanced Search Tent, any quantities of drugs found on their person, their name, address and date of birth (as much as can reasonably be obtained) is to be kept and sent to the Police licensing officers upon request.
22. Notices shall be displayed at all entrances to the event site declaring that individuals found to be in possession of illegal drugs and or prohibited items shall be removed from the event.
23. The Premises Licence Holder shall have the right to refuse entry to any unauthorised/disorderly person or any person not complying with the conditions of entry.
24. Anyone who appears to be drunk or intoxicated shall not be allowed entry to the event site.
25. A designated member of staff shall be responsible for the emptying and packaging of amnesty bins in the presence of the Police officers, this person shall identify themselves to the Police at event control at the start and conclusion of the event.
26. A fence will be erected around the perimeter of the event as shown on the site plan and constantly monitored by security staff during the event.
27. Whilst the premises are authorised to sell alcohol, there shall be a personal licence holder on duty at all times.
28. All staff members engaged, or to be engaged, in selling alcohol on the premises shall receive full training pertinent to the Licensing Act, specifically in regard to age-restricted sales, and the refusal of sales to persons believed to be under the influence of alcohol or drugs.
29. All such training is to be fully documented and signed by not only the employee but the person delivering the training. Training records shall be kept at the premises and made available upon request to either Police Officers or an authorised officer of the Licensing Authority.
30. A Challenge 25 proof of age scheme shall be operated at each bar on the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram.
31. Signage advertising the aforementioned proof of age scheme shall be prominently displayed at each bar with a particular emphasis on the alcohol display area and service area.
32. Each bar shall have a record detailing all refused sales of alcohol. The record should include the date and time of the refused sale and the name of the member of staff who refused the sale. The record shall be available for inspection at the bar by the Police or an authorised officer of the Licensing Authority at all times whilst the site is operational.
33. No alcoholic drinks shall be permitted to leave the perimeter of the site. Off sales for the purpose of this licence shall be contained within the licensed site.
34. Customers shall not be permitted to bring alcohol on site and may only consume alcohol which has been purchased from the premises.

c) Public safety



*Continued from previous page...*

35. Unless otherwise agreed with the Licencing Authority, the total number of people to be accommodated for the purposes of this licence at the event site at any one time shall not be more than 9,999 (this figure includes ticket holders and guests but excludes all security staff, contractors, performers and employees).

36. The ticket manifest must be sent or shown to the Police and Licencing Authority upon request.

37. The occupancy levels of the marquee/tented structures within the licensed site will be continually monitored and will not exceed the capacities specified in the final ESMP agreed through the SAG process.

38. The event will have clear conditions of entry as follows – “No glass bottles, no alcohol shall be brought onto site, no illegal drugs or prohibited highs, no weapons of any kind, or anti-social behaviour will be tolerated, and the organisers reserve the right to refuse admission.”

39. The Licence Holder will operate an Event Liaison Team on site. This will consist of key people within the event including first aid, the Police, security, event managers, Licencing Authority and health and safety representatives. This team will meet at regular intervals during the event to review the event and make any agreed changes needed.

40. There shall be a central control point on site within the licensed premises at which the Premises Licence Holder or their nominated representative shall be available. A radio and a working telephone for contacting the emergency services shall be installed. The number shall be made known to all members of SAG. The central control point shall be manned at all times by a person capable of communicating with the emergency services.

41. Free potable water shall be freely available from standpipes across the event site and clearly signposted throughout. Empty plastic bottles shall be permitted into the site for drinking water.

42. The Licence Holder will provide a welfare/chill out space on the site and a vulnerable persons' policy will be in place for those who may need assistance.

44. The Premises Licence Holder shall engage an event safety officer to oversee the build, live event and derig. His duties will include but not be limited to the following:

- Assessment of contractors and their safety documentation prior to their arrival on site;
- The undertaking of site and task specific risk assessments;
- Sign off Policy for temporary installations by contractors;
- Checks relating to integrity of temporary structures by independent structural engineers;
- Protection of audience and staff from noise;
- Installation of appropriate front of stage barriers;
- Adherence to food hygiene standards;
- Safe installation and operation of generators and temporary power supplies;
- Designated access routes and trackway roads around the site perimeter;
- Appropriately illuminated signage above exits;
- Clear demarcation of specific hazards through highlighting and signage;
- Adequate provision of medical facilities on site as documented in the Medical and Welfare Plan;
- Appropriate provision of firefighting equipment throughout the site in accordance with Fire Safety Management Plan;
- Appropriate provision for people with specific needs including accessible viewing platforms and sanitary provision;
- Provision of a crowd management plan including arrangements for safe ingress, circulation, egress and dispersal of audience members;
- Assessment of occupancy levels of marquees and tented structures within the licence site throughout the event to ensure agreed capacities are not exceeded;

45. No glass drinks containers or serve-ware shall be allowed within the arena.

44. The Premises Licence Holder shall engage an event safety officer to oversee the build, live event and derig. His duties will include but not be limited to the following:

- Assessment of contractors and their safety documentation prior to their arrival on site;
- The undertaking of site and task specific risk assessments;
- Sign off Policy for temporary installations by contractors;
- Checks relating to integrity of temporary structures by independent structural engineers;
- Protection of audience and staff from noise;
- Installation of appropriate front of stage barriers;
- Adherence to food hygiene standards;
- Safe installation and operation of generators and temporary power supplies;
- Designated access routes and trackway roads around the site perimeter;
- Appropriately illuminated signage above exits;
- Clear demarcation of specific hazards through highlighting and signage;
- Adequate provision of medical facilities on site as documented in the Medical and Welfare Plan;

*Continued from previous page...*

- Appropriate provision of firefighting equipment throughout the site in accordance with Fire Safety Management Plan;
  - Appropriate provision for people with specific needs including accessible viewing platforms and sanitary provision;
  - Provision of a crowd management plan including arrangements for safe ingress, circulation, egress and dispersal of audience members;
  - Assessment of occupancy levels of marquees and tented structures within the licence site throughout the event to ensure agreed capacities are not exceeded;
45. No glass drinks containers or serve-ware shall be allowed within the arena.

d) The prevention of public nuisance

46. A suitably qualified and experienced acoustic consultant will be appointed by the Premises Licence Holder and will prepare a noise management plan (NMP) as part of the ESMP to monitor, assess and manage on and off-site noise at the event. The agreed NMP will be implemented by the Premises Licence Holder at each event.
47. The Premises Licence Holder shall have its own acoustic consultant, who shall at regular intervals, take noise measurement readings both within the perimeter fence and at the points agreed with the Council's noise officer, outside the perimeter fence to ensure noise levels are complied with at the event. A contact name and the details of the Premises Licence Holder's acoustic consultant on duty on the day of the event shall be provided to the Council's noise officer.
48. The Premises Licence Holder's acoustic consultant shall be in control of noise levels throughout the event and shall operate independently of the DJ and artiste in all music areas within the licensed site. No performance shall cause noise nuisance and the Premises Licence Holder shall act upon any reasonable requests from the Council's noise officer or its own acoustic consultant during the event, including but not limited to the reduction of the sound level.
49. Complaints concerning noise will be investigated by the Premises Licence Holder's appointed acoustic consultant during the event and measurements will be taken to ensure compliance with music noise limits.
50. The noise sensitive monitoring positions shall be agreed with the Council's noise officer and inserted in the Noise Management Plan each year.
51. The details of all complaints received, actions taken, and measurements made in response to complaints of music noise will be recorded and provided to the Licencing Authority as part of the acoustic consultant's post-event report which shall be provided within 1 month following the event.
52. There shall be a close down schedule of licensable activity timings so that close down is phased to ensure closure before the terminal hour of licensable activity.
53. The Premises Licence Holder will work closely with suppliers to minimise disruption to local residents from the event and will ensure that the event production schedule specifies deliveries/collections from the site between 08:00 and 20:00 where possible.
54. The Premises Licence Holder shall appoint an experienced transport and traffic consultant to develop an appropriate Transport and Traffic Management Plan including but not limited to the modelling of methods of attendance and egress, public transport, queueing, associated staffing deployment, signage, route direction/closures to facilitate the safe egress/ingress around the event whilst ensuring the disruption is kept to a minimum to local traffic and providing advanced warnings of potential disruption. The Transport and Traffic Management Plan shall be agreed with SAG and included in the final ESMP.
55. Key points of the Transport and Traffic Management Plan will be made available to ticket holders and on the Event website.
56. A resident contact telephone line to contact the site management team will be operated during the build, event and derig. The operational hours will be 08.00 – 20.00hrs during build and derig and 09.00 – 00.00 hrs during the live event. In addition, an email address will be available on the event organiser's website to contact the site.
57. A Waste and Litter Plan shall be provided which will include measures for the clearance of litter both inside the site and in a designated area outside the site. Such plan shall be agreed with SAG and included in the final ESMP.
58. An Access and Egress Plan shall be provided which will contain measures to mitigate nuisance and anti-social behaviour which may be caused by the arrival and departure of the audience. Such plan shall be agreed by SAG and included in the final ESMP.

e) The protection of children from harm

59. Any events held under this licence that shall be for persons aged 18 and over will be advertised in advance as such.
60. All relevant security personnel will enforce the age policy by requiring adequate identification (an ID bearing the PASS hologram, photographic driving licence or a passport) where there is any doubt as to the age of the ticket holder.
61. The event conditions of entry and the procedures for safeguarding any persons under the age of 18 who are refused entry will be contained in the ESMP.

*Continued from previous page...*

62. The event will operate a Challenge 25 Policy which will be fully referenced in the ESMP.

63. The premises licence holder shall provide this Authority with contact details at least five days prior to the event of person(s) in control of the site, who can be contacted should any issues arise.

64. 1 month prior to the event, noise monitoring locations shall be pre-agreed in writing. The manager/ DPS will regularly monitor regulated entertainment (when provided), throughout its duration and will record in writing the outcome of these checks and any action taken. The volume of the music is to be reduced if, when undertaking the checks, the music noise level exceeds the agreed level

65. The premises licence holder shall ensure that there is no live or recorded music audible at the pre-agreed noise monitoring locations after 23:00 on any day.

66. The premises licence holder shall ensure that music noise levels do not exceed 65dB(A) over a 15 minute period at the pre-agreed noise monitoring locations before 23:00 on any day.

67. The premises licence holder shall ensure that music noise levels in either of the 63Hz or 125Hz octave frequency bands does not exceed 70dB(A) over a 15 minute period at the pre-agreed noise monitoring locations before 23:00 on any day.

68. A full welfare and Safeguarding Policy will be written to prevent the harm and protection of any event that caterers for children to be on site.

69. For events where children are to be on site will have ticketing terms and conditions that explains that any child under a certain age will have to have a responsible adult present with them.

## **Section 19 of 21**

### **NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK**

*Continued from previous page...*

### **Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:**

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

### **Documents which demonstrate entitlement to work in the UK**

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

*Continued from previous page...*

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

*Continued from previous page...*

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

### **Home Office online right to work checking service**

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

## **Section 20 of 21**

### **NOTES ON REGULATED ENTERTAINMENT**

*Continued from previous page...*

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
  - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
  - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

*Continued from previous page...*

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
  - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
  - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

**Section 21 of 21**

**PAYMENT DETAILS**

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Fees for all Licensing Act 2003 permissions have been set by central government. The fees are based on the non-domestic rateable value of the premises. These are divided into 5 bands: band a NDRV £0 - £4300, fee = £100 band b NDRV £4,301 - £33,000, fee = £190 band c NDRV £33,001 - £87,000, fee = £315 band d NDRV £87,000 - £125,000, fee = £450 band e NDRV £125,001 and over, fee = £635

To find out a premises non domestic rateable value go to the Valuation Office Agency site at [http://www.voa.gov.uk/business\\_rates/index.htm](http://www.voa.gov.uk/business_rates/index.htm)

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00\*

Band E - £125001 and over £635.00\*

\*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment only at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

\* Fee amount (£)

190.00



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## DECLARATION

[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15)

The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

\* Full name

\* Capacity

\* Date  /  /   
dd mm yyyy

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/east-hertfordshire/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

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

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED**

**OFFICE USE ONLY**

Applicant reference number	<input type="text" value="AMA2023"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>