



District of East Hertfordshire Premises Licence Licence No: 25/0489/PLT

Licensing Act 2003


Part 1 – Premises Details

POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDNANCE SURVEY MAP REFERENCE OR DESCRIPTION			
Sign Of The Times	Telephone:		
TL44504 23155, Church End, Little Hadham, Hertfordshire,			
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 to Sunday	11:00	23:00	
PERFORMANCES OF DANCE			
Friday to Sunday	11:00	23:00	
LIVE MUSIC			
Friday to Sunday	11:00	23:00	
LATE NIGHT REFRESHMENT			
Friday to Sunday	23:00	23:30	
RECORDED MUSIC			
Friday to Sunday	11:00	23:00	
ENTERTAINMENT OF SIMILAR DESCRIPTION			
Friday to Sunday	11:00	23:00	
THE OPENING HOURS OF THE PREMISES			
Friday to Sunday	10:30	23:30	


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

Part 2

NAME, (REGISTERED) ADDRESS, TELEPHONE NUMBER AND EMAIL (WHERE RELEVANT) OF HOLDER OF PREMISES LICENCE
TDF Promotions Ltd C/O Pr Accounting Services Ltd Raydean House, Western Parade, Great North Road, New Barnet, Barnet, United Kingdom, EN5 1AH 

REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER (WHERE APPLICABLE)
16294819

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

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: 00CMPER02972 Licensing Authority: Sunderland City Council

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. 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 1 events per year, of a maximum of 3 consecutive day per event.
2. 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.
3. 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.
4. 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.
5. 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.
6. An Event Management Plan (EMP) shall be submitted to the responsible authorities no less than 3 months prior to the start of the event. The EMP must demonstrate that resourcing and infrastructure is based on threat and risk to the event. The latest EMP must be supplied to all responsible authorities 21 days before the event takes place. Following this any changes must be circulated immediately to all responsible authorities.

7. The event management plan shall contain a summary document covering an overview in the following areas –
 - a. Event overview
 - b. Audience profile
 - c. General site overview plan
 - d. Summary description of all areas including temporary structures
 - e. General site safety policy
 - f. Management structure, responsibilities and roles - names of specific personnel, key roles and responsibilities and how the structure of these roles is planned.
 - g. Event control - overview of functioning
 - h. Event Capacities including for temporary structures
 - i. Event timings
 - j. Insurance
 - k. Local Community Considerations
 - l. Build and breakdown plan
 - m. References to appendices detailed below

8. 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. Event risk assessment covering all areas of risk and management of risks to ensure the health and safety of all those on site. 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. 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. Extreme weather procedure and action plan covering all adverse weather conditions, detailing the impact and actions to be taken in each possibility. A Fire safety plan will be submitted in compliance with the advice of Herts Fire and Rescue Traffic management plan covering the management of the traffic on the roads surrounding the event. Management of those attending and leaving the event as well as local residential traffic. Internal site signage for traffic. Car park management and lighting. Expected traffic levels throughout the event. Control measures to be used. Taxis and drop off facilities and operation of this facility. Pedestrian routes and lighting of routes. Management of pedestrian and vehicle crossing points. A Noise management plan will be submitted before the event in line with conditions set by Environmental Health Waste management plan. 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. 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. Drugs policy including psychoactive substances. A drugs (including psychoactive substances) policy will be written in consultation with the police, particularly with regard to the definition of "dealing". Where any person is suspected of dealing in drugs, following a search or otherwise, that person will be ejected or refused entry and the person concerned will be detained and police will be contacted prior to ejection. All suspected drugs will be seized and stored safely and securely in sealed evidence bags. A register of all seized drugs will be kept and updated at the time the item is placed

into storage. All seizures will be fully documented and details of the incident including offender details will be supplied to the police at the conclusion of the festival. Weapons policy - A strict zero tolerance policy must be adhered to in relation to any weapons found that are made, used or adapted to cause injury, any such items found to result in ejection or refusal of entry. Entry and Search policy and procedure - detailing the staffing structure and procedural process to be followed at each entry point. Surrender bins to be provided at all entrances prior to the point of search and must be highly visible and clearly marked. Search policy on entry and entry refusal process. Prohibited items to include glass of any kind, weapons, illegal drugs, including psychoactive substances, fireworks, sky lanterns or kites, NO2 canisters, flares, laser pens, open or unsealed vessels of any description. Eviction policy and procedure, including eviction notice. Detailing circumstances under which a person will be evicted, the eviction process, management and recording of the process including onward travel from the festival of the evicted person. 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. 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. 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. 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. 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. 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. An event log shall be maintained which includes any actions or decisions taken in relation to each event. 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.

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. 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. The maximum capacity for each event at any one time is 4999 people; this includes all staff on site. Entry numbers will be monitored and recorded at all times through the use of attendance clickers. Entry numbers to be supplied immediately on request by any police officer. Entry onto the site will not be allowed between 2300 hours and 0600 hours. People under the age of 18 years must be accompanied by a responsible person over the age of 18 years in order to gain entry. A maximum of 3 under 18's to be allowed in with each person over the age of 18 years. The adult (over 18) entering with any person under 18 years is to be informed of their responsibilities with regards to the person under 18 years. Quantity of alcohol permitted to be brought into areas of any event which is outside of the premises footprint for licensing- this will be restricted to 16 cans of lager or cider or ale or premixed drinks, OR 2 litre bottle of cider OR 1 box of wine (2.25litres) or 2 bottles of wine (decanted, OR 75cl of spirits (decanted). All limits are per person and apply to camping areas only, All limits are per person and apply to camping areas only, not external alcohol may be brought into licensed areas. 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. 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).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. All stewards and Security Industry Authority staff shall wear high visibility jackets so that they are easily identifiable except those working in a covert capacity. 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. 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. 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. This will be presented to the relevant authorities not less than three week prior to an event. 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. This will be presented to the relevant authorities not less than three week prior to an event. The fire resistance of 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. In the event of any of the responsible authorities advising the licensing authority that the final version of the Event Management Plan (EMP) does not in their professional view fully satisfy their reasonable requirements to meet the four licensing objectives, the event will not proceed until such time as the reasonable requirements are met and approved by the responsible authority who had previously raised concerns.

9. The Premises are accessible only by Ticket Holders. A suitably sized team of SIA Licenced Security Personnel are deployed within the premises to maintain a safe environment at all times. The Event has clear and comprehensive terms and conditions which set out various measures to maintain a safe environment within the site (including but not limited to Drugs policies, Prohibited items Policies, Search policies etc).A strict search procedure is maintained and applied to any and all persons accessing the site ensuring that no weapons or other items which could cause harm can be brought into the premises. Body Worn CCTV is used 24/7 throughout the licensed period by the Security Team to deter crime and disorder and capture evidence of any persons involved in undesirable activities. At any one time, a minimum of 8 Body Worn Cameras will be deployed. Vetting of staff working at the event minimises the risk of any crimes committed within working environments. The Event has a Security policy which identifies key risks and concerns in relation to Terrorism and identifies suitable control measures to manage this risk as far as is possible. Further information relating to Applicant's control measures in relation to Crime and Disorder can be obtained within the Event Management Plan.
10. A Risk Assessment is produced for the Event, the crowd management of it's attendees and each individual activity by workers, employees or contractors within the premises and other spaces utilised to support the licensable activities taking place. All Control Measures determined by this Risk Assessment are incorporated into an Action Plan which is fully implemented by the Senior Management Team. A competent contractor has been appointed to review all road access and egress from the Premises, a suitable Traffic Management Plan has been produced and full narrative and schematics are contained within Section 10 of the Event Management Plan. A large team of SIA licensed Security Personnel and NVQ trained Safety Stewards are deployed throughout

the event, this team is trained, briefed and aware of both the need to identify any hazards which may present a safety risk to any persons and the correct reporting procedure to escalate any concerns for resolution. The capacity of the premises will be set at 4,999 persons; for whom there is more than ample resources on site in relation to safety, crowd management, sanitation, emergency egress etc. All Electrical Installations are installed by a competent person as set out in BS7909 and then further inspected by both the Event Manager and a secondary Competent Person prior to the Premises opening. All Electrical Appliances utilised on site have a current and valid PAT test. Further policies in relation to Public Safety can be found in the Event Management Plan. A competent Medical Contractor has been appointed by the Applicant and will be present throughout all licensable activities to provide medical attention via clinically trained professionals to any persons requiring medical attention. A covid risk assessment must be produced and agreed with Environmental Health 6 weeks prior to the event, until such time as such a document is no longer a legal requirement under the appropriate legislation, demonstrating compliance with the latest government covid guidelines and any related local guidelines at the time of production. This is to be a working document which would be subject to change should government guidelines change within the 6 week period after this has been produced.

11. A competent contractor has been appointed to review all road access and egress from the Premises, a suitable Traffic Management Plan will be produced and full narrative and schematics are contained within the Event Management Plan. These will be finalised and further detail added in conjunction with SAG co-operation. A competent contractor has been appointed to review all risks relating to noise pollution and noise management from the amplified music on site. This contractor has an extensive background and qualification set in relation to Noise Management and Noise Pollution. Their recommendations are set out in the Event Management Plan and have been accepted in full by the Applicant to be implemented throughout the event. Final requirements as directed by conditions attached to the licence will be incorporated in a final Noise Management Plan which will be implemented and monitored throughout licensable times by the same Noise Management contractor. Noise levels to be limited to 65dB LA eq (15min) not less than 1m from the facade of any noise sensitive dwellings, with 70dB LA eq (15min) in the 63Hz and 125Hz octave bands A detailed noise management plan with measures agreed by the local authority no less than 3 weeks prior to the event taking place. The plan must include as a minimum: Detailed site layout plan Event schedule, including timings and details of the music e.g. Live / recorded Identify and risk rate all the noise sources Identification of receptors Prediction of sound levels at relevant locations on and off site Noise monitoring strategy Communication strategy Complaints response procedure Accountability management plan including contact details A list of residences which will need be informed prior to the event, and will be identified as those in locations where a substantial risk of nuisance would be present were monitoring and management not actively mitigating this over the event That the noise monitoring carried out at the event along with any complaint logs etc. are provided to the council no later than 14 days following to close of the event in the form of a post event noise monitoring report. The report should outline the level of compliance with the agreed noise levels, detailed monitoring logs including times, locations and levels as well as any complaints and subsequent alterations to the noise levels The Applicant employs and will utilise throughout and after the event a Cleansing Team who will remove litter and waste from both the Premises and nearby areas utilised by attendees in accessing or egressing the event. The Event operates a "Leave No Trace" Policy and will return the Premises and adjacent areas to exactly the condition prior to Licensable Activities.
12. A "Challenge 25" policy will be operated both by staff involved in the sale of alcohol and by the SIA Licenced Security Personnel throughout the site to prevent persons under the age of 18 from consuming alcohol whether purchased directly or by proxy. A comprehensive policy in relation to the Protection of Children from Harm is set out in Section 6 of the Event Management Plan. At least

one Medical personnel present during licensable activities will hold specific training in Paediatric Pre-Hospital Care. Tickets are available to Over 18s and Under 18s can access the only event only when directly supervised by an accompany Adult aged Over 18 who has accepted the Terms and Conditions directing them to suitably supervise the Child throughout their visit. All staff are briefed on Safeguarding Policies and are made aware of the correct internal Reporting Procedures for any persons at risk. Control Room staff are fully briefed on the external Reporting Procedures for any issue to be escalated to external partners.

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

ANNEX 4 - PLANS