



Licensing Sub-Committee Wednesday, 16th May, 2018

You are invited to attend the next meeting of **Licensing Sub-Committee**, which will be held at:

**Council Chamber, Civic Offices, High Street, Epping
on Wednesday, 16th May, 2018
at 10.00 am .**

**Derek Macnab
Acting Chief Executive**

**Democratic Services
Officer**

V Messenger (Direct Line 01992 564265)
Email: democraticservices@eppingforestdc.gov.uk

Members:

Councillors P Keska (Chairman), L Hughes, A Lion and R Morgan

PLEASE NOTE THE START TIME OF THE MEETING

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

(Director of Governance) To declare interests in any item on this agenda.

3. PROCEDURE FOR THE CONDUCT OF BUSINESS (Pages 3 - 8)

4. EXCLUSION OF PUBLIC AND PRESS

Exclusion: To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

Agenda Item No	Subject	Exempt Information Paragraph Number
Nil	Nil	Nil

The Local Government (Access to Information) (Variation) Order 2006, which came

into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

Background Papers: Article 17 - Access to Information, Procedure Rules of the Constitution define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information and in respect of executive reports, the advice of any political advisor.

The Council will make available for public inspection for four years after the date of the meeting one copy of each of the documents on the list of background papers.

5. APPLICATION FOR A NEW PREMISES LICENCE FOR ABRIDGE VILLAGE HALL GROUNDS, 39 ONGAR ROAD, LAMBOURNE, ROMFORD RM4 1UD (Pages 9 - 48)

(Director of Neighbourhoods) To consider the attached report.

6. APPLICATION FOR A PREMISES LICENCE FOR NEW HOUSE FARM, SHEERING LOWER ROAD, SAWBRIDGEWORTH CM21 9LE (Pages 49 - 128)

(Director of Neighbourhoods) To consider the attached report.

Licensing Committee - Terms of Reference

- (1) The full Committee shall comprise 15 Councillors appointed by the Council at its annual meeting, including a Chairman and Vice-Chairman.
- (2) For the functions set out in Appendix 1, and the legislation listed in Appendix 2, a Subcommittee consisting of no more than any three Councillors drawn from the members of the full Committee shall be formed. Any such Subcommittee shall include, by rota, one of the six Licensing Subcommittee Chairmen appointed at each Annual Council meeting.
- (3) The Quorum for the Committee is set out in the Rules set out in Part 4 of this Constitution save that no business shall be transacted unless either the Chairman or Vice-Chairman of the Committee is present.
- (4) The Committee and Subcommittees shall have full authority to hear and determine licensing applications.
- (5) The Committee and Subcommittees shall be further empowered to determine appeals made against the decisions of the Director of Neighbourhoods taken under delegated authority on licensing applications. (See Council delegation schedule for more details)
- (6) The Committee shall at all times carry out its duties solely within the policy from time to time determined by the Council and shall conduct its proceedings in accordance with the requirements set out in Appendix 3 (Conduct of Business by Licensing Committee and Subcommittees).
- (7) The Licensing Committee shall take no part in the production or revision of the statement of licensing policy made under Section 5 of the Licensing Act 2003, however, they may determine policy under the legislation listed in Appendix 2 to this Article.
- (8) To be responsible for the consideration and approval of Designation Orders under Section 13 of the Criminal Justice and Police Act 2001 (Exercise of Controls over the consumption of alcohol in Public Places).

LICENSING ACT 2003 – LIST OF FUNCTIONS AND DELEGATED AUTHORITY

Matter to be dealt with	Full Committee	Subcommittee	Officers
Application for personal licence		If a police objection	If no objection made
Application for personal licence with unspent convictions		All cases	
Application for premises licence/club premises certificate		If a relevant representation made	If no relevant representation made
Application for provisional statement		If a relevant representation made	If no relevant representation made
Application to vary premises licence/club premises certificate		If a relevant representation made	If no relevant representation made
Application to vary designated premises supervisor		If a police objection	All other cases
Request to be removed as designated premises supervisor			All cases
Application for transfer of premises licence		If a police objection	All other cases
Applications for interim Authorities		If a police objection	All other cases
Application to review premises licence/club premises certificate		All cases	
Decision on whether a complaint is irrelevant frivolous vexatious etc			All cases
Decision to object when local authority is a consultee and not the relevant authority considering the application		All cases	
Determination of a police objection to a temporary event notice		All cases	
All policy matters except the formulation of the statement of licensing policy	All cases		

LIST OF STATUTORY POWERS

Those functions pertaining to licensing and registration and permits and consents contained in the following legislation and any regulations, orders, byelaws or other subsidiary legislation made under the above Acts:

Animal Boarding Establishments Act 1963
Breeding & Sale of Dogs (Welfare) Act 1999
Breeding of Dogs Act 1973
Breeding of Dogs Act 1991
Caravan Sites & Control of Development Act 1960
Caravan Sites Act 1968
Dangerous Wild Animals Act 1976
Gambling Act 2005
Guard Dogs Act 1975
House to House Collections Act 1939
Licensing Act 2003
Local Government (Miscellaneous Provisions) Act 1976
Local Government (Miscellaneous Provisions) Act 1982
Pet Animals Act 1951
Pet Animals Act 1951 (Amendment) Act 1983
Riding Establishments Acts 1964 & 1970
Scrap Metal Dealers Act 1964
Scrap Metal Dealers Act 2013
The Game Act 1831
Town Police Clauses Act 1847
Town Police Clauses Act 1889
Zoo Licensing Act 1981

PART A – CONDUCT OF BUSINESS BY LICENSING COMMITTEE AND SUBCOMMITTEES

All references to committee in this annex shall be taken to infer a reference to the associated subcommittees.

1. General Conduct

- 1.1 All hearings of the Licensing Committee under the Licensing Act 2003, are to be held in accordance with the Personal Licences, Hearings, Premises Licences and Club Premises Certificates, and Licensing Register Regulations, made under the Licensing Act 2003.
- 1.2 The Council's Constitution shall regulate the conduct of and debate at meetings.
- 1.3 In the case of hearings under the Licensing Act 2003, the Committee shall only consider those matters relevant to the licensing objectives as set out in the Licensing Act 2003 and the statement of licensing policy adopted by the Council.

2. Declarations of Interest

- 2.1 Members of the Committee are subject to the Council's Code of Conduct.

3. Participation in the Hearing

- 3.1 Debate shall be restricted to members of the Licensing Committee. Where a local ward member, not being a member of the Committee, wishes to participate in the hearing, they may do so only with the permission of the Chairman and their participation shall be subject to the same rules as are applied to any other witnesses to the application.
- 3.2 In hearings other than those under the Licensing Act 2003, where a ward member is a member of the Committee, and wishes to object to the application, the member shall give 14 days' notice of their intention, and shall play no part in the decision-making process of the Committee. In hearings under the Licensing Act 2003, those named as responsible authorities and interested parties in the Act may only make representations within the time limits set out in the relevant statutory provisions.
- 3.3 All persons participating in the hearing shall be made aware of the limitations or scope of statements that will be acceptable and, in particular, that statements should be factual or a fair statement on a matter of public interest.
- 3.4 In the case of any hearing pursuant to the summary review procedure under the Violent Crime Reduction Act 2006, the membership of any Subcommittee adjudicating on such a review shall comprise any three members drawn from the Licensing Committee subject to the proviso that no member should serve more than one hearing.

4. Attendance of the Public

- 4.1 The Council's Constitution and relevant statutory provisions relating to the admission or exclusion of the public shall apply to all meetings of the Licensing Committee.

5. Natural Justice

- 5.1 There are two elements to natural justice:

(a) Fairness

- (i) All persons affected by the decision or in the case of matters associated with the Licensing Act 2003, those named as responsible authorities and interested parties in the Act, will be allowed a hearing before a decision is made.
- (ii) Only objectors who can show clearly that they are affected by a decision shall be afforded the right to be heard or, in the case of hearings under the Licensing Act 2003, only those named in the Act as responsible authorities or interested parties.
- (iii) All information shall be made available, where possible in advance, to the applicant and the Committee.
- (iv) All members of the Committee shall be present throughout the hearing of a particular application. Where a member arrives late or leaves during a hearing of a particular application, that member shall play no part in the decision-making process. Where an application is adjourned it shall be continued by the same members only, and no others.
- (v) The Committee shall have discretion in respect of 'late' objections. Such objections shall be clearly marked on the agenda as such and the Committee shall decide on their acceptability. The applicant shall be advised of any late objections. In the case of representations made in relation to the Licensing Act 2003 applications, these shall only be accepted in accordance with the relevant statutory provisions.

(b) Prevention of Bias

- (i) The rules on the declarations of interest shall be firmly applied.
- (ii) If the Committee moves into private session to consider its decision, it shall be accompanied only by its advising officers, none of whom shall have taken a substantive part in the hearing, and shall play no substantive part in the decision-making process.

6. General Procedures for Hearings

- 6.1 The following procedural requirements shall be followed at all times:

- (a) There shall be no recommendation from officers on the agenda;
- (b) The Committee shall be supplied with copies of all relevant documentation and the process and order of procedure shall be as follows:

- (i) The Chairman will open the meeting and introduce persons as appropriate asking applicants and representatives to identify themselves.
- (ii) The Chairman will outline the procedure to be followed.
- (iii) The Lead Officer will outline the matter in hand.
- (iv) The applicant or representative will present his/her case, with or without witnesses, and be questioned by members or any objectors/persons making representations present.
- (v) Any objectors/persons making representations may then present their objections/representation, with or without witnesses, and be questioned by members or the applicant/s or their representative.
- (vi) The objectors/persons making representations may make a final statement (without introducing new issues).
- (vii) Finally, the applicant has the right to make a final statement (without introducing new issues).
- (viii) All evidence/disclosures are to be made in the presence of all persons, unless someone voluntarily excuses themselves from the proceedings.
- (ix) Committee members shall restrict themselves to questions and not discussion or comment.
- (x) The applicant, objectors/persons making representations shall be allowed to ask officers questions of a technical/factual nature at any time during the proceedings.
- (xi) An adjournment should be granted where to do otherwise would deny a fair hearing.
- (xii) The Committee may resolve to decide upon the application in private session, however, if it becomes necessary to recall anyone for additional information, everyone shall be invited to return to the Hearing.
- (xiii) The decision shall be given in the presence of all parties that wish to be present and confirmed in writing as soon as possible thereafter. If legal advice is given to members this advice will be repeated in summary form.

Report to the Licensing Sub Committee

Date of meeting: 16th May 2018

Subject: New Premises Licence application – Abridge Village Hall Grounds, 39 Ongar Road, Lambourne, Romford, Essex RM4 1UD



**Epping Forest
District Council**

Responsible Officer: Denise Bastick, Licensing Compliance Officer (01992 564334)

Democratic Services: Vivienne Messenger, Democratic Services Officer (01992 564265)

Decisions Required:

To determine the application for a new Premises Licence under the Licensing Act 2003

Report:

Application

1. An application has been made by Mr Terence Miall for a new premises licence at Abridge Village Hall Grounds, 39 Ongar Road, Lambourne, Romford, Essex, RM4 1UD. The application is for a new premises licence to include the provision of regulated entertainment, to include live music, amplified recorded music and provision of anything of a similar description to live music, recorded music or performance of dance, Sundays only 10:00 to 18:00. This application does not include the sale of alcohol. The application was received on the 21st March 2018.
2. The Operating Schedule sets out conditions which will be attached to the licence if this application is granted.

Licensing Act 2003

- 3 When considering an application for a licence the licensing authority must have regard to steps that are appropriate to promote of the licensing objectives. These are —
 - (a) the prevention of crime and disorder;
 - (b) public safety;
 - (c) the prevention of public nuisance; and
 - (d) the protection of children from harm.
- 4 It must also have regard to its Statement of Licensing Policy and any guidance issued by the Secretary of State.

Consultation

- 5 The Responsible Authorities have received a copy of the application, it was also advertised at the premises and in a local newspaper.
- 6 All residences and businesses within 150 meters radius of the premises were individually consulted.
- 7 The authority has received two representations from local residents, which are also attached. Responses have been received from The Police and the Essex Fire Service and the Public Health Department who have no objections. The Police have agreed conditions with the applicant, which are also attached.
- 8 The Objections relate to the prevention of public nuisance, crime and disorder, and public safety.

Guidance Issued by the Secretary of State

- 9 The Licensing Act 2003 provides that the licensing authority must 'have regard to' guidance issued by the Secretary of State under section 182.
- 10 Sections 2.1 to 2.21 of the Guidance are relevant to this application.

Options

In determining this application the Sub-Committee may take any of the following steps as it considers necessary for the promotion of the licensing objectives, namely:

- (a) to grant the licence as applied for subject to
 - the conditions mentioned in the Operating Schedule modified as the Sub-committee considers necessary for the promotion of the licensing objectives, and
 - the mandatory conditions specified in the Licensing Act 2003, or
- (b) to exclude from the scope of the licence any licensable activities to which the application relates, or
- (c) refuse to specify a person as the premises supervisor, or
- (d) reject the application

Determination

The Sub-committee is asked to determine the application having regard to

- (a) the content of this report and representations
- (b) any additional information obtained from the hearing
- (c) the Council's statement of licensing policy
- (d) Guidance issued by the Secretary of State, and
- (e) the steps appropriate to promote the licensing objectives.

Appeal

If any party is aggrieved with the decision they can appeal to Magistrates court. The appeal period is 21 days from notification of the decision.

Background Papers Used In Preparing This Report:

- The Licensing Act 2003
<http://www.legislation.gov.uk/ukpga/2003/17/contents?view=plain>
- The Secretary of State's Guidance issued under Section 182 Licensing Act 2003
- Epping Forest District Council's statement of licensing policy.
<http://www.eppingforestdc.gov.uk>

Attached documents

- Application for premises licence
- Plan of the premises
- Newspaper advert
- Map of the area
- Public Notice
- Correspondence from Essex Police (agreed conditions)
- Three objection emails/letters from local residents

* 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?

- Yes No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

* Family name

* E-mail

Main telephone number

Other telephone number

Include country code.

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.

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

INDIVIDUAL APPLICANT DETAILS

Applicant Name

Is the name the same as (or similar to) the details given in section one?

- Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

First name

Family name

Is the applicant 18 years of age or older?

- Yes No

Continued from previous page...

Your Address

Address official correspondence should be sent to.

* Building number or name	<input type="text" value=""/>
* Street	<input type="text" value=""/>
District	<input type="text" value=""/>
* City or town	<input type="text" value=""/>
County or administrative area	<input type="text" value=""/>
* Postcode	<input type="text" value=""/>
* Country	<input type="text" value="United Kingdom"/>

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	<input type="text" value="Abridge Village Hall and Grounds"/>
Street	<input type="text" value="39 Ongar Road"/>
District	<input type="text" value="Epping"/>
City or town	<input type="text" value="Abridge"/>
County or administrative area	<input type="text" value="Essex"/>
Postcode	<input type="text" value="RM4 1UH"/>
Country	<input type="text" value="United Kingdom"/>

Further Details

Telephone number	<input type="text" value=""/>
Non-domestic rateable value of premises (£)	<input type="text" value=""/>

Continued from previous page...

Current Residential Address

Is the address the same as (or similar to) the address given in section one?

Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Applicant Contact Details

Are the contact details the same as (or similar to) those given in section one?

Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

E-mail

Telephone number

Other telephone number

* Date of birth / /

* Nationality

Documents that demonstrate entitlement to work in the UK

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.

It is the grounds (field) where the Abridge Village Hall is located, there will be no off sales as all alcohol will be provided for

Continued from previous page...

by the village hall as they have a licence it is only for regulated entertainment

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

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

End

Start

End

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.

It will be live bands on a stage and it will be amplified

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.

None

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

Continued from previous page...

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

None

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

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THURSDAY

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End

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End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

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.

Continued from previous page...

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.

There will be a DJ so the music will be amplified

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.

None

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.

None

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

Yes

No

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

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	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="18:00"/>
Start	<input type="text"/>	End	<input type="text"/>

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

We want people to be able to dance to the live music or the recorded music by DJ

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.

We want people attending the event to be able to dance to the live band music or the prerecorded music via DJ all music will be amplified

State any seasonal variations for entertainment

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

None

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

Continued from previous page...

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

None

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

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)

N/A

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.

None

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

End

Start

End

WEDNESDAY

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THURSDAY

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FRIDAY

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End

SATURDAY

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End

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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.

None

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.

None

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.

Entry to any events will be by payment only at a controlled entrance, the grounds to the event will be permanently controlled and marshalled. Risk assessments will be carried out throughout the day of the event and the grounds are security fenced. There will be no paid workers at the events all work will be Voluntary for Charity
Event Management Plan will be provided

b) The prevention of crime and disorder

All areas will be marshalled at all times there will be no alcohol sold minimising the risk of any Crime and Disorder

An Event Management Plan will be provided

c) Public safety

All vehicle movement will be via a roped off area and all stall owners for the food etc will have to have their own Public Liability Insurance. All the food sellers will have Food Hygiene Certificates and approved Fire Extinguishers

An Event Management Plan will be provided

d) The prevention of public nuisance

The Grounds will be marshalled at all times to prevent any public nuisance

An Event Management Plan will be provided

e) The protection of children from harm

No unaccompanied children allowed on the site at any time there will also be no pedestrian access for children.

An Event Management Plan will be provided

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 by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

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 **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **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.
- 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.

Continued from previous page...

- 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 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, 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.

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.

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.

Premises Licence Fees are determined by the non-domestic rateable value of the premises.

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

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 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 (£)

100.00

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

Continued from previous page...

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

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. 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

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/epping-forest/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

Hi,

One of your colleagues has advised me to give you a outline of the event we are holding at Abridge Village Hall & Grounds. This is to ascertain which if any event license we would need.

The title of the event is "SundayBest Scooterfest" to be held on the 8th July 2018 between the hours of 10am to 5pm.

This comprises of a static scooter Display (approx. 300 of)

Two Live Bands plus DJ's to supply music

Food Stalls, clothes and accessories stalls, collectables of the 60s & 70s

Also scooter parts stalls.

All food stalls are required to have hygiene and public liability certificates.

All other stalls are required to have public liability and those casuals who do not are covered by our own public liability.

A license bar is provided by Abridge Village Hall on their premises of which all proceeds go to themselves and which they hold a license for.

Two outdoor toilet cubicles are supplied for the public as well as those in the village hall itself.

A registered nurse will be on site in a designated area.

A muster point in case of emergencies will be in a designated area away from any hazards.

Sound, stage and any equipment necessary are covered with their own public liability and appropriate fire extinguishers.

We do a risk assessment, which carries on throughout the day.

The general public has a designated car park, which is marshaled as is all vehicle movements.

No pedestrian access is allowed in or on any vehicle runways to car parks or scooter parks. All are roped off and marshaled.

The car and scooter entrances are separate but will be share the same exit.

The site is fenced off securely so no unauthorised entry is allowed.

A raffle is held tickets sold from a raffle "tent" etc, with printed tickets with the necessary license on and prizes etc.

The License applied for from yourselves which complies with The Lotteries Act

Finally the event is to provide a "Fun Day" for all ages and after covering all

expenses all monies go to charities of our choice

THE ESSEX & HERTS AIR AMBULANCE

MILL GROVE CHRISTIAN CHARITY

This will be our seventh event having grown out of our other site and hopefully this site will cover all our futures events and give us a permanent home. We hope to attract approx. a thousand people.

On behalf of The Foresters Scooter Club

T.Miall M.Miall M.Heath.D.Thomas A.Thomas

Event Management Plan Template and Guidance Notes

Name of the Event

SUNDAY BEST SCOOTER FEST

Location of the Event (full address)

ABRIDGE VILLAGR HALL GROUNDS

Date of the Event

8 - JULY - 2012

Number of Days the event will be running

ONE DAY

I am a

- Private Event Organiser a Event Management Company
 Other EVENT ORGANISER

Date Last updated this document

Document Version Number

Author of this document

TARENCH MIALL

E-mail

Declaration

This Event Management Plan is owned by the event organiser listed above and any advice given by members of the Safety Advisory Group (SAG) should be considered a recommendation only.

The Safety Advisory Group will not approve any final documentation as the onus is upon the organiser to consider all risks identified by the members of the group and the Health and Safety Executive.

The Safety Advisory Group follow the guidance set out by the HSE and also refer to 'The Purple Guide'. This guide has been written by The Events Industry Forum in consultation with the events industry. Its aim is to help those event organisers who are duty holders to manage health and safety, particularly at large-scale music and similar events.

The Health and Safety Executive was consulted in the production of the workplace health and safety parts of this publication.

Following this guidance is not compulsory, unless specifically stated, as some elements go further than the minimum you need to do to comply with workplace health and safety law.

For more advice relating to Event Management, please refer to the Health & Safety Executive guidance found via <http://www.hse.gov.uk/event-safety/>

1. Event Overview

Estimated Numbers attending the Event

What is the estimated capacity at your peak period (single point during the event)?

What is the target audience age category

- under 18
- 18 to 24
- 25 to 40
- 41 to 60
- 61 or over

What is focus of the event?

- Charity - all profits to charity
- Charity - percentage of profits
- Profit based event - All profits to company
- Other

How would you best describe your event.

Is this a music lead event?

- Yes
- No

Is this a ticketed event?

- Yes - Pre Sales only
- Yes - purchase on entry
- No

Please complete this section if Yes to Music Led Event

Please state the type of music at the event

- | | | | |
|-------------------------------------|---|--|---|
| <input type="checkbox"/> African | <input type="checkbox"/> Asian | <input type="checkbox"/> Avant-garde | <input type="checkbox"/> Blues |
| <input type="checkbox"/> Caribbean | <input type="checkbox"/> Comedy | <input type="checkbox"/> Country | <input type="checkbox"/> Easy Listening |
| <input type="checkbox"/> Electronic | <input type="checkbox"/> Folk | <input type="checkbox"/> Hip Hop | <input type="checkbox"/> Jazz |
| <input type="checkbox"/> Latin | <input checked="" type="checkbox"/> Pop | <input checked="" type="checkbox"/> R&B and Soul | <input type="checkbox"/> Rock |

Name of the artists appearing at the event

2. Details of the Location

Please confirm you have a location map that will be attached to this document

Confirm map is available

This should be a location plan not a site plan. The site plan will be requested later within the document.

How close is the nearest noise sensitive premises?

- within 10 metres
- 10 to 100 metres
- 101 metres to 300 metres
- 301 to 500 metres
- Over 500 metres please state

Type of location?

- Open Field
- Warehouse
- Farm
- Nightclub
- Licensed Premises
- Other

Will you be providing parking on the site?

- Yes
- No

Will you be applying for any road closures?

- Yes
- No

If yes and you have the approval, please state the reference number for the order

3. Event Management Team

Any event should always have one person who is ultimately responsible for all aspects of the event. Depending on the nature and scale of the event, a number of other people will have key tasks and responsibilities allocated to them, but will report to the Event Manager

Name of the Event Manager

TERENCE MIALL

Mobile Telephone Number

[REDACTED]

Will there be any other members of your Event Management Team?

Yes No

If you have answered yes to other members, please complete the following section:

Name of the Person

MADEIRA MIALL

Describe their Role

COMMITTEE MEMBER
ALL BOOKINGS
FLYERS GENERAL
SECRETARY, RISK ASSESSOR

Name of the Person

MARTIN HATH.

Describe their Role

COMMITTEE MEMBER
PROGRAMME, TROPHYS
MARSHALING, ALL ASPECTS

Name of the Person

DAVID THOMAS

Describe their Role

COMMITTEE MEMBER
RAFFLE TENT
MARSHAL FOR ENTRANCES

Name of the Person

ANNE THOMAS

Describe their Role

COMMITTEE MEMBER,
RAFFLE TENT
TREASURER FOR THE DAY.

Name of the Person

LINDA LONG

Describe their Role

REGISTERED NURSE,
FIRST AID AND LOST
CHILDREN

4. Emergency Services (Police / Fire / First Aid)

Depending upon the size of your event, you may be required to notify the emergency services of your event in case of a major incident or need to close roads.

Police

- Notified and maybe attending
 Notified and not attending

Name of officer notified

Fire Service

- Notified and maybe attending
 Notified and not attending

Name of officer notified

Who will be providing your first aid?

A QUALIFIED
 PRACTISING NURSE
 IN A DESIGNATED
 TENT.

Number of first aiders?

THREE.

Will there be an ambulance on site

- Yes
 No

Who determined the numbers present at the event?

- The Event Management Team
 The First Aid Provider
 Other

If over 5000 people present have you notified the nearest Hospital?

- Yes
 No

5. Staffing the Event

Over and above the key event management contacts you have documented, please list here the other staff that will be required to deliver your event

Different types of staff at your event

	0	1 - 5	5 - 15	16- 25	26 or more
Road Closure Marshall's	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Car Park Marshall's	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
SIA Door Staff	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Litter Marshall's	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
General Volunteers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

PAY BOOTHS
 AT ENTRANCES.

5-15

5 **Emergency Liaison Team**

This is the team of people that will make big decisions surrounding the activity within the event and will determine whether the emergency services are to be contacted.

Event Managers

TERENCE MIALK ALL COMMITTEE MEMBERS ON THE DAY

Name of person reporting to the Event Manager

M. MIALK

Name of person reporting to the Event Manager

M. HEATH

Name of the person Reporting to the Event Manager

MR + MRS THOMAS

Key Event Contacts - Other

You as the event organiser should start collating the details of all people that will have some involvement with your event. This could be event suppliers, stall holders, emergency contacts, council contacts etc.

While it is not necessary that we (council team) have this list it is important that you create comprehensive list. This helps with your event planning and event management on the day. There is nothing worse than the main stage act not showing up on time and you don't know how to contact them!

Business Name

BIG TEN (BAND)

Name and Contact Details

JASON NORDEN T/A BIG TEN

Role within the Event

BAND MANAGER

Business Name

SMALL FAIRIES (BAND)

Name and Contact Details

RAY

Role within the Event

TRIBUTE BAND

Business Name

JEZO'S EVENTS

Name and Contact Details

JEZO

Role within the Event

STAGE MANAGEMENT + SOUND SYSTEMS. SPRINGERS

Continue on a separate sheet of paper any additional key event contacts

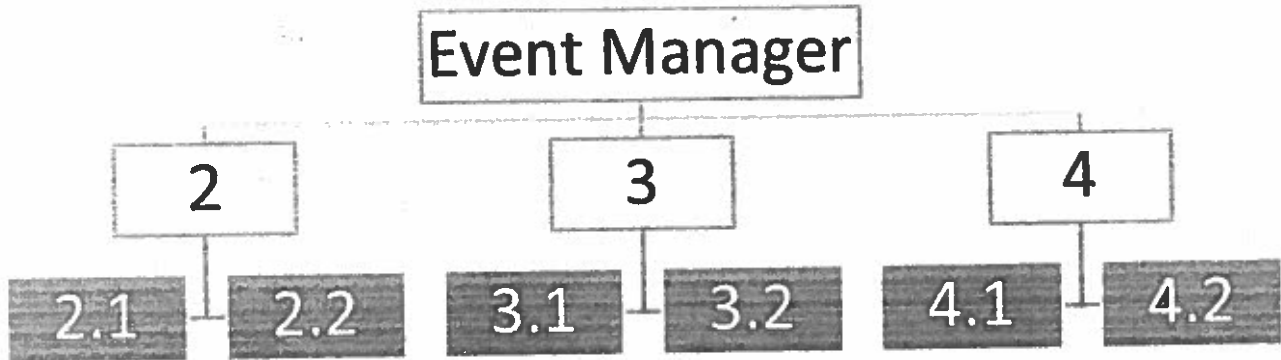
6. Organisational Matrix

For smaller and community based events an organisational matrix should still be developed. It helps everyone understand the management structure and who is responsible for what.

It is also an essential element in your emergency response planning.

If an incident occurs it is crucial that your staff, the public or emergency services know the chain of command.

The below is a very simple structure, you should highlight the levels of command and the protocols for communication up and down the hierarchy.



The red boxes represent the Event Liaison Team.
Please fill the details of those filling the roles above.

2 - What is this persons role?

COMMITTEE MEMBER.

3 - What is this persons role?

COMMITTEE MEMBER

4. What is this persons role?

COMMITTEE MEMBER

Below fill the boxes with the roles of those reporting to those above.
ie: Door staff, First Aid, Marshall's etc

2.1	2.2	3.1	3.2	4.1	4.2

ALL MARSHALS - FIRST AIDERS - ENTRANCE STAFF
LITTER PICKERS E.T.C CAN CONTACT COMMITTEE
MEMBERS WHO CAN MAKE DECISIONS AS APPROPRIATE.
THIS IS AS THE ROUTING PAGE 37 A WIDE AREA WITH MANY
TASKS AND ANY PROBLEMS CAN BE SORTED QUICKLY.
ALL COMMITTEE MEMBERS WEAR FLUORESCENT P.T.O

7. Programme & Production Schedule

It's important that you produce and document an event day programme; this not only helps your event management on the day but also allows you to promote your programme to your audience prior and during the event. A production schedule is also an essential element in successful event management, it ensures tasks are done on time and not forgotten, with so much to think about it is easy to forget things if you don't document each and every task.

Regardless of the scale of the event you should document what needs to be done prior, during and after the event to ensure all tasks are carried out in a timely manner.

A simple production schedule that can be used is provided below.

- Setting up

Date	Task	Start Time	Finish Time
7+8 JULY 2018	SETTING OF STAGE AND SOUND SYSTEM + SPATING.	6 AM	9.30 AM
8 JULY 2018	FOOD AND CATERING STALLS OTHER STALLS	6 AM	9.30 AM
7-8 JULY 2018	SPATING OUT FIRM	6 AM	9.30 AM.

No vehicle movement on the site after:

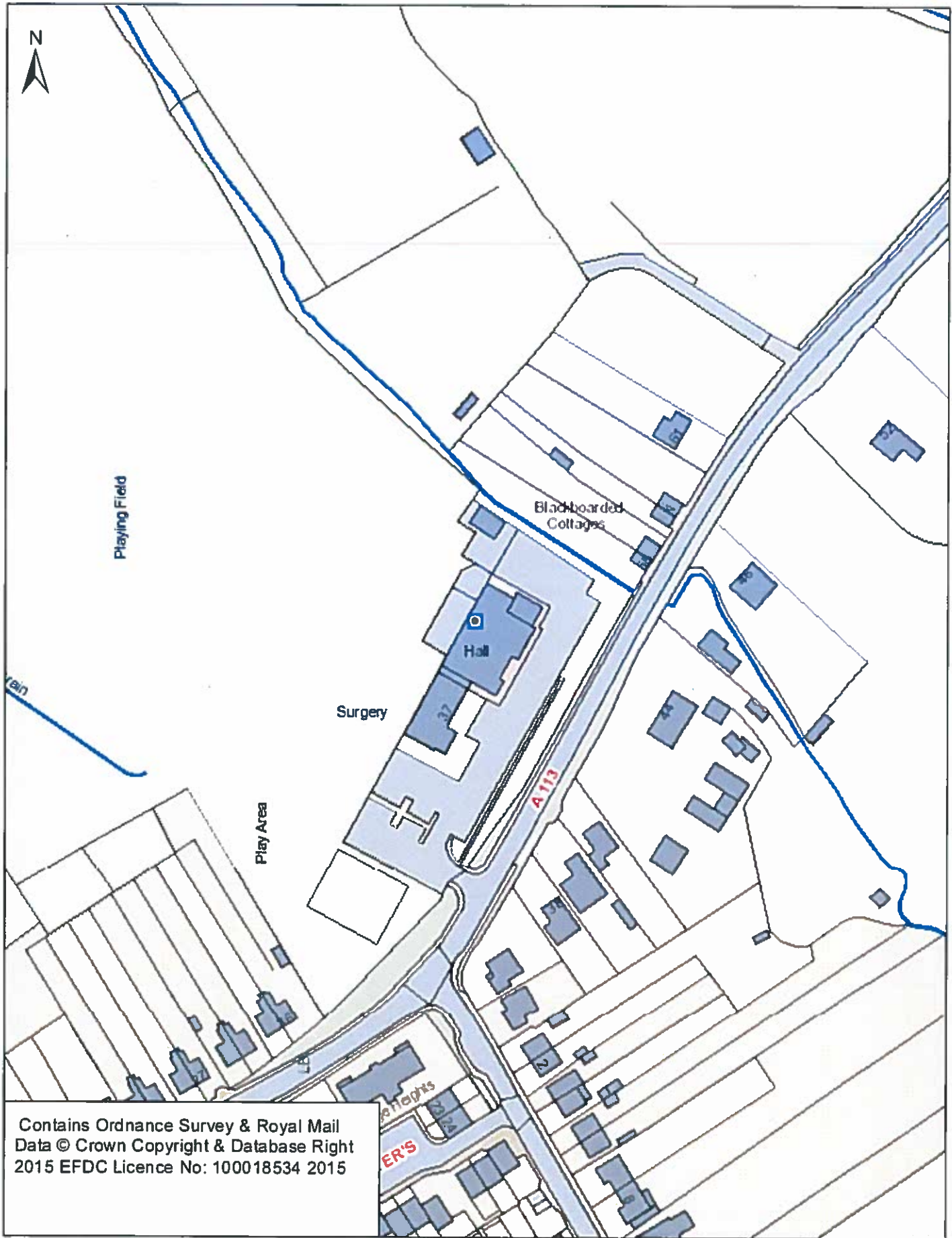
9.30 AM

General Public on site from:

10 AM

- During the Event

Task	Start Time:	Finish Time:
RISK ASSESSMENT, SAFETY.	6 AM	6 PM
Task	Start Time:	Finish Time:
SITE MARSHALLING NITRE MARSHALLING	9.30 AM.	6 PM
Task	Start Time:	Finish Time:
STAGE AND SOUND MANAGEMENT BANDS DJ'S G.T.C.	6 AM	6 PM.
Task	Start Time:	Finish Time:
FIRST AID TENT AND FIRST AID PACK	6 AM	6 PM



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▶ **Announcements - Public Notices**



Notice of Application for a New Premises Licence under the Licensing Act 2003

Notice is given this day 22nd March 2018 that Mr Terence Miall has applied to the Licensing office of Epping Forest District Council for a Premises Licence in respect of Abridge Village Hall and Grounds, 39 Ongar Road, Essex, RM4 1UH. The proposed licence is for Regulated Entertainment to include, Live Music 10.00 am - 10.00pm Sunday only Recorded Music 10.00am - 10.00pm Sunday only. The Making of Music to include dance 10.00am - 10.00pm Sunday only. The register of licensed premises is maintained at the Licensing Office of Epping Forest District Council, Civic Offices, High Street, Epping, Essex, CM16 4BZ. Applications for premises licences may be inspected at this office during office hours. Anyone wishing to oppose this application must give written notice to the Licensing Office within 28 days of this notice. It is an offence knowingly or recklessly to make a false statement in connection with an application which could lead to a fine on summary conviction (maximum £5000)

NO RETURN 3

Notice of Application for a New Premises Licence under
the Licensing Act 2003

Notice is given this day 22nd March 2016 that Mr Terence Miall has applied to the Licensing office of Epping Forest District Council for a Premises Licence in respect of Abridge Village Hall and Grounds, 38 Ongar Road, Essex, RM4 1UH

The proposed licence is for

Regulated Entertainment to include,

Live Music 10.00 am – 18.00pm Sunday only

Recorded Music 10.00am – 18.00pm Sunday only

The Making of Music to include dance 10.00am – 18.00pm
Sunday only

The register of licensed premises is maintained at the Licensing Office of Epping Forest District Council, Civic Offices, High Street, Epping, Essex, CM16 4BZ

Applications for premises licences may be inspected at this office during office hours. Anyone wishing to oppose this application must give written notice to the Licensing Office within 28 days of this notice.

It is an offence knowingly or recklessly to make a false statement in connection with an application which could lead to a fine on summary conviction (maximum £5000)

Denise Bastick

From: Licensing Epping and Brentwood
<licensing.epping.and.brentwood@essex.pnn.police.uk>
Sent: 18 April 2018 10:23
To: Miall Terry
Cc: Licensing
Subject: RE: RE: Scooterfest

Thank you Terry.

I accept your acknowledgement, and the conditions shall be added to the licence. With this in mind I can advise that Essex Police make no further representation to the licence application.

Peter

Peter Jones MIOL, ABII (7706)

Epping & Brentwood Licensing Officer
Epping Forest & Brentwood Local Policing Hub
West LPA
Tel. 101 (Ext. 313604) or 01279 625405
<http://www.essex.police.uk>
Loughton Police Station, 158 High Road, Loughton, Essex, IG10 4BE

To find out what is happening in your neighbourhood and all about your local neighbourhood policing team visit www.essex.police.uk/yourarea and enter your postcode.



From: Miall Terry [REDACTED]
Sent: 12 April 2018 12:24
To: Licensing Epping and Brentwood
Subject: Re: RE: Scooterfest

Hi Peter i have already emailed you to confirm that it will be only once a year usually the second or third Sunday in July and yes we will notify you in advance. I also sent the same confirmation to Epping licensing authority as they requested the reply i originally sent to you.

Please contact me asp if you have any other queries as we are running a bit late this year.

Terry

On Thursday, April 12, 2018, 10:22:35 AM GMT+1, Licensing Epping and Brentwood
<licensing.epping.and.brentwood@essex.pnn.police.uk> wrote:

Thank you Terry,

Can you confirm you are happy to add the conditions as stated:

This licence is for Scooterfest, and is valid only for one Sunday per calendar year. The date of the event will be advised to Essex Police via email (licensing.applications@essex.pnn.police.uk) and the Licensing Authority (licensing@eppingforestdc.gov.uk) a minimum of 3 months in advance.

The Event Management Plan will be sent to Essex Police via email (licensing.applications@essex.pnn.police.uk) and the Licensing Authority (licensing@eppingforestdc.gov.uk) a minimum of 2 months in advance.

Many Thanks

Peter

From: Miall Terry [REDACTED]
Sent: 28 March 2018 10:58
To: Licensing Epping and Brentwood
Subject: Re: Scooterfest

Hi yes this event is to be held only once per year usually the second or third Sunday in July whichever avoids clashing with other Abridge or Brentwood events. Epping Forest Council has advised us to apply for this indefinite license as it is so time consuming and expensive to do it each year.

Abridge Village are happy for us to apply for this license, as ultimately they give us permission to hold the event on whatever days suit them.

Regarding your concerns last year of the "ditch" some two weeks after your visit Abridge put in drainage and filled in the ditch so solving that problem.

The event last year went quite smoothly with no complaints as far as we are aware of and raised some £3500 for charities of our choice and this year now being settled in we hope to raise even more for the Essex and Herts Air ambulance.

Terry

On Monday, March 26, 2018, 12:55:37 PM GMT+1, Licensing Epping and Brentwood <licensing.epping.and.brentwood@essex.pnn.police.uk> wrote:

Hi Terry,

I am just processing your licence application for Scooterfest.

Please can you advise whether this is just for 2018, or whether you intend this to be renewed annually?

If the latter; then I would ask for conditions to be added to the Premises Licence as follows:

This licence is for Scooterfest, and is valid only for one Sunday per calendar year. The date of the event will be advised to Essex Police via email (licensing.applications@essex.pnn.police.uk) and the Licensing Authority (licensing@eppingforestdc.gov.uk) a minimum of 3 months in advance.

The Event Management Plan will be sent to Essex Police via email (licensing.applications@essex.pnn.police.uk) and the Licensing Authority (licensing@eppingforestdc.gov.uk) a minimum of 2 months in advance.

If you are happy with this please reply via return email.

Many Thanks

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The Licensing Team
Epping Forest District Council
Civic Offices
High St.
Epping
Essex CM16 4BZ
312-3-18

Dear Sirs

I respond to the proposed licensing of new premises for live music and anything associated at Abridge Village Hall, Abridge.

I am totally opposed to any more development at the village hall causing more noise pollution. As it is this place is not supervised allowing off road bikes & quads to make no end of noise at weekends, evenings & during school holidays. Shouting, loud conversations and slamming of multiply car doors late at night when the hall empties. Young people turning up very late at night or in the early hours, shouting, burning tyres and going round side of the hall stores building doing whatever.
Enough is enough surely.

[REDACTED]
Kind regards [REDACTED]
[REDACTED]
John [REDACTED]
[REDACTED]

Denise Bastick

From: Lee Sennett [REDACTED]
Sent: 16 April 2018 10:15
To: Licensing
Cc: Suzanne Hughes
Subject: Notice of Consultation - Ref: WK/201855391

Importance: High

Dear Sirs

We live at [REDACTED] and would make the following representations in respect of the above reference for the premises address Abridge Village Hall Grounds, 39 Ongar Road, Lambourne, Romford, Essex RM4 1UD:

- **Public Nuisance** – We are particularly concerned as to noise levels. It is extremely noticeable when events are held at the Village Hall and to have music playing every Sunday would have a detrimental impact on the peaceful enjoyment of our property particularly on a Sunday which is a day of rest for most. We have a young family (a 3 year old and 4 week old) and are both professionals working stressful jobs. We don't want the sounds of live/amplified music ruining our Sunday afternoons. The Village Hall Grounds should be accessible by all and for the peaceful enjoyment of the community. It is not a live music venue. The building is not designed to host live/amplified music and does not have sufficient sound insulation/proofing as we have discovered from other events hosted at the grounds. The committee has a general duty of care and should not put ahead the interests of the few that would attend such events against the interests of the community as a whole.
- **Crime and Disorder** – the Village Hall Grounds are already used by some as a place to congregate, play loud music and inhale nitrous oxide (as evidenced by copious amounts of silver canisters in the parking lot). We have concerns that a licence to play live/amplified music would further exacerbate the situation. Recently, there also has been a spate of teenagers riding dirt/off-road parks on the grounds.
- **Public Safety** – as above. Further, the Village Hall Grounds has a small park for toddlers which are regularly occupied by teenagers. We are concerned that this will make the Grounds less accessible.

We are happy to discuss this matter further. Please acknowledge receipt of this email.

Lee & Suzanne Sennett

[REDACTED]

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Report to the Licensing Sub Committee

Date of meeting: Wednesday 16th May 2018



**Epping Forest
District Council**

Subject: New Premises Licence application for PX Plus Hospitality Ltd, New House Farm, Lower Sheering Road, Sheering, Sawbridgeworth, Essex, CM21 9LE

Responsible Officer: Debbie Houghton, Licensing Officer (01992 564336)

Democratic Services: Vivienne Messenger (01992 564265)

Decisions Required:

To determine the application for a new Premises Licence under the Licensing Act 2003

Report:

Application

An application has been made by PX Plus Hospitality Ltd, for a new premises licence at New House Farm, Lower Sheering Road, Sheering, Sawbridgeworth, Essex, CM21 9LE.

The application is for a 4 day event from Friday 24th August 2018 to Monday 27th August 2018. The application is for the following,

1. Live Music

Friday 17.00 to 23.00

Saturday 12.00 to 14.00 then 17.00 to 23.00

Sunday 12.00 to 14.00 then 17.00 to 23.00

Monday 12.00 to 18.00

Recorded Music

Friday 10.00 to 01.00am

Saturday 10.00 to 01.00am

Sunday 10.00 to 01.00am

Monday 10.00 to 23.00

Late night Refreshment

Friday 23.00 to 02.00am

Saturday 23.00 to 02.00am

Sunday 23.00 to 02.00am

Sale of Alcohol

Friday 15.00 to 01.30am

Saturday 10.00 to 01.30am

Sunday 10.00 to 01.30am

Monday 10.00 to 15.00

2 The application was received on the 26th March 2018.

The Operating Schedule sets out conditions which will be attached to the licence if this application is granted.

3 When considering an application for a licence the licensing authority must have regard to steps that are appropriate to promote of the licensing objectives.

These are—

- (a) the prevention of crime and disorder;
- (b) public safety;
- (c) the prevention of public nuisance; and
- (d) the protection of children from harm

- 4 It must also have regard to its Statement of Licensing Policy and any guidance issued by the Secretary of State.

Consultation

- 5 The Responsible Authorities have all received a copy of the application, it was also advertised at the premises and in a local newspaper.
- 6 All residences and businesses within 150 meters radius of the premises were individually consulted.
- 7 The authority has received 3 representations from Sheering Parish Council, Essex Police and Environmental Health, see emails attached.
- 8 The Objections relate to the Prevention of Crime and Disorder, Prevention of Public Nuisance, and Public Safety.

Guidance Issued by the Secretary of State

- 9 The Licensing Act 2003 provides that the licensing authority must 'have regard to' guidance issued by the Secretary of State under section 182.
- 10 Sections 2.15 to 2.21 of the Guidance are relevant to this application.

Options

In determining this application the Sub-Committee may take any of the following steps as it considers necessary for the promotion of the licensing objectives, namely:

- (a) to grant the licence as applied for subject to
 - the conditions mentioned in the Operating Schedule modified as the Sub-committee considers necessary for the promotion of the licensing objectives, and
 - the mandatory conditions specified in the Licensing Act 2003, or
- (b) to exclude from the scope of the licence any licensable activities to which the application relates, or
- (c) refuse to specify a person as the premises supervisor, or
- (d) reject the application

Determination

The Sub-committee is asked to determine the application having regard to

- (a) the content of this report and representations
- (b) any additional information obtained from the hearing
- (c) the Council's statement of licensing policy
- (d) Guidance issued by the Secretary of State, and
- (e) the steps appropriate to promote the licensing objectives.

Appeal

If any party is aggrieved with the decision they can appeal to Magistrates court. The appeal period is 21 days from notification of the decision.

Background Papers Used In Preparing This Report:

- The Licensing Act 2003
<http://www.legislation.gov.uk/ukpga/2003/17/contents?view=plain>
- The Secretary of State's Guidance issued under Section 182 Licensing Act 2003

- Epping Forest District Council's statement of licensing policy.
<http://www.eppingforestdc.gov.uk>

Attached documents

- Application for premises licence.
- A copy of the Event Management Plan
- Plan of the premises
- Newspaper advert and Public Notice
- Map of the area
- Email with Objection from Sheering Parish Council.
- Email with Objection from Essex Police.
- Email with Objection from Environmental Health

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* 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?
 Yes No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

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...

PRIVATE LIMITED COMPANY

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

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.

The event space and licensable area is set within a private sixth generation family farm situated on either side of Sheering Lower Road, on the edge of the village of Lower Sheering in the county of Hertfordshire. The event site is part of a triangle of land owned by Duchess Farms encompassed by three roads, Sheering Lower Road, Harlow Road and Sawbridgeworth Road. The sale and consumption of alcohol will take place in the main courtyard of the farm an area of 4500 sq ft and in the garden an area of 12000 sq ft. Both are in immediate proximity to New House Farm. The event will be limited to these two

Continued from previous page...

areas and combined these are the two areas for which we are requesting a premises licence. The event will host a maximum of 2000 people between Friday 24th August and Monday 27th August.

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

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 End

Start End

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?

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

- Indoors Outdoors Both

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.

Acoustic music artists performing intimate sets, in the grounds of New House Farm. We are planning three acts per day from Friday 24th August to Monday 27th August, there will not be continuous live music performances. Some acts will be amplified, but not all.
Outside; both in the central courtyard or on the garden in front of the main house. The artists will play paired-back acoustic sets, no stage or raised platforms.
Inside: either in a tent or barn in the courtyard.

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.

N/A

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

Continued from previous page...

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

N/A

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

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 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.

Continued from previous page...

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.

Recorded background music played in the grounds of New House Farm.
Outside; both in the central courtyard and in the garden in front of the main house.
Inside: both in a tent on the garden of the main house and barn in the courtyard.

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.

N/A

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.

N/A

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

Yes No

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

Section 14 of 21

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

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

End

Start

End

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 provision of late night refreshment 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.

Inside: both in a tent on the garden of the main house and barn in the courtyard.

State any seasonal variations

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

N/A

Continued from previous page...

Non-standard timings. Where the premises will be used for the supply of late night refreshments 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.

N/A

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

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

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Continued from previous page...

Issuing licensing authority
(if known)

Reigate & Banstead Borough Council

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.

None of the above in terms of adult entertainment. Guests at the event will be strictly over 18. We will check photographic ID and date of birth on arrival, there will be a strict zero under 18s policy throughout the event. The area will have a monitored entrance and exit with fencing to secure the perimeter. In the unlikely event that a child did gain access to the premises there would be no adult entertainment apart from the sale and consumption of alcohol.

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

Continued from previous page...

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.

N/A

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.

N/A

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 / /

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Continued from previous page...

FRIDAY

Start 15:00

End 02:00

Start

End

SATURDAY

Start 10:00

End 02:00

Start

End

SUNDAY

Start 10:00

End 02:00

Start

End

State any seasonal variations

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

N/A

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.

N/A

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)

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

A strict no under 18s policy throughout the event, only persons with photographic ID will gain access to the site.
Fully trained operations and security teams working alongside each other to ensure the safety and security of guests and staff and that local residents are not disturbed.
Full accountability with reports and logging of any persons refused entry, refused alcohol and a 'holding area' for any persons causing a disturbance. In the event that any persons are causing a disturbance or found to be breaking the law all teams will follow strict procedures to ensure that local law enforcement are made aware and that those persons are not allowed to cause a nuisance to the local village.
First Aid and ambulance on site at all times in case of an emergency.
All team members and staff working at the event fully trained across health and safety, fire safety, food safety and licensing objectives prior to the event. They will also be fully monitored by the operations team supervisors during the event.

b) The prevention of crime and disorder

CCTV System will monitor entrances, exits, and other parts of the premises in order to address the prevention of crime

Continued from previous page...

objective.

Reputable and fully licensed security teams across the site including entrances and exits, 24 hour teams in place during the event.

A clear and legible notice outside the premises indicating the normal hours under the terms of the premises license during which licensable activities are permitted.

Clear notices warning of potential criminal activity, such as theft, that may target guests will be displayed.

Strict over 18s only policy, all guests will have photographic ID checked on arrival and when purchasing alcohol.

Monitoring and logging of any refused persons alcohol sales due to drunk or intoxicated guests.

Strict no drugs policy and zero tolerance towards drugs, guests and their possessions will be checked on arrival by security teams on the entrance.

Staff will be well trained in asking customers to use premises in an orderly and respectful manner.

c) Public safety

Fully trained First Aid team with ambulance on site for the duration of the event.

Internal and external lighting fixed to promote the public safety objective.

We will use the highest standard of equipment and suppliers for the event and all utilities will have their own teams on site for the duration of the event from power to lighting and water.

Training and implementation of underage ID checks.

A log book of all guests shall be kept upon the premises at the entrance and check in point. The log book shall be kept available for inspection when required by persons authorised by the Licensing Act 2003 or associated legislation.

All parts of the premises and all fittings and apparatus therein, door fastenings and notices, lighting, heating, electrical, air condition, sanitary accommodation and other installations, will be maintained at all times in good order and in a safe condition.

All Operations Team and staff fully trained in accordance with health and safety, food safety and fire safety for the duration of the event.

d) The prevention of public nuisance

Noise reduction measures to address the public nuisance objective.

Non-amplified music after hours.

Prominent, clear and legible notices will be displayed at the exit requesting the public to respect the needs of nearby residents and to leave the premises and the area quietly.

Deliveries of goods necessary for the operation of the business will be carried out at such a time or in such a manner as to prevent nuisance and disturbance to nearby residents.

The Licensee will ensure that staff who arrive early morning or depart late at night when the business has ceased trading conduct themselves in such a manner to avoid causing disturbance to nearby residents.

Customers will not be admitted to the premises outside of the opening hours.

The movement of bins and rubbish outside the premises will be kept to controlled times, no movement out of hours.

Any lighting on or outside the premises will be positioned and screened in such a way so as to not cause a disturbance to nearby residents.

Adequate waste bins and recycling for use by customers will be provided in the local vicinity.

Traffic signage and road management will be in place during the arrival and departure of guests to the event.

e) The protection of children from harm

A child safeguarding policy document will be distributed and signed by all team members working at the event.

A strict no under 18s policy across the event, at all times.

Photographic ID will be requested and checked on arrival, anyone without photographic ID and under 18 will be refused entry.

"Challenge 25" sign will encourage anyone who is over 18 but looks under 25 to carry

acceptable ID (a card bearing the PASS hologram, a photographic driving license or a passport) if they wish to buy alcohol.

Training staff and monitoring regarding checking persons' identification and acceptable forms of ID.

Log Book of any refused persons will be kept upon the premises at all times.

Fully trained security teams in place at all times during the event with secure fencing and monitored entrance and exit to prevent access to under 18s and those without photographic ID.

NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

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 by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

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 **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **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.
- 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.

Continued from previous page...

- 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 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, 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.

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.

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.

Premises Licence Fees are determined by the non-domestic rateable value of the premises.

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

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 you 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 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 (£)

100.00

DECLARATION

Continued from previous page...

[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. 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

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/epping-forest/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"/>
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"/>

[< Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) [20](#) [21](#) [Next >](#)

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

PX PLUS HOSPITALITY LTD

[name of applicant]

concerning the supply of alcohol at

NEW HOUSE FARM
SHEERING LOWER ROAD
SAWBRIDGEWORTH
CM21 9LE

[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



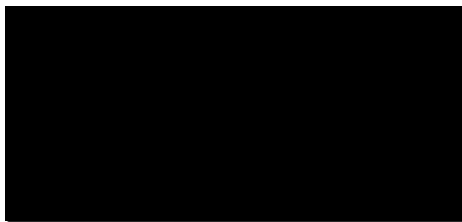
[insert personal licence number, if any]

Personal licence issuing authority

REIGATE & BANSTEAD BOROUGH COUNCIL

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

Signed



Name (please print)

KATIE JANE BONE

Date

24TH MARCH 2018

Consent of individual to being specified as premises supervisor

KATIE JANE BONE

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

PREMISES LICENSE

.....
[type of application]

by

PX PLUS HOSPITALITY

.....
[name of applicant]

relating to a premises licence

N/A

.....
[number of existing licence, if any]

for

**NEW HOUSE FARM
SHEERING LOWER ROAD
SAWBRIDGEWORTH
CM21 9LE**

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





Faim Area - 6m x 8m

Bar Area - 14m x 15m

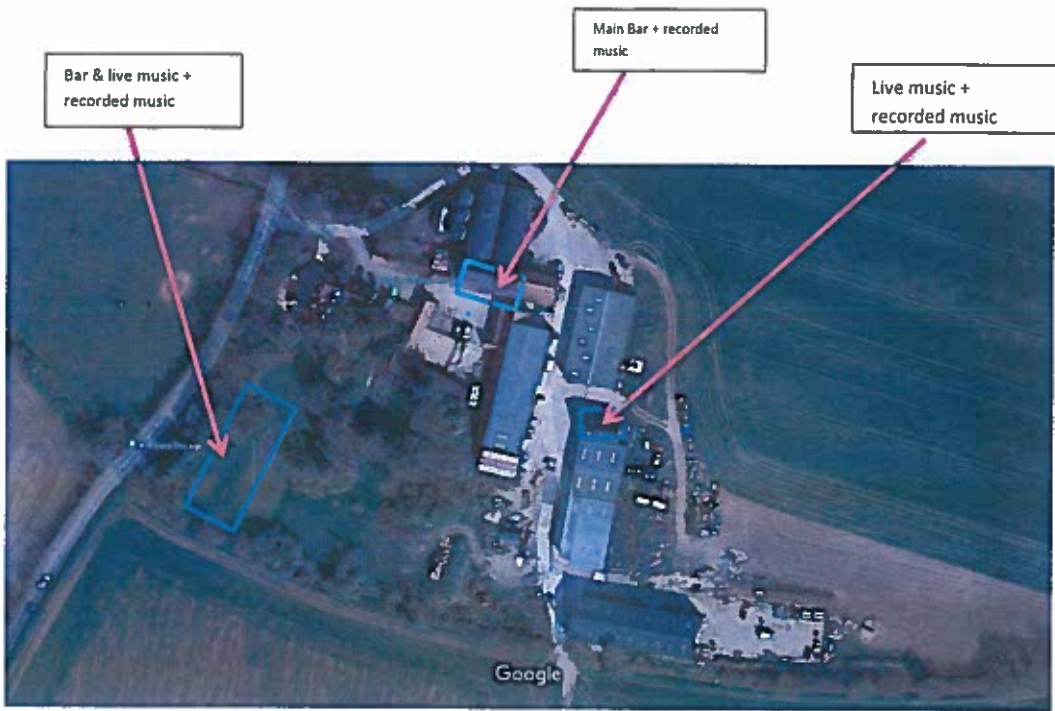
Wine area - 20m x 35m

Market area - 10.5m x 20m

Orchard - 18m x 25m

Kitchen tent - 20m x 30m

Kitchen reception - 15m x 20m





**RISK MANAGEMENT & OPERATIONAL
EVENT PLAN 2018**

KATIE BONE, DIRECTOR

PX PLUS HOSPITALITY LTD

CONTENTS

1. MANAGEMENT STRUCTURE

- 1.1 Introduction
- 1.2 Premises Licence Holder's Information
- 1.3 DPS Information
- 1.4 Management Structure
- 1.5 Responsibilities Policy
- 1.6 Ticket Sales Policy and Conditions of Entry
- 1.7 Appendices
 - a Management Structure – Named
 - b PX PLUS HOSPITALITY Ops & Event Plan
 - c Fully Detailed Site Plan

2. PREVENTION OF CRIME AND DISORDER

- 2.1 Introduction
- 2.2 Crime Reduction Policy
- 2.3 Drugs Policy
- 2.4 Number Control and Reporting Policy
- 2.5 Sale of Alcohol Policy
- 2.6 Appendices
 - 2.a Stewarding Plans

3. PUBLIC SAFETY

- 3.1 General
- 3.2 First Aid Provision
- 3.4 Accident Reporting
- 3.5 Crowd Safety
- 3.5 Build/Breakdown Controls
- 3.6 Noise at Work Assessment
- 3.8 Temporary Structures
- 3.9 Disabled Facilities
- 3.10 Sanitation Policy
- 3.11 Electrical Systems
- 3.12 Gas safety
- 3.13 Fire Precautions and Equipment
- 3.14 Festival Campsite
- 3.15 Festival Car Park
- 3.16 Communication
- 3.17 Lighting
- 3.18 Traffic Management
- 3.19 On site Road Traffic Plan
- 3.20 Food Safety
- 3.21 Appendices
 - 3.a Event Risk Assessment
 - 3.b Emergency Procedures
 - 3.c Overall Medical Plan
 - 3.d Wind Management Plan
 - 3.e Sanitation Plan

- 3.f Fire Risk Assessment
- 3.g Traffic Management Plan
- 3.h On Site Traffic Management Plan

4. PREVENTION OF PUBLIC NUISANCE

- 4.1 Litter Control
 - On Site Waste Disposal/Control
- 4.3 Anti-Social Behaviour
- 4.4 Noise Levels, Management and Monitoring
- 4.5 Appendices
 - 4.a Noise Management & Monitoring Plan

5. PROTECTION OF CHILDREN FROM HARM

- 5.1 Welfare Policy
- 5.2 Missing Persons/Children Policy
- 5.3 Child Protection Policy
- 5.4 Prevention of Under Age Sales

1. MANAGEMENT STRUCTURE

1.1 Introduction

1.1.1 PX+ Festival is organised by PX PLUS HOSPITALITY LTD. The festival is scheduled to take place for one consecutive period of August, Friday 24th starting at 3pm, Saturday 25th, Sunday 26th and Monday 27th August finishing at 3pm at New House Farm, Sheering Lower Road, Sawbridgeworth CM21 9LE.

1.1.2 It is proposed that the Festival will be licensed for 2,000 people maximum and will consist of two festival areas within New House Farm, the central courtyard and the garden. The courtyard will host the main bar, music barn and catering areas. The garden will host the wine tent, 60 cover restaurant, kitchen and small live music area. The entire site will be enclosed with fencing and there will be no access to the public without prior purchase of tickets.

1.1.3 Camping facilities will be provided for 2,000 people.

1.1.4 The festival will attract an audience profile of 18 – 60 age range with a 50/50 split of male and female. The event is strictly over 18, there will be no access to persons under the age of 18 and photographic ID will be needed to gain access to the site along with the prior purchase of a ticket. Section 1.6 of this document includes the restrictions on entry for under 18s.

1.1.5 All tickets will be sold in advance with no onsite sales. It is expected to attract approximately 75% from London and the surrounding areas with 25% from the rest of the UK and Europe.

1.1.6 The entrance gates to the site will be opening and closing at:

Friday 24th August 12:00-22:00

Saturday 25th August 11:00-22:00

Sunday 26th August 11:00-22:00

Monday 27th August 11:00-18:00

1.1.7 The main courtyard will close 30 minutes after the bar (02:00 Friday, 02:00 Saturday, 02:00 Sunday). The garden field will stay open until 02.00 on Friday, 02.00 on Saturday & Sunday.

1.1.8 The camping field will be open from 12:00 on Friday 24th August and will remain open until 18:00 hours on Monday 27th August

1.1.9 There will be an additional camping area in the same camping field, this will be used for Festival staff, Guests and VIPs, it will open the same hours as above.

1.1.10 There will be no bars or late night refreshment available in the camping field.

1.1.11 This document has relied on extensive knowledge and experience of the application of the Health and Safety at Work Act 1974, The Event Safety Guide (HSG195), the Regulatory Reform (Fire Safety) Order 2005 and various relevant HSE guidelines on outdoor events.

1.1.12 It is, however, recognised that these documents are not always wholly appropriate to this festival. In common with all such festivals, a practical, pragmatic and realistic approach will be taken.

1.1.13 The Risk Management and Event Operational Plan 2018 will be submitted four months prior to the event, to all responsible authorities for them to review and agree any amendments.

1.1.14 This risk management and Event Operational Plan is produced by the holder of the proposed premises licence, Katie Bone, PX PLUS HOSPITALITY LTD.

1.2 Premises Licence Holder's Information

1.2.1 The Premises Licence Holder's information is detailed below:

PX PLUS HOSPITALITY LTD

Registered address: 2 Hillborne Gardens, Yeovil, Somerset BA21 3SA

1.3 DPS Information

1.3.1 The Designated Premises Supervisor (DPS) for the festival is Katie Bone of PX PLUS HOSPITALITY LTD:

2 Hillborne Gardens, Yeovil, Somerset BA21 3SA

Tel [REDACTED]

1.3.2 The DPS's Personal Licence details are listed below:

Name: Katie Jane Bone

Address: [REDACTED]

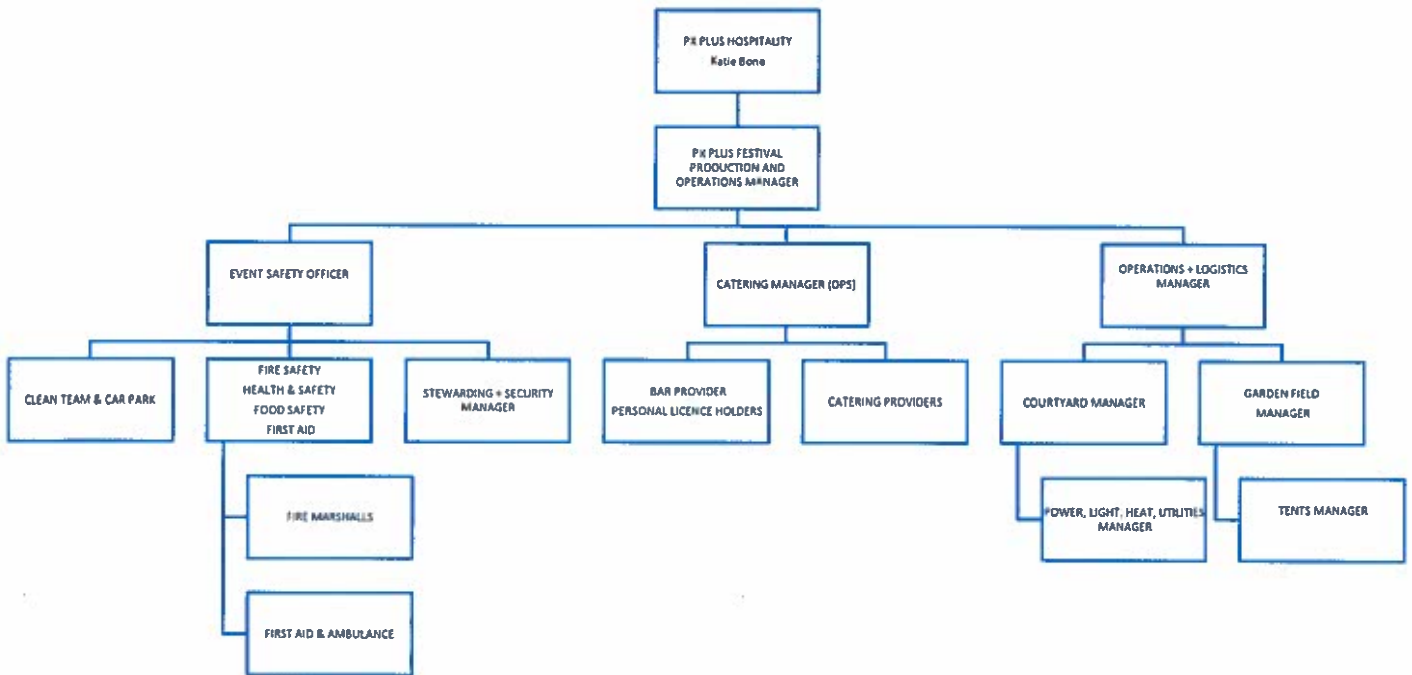
Licence No: [REDACTED]

Local Licensing Authority: Reigate & Banstead Borough Council

1.3.3 Where the bar selling alcohol is not directly operated by PX PLUS HOSPITALITY LTD, the Designated Premises Supervisor (D.P.S.) will provide the name of the Personal Licence holder managing that outlet no later than 11.00 hours on the Friday 24th August 2018.

1.4 Management Structure

1.4.1 The festival management structure is detailed below:



1.5 Responsibilities Policy

1.5.1 It is the policy of PX PLUS HOSPITALITY LTD to promote the highest possible standards of health and safety so as to lead to the avoidance or reduction of risks to the health and safety of all persons who, may be affected by their work activities, and to ensure compliance with all current legislation, in particular the Health and Safety at Work Etc Act (1974).

1.5.2 PX PLUS HOSPITALITY LTD makes specific commitments with regards working safely, personal safety, care of the environment, sustainability and being mindful of safety issues when planning events. PX PLUS HOSPITALITY LTD considers that these issues are the responsibility of the Company's management team and rank equally with that of finance, marketing, human resources and commercial issues.

1.5.3 The Production and Operations Manager is responsible for the implementation of the Company's Health and Safety policy. Such responsibilities include by are not restricted to:

- Ensuring that health and safety, as well as licensing obligations, site rules and regulations are a major consideration when planning events, shows and festivals

- Undertaking suitable and sufficient assessments of all the foreseeable risks presented to, and posed by any of the work activities undertaken whilst on site.
- Ensuring staff under her control, including freelance workers and contractors are competent and fully aware of any potential hazards.
- Informing all persons on site of what action to take in the event of a fire, bomb threat or any other emergency, and bring the emergency fire routes and evacuation areas to their attention.
- Ensuring that adequate provisions for First aid are in place and that all workers are aware of these provisions.
- Monitoring all plant and work equipment to ensure it is operated in a safe manner and that any safety devices that are fitted are used in the correct way.
- Maintaining a system of good housekeeping in order to reduce the risk of trip/slip hazards and fire risks.
- Ensuring that if Personal Protective Equipment is required that it is suitable and worn by all persons deemed to be at risk.

1.5.4 The Production Manager is also mindful that she carries a considerable responsibility for the safety of the public whilst events under her control are taking place.

1.5.5 The Festival Organisers, PX PLUS FESTIVAL are well aware of their responsibilities for ensuring the health, safety and welfare of all persons attending the site before, during and after the event. Steps have been taken to fulfil these responsibilities by the employment of competent persons including an Event Safety Officer (ESO).

1.5.6 The ESO's responsibilities include the following:

- Monitoring of contractors;
- Liaison with contractors, self-employed persons on site, and the health and safety enforcement authority;
- Checking of safety method statements and risk assessments;
- Preparation, as necessary, and monitoring of site safety rules;
- Checking of appropriate certificates in relation to electric, fire, etc
- Monitoring and co-ordinating safety performance;
- Advising Production Manager on unsafe work and the use of any unsafe equipment;
 - Assisting the Production Manager in stopping such unsafe work or the use of unsafe equipment;
 - Liaison, as and where thought necessary and appropriate, with the Local Authority Personnel, etc. during the Festival;
 - Provide safety consultancy as necessary;

1.6 Ticket Sales Policy and Conditions of Entry

1.6.1 The Entrance Wristband is issued for the Festival by PX PLUS HOSPITALITY LTD subject to the following conditions:

- The use of this Entrance Wristband shall constitute acceptance by the Bearer of the Conditions of Issue and imply an undertaking on the part of the Bearer to observe them and any other notice or regulation issued by the Promoter and displayed at the Venue.

- All Entrance Wristbands remain the property of the PX PLUS HOSPITALITY LTD and are not transferable. Those persons will be subject to the Conditions of Issue which will apply as if he/she were the original recipient of the Entrance Wristband.

- The Bearer must affix his or her own Entrance Wristband prior to entering the Venue in accordance with the instructions which will be supplied by PX PLUS HOSPITALITY with the Entrance Wristband. The Promoter will not be responsible for any damage to an Entrance Wristband not affixed in accordance with the instructions.
- This Entrance Wristband may not be offered as a prize in a promotion or competition or transferred, lent or sold to any third party as part of a hospitality or travel package or used for any other commercial purpose without the written consent of PX PLUS HOSPITALITY LTD. Entrance Wristbands purchased from unauthorised sources, including from Internet touts or via Internet auction sites will be void and will not permit entry to the Venue.
- PX PLUS HOSPITALITY reserves the right to search all persons and personal property upon entry to and while at the Venue. Glass items, candles, knives, animals, fireworks, smoke canisters, poles or banners and any items which in the absolute discretion of the PX PLUS HOSPITALITY are considered to be a risk to the safety of the guests and/or the running of the Festival are prohibited.
- No glass, cans, alcohol or food to be brought into the Festival Site. Water and non-alcoholic drinks in 500ml bottles with unbroken seals are permitted.
- COOKING in the Campsite will not be permitted including open fires, BBQs and any other kind of gas appliance is strictly prohibited and all such items will be confiscated. Cooking in tents is banned.
- But for the exceptions set out in this clause, any equipment capable of recording (whether temporarily or permanently) or transmitting any audio, visual or audio-visual, material is prohibited. Mobile telephones are permitted within the Festival site but the use of mobile telephones for such activities is prohibited. Photographic equipment is permitted provided that it is for personal non-commercial use only. In the event of any subsequent commercial use, the Bearer agrees to pay PX PLUS HOSPITALITY LTD the cost of a licence issued by the Promoter for permission to take photographs for commercial use.
- Items prohibited by the Conditions of Issue shall not be brought to the Festival site. Any permitted items used contrary to the Conditions of Issue and any prohibited items shall be confiscated without any liability on PX PLUS HOSPITALITY LTD to safeguard or return such items.
- The Bearer shall not offer or distribute (either free or for sale) within the Festival site any consumer article or commercial product of any nature or purchase any.
- Such item from any vendor not authorised by PX PLUS HOSPITALITY LTD.
- PX PLUS HOSPITALITY LTD reserves the right to refuse admission to PX PLUS Festival site or eject any person from the site if, in the absolute discretion of the Promoter, the Bearer may be a risk to the safety of the guests and/or affect the enjoyment of the guests and/or the running of the Festival, for example if the Bearer refuses to be searched upon entering the Festival site or whilst at the site, appears to be under the influence of drink and/or drugs and/or is acting aggressively or in possession of any item prohibited by the Conditions of Issue or undertaking any act prohibited by the Conditions of Issue or fails to comply with any lawful instruction issued by or on behalf of PX PLUS HOSPITALITY LTD.

1.7 Appendices

1.7.1 The following appendices will be produced and up dated no later than two months prior to the event and in consultation with the relevant authority or organisation.

1.a Festival Management Structure – Named

1.b Emergency Liaison Team

1.c Fully Detailed Site Plan

2. PREVENTION OF CRIME AND DISORDER

2.1 Introduction

2.1.1 PX PLUS Festival 2018 will be the first event of this size that has been held at New House Farm. The production and operations team have all been involved with events of this scale and have knowledge of tried and tested methods to deal with issues of crime and disorder.

2.1.2 The policing of the festival will be controlled by the festival's nominated security and stewarding companies, supported by the Essex Constabulary within the agreed policing plan for the event. Joint briefings will take place throughout the festival with the Organisers, Emergency Services, Event Safety Officer, security/stewards and police to ensure the event runs smoothly and the risk of crime and disorder is minimised.

2.1.3 The festival organisers will support any Police initiative concerning drug referral services.

2.2 Crime Reduction Policy

2.2.1 The festival will have stewards and security on hand to deal with potential crime and disorder issues. A stewarding plan (appendix 2.a) will be provided in consultation with the Police and taking into account historical experience from other events of this scale.

2.2.2 The stewarding plan will be submitted to Essex Police two months prior to the event. The final plan will be agreed with Essex Police at least four weeks prior to the event. This will be achieved within the Event Safety Officer and Operations and Production Team meetings.

2.2.3 SIA registered Door Supervisors will be used on the entrance and exit, bars, 'Rapid Response' Teams and on any fixed positions the Supervisor in control will also hold a Door Supervisor's licence. They will all have their badge of accreditation on display.

2.2.4 To promote the prevention of crime, especially thefts, the festival organisers will advise the public of the risks to valuable items of property.

2.2.5 This will be in the form of posters, audible or visual messages and staff being briefed on the likely problems. There will also be a link from the festival website to the Essex Constabulary website for additional information.

2.2.6 PX PLUS HOSPITALITY LTD as the Event organiser will ensure, in consultation with the Police that adequate CCTV cameras are positioned throughout the site for the purpose of covering all entrances and exits, the entire campsite, courtyard, garden field and car park.

2.2.7 The live footage from all cameras will be constantly available and monitored by representatives from PX PLUS FESTIVAL. The event organiser will also facilitate the viewing of any remote CCTV cameras that have been provided by the police or council on Sheering Lower Road.

2.2.8 The footage from all cameras will be recorded and copies made available on request to the police during the event and up to 28 days after the event if required for evidential purposes.

2.2.9 A joint security ejections facility will be identified on the site plan to facilitate the ejection of all ejected persons from site. The only exception to this will be those arrested by police and taken directly from site. The police will support this facility when requested. The protocols of this process will be managed through the Event Safety Officer and Operations and Production Team.

2.3 Drugs Policy

2.3.1 The festival organisers will be working closely with the Essex police to ensure drugs are not brought onto the festival site. This joint approach will ensure festival organisers are taking the best possible steps to minimise the risk of harm from the misuse of drugs at the event and working proactively to minimise harm to those attending.

2.3.2 All bags will be searched at the entrance to the festival and campsite. In busy periods these searches may need to be conducted on a random basis.

2.3.3 Undercover police teams will be monitoring the guests at selected times to monitor and control any drug related activities.

2.3.4 A Drug strategy will be produced in consultation with PX PLUS HOSPITALITY and police and agreed prior to final pre-event Safety Advisory Group Meeting.

2.4 Number Control and Reporting Policy

2.4.1 All festival attendees will be logged into the festival site using the reservation system and photographic ID on arrival, these figures will be available live at any time, as requested by authorities.

2.4.2 PX PLUS FESTIVAL will record the number of complimentary tickets issued. This data will be regularly updated throughout the event.

2.4.3 An overall written log of the festival attendance figures will be kept and available. A copy of this log will be submitted to the local Council within four 4 weeks after the festival.

2.5 Sale of Alcohol Policy

2.5.1 The designated premises supervisor (DPS) or her nominated deputy, who shall be the holder of a personal licence to sell alcohol, shall be present on the licensed site whenever the sale of alcohol is taking place.

2.5.2 We will actively encourage contactless payment where possible, to prevent large amounts of cash being held in the two bar areas.

2.5.3 No person shall be permitted to bring any alcoholic drink into the licensed site (except the campsites.) Stewards will employ recognised search techniques at the entry gates.

2.5.4 The A 'Challenge 21' policy shall be adopted, so that alcohol shall not be sold to anyone appearing to be under the age of 21 unless that person provides satisfactory documentary proof that he/she is over the age of 18.

2.5.5 The Posters to the effect that a 'Challenge 21' policy is in place shall be displayed prominently at all outlets for the sale of alcohol.

2.5.6 All staff engaged in the sale of alcohol shall be aged at least 18 years.

2.5.7 The designated premises supervisor, or a person on his or her behalf, shall provide suitable training or instruction to all staff engaged in the sale of alcohol as to the prevention of sale to persons under the age of 18 years and to persons who are drunk. A written record shall be made of the delivery of such training or instruction and it shall be produced to a police officer or responsible officer of the local authority on reasonable request.

2.5.8 Advice will be provided to bar staff about what Age ID cards are acceptable.

2.5.9 In the event of an individual being refused alcohol SIA registered Door Supervisors will be on hand to assist in the management of any subsequent issues.

2.5.10 Any person deemed to be intoxicated will not be served further alcohol; bar Managers will monitor alcohol sales closely.

2.5.11 No beverage shall be sold or supplied in any glass or single use plastic container.

2.5.12 No person shall be permitted to bring glass bottles or other glassware onto the licensed site. Campers arriving with glass bottles will be provided with suitable containers to decant their bottles into.

2.5.13 No alcohol shall be sold or supplied in a sealed container for consumption on the licensed site.

2.5.14 A minimum number of four Personal Licence holders will be in attendance during the hours that the bars are open to the public. This number may rise if deemed necessary by the police. We will have no shortage of Personal Licence holders given the target guest and nature of the event, for the hospitality industry.

2.5.15 Where the police operational commander considers there is, or is imminently likely to be, violence or disorder at any part of the licensed site, he may require any outlet selling alcohol-

(a) to close immediately, and

(b) remain closed for such period as the officer considers necessary, in the interests of public safety.

2.5.16 A written record shall be made of any adverse incident taking place at the event or of any complaint made by any person, also of the refusal to sell alcohol to anyone who is under 18 or who appears to be drunk. Any such record shall be signed and dated by the person making the entry and shall be produced to a police officer or responsible officer of the local authority on reasonable request.

2.6 Appendices

2.6.1 The following appendices will be produced and up dated in consultation with the relevant authority or organisation.

2.a Stewarding Plan

3. PUBLIC SAFETY General

3.1.1 PX PLUS Festival 2018 will ensure that the Event Safety Officer meets with the Health and Safety Officer to ensure system are in place to monitor and agree communication processes. This will ensure both organisations are able to discharge their responsibilities under the Health & Safety Legislation.

3.1.2 PX PLUS FESTIVAL 2018 will create a document (appendix 3.a) containing all risk assessments associated with the event and ensure these are handed to all relevant authorities at least eight weeks prior to the commencement of the festival.

3.1.3 PX PLUS FESTIVAL 2018 will ensure that the relevant authorities have access to all contractor's risk assessments as and when they are submitted.

3.1.4 PX PLUS FESTIVAL 2018 will refer to and comply with the minimal requirements of the most up to date edition of the Event Safety Guide (HSG195).

3.1.5 PX PLUS FESTIVAL 2018 will take all practicable steps to ensure the festival site/activities are safe for all.

Emergency Management

3.1.6 An Emergency Procedures Document (appendix 3.b) will be produced in consultation with the Event Safety Officer.

3.1.7 This document (Emergency Procedures Document appendix 3.b) will be provided to the local authorities for approval four weeks prior to the event.

3.2 First Aid Provision

3.2.1 PX PLUS FESTIVAL 2018 and the Event Safety Officer (ESO) will liaise, consult and agree with Stuart Willis, Crown Medical on the overall medical/first aid provisions. Draft outline of agreed medical cover:

x1 Medical Tent
x1 Emergency Ambulance
x1 Ambulance Driver
(15:00 - 03:00)
x1 Emergency Responder
(11:59 - 20:00)
x1 Emergency Responder
(14:59 - 03:00)
x1 Paramedic
(20:00 - 03:00)
x1 Medical Technician (Paramedic assistant essentially)
(20:00 - 03:00)

3.2.2 The level of medical/first aid provision for the whole festival, including the campsite will be in accordance with the latest edition of "The Event Safety Guide (HSG 195)" and agreed by the local ambulance service.

3.2.3 One qualified person is advised to be nominated to take overall control and co-ordination of first aid provision, Crown Medical staff will fulfil this role.

3.2.4 Having regard to the nature of the festival and locality of hospitals, etc. full consultation with the ambulance service should be undertaken. The nearest Accident & Emergency Department is located at: A & E Department The Princess Alexandra Hospital, Hamstel Rd, Harlow CM20 1QX

3.2.5 First aid facilities will be provided on site for all staff and guests during the festival event. For the build and breakdown periods, each contractor will provide first aid kits and a nominated first aider. In the event of an accident, the ambulance service will be called via the 999 system by the on-site paramedic, Crown Medical.

3.2.6 All local hospitals will be given prior notification of the festival, following the consultation process.

3.2.7 Prior to the festival commencing all on site ambulance staff and the head of security will be briefed and made aware of any contingency plans, including evacuation points, designated ambulance loading points (Emergency Vehicle Rendezvous Point) and forward ambulance aid points. EVRP's and EVLP's will be reviewed by the local authorities and designated depending on the location and type of emergency.

3.2.8 The First Aid point will be provided with contingency plans and site contact numbers, together with site plans.

3.2.9 First aid points will be located in the guest areas as detailed on the site plan. The Medical first aid points will be clearly signed and provided with fresh water and power.

3.2.10 Medical teams will be on-site a minimum of three hours prior to the start of the festival, and will remain on-site for two hours after the festival has finished or until the site is clear of patrons. All medical staff (not Doctors) will wear identified uniforms.

3.2.11 Stuart Willis and Crown Medical will be supplying the medical provisions for the entire event.

3.2.12 The medical providers will provide a staffing level plan four weeks prior to the festival. These will be based on guidance laid out in 'The Event Safety Guide' Chapter 20.

3.2.13 There will be a Paramedic, first aid vehicle and ambulance on site for the duration of the festival and for the duration of the break down.

3.2.14 The Medical Plan (appendix 3.c) for the entire event will be produced 4 weeks prior to the event.

3.3 Accident Reporting

3.3.1 The accident book will be located in the Site Office, any employee, contractor or freelance worker who suffers an accident must ensure that the accident is reported to the Event Safety Officer (ESO) as soon as possible. These records will be available at all times to all relevant authorities.

3.3.2 In the event of a reportable accident i.e. Major Injury, Dangerous Occurrence etc. The ESO will advise who are the correct company/ individual to report the accident.

3.3.3 Reports will be made by the quickest practical means, normally by telephone, and a note will be made of the call. A RIDDOR form (F2508) must be filled out. The HSE's contact details are to be confirmed four weeks prior to the event.

3.3.4 All accident and incidents will be investigated by the ESO and a written report will be undertaken.

3.3.5 PX PLUS HOSPITALITY LTD will be advised of any accidents or incidents that may arise on the festival site at the earliest opportunity.

3.3.6 All written Accident Reports will be submitted to PX PLUS HOSPITALITY H&S Team at the end of the festival.

3.4 Crowd Safety

3.4.1 The festival Stewarding Plans will identify the numbers and location of stewards. Each steward location will be identified on a site plan which will be included within the Stewarding Plan (Appendix 2.a). In order to carry out the stewarding effectively, a chain of command will be established.

3.4.2 The stewards' main responsibilities will be to assist crowd management, prevent overcrowding, reduce crushing problems, minimise injury, prevent unauthorised access and provide assistance to the police and other emergency services.

3.4.3 Key stewards will use radios and be trained in radio procedure and discipline.

3.4.4 A full briefing session will take place prior to the commencement of the festival.

3.4.5 The security and stewarding companies are aware of the SIA requirements for registered Door Supervisors in prescribed roles and locations. All SIA registered Door Supervisors will wear the required ID.

3.4.6 The appointed Stewarding and Staffing Company for the event is TalentBox Recruitment based in Essex.

3.4.7 All key festival management will attend the Police Briefing prior to the festival opening.

3.4.8 A joint security ejections facility will be identified on the site plan to facilitate the ejection of all ejected persons from site. The only exception to this will be those arrested by police and taken directly from site. The police will support this facility when requested. The protocols of this process will be managed through the Event Safety Officer and Operations and Production Team.

3.4.9 A list containing the full name and date of birth of every member of the stewarding and security teams will be sent to Essex Constabulary at Harlow Station fourteen days prior to the start of the event. Any member of staff identified by Essex Constabulary as being wanted for a criminal offence or having a criminal record that would cause concern to the safety of persons at the event will not be permitted to work at the event.

3.4.10 A sufficient number of security staff shall be engaged at the licensed site at all times during the operation of the premises licence. The number and deployment of such staff in any part of the site shall be appropriate to the scale and nature of, and to the risks presented by, any activities being provided there.

3.4.11 Security staff shall be deployed within all parts of the licensed site, including the camp-site, throughout the operation of the premises licence.

3.4.12 Security staff shall be present at any public entrance or exit to the licensed site and shall maintain supervision of both bars for the sale of alcohol.

3.4.13 Security staff shall supervise the perimeter of the licensed site and shall take all reasonable action to prevent disruption and disturbance to the surrounding community.

3.4.14 Security staff shall take all reasonable action to promote the safety and security of persons entering and leaving the licensed site.

3.4.15 Security staff shall use appropriate search techniques at the entrance to the premises in order to enforce conditions of entry.

3.4.16 Any suspected illegal drug, weapon, or other prohibited item found on the site shall be retained securely and handed to police as soon as is reasonably practicable.

3.4.17 Where security staff removes any person from the licensed site, or from any part of it, all reasonable steps shall be taken to ensure the safety and welfare of the person being removed.

3.4.18 All exits from the licensed site shall remain open for public egress at all times.

3.5 Build/Breakdown Controls

3.5.1 Due to the open nature of the garden field during the first stages of the festival build and breakdown, all materials and equipment will be securely stored or closely monitored, with appropriate stewarding organised temporarily if alternative storage cannot be sourced. All materials and equipment will be highlighted with hazard tape if they are left in public areas.

3.5.2 All contractors will be required to observe a strict 5mph speed limit throughout the festival footprint. Headlights will be operational and where necessary marshalling will be used.

3.5.3 During the erection and dismantling of the large marquee tents, hard-hat areas will be established where necessary and highlighted with hazard tape. The contractor will be responsible for ensuring members of the public do not enter their work areas until the perimeter fencing is erected.

3.5.4 The festival organisers will provide overnight security for the festival site where appropriate.

3.6 Noise at Work Assessment

3.6.1 The Control of Noise at Work Regulations 2005 (the Noise Regulations) came into force for all industry sectors in Great Britain on 6 April 2006 (except for the music and entertainment sectors where they came into force on 6 April 2008).

3.6.2 The aim of the Noise Regulations is to ensure that workers' hearing is protected from excessive noise at their place of work, which could cause them to lose their hearing and/or to suffer from tinnitus (permanent ringing in the ears), Diplacusis, etc.

3.6.3 PX PLUS HOSPITALITY LTD believe that responsibility for compliance with the Control of Noise at Work Regulations 2005 lies with the individual contractors or concessions.

3.6.4 PX PLUS HOSPITALITY LTD will provide the Noise management Plan to all contractors and concessions in advance. Within this noise Plan projected noise levels are detailed. This will assist the contractors and concessionaire to assess the noise exposure levels of their staff.

Key Messages

3.6.5 Detailed below are the key messages that should be followed:

- People who work or perform in pubs, clubs or live music events where amplified music is played are likely to experience high noise levels.
- Regular exposure to high levels of noise can cause permanent hearing damage.
- Employers and employees working in pubs, clubs and live music events have responsibilities to protect the hearing of all employees. This includes bar staff, performers and crew.
- Employers will be required to carry out a Noise Risk Assessment (Where live amplified music is performed you may assume that you need to take action).

3.6.6 Detailed below are the Steps that PX PLUS HOSPITALITY LTD will endeavour to take to reduce people's exposure to noise include:

- Where ever possible try to implement procedures to help to absorb reverberant noise.
- Provide information to festival staff to keep them away from noisy areas.
- Provide directional controls to point the sound where it is needed - the event area, and away from bars and other areas.
- Identify the volume control and request that the Sound Engineer keeps all sound equipment in good working condition and provides details of who can use the volume controls.
- By all reasonable means reduce the length of time to which individuals are exposed.

3.6.7

Ensure that all event staff exposed to significant noise levels has suitable and sufficient hearing protection.

Length of Exposure

Different event staff who work on this event are exposed to different levels of noise. These figures detailed below represent typical noise levels.

Occupation	DB Levels
Bar staff	89 -99
Glass Collectors	90 -100
Artistes	93 - 99
Lighting Technician	104
Security	97
FHO staff	94 -104

3.6.8

Acceptable Noise Exposure Limits

Within the legislation the maximum unprotected exposure limits are detailed below:

Level (dB9a)	Time Exposed Unprotected
80	8 hours
86	2 hours
92	30 minutes
101	3.75 minutes
110	28 seconds

3.6.9

Hearing Protection

PX PLUS HOSPITALITY LTD will endeavour to ensure that Personal Hearing Protection is used where necessary to eliminate or reduce the risk to hearing.

3.6.10 Contractors to the festival and their staff should be involved in the selection. Users will receive appropriate instruction, information and training in the use of the selected protection and be monitored in its use.

3.6.11 Personal hearing protection should:

- Control the risk;
- Not over-protect
- Be the right type
- Be comfortable and suitable for the environment
- Be properly used – improper use is sometimes worse than no protection at all because the user assumes they are being shielded
- Be worn whenever there is a noise hazard present
- Be readily available to all who need it
- Be properly maintained

Risk Assessment for staff working on the festival

3.6.12 Unlike music festivals, there are few significant challenges when managing staff noise exposure levels at this event as there is no stage area, arena or long periods of amplified music.

3.6.13 One challenge is the exposure time, festivals unlike other music events provide live and recorded music over a much greater time period, typically up to 12 hours.

3.6.14 However, there are a considerable number of breaks in the music as we have reduced performances, 4 maximum per day.

3.6.15 Therefore based on typical sound levels at this and other music events an average figure of 80 (dbA) is anticipated over the performance period.

3.6.16 By applying the table in Section 3.6.7 it has been identified that the maximum exposure level for working staff unprotected (No Hearing Protection) is 4 hours.

3.6.17 However, the exposure level can be extended if hearing protection is provided. It is impossible to specify these extended exposure times without prior knowledge of the attenuation that can be achieved, as there are many different types of hearing protection.

Noise at Work Monitoring

3.6.18 Throughout the festival open periods noise levels will be monitored by an Acoustic Engineer. Where noise exposure levels are found to be in excess of the Acceptable Noise Exposure Levels, then the working personnel and their employers will be informed by the Event Safety Officer.

3.6.19 Working personnel will then be either removed from the area or suitable and sufficient hearing protection will be provided. In some cases a review of the working shifts maybe all that is required to reduce exposure levels.

3.7 Temporary Structures

3.7.1 All temporary structures and equipment installations will be designed and built/installed by proprietary contractors.

3.7.2 All temporary demountable structures will be erected and satisfy the guidance contained in the document:

3.8 Temporary demountable structures Guidance on procurement design and use Third edition April 2007. Published by the Institution of Structural Engineers

3.8.3 Evidence of this, together with details, drawings, calculations and method statement will be submitted to the local authority for approval at least four weeks before erection commences.

3.8.4 After erection and before use, a copy of the completion certificate for each structure will be given to the local authority. This certificate will be signed by a competent person confirming that they have checked all structures specified.

3.8.5 All main contractors will be required to submit safety method statements to the Event Safety Officer (ESO) in respect of there on site activity; these will include details of employee/subcontractors competencies and training in respect of their ability to operate equipment. Assessments, working procedures, training records and other monitoring records will be available for the Council's Environmental Health Department to inspect at all times.

3.8.6 All activities at the site relating to the erection and construction of the structures should be monitored by the ESO or a nominated safety representative who will ensure that contractors and personnel follow safe working practices and erect the temporary structures as detailed in the specification.

3.8.7 The ESO will ensure that all structures are checked by a competent person and certified as being safe before they are used. Structures erected and certificated for PX PLUS Festival will provide completion certificates for the ESO and PX PLUS HOSPITALITY LTD.

3.8.8 A Wind Management Plan (appendix 3.d) will be produced in consultation with the Event Safety Officer at least four weeks prior to the event.

3.8.9 All marquees will be provided with suitable and sufficient means of access and egress, which will be shown on the marquees individual site plans.

3.8.10 The pedestrian routes from the campsite and car parks will have pedestrian barriers installed in high-risk areas.

3.8.11 Security and stewards will ensure the barriers are in place 2 hours before the festival's gates are to be opened.

3.8.12 In addition, Heras fencing with clear sightlines to the Festival arena will be installed around the perimeter of the Festival site to prevent unauthorised access.

3.8.13 Location and setting up of the catering outlets and the merchandising stalls are to be detailed on the site plan two months prior to the event and will be monitored by the Designated Premises Supervisor.

3.8.14 Handrails, barriers and demarcation lines will be provided where appropriate.

3.8.15 The ESO and the nominated safety representatives during the build period will check stores and stacked materials for suitability of location and stability and initiate remedial action where necessary. Where materials are to be stacked and left in position awaiting final positioning the initiating contractor will ensure that they are safe, secure and highlighted.

3.8.16 The tent master will be in attendance through the event including the build and take down.

3.9 Disabled Facilities

3.9.1 PX PLUS HOSPITALITY LTD are aware of the legal requirements under the Disability Discrimination Act 1995 (DDA). They have therefore taken the appropriate steps to ensure reasonable access and facilities are to be provided to all persons with Special Needs who may attend this year's festival.

3.9.2 There will be a purpose built Disabled Toilet, this will be signed accordingly. Disabled parking will be made available close to the site; competent stewards will be in attendance to assist as required.

3.9.3 All emergency and information signage will be clearly posted in a suitable font size and use appropriate contrasting colours.

3.9.4 There will be a designated Disabled area on the campsite.

3.10 Sanitation Policy

3.10.1 Adequate numbers of toilets (these will exceed the minimum numbers required under the Event Safety Guide HSG 195) and washbasins will be provided. These facilities will be maintained to ensure that they are kept in a clean and serviceable condition throughout the duration of the festival and maintained to a high standard of hygiene.

3.10.2 Additional sanitary facilities and showers will be available at the campsite.

3.10.3 Disabled facilities will be provided at an appropriate level for the anticipated attendance. It is suggested that one toilet with hand washing facilities should be provided per 75 people with special needs. The toilet location should be clearly signed in the banner type format.

3.10.4 Toilet facilities are to be of a high standard and supplied by a reputable company, we have appointed Red Herring Events for these services. Toilet facilities will be erected at a suitable time prior to festival to ensure a thorough inspection by the environmental health department.

3.10.5 The event organiser will provide separate sanitary facilities specifically and exclusively for the use of food handlers within 50 meters of all food concession outlets. These facilities will be kept secure against the use by persons who are not caterers assigned to food

concessions. Toilets for the caterers will be located in the secure compounds behind the concessions. Signage will be posted prohibiting the use of these toilets to non-food handlers.

3.10.6 If deemed necessary padlocks will be placed on the doors and keys given only to food traders.

3.10.7 PX PLUS HOSPITALITY LTD will ensure that the sanitation facilities for food handlers are kept supplied with hand wash facilities including running water to enable hygienic means of washing and drying hands.

3.10.8 PX PLUS HOSPITALITY LTD will ensure where practicably possible that all toilets on the site are provided with toilet paper at all times. There will be a clean team instructed to constantly monitor and clean the toilet facilities throughout the event.

3.10.9 PX PLUS HOSPITALITY LTD will use all reasonable endeavours to ensure all toilet and urinal areas are maintained in a safe, clean and hygienic condition.

3.10.10 A small number of emergency/staff showers will be designated in the primary campsite; their use will be controlled by the Campsite Manager.

3.10.11 A sanitation plan (Appendix 3.e) will be produced and reviewed two months prior to the event. The plan will include: the numbers and types of sanitary facilities at each location, details of cleaning, maintenance and servicing (emptying and replenishing supplies), together with other arrangements in place for ensuring that the facilities remain operational and are kept in a clean and hygienic condition.

3.10.12 The sanitation plan will be provided to the Environmental Health Department for approval four weeks before the commencement of the event.

3.11 Electrical Systems

3.11.1 Petrol generators will not be permitted on site or on any elements of the festival.

3.11.2 Diesel generators will be provided for the festival by Red Herring Events.

3.11.3 The ESO will inspect the condition of the generators and ensure that fire-fighting equipment (1 CO₂ 2kg extinguisher/1 foam 5kg extinguisher) is provided prior to use.

3.11.4 All electrical installations and equipment used will comply with the general requirements of the Electricity at Work Regulations 1989, i.e. installed, tested and maintained in accordance with the latest edition of the Institution of Electrical Engineers "Regulation for Electrical Installations" and other relevant guidance. Regard will be paid to HSE Guidance Note GS50: "Electrical Safety for Place of Entertainment". Temporary installations cannot fully comply in all respects with the IEE Regulations and details of variances will be provided.

3.11.5 All work will be carried out under the control of a competent electrician who will remain on site whilst the public are present. This person will provide electrical certificates in a form prescribed in the IEE Regulations prior to the public being given access to areas of the site. Copies of these certificates will be obtained by the Event Safety Officer (ESO) and made available to the local authority on request. Prior to the event opening, the ESO will inspect the site and ensure that appropriate fire fighting equipment has been installed.

3.11.6 As the festival progresses into the hours of darkness additional lighting is required. Marquees will be fitted with appropriate levels of emergency exit signage and non-maintained emergency lighting. These emergency lighting systems will be thoroughly tested prior to the guests entering the site.

3.11.7 Other suspended lighting apparatus will be fitted with suitable safety chains.

3.11.8 Hand held tools should, where possible, be 110v or battery operated. Where this is not possible and for other hand held equipment residual current devices having a 30mA tripping current and a maximum operating time of 30 milliseconds will be used. Test buttons will be incorporated.

3.12 Gas Safety

3.12.1 PX PLUS HOSPITALITY LTD will ensure that LPG cylinders are located in a safe secure and well-ventilated place, where they cannot be interfered with, can be kept upright (with valve protection fitted), are away from sources of ignition and /or readily ignitable materials, and are away from any corrosive toxic or oxidant materials.

3.12.2 Each caterer should be only permitted 1 spare LPG cylinder with the unit, for each cylinder in use unless this amount is considered to be excessive on site. This level of provision should be sufficient for the duration of the Festival.

3.12.3 It is required that all caterers submit certification to the effect that their LPG installations were installed and have been inspected by a GSR engineer in the 3 months preceding the Festival.

3.12.4 Piping conveying gas or flammable liquid should be as far as practicable, of rigid material. Any necessary piping should consist of material suitable for the gas or liquid being conveyed, adequately reinforced to resist crushing and withstand the maximum internal pressure to which it may be subjected.

3.12.5 Any connections to the flexible piping should be of an approved pattern (i.e. screwed or otherwise secured to prevent accidental disconnection).

3.12.6 On-site inspections will be undertaken by PX PLUS HOSPITALITY LTD and Red Herring Events.

3.13 Fire Safety, Precautions and Equipment

3.13.1 Fire fighting equipment will be provided by PX PLUS HOSPITALITY LTD. The type and location will be agreed with the Fire Authority. Guidance will be taken from the "Event Safety Guide (HSG195)" and from the Reform (Fire Safety) Order 2005 and also the Local Authorities Licence conditions although it is recommended that higher levels than usual are provided to allow for the possibility of delayed attendance by the fire service due to crowd movement.

3.13.2 The organisers will appoint a reputable fire-fighting contractor to provide trained fire safety officers for the duration of the festival.

3.13.3 The operational attendance of manned fire appliances, a duty operational officer and a fire safety enforcement officer from the local Fire Service will be contacted prior to the event and the times and level of attendance will be agreed four weeks prior to the event.

3.13.4 A fire safety cabin will be provided for the crews and Rescue Services. A dedicated land line will be installed in this facility. The location of the cabin will be agreed with the local Fire and Rescue Services at least 4 weeks prior to the event.

3.13.5 The Fire Fighting Contractor will undertake a 'Live' risk assessment of the festival site; their Firemen will also conduct hourly inspections of all areas, for the duration of the festival, of the site and report back or resolve any potential fire hazards.

3.13.6 Site access for emergency vehicles will be determined by the nature and location of the incident.

3.13.7 All groups of catering outlets will be at least 2.5 metres apart with a fencing panel being utilised to provide both separation and a flush face. Catering vehicles and outlets will be required to provide at least one operational 5kg dry powder extinguisher and a light duty fire blanket.

3.13.8 PX PLUS HOSPITALITY LTD will ensure that no flammable liquids, paraffin, methylated spirits, candles, pyrotechnics, or any type of open fire/camp fire is permitted on the festival site (unless being used as part of an authorised concession or entertainment).

3.13.9 Closed containers will be provided in the secure area to the rear of the catering outlets and stalls to accommodate refuse generated during the festival.

3.13.10 Stewards who may be called upon to use fire-fighting equipment will be trained to a suitable standard.

3.13.11 All on-site 999 emergencies will go via PX PLUS HOSPITALITY LTD. Stewards will be advised of this arrangement during the on-site briefing. Should any 999 calls be made directly by the public, the 999 Centre should communicate with PX PLUS HOSPITALITY LTD before action is taken.

3.13.12 The Event Safety Officer (ESO) accompanied by PX PLUS HOSPITALITY LTD will carry out a formal documented inspection of the two bars and main areas. prior to opening the festival to ensure that the above is adhered to.

3.13.13 All mobile catering vehicles will be equipped with a dry powder extinguisher and a light duty fire blanket.

3.13.14 All generators will be equipped with a CO2 and a dry powder extinguisher.

3.13.15 Fire points will be located throughout the infrastructure and will be equipped with two H2O and one dry powder extinguisher. Consideration will be given to abuse of fire fighting equipment by the guests/campers with fire points.

3.13.16 Emergency access routes will be established into the main festival site. This will be kept clear of traffic obstacles.

3.13.17 To prevent issues with emergency vehicles needing access to the fields during inclement weather suitable and sufficient 'Trackway' will be provided.

3.13.18 A fire risk assessment (appendix 3.f) will be produced and reviewed on an consultation with the local Fire and Rescue Service. This assessment will be produced with reference to

the relevant Chapters and sections of the “Event Safety Guide” (HSG 195) – A Guide to Health, Safety and Welfare at Music and Similar Events and The Regulatory Reform (Fire Safety) Order 2005 HM Government Fire Safety Risk Assessment Open Air Events and Venues.

3.13.19 This assessment will be provided to the local Fire and Rescue Service four weeks prior to the commencement of the event.

3.14 Festival Campsite

3.14.1 Suitable and sufficient welfare facilities will be provided at the campsite, including fire, stewarding, medical provisions, water supply, toilet/shower units and lighting. These facilities will be available for the length of time that campers are allowed to remain on the site. No cooking facilities will be provided at the campsite.

3.14.2 The camping areas are reasonably well drained and level with the grass cut short to minimise the risk of fire spread.

3.14.3 All cut or loose grass will be removed prior to the event to minimise the risk of fire spread.

3.14.4 The sites have been designed to provide suitable separation distances between the tents to reduce the risk of fire and trip hazard.

3.14.5 Cars are not permitted into the campsites. A separate car park has been provided in adjacent fields. Campers, after parking their cars will be given wristbands to enable them to access the campsites.

3.14.6 Stewards will be in place before the campers arrive to assist with the general build-up of the campsite and monitor the key facilities. These stewards will also assist the campsite manager in ensuring that camping is dispersed in the best way over the designated camping area. These stewards will be in attendance throughout the duration of the festival.

3.14.7 The Campsite Manager has overall responsibility for the site. All relevant authorities will be provided with the names and contact details of these positions fourteen days prior to this event.

3.14.8 Dogs will not be permitted to enter the campsites (except police dogs used within the drugs disruption plan), advance information and publicity has been given to the campers.

3.14.9 The campsites will be designed to allow suitable fire separation distances and emergency access routes. Cars will not be permitted on the campsites and separate car parking areas have been identified as in previous festivals. All campers will also be sent a guide to safe camping.

3.14.10 This advice includes a ban on all cooking in tents, no open fires and flares being allowed onto the site. This will be enforced by the campsite security and all banned items being confiscated for the duration of the festival.

3.14.11 All welfare facilities will be maintained throughout the site 24 hours a day and will be provided for the duration that people are actually on the sites. All facilities will be adequately lit at night.

3.14.12 Refuse receptacles and recycling points will be provided along the walkways and access ways and also at conspicuous points such as sanitary facilities. Bins will be emptied on a regular basis to encourage careful waste disposal and reduced the risk of fire.

3.14.13 Vehicular and pedestrian tracks to and through the campsite will be provided to ensure ready access for emergency vehicles and also provide safe routes for pedestrians.

3.14.14 It is expected that a large majority of the people using the campsite will arrive from lunchtime on Friday 24th August of and stay over until Monday 27th August leaving the site on Monday after lunchtime.

3.14.15 The Campsite Manager will have a suitable amount of solid heras fencing available to deal with any emergency or crime 'scene preservation' zone in the campsite area. This request will always be made through PX PLUS HOSPITALITY LTD.

3.14.16 PX PLUS HOSPITALITY LTD will ensure that farm animals are excluded from the campsite for a Four week period prior to the Festival opening to the public- (E.coli 0157 can survive for long periods of time).

3.15 Car Parks

3.15.1 Suitable and sufficient camping facilities will be made available for all of the Festival guests vehicles. Grass will be cut and removed from the car park in advance of the Festival guests arriving on the site.

3.15.2 The car park areas are reasonably well drained and level with the grass cut short to minimise the risk of fire spread.

3.15.3 All cut or loose grass will be removed prior to the event to minimise the risk of fire spread.

3.16 Communication

3.16.1 The importance of communication on site is recognised. There will be clear and effective communication between the various disciplines and identified lines of demarcation. Agreed and written procedures, roles and specific duties will be drawn up. The police, festival organisers, the local authority and the stewards will need to communicate effectively.

3.16.2 Radio communication will be used by all relevant personnel including management teams, stewards, security etc. It is imperative that all radio frequencies are submitted to the Production Manager prior to the festival in order to prevent crossover. Correct radio procedure and discipline will be maintained.

3.16.3 All senior event staff will have mobile phones to back-up radio communications.

3.16.4 PX PLUS HOSPITALITY LTD Control will be located within the licensed area. It will be served with two phone lines, one in and one out and a cellular phone line. A wireless network will be available for all PX PLUS HOSPITALITY LTD members to use.

3.16.5 Communication with the public will be carried out when necessary by using the festival PA system allowing clear and audible messages.

3.16.6 It is scheduled that meetings between the security manager, medical services, ESO, Local Authority representatives and the promoter take place at specified intervals throughout the festival to discuss the festival to date. These meetings will be held at base office for PX PLUS HOSPITALITY LTD on site.

3.16.7 Care will be taken to mount a TV talkback transmitter sufficiently distant from the Emergency Services communication equipment to avoid possible 'Crosstalk'.

3.17 Lighting

3.17.1 PX PLUS HOSPITALITY LTD will ensure that suitable and sufficient lighting is supplied and used when necessary throughout the event.

3.17.2 The position and type of lighting will be agreed with Red Herring Events Management to ensure areas are appropriately lit and do not cause a light nuisance.

3.17.3 A site lighting test to ensure all areas are appropriately lit no later than the night before each area is due to open to the public. The local Council designated health & safety representative will be invited to the lighting test.

3.18 Traffic Management

3.18.1 The Traffic Management Plan (appendix 3.g) will be submitted in writing to the Essex Police Events Team and the Council as the highways authority no later than eight weeks prior to the start of the event.

3.18.2 The Traffic Management Plan will include identifiable road safety, traffic management and environmental issues.

3.19 On Site Traffic Management Plan

3.19.1 An on-site traffic management plan (appendix 3.h) will be produced on an annual basis and will detail control measures and arrangements that will be undertaken to prevent the risk of the hazard of collision of vehicles with pedestrians. The details of this plan will be implemented throughout the event.

3.19.2 The on-site traffic management plan will be submitted to Environmental Health four weeks prior to the commencement of the event.

3.20 Food Safety

3.20.1 An accessible constant supply of water will be provided within each food concession areas/compound that is accessible within 30 metres of any food concession unit.

3.20.2 A water supply safety plan of the whole water distribution system will be provided to the satisfaction of the Licensing Authority no less than four weeks before the event. The plan will include details over how water portability (fitness for human consumption) will be demonstrated. The plan will also include details over the controls in place to prevent contamination (including malicious acts).

3.20.3 All catering operations will be available for inspection at all times suitable to the Council's Environmental Health Department. In addition, PX PLUS HOSPITALITY LTD will ensure that immediately at the request of the Council's Environmental Health Department appropriate action is taken to prevent any risk to public health or safety from a food operation or trader not complying with Food Safety or Health and Safety at Work legislation.

3.20.4 All persons working in a catering operation, who handle open high risk foods, will be provided with wrist bands that are constructed from a non porous material and therefore can be effectively cleaned and where necessary disinfected.

3.20.5 Only food concessions registered with their Local Authority will be permitted to trade on the festival site.

3.20.6 All food concessions which handle open food will have designated basins for hand washing and these will be provided with hot and cold (or appropriately mixed) running water, liquid soap and paper towels and sited in areas where food is handled. These food concessions will not be permitted to handle food until suitable facilities have been designated and are operational.

3.20.7 The following information will be supplied to the Council's Environmental Health Department at least four weeks prior to the event:

- name and address of the food business,
- the food business operator,
- the local authority with whom the food business is registered,
- the number of units,
- an indication of the type of food produced,
- the location of each unit at the festival site,
- contact names and mobile telephone numbers for food business operators during the event.

3.20.8 Suitable and sufficient facilities for the storage and disposal of all solid and liquid waste will be provided within every food concession area/compound and not more than 30 meters from any food concession. Arrangements will be in place to remove this waste at least once per day throughout the event.

3.20.9 The Festival Organisers will ensure that ALL food traders that are arranged on site via PX PLUS HOSPITALITY LTD have to complete a thorough registration process before being made an offer to trade at the event. This includes submitting their local council registration documents, food hygiene qualifications, an event checklist for fire assessment, food safety, cleaning etc.

3.20.10 A complete list of all traders will be submitted to the local EHO prior to the Festival and a copy set of the event checklists together with a site plan showing all unit locations (individually named and numbered) is given on site to the EHO.

3.20.11 Any issues relating to food traders raised by any EHO should be raised with PX PLUS HOSPITALITY LTD representatives on site who will assist in resolving the issue and have the authority to close any unit as necessary.

3.21 Appendices

3.21.1 The following appendices will be produced and up dated in consultation with the relevant authority or organisation.

- 3.a Event Risk Assessment
- 3.b Emergency Procedures
- 3.c Medical Plan
- 3.d Wind Management Plan
- 3.e Sanitation Plan
- 3.f Fire Risk Assessment
- 3.g Traffic Management Plan
- 3.h On Site Traffic Management Plan

4. PREVENTION OF PUBLIC NUISANCE

4.1 Litter Control

4.1.1 All litter generated at the festival will be picked up throughout the course of the festival and stored in closed containers. Overnight litter picks are planned for the event as well as recycling wherever possible.

4.1.2 PX PLUS HOSPITALITY will ensure that the clean-up after the festival includes clearing any rubbish that accumulates around the perimeter of New House Farm and Sheering Lower Road.

4.2 On Site Waste Disposal/Control

4.2.1 Solid Waste and liquid waste containers will be provided for all catering waste in the secure areas to the rear of and within 30m of all catering units.

4.2.2 A site inspection will be arranged by PX PLUS HOSPITALITY and the Environmental Health Department to ensure the locations of solid waste and liquid waste containers are to the satisfaction of the Environmental health department. This will be scheduled in prior to the opening of the event.

4.2.3 The Event Safety Officer (ESO) will monitor the areas to ensure inappropriate levels of waste and combustible items do not build up during the festival period.

4.2.4 PX PLUS HOSPITALITY LTD will provide a number of litter pickers throughout the duration of the festival.

4.2.5 All areas in the immediate vicinity of the site will be cleared of litter. All clean-up staff will be provided with appropriate PPE.

4.2.6 Waste will be cleared from bins and removed after the guests have left the site. Suitable waste disposal should be carried out on break down of the site.

4.2.7 Overnight cleaning has been arranged for Saturday 25th August and Sunday 26th August night, in both the Festival site and campsite. A major final clean of the campsite will take place from 3pm on Monday 27th August after the Festival campsite has closed.

4.3 Anti-Social Behaviour

4.3.1 PX PLUS HOSPITALITY LTD are aware that PX PLUS FESTIVAL has potential to cause disturbance to the local area and many measures are in place to reduce the risk of such disturbance.

4.3.2 PX PLUS HOSPITALITY LTD will work closely with the Essex police to ensure any anti-social behaviour is reduced to a minimum.

4.3.3 PX PLUS HOSPITALITY LTD appointed stewarding providers will employ high profile patrolling techniques to deter anti-social behaviour, and promote effective communications and responses in order to quell any such behaviour.

4.3.4 PX PLUS HOSPITALITY LTD will employ plain clothes off duty police and supervisors to camp at the festival to obtain intelligence on potential criminal activities.

4.4 Noise Levels Management and Monitoring

4.4.1 A dedicated noise consultant will be appointed to carry out noise management and monitoring throughout the event.

4.4.2 It shall be the responsibility of this contractor to consult with the Environmental Health Department and produce and implement a noise management and monitoring policy to minimise the disturbance on the local community.

4.4.3 A map will be produced (appendix 4a) identifying the premises surrounding the site which may be at the greatest risk of suffering noise disturbance.

4.4.4 The event organisers will ensure that amplification equipment is not brought onto the site unless:

4.4.5 It is for the use as a part of the licensed entertainment under the Premises Licence.

4.4.6 It is for the use of authorised traders for the sole purpose of providing background music to their stall.

4.4.7 The Noise Management and Monitoring Policy (appendix 4.b) will be agreed with the local Council's Environmental Health Department and produced no later than seven days prior to the start of the event.

4.4.8 PX PLUS HOSPITALITY LTD will ensure that during the set up and take down of the event the movement of vehicles will be restricted to the hours between 07:00 hours and 23:00 hours inclusive.

4.4.9 All works and ancillary operations which are audible at the noise sensitive properties identified in appendix 4.a will only be carried out between the hours of 08:00 and 22:00 on during the site build up and take down.

4.4.10 PX PLUS HOSPITALITY LTD will ensure that compatible electrical plug in facilities are made available and used with all refrigeration plant where the noise of motorised units would otherwise be audible at the boundary of noise sensitive premises.

4.4.11 PX PLUS HOSPITALITY LTD will ensure that the noise levels detailed in the following chart are not exceeded when measured at a distance of one metre from any noise-sensitive premises over any 15 minute period.

Day	Time	Level dB(A) Leq,15 mins	Level dB 63Hz Leq,15 min	Level dB 125Hz Leq,15 mins	Additional Requirements
Thursday - Friday	00:00 - 10:00hrs	55	65	65	No Amplified Music
Friday	10:00 - 00:00hrs	75	85	85	
Saturday	00:00 - 01:00hrs	60	70	70	No Amplified Music
Saturday	01:00 - 02:00hrs	55	70	70	No Amplified Music
Saturday	02:00 - 10:00hrs	55	70	70	No Amplified Music
Saturday	10:00 - 00:00hrs	75	85	85	
Saturday - Sunday	00:00 - 01:00hrs	60	70	70	No Amplified Music
Sunday	0100- 0200hrs	55	70	70	No Amplified Music
Sunday	02:00 - 10:00hrs	55	70	70	No Amplified Music
Sunday	10:00 - 23:10hrs	75	85	85	
Sunday	23:10 - 00:00hrs	55	70	70	No Amplified Music
Monday	00:00hrs onwards	55	70	70	No Amplified Music

4.4.12 Generator noise must not be audible at the boundary of any noise sensitive property.

4.4.13 The concession operators will be informed that all sound systems will be reduced from 2300hrs on each event day.

4.4.14 No Sound checks are permitted on the Friday of the event until the local Council Environmental Health has given permission.

4.4.15 Furthermore the concession operators contract will include a clause that specifies that EHO have the right to set, reduce or terminate sound system that present a public nuisance as at any time.

4.4.16 The event organiser must ensure that on receipt of a request from the Councils Environmental Health Department, the Designated Person for the purpose of controlling noise shall arrange for the noise level of any amplified music on the licensed premises (including the campsites) to be reduced or the playing to cease if in the opinion of the Councils Environmental Health Department an unreasonable noise disturbance or a nuisance is being or is likely to be caused, or if the sound levels set by licence conditions are exceeded.

4.5 Appendices

4.5.1 The following appendices will be produced and updated in consultation with the relevant authority or organisation.

4.a Noise Management & Monitoring Plan

5. PROTECTION OF CHILDREN FROM HARM

5.1 Welfare Policy for guests over 18 years of age.

5.1.1 Welfare services will be provided for people who find themselves in difficulties. These services fill in gaps not provided by other specialist services such as medical services, police and stewards.

5.1.2 Welfare services will offer support for festival attendees who become distressed during the festival or who are deemed vulnerable. Such services will include the provision of a space where disorientated people can feel safe and can stay until they feel able to leave, or need referral to specialist help.

5.1.3 The Welfare Points will provide a lost property point to deal with property found on site and where missing or stolen property can be reported (where appropriate, in liaison with police services on site).

Drinking Water

5.1.4 Drinking water points will be located throughout the festival site; please refer to the Site Plan for the exact locations.

5.1.5 Water points will be installed around the site. There will be a significant supply of bottled water, in the event of a supply failure then this will be distributed to the festival guests.

Extreme Weather

5.1.6 In the event of extreme weather, hot temperatures or heavy prolonged rain across the site there will be a provision for warm clothes, wellington boots, sun hats, sun cream etc.

5.2 Missing Persons/Children Policy

5.2.1 The Welfare Point will also be used as a 'Meeting Point' for guests.

5.2.2 The festival has a strict under 18s policy as the hospitality industry festival is restricted to industry professionals only, and only those over the age of 18. All guests will provide photographic ID on entry and will be refused entry without photographic ID.

5.2.3 Where any person is assigned to deal with lost or distressed children, he or she shall be subject of a satisfactory enhanced CRB check.

5.2.4 Notwithstanding the above, to cater for the possibility that children under the age of 16 may be 'unaccompanied' on the festival site between 00.00hrs and 02.00hrs, there will be procedures in place between these times so that any such children (so identified by stewards) can be accommodated (e.g. with Welfare) whilst parents are located or contacted if they are off site.

5.5 Child Protection Policy

5.3.1 This Policy is written with regard to events where, at no point do event staff take on the role of primary carers and where children remain the direct responsibility of their guardians at all times. Nevertheless, since event staff are involved in their management, their welfare, health and safety and child protection is of paramount consideration.

5.3.2 PX PLUS FESTIVAL organised by PX PLUS HOSPITALITY LTD aim to create a safe environment for children and young people, where their welfare and security is a main priority. In the case of any arising concerns, regarding a child's welfare then the matter will be taken seriously and acted upon immediately.

Code of Conduct

5.3.3 Festival staff will adhere to the highest standards of child protection at all times. Any case of poor practice should be reported to the Event Safety Officer.

5.3.4 All festival staff working will be required to demonstrate exemplary behaviour in order to protect themselves from false allegations.

5.3.5 The following code of conduct will be promoted to create a positive culture and climate:

- Ensure that you are identifiable as a member of staff. This may be through the use of company T shirts or named badges.
- You are an ambassador for the event, PX PLUS HOSPITALITY, yourself, and role model for children. Everything you do should reflect this.
- Alcohol and recreational drugs will never be taken into the working area.
- People working with children will not be under the influence of alcohol or recreational drugs.
- Make sure that language and conversation is appropriate to a family environment.
- Take responsibility for clearing up after the event. Take rubbish away with you.
- Treat all children with respect. Don't automatically laugh at something a child says to you; they may not have intended it to be funny.
- Never reprimand or shout at a child.
- Avoid being alone with a single child.
- Do not initiate any physical contact with a child.

- If a child needs first aid send them to the designated first aid or welfare point.
- If something a child tells you leads you to suspect that they are being abused you are obliged to report your concerns, follow the guidelines below and report your concerns to the Event Safety Officer.

Practices Never to be Allowed

5.3.6 The following practices will not be permitted:

- Engagement in rough, physical or sexually provocative activities, including horseplay.
- Allowing children to use inappropriate language unchallenged.
- Reducing a child to tears as a form of control.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.

5.3.7 Festival staff and people working with them can protect themselves from false accusations by not:

- Spending time alone with children away from others
- Contacting children outside of the event in which they met

Child Protection Procedure

5.3.8 It is not the responsibility of festival staff to decide whether or not child abuse has taken place. However, when in the company of children it is always possible that a child or young person that is suffering, or has suffered abuse will disclose it to you. This is something anyone around children should be prepared for and must handle with care.

5.3.9 PX PLUS HOSPITALITY LTD will ensure that all staff working on the site are informed that the following action should be taken, these guidelines do not entirely apply to welfare and first aid staff:

- Do not offer confidentiality. At the first opportunity explain that the information will have to be shared with others. Reassure that it will only be shared with people that need to know and that should be able to help.
- Remain calm and in control but don't delay acting.
- Listen carefully to what is said. Allow the person to tell the story at their own speed and only ask questions for clarification. Don't ask questions that suggest a particular answer.
- The child should be reassured that they did the right thing in telling someone.
- The child should be told what is going to happen next.
- The person with designated child protection responsibility should be informed. It is that person's responsibility to liaise with the relevant authorities usually social services or NSPCC National Helpline whose number is 0808 8005000.
- As soon as possible a note should be made of what was said, using the child's own words.
- Note the date, time, any names that were involved or mentioned and who the information was given to. Sign and date the record.

5.4 Prevention of Under Age Sales

5.4.1 The A 'Challenge 21' policy will be adopted, so that alcohol shall not be sold to anyone appearing to be under the age of 21 unless that person provides satisfactory documentary proof that he is over the age of 18.

5.4.2 Posters to the effect that a 'Challenge 21' policy is in place shall be displayed prominently at all outlets for the sale of alcohol.

5.4.3 All staff engaged in the sale of alcohol shall be aged at least 18 years.

5.4.4 The designated premises supervisor, or a person on his or her behalf, shall provide suitable training or instruction to all staff engaged in the sale of alcohol as to the prevention of sale to persons under the age of 18 years and to persons who are drunk. A written record shall be made of the delivery of such training or instruction and it shall be produced to a police officer or responsible officer of the local authority on reasonable request.

5.4.5 Photographic ID, passports and driving licenses, Age ID cards displaying the 'pass logo' will be the only acceptable means of identification.

5.4.6 In the event of an individual being refused alcohol SIA registered Door Supervisors will be on hand to assist in the management of any subsequent issues.

5.4.7 No persons under the age of 18 will be served alcohol, documented proof of age will be requested by bar staff when in doubt.

5.4.8 No person or business operator shall be permitted to deliver alcohol to a licensed campsite except with the express permission of the designated premises supervisor. Where permission is given for any such delivery, the designated premises supervisor shall ensure arrangements are in place to prevent alcohol being obtained by any person under the age of 18.

5.4.9 There will be sufficient experienced personal licence holders who are conversant with the requirements and responsibilities for the sale of alcohol under the Licensing Act and who report directly the DPS.

5.4.10 A complete list of all personal licence holders to be used on site will be submitted to the Police Licensing Officer, if requested, prior to the event.

5.4.11 Both bars will have a dedicated bar manager who is conversant with the requirements and responsibilities for the sale of alcohol and will be given a written designation of their responsibilities. They will directly instruct, monitor and support their staff in ensuring the requirements of the Licensing Act and specific requirements relating to the Premise Licence are adhered to at all times.





Booking Ref: 17523526
Size: 13 cm x 1 column
Start date: Thu 5th Apr 2018
In: Public Notices

**PRESS NOTICE
LICENSING ACT 2003**

NOTICE IS HEREBY GIVEN that I Katie Bone, PX PLUS HOSPITALITY on 26th March 2018 have made application to the Epping Forest District Council, being the Licensing Authority for the purpose of the above Act, for the grant of a Premises Licence in respect of the premises situate at and known as: New House Farm, Sheering Lower Road, Sawbridgeworth, CM21 9LE.

The relevant licensable activities are as follows:

Friday 24th August 15:00 until 02:00, Saturday 25th August 11:00 until 02:00 Sunday 27th August 10:00 until 15:00

The activities are for a temporary event over three days, including the sale of alcohol until 01:30 and late night refreshment until 02:00 on each day and the providing of recorded and live music until 23:00 each day.

An interested party or responsible authority wishing to make representations to this application may do so by writing to Licensing Office of Epping Forest District Council, Civic Offices, High Street, Epping, Essex, CM18 4BZ, not later than 23rd April 2018.

Representations are public documents under the Data Protection Act. A copy of the application can be viewed at the Licensing Authority's address during normal office hours. It is an offence knowingly or recklessly to make a false statement in connection with this application, the maximum fine on summary conviction being £5,000.

Notice of Application for a Premises Licence under the Licensing Act 2003

Notice is given this day **Friday 3rd April 2018** that **Katie Bone** of **PX PLUS HOSPITALITY LTD** of 2 Hillborne Gardens, Yeovil, Somerset BA21 3SA has applied to the Licensing office of Epping Forest District Council for a Premises Licence in respect of **New House Farm, Sheering Lower Road, Salsbriggeworth, CM21 9LE**.

The proposed licence is for a temporary event over three days including the sale of alcohol, late night refreshment and playing of recorded and live music during the following hours from **Friday 24th August until Monday 27th August**:

Live Music:

Friday 17.00 to 23.00
Saturday 12.00 to 14.00 then 17.00 to 23.00
Sunday 12.00 to 14.00 then 17.00 to 23.00

Recorded Music:

Friday 10.00 to 01.00am
Saturday 10.00 to 01.00am
Sunday 10.00 to 01.00am
Monday 10.00 to 18.00
Late night Refreshment
Friday 23.00 to 02.00am
Saturday 23.00 to 02.00am
Sunday 23.00 to 02.00am
Sale of Alcohol
Friday 15.00 to 01.30am
Saturday 10.00 to 01.30am
Monday 10.00 to 19.00

The register of licensed premises is maintained at the Licensing Office of Epping Forest District Council, Civic Offices, High Street, Epping, Essex, CM16 4BZ. Applications for premises licences may be inspected at this office during office hours. Anyone wishing to oppose this application must give written notice to the Licensing Office within 28 days of this notice. It is an offence knowingly or recklessly to make a false statement in connection with an application which could lead to a fine on summary conviction (maximum £5,000).

Notice of Application for a Premises Licence under the Licensing Act 2003

Notice is given this day **Tuesday 3rd April 2018** that **Katie Bone**, of **PX PLUS HOSPITALITY LTD** of 2 Hillborne Gardens, Yeovil, Somerset BA21 3SA has applied to the Licensing office of Epping Forest District Council for a Premises Licence in respect of **New House Farm, Sheering Lower Road, Salsbriggeworth, CM21 9LE**.

The proposed licence is for a temporary event over three days including the sale of alcohol, late night refreshment and playing of recorded and live music during the following hours from **Friday 24th August until Monday 27th August**:

Live Music:

Friday 17.00 to 23.00
Saturday 12.00 to 14.00 then 17.00 to 23.00
Sunday 12.00 to 14.00 then 17.00 to 23.00
Monday 12.00 to 18.00

Recorded Music:

Friday 10.00 to 01.00am
Saturday 10.00 to 01.00am
Sunday 10.00 to 01.00am
Monday 10.00 to 18.00
Late night Refreshment
Friday 23.00 to 02.00am
Saturday 23.00 to 02.00am
Sunday 23.00 to 02.00am
Sale of Alcohol
Friday 15.00 to 01.30am
Saturday 10.00 to 01.30am
Monday 10.00 to 19.00

The register of licensed premises is maintained at the Licensing Office of Epping Forest District Council, Civic Offices, High Street, Epping, Essex, CM16 4BZ. Applications for premises licences may be inspected at this office during office hours. Anyone wishing to oppose this application must give written notice to the Licensing Office within 28 days of this notice. It is an offence knowingly or recklessly to make a false statement in connection with an application which could lead to a fine on summary conviction (maximum £5,000).

Subject: Re: New Premises Licence Application PX Plus Hospitality Ltd New House Farm
Sheering Lower Road Sawbridgeworth
Date: 02/04/2018 11:09
From: "Deborah Tennant" <sheeringpc@gmail.com>
To: "Debbie Houghton" <dhoughton@eppingforestdc.gov.uk>

Hi

The Parish Councillors discussed the application and have the following comments:

- In general they object
- Noise levels will carry
- Times are very unreasonable
- Traffic congestion
- There is very little benefit to local residents , and IF a licence must be granted, music must stop by 11am and alcohol purchase by midnight

Kind regards

Debbie Tennant
Sheering Parish Clerk
sheeringpc@gmail.com
01279 734 580

On Wed, Mar 28, 2018 at 11:10 AM, Debbie Houghton <dhoughton@eppingforestdc.gov.uk> wrote:

Good morning,

Please find attached a new premises licence application at the above address, the application is for the period of Friday 24th August 2018 to Monday 27th August 2018

Live Music

Friday 17.00 to 23.00

Saturday 12.00 to 14.00 then 17.00 to 23.00

Sunday 12.00 to 14.00 then 17.00 to 23.00

Monday 12.00 to 18.00

Recorded Music

Friday 10.00 to 01.00am

Saturday 10.00 to 01.00am

Sunday 10.00 to 01.00am

Monday 10.00 to 23.00

Late night Refreshment

Friday 23.00 to 02.00am

Saturday 23.00 to 02.00am

Sunday 23.00 to 02.00am

Sale of Alcohol

Friday 15.00 to 01.30am

Saturday 10.00 to 01.30am

Sunday 10.00 to 01.30am

Monday 10.00 to 15.00

The Consultation starts today 28th March 2018 and ends 25th April 2018, please let me have any comments or objections by that date

NB The application is un-redacted therefore not for public consumption in its current format it will be on the website shortly.

Kind regards

Debbie

Miss Debbie Houghton

Licensing Officer

Neighbourhoods Directorate

Tel: 01992 564336

E-mail: dhoughton@eppingforestdc.gov.uk


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Epping Forest District Council
Postmaster@Eppingforestdc.gov.uk



Mrs K Tuckey
Licensing Department
Epping Forest District Council
Civic Offices
High Street
Epping
CM16 4BZ



Licensing Department
Loughton Police Station
158 High Road
Loughton
IG10 4BE
Tel: 01279 625 405
Email: 7706@essex.pnn.police.uk

17th April 2018

Dear Mrs Tuckey,

LICENSING ACT 2003 – GRANT OF PREMISES LICENCE SECTION 17

NEW PREMISE: New House Farm, Sheering
DPS: Katie BONE
APPLICANT: PX Plus Hospitality Ltd

Further to the above application for the Grant of a Premises Licence received on 28th March 2018. I write to inform you that Essex Police make a representation to this licence for the following reasons:

Prevention of Crime & Disorder – The licence seeks to permit the sale of alcohol for periods up to 15½ hours at a time. Availability of alcohol for this long raises concern of all day drinking that may lead to alcohol fuelled violent crime. Furthermore, given the location, persons leaving the event have no public transport links, and are therefore likely to drive whilst under the influence of alcohol.

The supporting Event Management Plan (EMP) makes regular reference to Essex Police 'supporting' the event with items such as briefings, ejections, undercover police teams. At this point Essex Police has not been approached to 'police' the event, and the private hire of police officers for this purpose can take some time to arrange, and cannot be guaranteed.

Public Safety – This is a rural location with small villages in very close proximity; the closest 200 metres from the site entrance. The event site is adjacent to a national speed limit road, and the access point is from said national speed limit road which is very narrow and two-way traffic is not easily achieved.

With 2000 people expected to attend we anticipate 500 -1500 vehicles trying to access the site via this single entrance and road causing congestion in the nearby villages, and restricting emergency access during the access and egress periods. No clear traffic management plan has been submitted to address these concerns.

In an emergency always dial **999**. For non emergencies dial **101**.

www.essex.police.co.uk

Aside from vehicular traffic, should any person decide to walk along the road, this would create additional concerns. As the access route is completely unlit, any access or egress in hours of darkness will make the location more dangerous.

Public nuisance – As mentioned earlier, persons leaving at 0200 will travel through villages in close proximity; this will mean increased vehicular traffic and associated noise; which in turn is likely to cause a nuisance to the residents of those villages.

The supporting EMP appears to be a template from somewhere, with blanks filled in. There are contradicting statements, and very little substance about how things are going to be achieved. This shows a clear lack of organisation and gives Essex Police no confidence that the event can be brought about without any concerns or undermining of the licensing objectives.

There is a statement that says 'where the bar selling alcohol is not directly operated by PX PLUS HOSPITALITY LTD, the Designated Premises Supervisor will provide the name of the Personal Licence holder managing that outlet no later than 11.00 hours on the Friday 24th August 2018.' As PX PLUS HOSPITALITY LTD are applying for the Premises Licence, they would be responsible for all alcohol sales at the event, with the DPS being the responsible person. This statement attempts to diminish that responsibility; which is not lawful.

Finally the submitted plan covers an area of land for licensable activity. Due to the rural nature of the event and it being outside, Essex Police would seek a plan with measurements of the event site, along with a clear site plan, showing the locations of all parts of the event, amenities, parking and camping. Also having visited the site, it appears a number of businesses operate from warehouses and units on the land, and the security of those is also a consideration.

Please advise when the Licensing Panel will be meeting to hear this so I can be in attendance.

Yours sincerely,



Mr Peter Jones ABII
Epping & Brentwood Licensing Officer
West LPA

Date: 27 April 2018

PXP Plus Hospitality Ltd
2 Hillborne Gardens
Yeovil
Somerset
BA21 3SA

Civic Offices
High Street
Epping
Essex
CM16 4BZ

Our Ref: WK/201859418
Your Ref:

Licensing Act 2003
New House Farm, Sheering Lower Road, Sheering, Sawbridgeworth, CM21 9LE

Dear Sir or Madam:

On behalf of the Council's Neighbourhoods directorate, I confirm receipt of a copy of your application dated 24 March 2018 regarding the above mentioned property.

I have made the following representation to the Council's Licensing Section with regard to the Licensing objective – Prevention of Public nuisance:

1. The proposed noise limits for the event detailed at paragraph 4.4.11 provide little control on the potential impact of noise from music from the event on the occupiers of noise sensitive premises. In particular, the proposed maximum noise level of 75 dBA Leq (15mins) measured at one metre from any noise sensitive premises is an extremely high noise level and in my view not acceptable for the periods proposed i.e. 10.00 to 00:00 hrs Friday, Saturday and Sunday. From our recent meeting and site visit I am hopeful that we can agree a more realistic noise limit(s) that may enable me to remove my representation completely, or at least agree a more realistic limit that allows for a more restricted level of disturbance for the Licensing Panel to consider in due course.

I will provide further commentary/suggestions next week. I am happy to continue to discuss to hopefully come to an agreement.

If you would like to discuss the matter or have any written comments, please do not hesitate to contact me.

Yours sincerely

Richard Gardiner
Environment & Neighbourhoods Manager
Tel No: (01992) 564089
Email: rgardiner@eppingforestdc.gov.uk

