

Public Document Pack

14 December 2017

Our Ref Licensing and Appeals Sub-
Committee/19.12.17
Your Ref.
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To: Members of the Committee: Councillor David Barnard, Councillor Gerald Morris and Councillor Michael Muir.

You are invited to attend a

MEETING OF THE LICENSING AND APPEALS SUB-COMMITTEE

to be held in the

**TOWN LODGE MEETING ROOM 1, GERON ROAD,
LETCWORTH GARDEN CITY**

On

TUESDAY, 19TH DECEMBER, 2017 AT 2.00 PM

Yours sincerely,



David Miley
Democratic Services Manager

Agenda **Part I**

Item		Page
1.	HEARING PROCEDURE	(Pages 1 - 2)
2.	APPLICATION FOR THREE STANDARD TEMPORARY EVENT NOTICES IN RESPECT OF THE PREMISES KNOWN AS POPLARS FARM, ROE GREEN, SANDON, HERTS. SG9 0QG REPORT OF THE LICENSING OFFICER	(Pages 3 - 52)

**NORTH HERTFORDSHIRE DISTRICT COUNCIL
LICENSING ACT 2003
TEMPORARY EVENT NOTICE
HEARING PROCEDURE**

<p>1. Chair's Welcome</p> <p>Introduction of:</p> <ul style="list-style-type: none">• Councillors sitting on Sub-Committee (Sub-Committee);• legal advisor;• licensing officer;• Responsible Authorities; and• the 'premises user' (the applicant).	
<p>2. The Chair will outline the procedure for the hearing</p>	
<p>3. The Chair will ask the Legal Advisor to outline the matters for consideration during the course of the hearing</p>	

<p><u>The Licensing Officer's report</u></p> <p>4. The Chair will ask the Licensing Officer if they have anything to add to their report to the Sub-Committee; if there has been any changes to the application, and if so, if both parties have been made aware of the changes.</p> <p>5. The Chair will ask if there are any questions of fact of the licensing officer</p> <p>6. The Sub-Committee may ask questions of the licensing officer</p>	
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<p><u>The Responsible Authorities submit their case</u></p> <p>7. The Chair will ask the Responsible Authorities to present their submissions to the Sub-Committee</p> <p>8. The Chair will ask the premises user if there have any questions for the Responsible Authorities</p> <p>9. The Sub-Committee may ask questions of the Responsible Authorities</p>	<p>P.T.O</p>
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The Applicant's case

10. The Chair will ask the applicant to present their submissions to the Sub-Committee
11. The Chair will ask if there are any questions of fact of the applicant
12. The Sub-Committee may ask questions of the applicant

Closing statements

13. The Licensing Officer may make final submissions to the Sub-Committee
14. The Responsible Authorities may make final submissions to the Sub-Committee
15. The Applicant may make final submissions to the Sub-Committee

Conclusion

16. The Legal Advisor will summarise any legal points that have arisen during the hearing and will answer any legal questions from the Sub-Committee.
17. The Sub-Committee will close the hearing and retire to make a decision.
18. Where possible, the Chair will announce the Sub-Committee's decision and will give reasons for the decision.

LICENSING AND APPEALS SUB-COMMITTEE
Tuesday 19 December 2017

*PART 1 – PUBLIC DOCUMENT

AGENDA ITEM No.

LICENSING ACT 2003

NOTIFICATION BY RICHARD MASKELL OF THREE STANDARD TEMPORARY EVENT NOTICES IN RESPECT OF POPLARS FARM, ROE GREEN, SANDON, HERTFORDSHIRE, SG9 0QG.

REPORT OF THE LICENSING OFFICER

1. BACKGROUND

- 1.1 There is a current premises licence application for the premises which is in the initial consultation stage.
- 1.2 The applicant has submitted three separate temporary event notice applications to cover one event known as Sandon Fields; this report is a combined report of all three applications that have received objection notices from Hertfordshire Constabulary.

2. TEMPORARY EVENT NOTICE APPLICATIONS

- 2.1 The notifications are for a standard temporary event notices under section 100 of the Licensing Act 2003.
- 2.2 The notifications are for the sale of alcohol on and off the premises on the 9th and 10th June 2018. The notification requested hours from 12:00hrs on the 9th June 2018 to 22:59hrs on the 10th June 2018.
- 2.3 The notifications are attached as **Appendix A**, **Appendix B** and **Appendix C**.
- 2.4 The site layout plan to which the three separate notifications refer is attached as **Appendix D**.

3. NOTIFICATION PROCESS

- 3.1 On 6 December 2017, Richard Maskell submitted three notifications for a standard temporary event notice.
- 3.2 Richard Maskell made his application electronically so North Hertfordshire District Council served copies of the notifications to Hertfordshire Constabulary and NHDC Environmental Protection. There is no requirement to serve copies on any other responsible authority.
- 3.3 There is no requirement for public advertising of the notifications and members of the public may not submit representations.

4. REPRESENTATIONS

- 4.1 Hertfordshire Constabulary and NHDC Environmental Protection have the ability to object to the notifications if they consider that they would undermine one or more of the licensing objectives.
- 4.2 Objection Notices must be received by the licensing authority no later than the end of the third working day following the day the notification is given.
- 4.3 On the 11 December 2017, Hertfordshire Constabulary issued Objection Notices under section 104 of the Licensing Act 2003 in respect of all three notifications. Copies of the Objection Notices are attached as **Appendix E**, **Appendix F** and **Appendix G**.
- 4.4 Richard Maskell has been served with a copy of the Objection Notices as part of this report.
- 4.5 Richard Maskell and Hertfordshire Constabulary have been invited to attend the hearing to present their respective cases. They have been advised that they may be legally represented and of the Committee Hearing procedure.

5. OBSERVATIONS

- 5.1 In determining whether or not to issue a Counter Notice for each notification, the sub-committee must have regard to the Objection Notices and take such steps as it considers appropriate for the promotion of the licensing objectives.
- 5.2 The Licensing and Appeals Sub-Committee has the following options when issuing the Decision Notice:
- i) Approve the notification as made;
 - ii) Refuse the notification and issue a Counter Notice preventing the notification from taking effect; or
 - iii) Approve the notification and impose one or more of the conditions in existence on the current premises licence relating to the premises.
- 5.3 As there is no existing premises licence in place for the proposed event site, option 5.2 (iii) above is not available to the Sub-Committee.
- 5.4 The licensing authority must:
- (a) in a case where it decides not to give a Counter Notice under section 105 of the Licensing Act 2003, give the premises user, Hertfordshire Constabulary and NHDC Environmental Protection notice of the decision;
 - (b) in a case where it decides to issue a Counter Notice under Section 105 of the Licensing Act 2003, give the premises user, Hertfordshire Constabulary and NHDC Environmental Protection a Counter Notice and a notice stating the reasons for the decision; or
 - (c) in a case where it decides not to give a Counter Notice under section 105 of the Licensing Act 2003 but impose conditions from an existing premises licence for the same premises under Section 106A of the Licensing Act 2003, give the premises user, Hertfordshire Constabulary and NHDC Environmental Protection notice of the decision and a separate statement setting out the conditions.

5.5 Any notice issued by the licensing authority under sections 105 or 106A of the Licensing Act 2003 must be given in the prescribed format and no later than twenty-four hours prior to the commencement of the event period stated in the notification.

5.6 There is a right of appeal available to all parties to the hearing which is detailed in Schedule 5 Part 3 Paragraph 16 which states:

- 16 (1) *This paragraph applies where—*
- (a) *a standard temporary event notice is given under section 100, and*
 - (b) *a relevant person gives an objection notice in accordance with section 104(2).*
- (2) *Where the relevant licensing authority gives a counter notice under section 105(3), the premises user may appeal against that decision.*
- (3) *Where that authority decides not to give such a counter notice, the relevant person may appeal against that decision.*
- (4) *An appeal under this paragraph must be made to a magistrates' court.*
- (5) *An appeal under this paragraph must be commenced by notice of appeal given by the appellant to the designated officer for the magistrates' court within the period of 21 days beginning with the day on which the appellant was notified by the licensing authority of the decision appealed against.*
- (6) *But no appeal may be brought later than five working days before the day on which the event period specified in the temporary event notice begins.*
- (7) *On an appeal under sub-paragraph (3), the premises user is to be the respondent in addition to the licensing authority.*
- (8) *In this paragraph—*
"objection notice" has the same meaning as in section 104;
"relevant licensing authority" has the meaning given in section 99;
and
"relevant person" has the meaning given in section 99A.

6. LICENSING POLICY CONSIDERATIONS

6.1 The following paragraphs from the Council's Statement of Licensing Policy 2016 may be relevant to this application. This section does not prevent the sub-committee from considering other paragraphs of the Statement of Licensing Policy where they deem it appropriate.

B14

The Council wishes to encourage the use of temporary event notices as a light touch approach to the licensing of community and cultural events, particularly where the option of a premises licence is impractical or cost prohibitive.

B15

The Council recognises that the cultural diversity of North Hertfordshire and its large geographical area, encompassing numerous villages and hamlets, gives rise to many cultural and community events. The organisers of these events, however, may be new to the licensing regime or have limited experience of licensing requirements. The Council will promote temporary event notices as the most effective method of

licensing small scale events (under 500 persons at any one time) with cultural or community benefit. Organisers of such events are encouraged to contact the Council to discuss their events with licensing officers who can guide them through the process and offer the most practical and appropriate solutions.

D2.1

Each licence application will be decided by reference to this Policy, the National Guidance issued by the Secretary of State, relevant legislation and to the individual circumstances of the particular application. The Council may depart from the Policy where the individual circumstances of any application merit such a decision in the interests of the promotion of the Licensing Objectives. Full reasons will be given for decisions taken by the Council when undertaking its licensing functions.

D13.1

The Council encourages the use of temporary event notices for small community or infrequent events as a light touch approach to licensing. Full details of how to apply are available on the Council's website www.north-herts.gov.uk

D13.3

The vast majority of these events will not present any problems, for example special occasions in a pub or community hall or charitable fundraising events. A temporary event notice is a light-touch approach to these events and the Council expects that representations will only be made in exceptional circumstances where compelling evidence exists of the effect or likely effect on the licensing objectives.

D13.4

That said, the Council does not expect licence holders to utilise temporary event notifications as a method of avoiding restrictions imposed on an authorisation by way of conditions. The Council is aware that existing licence conditions can be transposed onto a temporary event notice where a Licensing Sub-Committee deem it appropriate based on any relevant representations.

D13.5

The Council acknowledges that licensed premises can, and often do, enter into informal arrangements with the police in order to ensure that the crime and disorder objective is met Whilst a temporary event notice giver may offer conditions and/or commitments to mitigate any concerns arising from notification, the Council is aware that they cannot be imposed on the temporary event notice and are not enforceable.

G1.1

This section of the Policy deals with events with an intended capacity of five hundred and above. Capacities below that figure can be dealt with ordinarily by way of a temporary event notice which applies a 'light touch' approach to licensing, however, this does not preclude an application for a premises licence/club premises certificate.

G2.1

Occasional and/or large scale events can be authorised by a one-off, a time-specific, or a permanent licence/certificate. Applicants are encouraged to seek advice on the most appropriate type of application from the Council's licensing team.

G2.2

These events have significant potential to considerably undermine the promotion of the licensing objectives, due to their sheer size, complexity and the potential implications for the planning of a safe event. The Council strongly believes that this risk can only be adequately mitigated by the early submission of an up to date and detailed operating schedule that is specific to the proposed event on each separate occasion.

7. RELEVANT EXTRACTS OF STATUTORY GUIDANCE

7.1 The following paragraphs from the Guidance issued by the Home Office under section 182 of the Licensing Act 2003 (April 2017 version) may be relevant to this application. This section does not prevent the sub-committee from considering other paragraphs of the Guidance where they deem it appropriate and the determination should be based upon consideration of the full document.

1.3

The licensing objectives are:

- *The prevention of crime and disorder;*
- *Public safety;*
- *The prevention of public nuisance; and*
- *The protection of children from harm.*

1.4

Each objective is of equal importance. There are no other statutory licensing objectives, so that the promotion of the four objectives is a paramount consideration at all times.

2.1

Licensing authorities should look to the police as the main source of advice on crime and disorder. They should also seek to involve the local Community Safety Partnership (CSP).

7.2

The system of permitted temporary activities is intended as a light touch process, and as such, the carrying on of licensable activities does not have to be authorised by the licensing authority on an application. Instead, a person wishing to hold an event at which such activities are proposed to be carried on (the "premises user") gives notice to the licensing authority of the event (a "temporary event notice" or "TEN").

7.28

If the licensing authority receives an objection notice from the Police or EHA that is not withdrawn, it must (in the case of a standard TEN only) hold a hearing to consider the objection (unless all parties agree that this is unnecessary). The licensing committee may decide to allow the licensable activities to go ahead as stated in the notice. If the notice is in connection with licensable activities at licensed premises, the licensing authority may also impose one or more of the existing licence conditions on the TEN (insofar as such conditions are not inconsistent with the event) if it considers that this is appropriate for the promotion of the licensing objectives. If the authority decides to impose conditions, it must give notice to the premises user which includes a statement of conditions (a "notice (statement of conditions)") and provide a copy to each relevant party. Alternatively, it can decide that the event would undermine the licensing objectives and should not take place. In this case, the licensing authority must give a counter notice.

7.32

The system of permitted temporary activities gives police and EHAs the opportunity to consider whether they should object to a TEN on the basis of any of the licensing objectives.

7.33

If the Police or EHA believe that allowing the premises to be used in accordance with the TEN will undermine the licensing objectives, they must give the premises user and the Licensing Authority an objection notice. The objection notice must be given within the period of three working days following the day on which they received the TEN.

7.35

Such cases might arise because of concerns about the scale, location, timing of the event or concerns about public nuisance. However, in most cases, where for example, alcohol is supplied away from licensed premises at a temporary bar under the control of a personal licence holder, (such as at weddings with a cash bar or small social or sporting events) this should not usually give rise to the use of these powers.

7.39

Section 105 of the 2003 Act is clear that a Licensing Authority must hold a hearing to consider any objections from the Police or EHA unless all the parties agree that a hearing is not necessary. If the parties agree that hearing is not necessary and the Licensing Authority decides not to give a counter notice on the basis of the objection, it may impose existing conditions on the TEN.

9.12

In their role as a responsible authority, the police are an essential source of advice and information on the impact and potential impact of licensable activities, particularly on the crime and disorder objective. The Police have a key role in managing the night-time economy and should have good working relationships with those operating in their local area. The Police should be the licensing authority's main source of advice on matters relating to the promotion of the crime and disorder licensing objective, but may also be able to make relevant representations with regard to the other licensing objectives if they have evidence to support such representations. The licensing authority should accept all reasonable and proportionate representations made by the Police unless the authority has evidence that to do so would not be appropriate for the promotion of the licensing objectives. However, it remains incumbent on the Police to ensure that their representations can withstand the scrutiny to which they would be subject at a hearing.

8. LICENSING OFFICER COMMENTS

- 8.1 The comments within this section of the report are provided by the Licensing Officer to assist the sub-committee with the interpretation of the Act, the Guidance and existing case law. **It is for the Sub-Committee to determine what weight they attach to this advice.**

Definition of 'appropriate'

- 8.2 The previous Statutory Guidance first issued in July 2004 and subsequently updated up until March 2015, specifically required Licensing Sub-Committees to ensure that their decisions were based on measures that were 'necessary' for the promotion of the licensing objectives. This placed a burden on the licensing authority to demonstrate that no lesser steps would satisfy the promotion of the licensing objectives and any conditions imposed on a licence would only be those necessary for the promotion of the licensing objectives with no opportunity to go any further.
- 8.3 The revised Statutory Guidance issued on 25th April 2012 and subsequently amended in October 2012, June 2013, March 2015 and April 2017 has amended the 'necessary' test to one of 'appropriate'. This has changed the threshold which licensing authorities must consider when determining applications by requiring that they make decisions which are 'appropriate' for the promotion of the licensing objectives.
- 8.4 The Guidance explains 'appropriate' as:

9.43

The authority's determination should be evidence-based, justified as being appropriate for the promotion of the licensing objectives and proportionate to

what it is intended to achieve.

9.44

Determination of whether an action or step is appropriate for the promotion of the licensing objectives requires an assessment of what action or step would be suitable to achieve that end. Whilst this does not therefore require a licensing authority to decide that no lesser step will achieve the aim, the authority should aim to consider the potential burden that the condition would impose on the premises licence holder (such as the financial burden due to restrictions on licensable activities) as well as the potential benefit in terms of the promotion of the licensing objectives. However, it is imperative that the authority ensures that the factors which form the basis of its determination are limited to consideration of the promotion of the objectives and nothing outside those parameters. As with the consideration of licence variations, the licensing authority should consider wider issues such as other conditions already in place to mitigate potential negative impact on the promotion of the licensing objectives and the track record of the business. Further advice on determining what is appropriate when imposing conditions on a licence or certificate is provided in Chapter 10. The licensing authority is expected to come to its determination based on an assessment of the evidence on both the risks and benefits either for or against making the determination.

8.5 It is anticipated that, in due course, case law will provide clarity on the meaning of 'appropriate' as referred to in paragraphs 9.42 and 9.44 of the Guidance. The Sub-Committee is therefore advised to give 'appropriate' its ordinary meaning, as expanded upon by paragraph 9.44 of the Guidance, subject to the over-riding requirement on all local authority decisions of reasonableness.

8.6 This approach, of allowing the courts to provide clarity, is reflected in the following paragraphs of the Guidance:

1.9

Section 4 of the 2003 Act provides that, in carrying out its functions, a licensing authority must 'have regard to' guidance issued by the Secretary of State under section 182. The requirement is therefore binding on all licensing authorities to that extent. However, the guidance cannot anticipate every possible scenario or set of circumstances that may arise and, as long as licensing authorities have properly understood the Guidance, they may depart from it if they have reason to do so as long as they are able to provide full reasons. Departure from the Guidance could give rise to an appeal or judicial review, and the reasons given will then be a key consideration for the courts when considering the lawfulness and merits of any decision taken.

1.10

Nothing in this Guidance should be taken as indicating that any requirement of licensing law or any other law may be overridden (including the obligations placed on any public authorities under human rights legislation). The Guidance does not in any way replace the statutory provisions of the 2003 Act or add to its scope and licensing authorities should note that interpretation of the 2003 Act is a matter for the courts. Licensing authorities and others using the Guidance must take their own professional and legal advice about its implementation.

8.7 The Sub-Committee should also be aware that their decision must be proportionate to the evidence received in respect of the application and

representation. Proportionality is a key factor in assisting with the definition of 'appropriate'.

Considerations

- 8.8 The Sub-Committee will be aware from the sections of Statutory Guidance and the Council's Statement of Licensing Policy that a TEN is intended to be a light-touch approach to small, low-risk community events where a premises licence would be too administratively or cost prohibitive. The Sub-Committee should have regard to whether or not they believe the three notifications to be separate small low-risk events or whether they are intended to circumvent the need for a premises licence.
- 8.9 Whilst the three notifications are lawful, the Sub-Committee need to give careful consideration to whether or not they believe the three concurrent notifications, effectively one large scale event, can adequately promote the licensing objectives without the safeguard of an enforceable Event Management Plan as part of the operating schedule conditions ordinarily included within a premises licence.
- 8.10 The applicant has also applied for a premises licence for the same event which will be subject to full public consultation and provides the opportunity for effective controls to be offered and/or imposed as operating schedule conditions. If these three TEN notifications were approved, the applicant could choose to rely on these to facilitate the event rather than any premises licence that may be granted.
- 8.11 Equally, if at the conclusion of a full public consultation, a Licensing and Appeals Sub-Committee decides to refuse the premises licence application as they do not believe there are adequate safeguards and control measures that can be imposed to promote the licensing objectives, the event could still proceed with no enforceable control measures under these TEN notifications.
- 8.12 The Sub-Committee should give due consideration to the concerns raised by the police, in particular that they believe a number of licence conditions would be required to ensure the promotion of the licensing objectives by way of an Event Management Plan due to the size and nature of the event.
- 8.13 If the Sub-Committee agree with the police that allowing the event to proceed without an enforceable Event Management Plan and operating schedule conditions on a premises licence would adversely impact on the licensing objectives then the TEN notifications should be refused and a Counter Notice served against each notification.
- 8.14 If the Sub-Committee believe that the proposed event can proceed without adversely affecting the licensing objectives, relying on the goodwill of the applicant to voluntarily comply with the police requirements, then the Sub-Committee should approve the notifications and not issue Counter Notices.
- 8.15 Whilst the Sub-Committee are considering three separate notifications it should be borne in mind that they do not need to be either approved or refused en bloc. Given the intention for a TEN to be a light-touch approach to small events, the Sub-Committee could decide to grant one TEN and refuse the other two thereby restricting the event to a capacity of 499 persons including performers and staff which would be consistent with Council Policy and Statutory Guidance, provided that the Sub-Committee are satisfied that the smaller scale event would adequately promote the licensing objectives.

9. APPENDICES

- 9.1 Appendix A TEN Notification (Area 1)
- 9.2 Appendix B TEN Notification (Area 2)
- 9.3 Appendix C TEN Notification (Area 3)
- 9.4 Appendix D Event site plan
- 9.5 Appendix E Objection Notice (Area 1)
- 9.6 Appendix F Objection Notice (Area 2)
- 9.7 Appendix G Objection Notice (Area 3)

10. CONTACT OFFICERS

- 10.1 Hannah Sweetman.
Licensing Officer
01462 474231

Appendix

A



* required information

Section 1 of 9

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	Not Currently In Use	This is the unique reference for this application generated by the system.
Your reference	Sandon Fields - Top Field / Area 1	You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

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

Yes No

Applicant Details

* First name	Richard
* Family name	Maskell
* E-mail	[REDACTED]
Main telephone number	[REDACTED]
Other telephone number	[REDACTED]

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.

Applicant Business

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

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

Registration number	07838717
Business name	London Road Audio Services Ltd
VAT number	- None
Legal status	Private Limited Company

If your business is registered, use its registered name.
Put "none" if you are not registered for VAT.

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 9

APPLICATION DETAILS (See also guidance on completing the form, general notes and note 1)

Have you had any previous or maiden names?

- Yes No

* Your date of birth / /

Applicant must be 18 years of age or older

National Insurance number

This box need not be completed if you are an individual not liable to pay UK national insurance.

Place of birth

Correspondence 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

Continued from previous page...

Additional 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

Section 3 of 9

THE PREMISES

I, the proposed user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry out a temporary activity at the premises described below.

Give the address of the premises where you intend to carry on the licensable activities or if it has no address give a detailed description (including the Ordnance Survey references). (See also guidance on completing the form, note 2)

* Does the premises have an address?

Yes No

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

* Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)?

Neither Premises licence Club premises certificate

Location Details

* Provide further details about the location of the event

Poplars Farm is a large rural freehold plot in Sandon, Herts, SG9 0QG, consisting of 22 acres of land / fields, divided into 4 main areas, we'd be using the "top field" the furthest field away from the landlords house and other residents.

51.990368, - 00.087137 - ground event location.

<https://www.google.co.uk/maps/@51.9896354,-0.0863474,572m/data=!3m1!1e3>

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To the North is an open field with an excess of 380m+ of land before miles of (farm land)
To the East are open fields in excess of 380m before the first boundary of a residential property. The open fields are segregated with various large hedgerows and shrubbery.
To the South is the land owners property, which is approx 300m away
To the West is dense woodland area, which beyond that leads onto open fields.

Proposed event area is to be held on the "top field" (top left hand corner field, approx 385 meters from the nearest residential property.

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, give a description and details below (see also guidance on completing the form, note 3)

Area 1: (see attached supporting event plan documents)
Will be within a total licensed area of (measurements, L50m x W42m approx)
This licensed area will be capped to 499 people at any one time.
Within this area will be a Marquee (9x18m) with a bar serving alcohol and soft drinks. The bar will operate during the hours of 12pm to 22:45pm. The bar will be manned by a personal licensee and bar staff + security.
The bar will only be serving via plastic drinks containers.
Within this licensed area will be 1x live music stage W10m x L6m x H5m (finishing at 10:59pm) and various food vendors.
There will be an enclosed toilet block (gender divided) and a staff welfare centre with security and stewards control point.

Describe the nature of the premises below (see also guidance on completing the form, note 4)

Poplars Farm is a large rural freehold plot in Sandon, Herts, SG9 0QG, consisting of 22 acres of land / fields, divided into 4 main areas.

The main event area (top most field) is the farthest from other residents (surrounded by fields, farm land and woodland, it will cover a maximum of 2.5 Acres of the 22 acres.

It will include a live music stage as described in previous section above and a 18m x 9m marquee with a bar serving alcohol and soft drinks.

There will be 3-4 food vendors in this area (ice cream, burgers etc)

There is a main security manned entrance and 3 other exit points (as outlined on attached event layout plan)

Describe the nature of the event below (see also guidance on completing the form, note 5)

1.5 day family / community music and food event, with x3 live music stages (marquees) and several licensed bar tent / marquees. There will be various food stalls. The event will be free entry to all residents of Sandon Village (via dedicated printed tickets and wristbands) The event will also be fundraising for various local community projects.

Section 4 of 9

LICENSABLE ACTIVITIES

State the licensable activities that you intend to carry on at the premises (see also guidance on completing the form, note 6):

- The sale by retail of alcohol
- The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club

Continued from previous page...

- The provision of regulated entertainment
- The provision of late night refreshment
- The giving of a late temporary event notice

Late notices can be given no later than 5 working days but no earlier than 9 working days before the event.

(See also guidance on completing the form, note 7).

Event Dates

There must be a period of at least 10 working days between the date you submit this form and the date of the earliest event when you will be using these premises for licensable activities.

State the dates on which you intend to use these premises for licensable activities

(see also guidance on completing the form, note 8)

Event start date / /
 dd mm yyyy

The maximum period for using premises for licensable activities under the authority of a temporary event notice is 168 hours or seven days.

Event end date / /
 dd mm yyyy

State the times during the event period that you propose to carry on licensable activities (give times in 24 hour clock)

(see also guidance on completing the form, note 9)

State the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers

Note that the maximum number of people cannot exceed 499.

(see also guidance on completing the form, note 10)

If the licensable activities will include the supply of alcohol, state whether the supplies will be for consumption on or off the premises, or both

(see also guidance on completing the form, note 11):

- On the premises only
- Off the premises only
- Both

Section 5 of 9

RELEVANT ENTERTAINMENT (See also guidance on completing the form, note 12)

State if the licensable activities will include the provision of relevant entertainment. If so, state the times during the event period that you propose to provide relevant entertainment

Continued from previous page...

The live stage and will be close at 22:59 there will be no more that 499 persons (including staff) in area 1 at any one time.

Section 6 of 9

PERSONAL LICENCE HOLDERS (See also guidance on completing the form, note 13)

Do you currently hold a valid personal licence? Yes No

Provide the details of your personal licence below.

Issuing licensing authority

Licence number

Date of issue / /
dd mm yyyy

Date of expiry / /
dd mm yyyy

Any further relevant details

Section 7 of 9

PREVIOUS TEMPORARY EVENT NOTICES (See also guidance on completing the form, note 14)

Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice? Yes No

Have you already given a temporary event notice for the same premises in which the event period:
a) Ends 24 hours or less before; or Yes No
b) Begins 24 hours or less after the event period proposed in this notice?

Section 8 of 9

ASSOCIATES AND BUSINESS COLLEAGUES (See also guidance on completing the form, note 15)

Continued from previous page...

Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice? Yes No

Has any associate of yours already given a temporary event notice for the same premises in which the event period:
a) Ends 24 hours or less before; or
b) Begins 24 hours or less after the event period proposed in this notice? Yes No

Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice? Yes No

Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period:
a) Ends 24 hours or less before; or
b) Begins 24 hours or less after the event period proposed in this notice? Yes No

Section 9 of 9

CONDITION (See also guidance on completing the form, note 17)

It is a condition of this temporary event notice that where the relevant licensable activities described in Sections 4 and 5 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

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.

This formality requires a fixed fee of £21

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

Continued from previous page...

Address

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

DECLARATION (See also guidance on completing the form, note 18)

- * The information contained in this form is correct to the best of my knowledge and belief
 - * I understand that it is an offence:
 - * (i) to knowingly or recklessly make a false statement in connection with this temporary event notice and that a person is liable on summary conviction for such an offence to a fine up to level 5 on the standard scale; and
 - (ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on summary conviction for any such offence to a fine not exceeding £20,000, or to imprisonment for a term not exceeding six (6) months, or to both.
- 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	<input type="text"/>
* Capacity	<input type="text"/>
Date (dd/mm/yyyy)	<input type="text"/>

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/temporary-event-notice/north-hertfordshire/apply-1> to upload this file and continue with your application.

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

Appendix

B



* required information

Section 1 of 9

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.

Applicant Business

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

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

Registration number

Business name

VAT number

Legal status

If your business is registered, use its registered name.

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

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 9

APPLICATION DETAILS (See also guidance on completing the form, general notes and note 1)

Have you had any previous or maiden names?

- Yes No

* Your date of birth / /

Applicant must be 18 years of age or older

National Insurance number

This box need not be completed if you are an individual not liable to pay UK national insurance.

Place of birth

Correspondence 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

Continued from previous page...

Additional 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

Section 3 of 9

THE PREMISES

I, the proposed user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry out a temporary activity at the premises described below.

Give the address of the premises where you intend to carry on the licensable activities or if it has no address give a detailed description (including the Ordnance Survey references). (See also guidance on completing the form, note 2)

* Does the premises have an address?

Yes No

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

* Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)?

Neither Premises licence Club premises certificate

Location Details

* Provide further details about the location of the event

Poplars Farm is a large rural freehold plot in Sandon, Herts, SG9 0QG, consisting of 22 acres of land / fields, divided into 4 main areas, we'd be using the "top field" the furthest field away from the landlords house and other residents.

51.990368, - 00.087137 - ground event location.

<https://www.google.co.uk/maps/@51.9896354,-0.0863474,572m/data=!3m1!1e3>

Continued from previous page...

To the North is an open field with an excess of 380m+ of land before miles of (farm land)
To the East are open fields in excess of 380m before the first boundary of a residential property. The open fields are segregated with various large hedgerows and shrubbery.
To the South is the land owners property, which is approx 300m away
To the West is dense woodland area, which beyond that leads onto open fields.

Proposed event area is to be held on the "top field" (top left hand corner field, approx 385 meters from the nearest residential property).

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, give a description and details below (see also guidance on completing the form, note 3)

Area 3: (see attached supporting event plan documents)
Will be within a total licensed area of (measurements, L40m x W48m approx)
This licensed area will be capped to 499 people at any one time.
Within this area will be a Marquee with a bar serving alcohol and soft drinks. The bar will operate during the hours of 12pm to 22:45pm. The bar will be manned by a personal licensee and bar staff + security.
The bar will only be serving via plastic drinks containers.
Within this licensed area will be 1x marquee with live music scheduled W12m x 21m x H4m (finishing at 10:59pm) and various food vendors.
There will be an enclosed toilet block (gender divided) and a staff welfare centre with security and stewards control point.

Describe the nature of the premises below (see also guidance on completing the form, note 4)

Poplars Farm is a large rural freehold plot in Sandon, Herts, SG9 0QG, consisting of 22 acres of land / fields, divided into 4 main areas.

The main event area (top most field) is the farthest from other residents (surrounded by fields, farm land and woodland, it will cover a maximum of 2.5 Acres of the 22 acres.

It will include a live music stage as described in previous section above and a 18m x 9m marquee with a bar serving alcohol and soft drinks.

There will be 3-4 food vendors in this area (ice cream, burgers etc)

There is a main security manned entrance and 3 other exit points (as outlined on attached event layout plan)

Describe the nature of the event below (see also guidance on completing the form, note 5)

1.5 day family / community music and food event, with x3 live music stages (marquees) and several licensed bar tent / marquees. There will be various food stalls. The event will be free entry to all residents of Sandon Village (via dedicated printed tickets and wristbands) The event will also be fundraising for various local community projects.

Section 4 of 9

LICENSABLE ACTIVITIES

State the licensable activities that you intend to carry on at the premises (see also guidance on completing the form, note 6):

The sale by retail of alcohol

Continued from previous page...

State if the licensable activities will include the provision of relevant entertainment. If so, state the times during the event period that you propose to provide relevant entertainment

There will be a live music stage with amplified music with local acts performing.
The live stage and will be close at 22:59 there will be no more that 499 persons (including staff) in area 1 at any one time.

Section 6 of 9

PERSONAL LICENCE HOLDERS (See also guidance on completing the form, note 13)

Do you currently hold a valid personal licence? Yes No

Provide the details of your personal licence below.

Issuing licensing authority

Licence number

Date of issue / /
dd mm yyyy

Date of expiry / /
dd mm yyyy

Any further relevant details

Section 7 of 9

PREVIOUS TEMPORARY EVENT NOTICES (See also guidance on completing the form, note 14)

Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice? Yes No

Have you already given a temporary event notice for the same premises in which the event period:
a) Ends 24 hours or less before; or Yes No
b) Begins 24 hours or less after the event period proposed in this notice?

Section 8 of 9

ASSOCIATES AND BUSINESS COLLEAGUES (See also guidance on completing the form, note 15)

Continued from previous page...

Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice? Yes No

Has any associate of yours already given a temporary event notice for the same premises in which the event period:
a) Ends 24 hours or less before; or
b) Begins 24 hours or less after the event period proposed in this notice? Yes No

Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice? Yes No

Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period:
a) Ends 24 hours or less before; or
b) Begins 24 hours or less after the event period proposed in this notice? Yes No

Section 9 of 9

CONDITION (See also guidance on completing the form, note 17)

It is a condition of this temporary event notice that where the relevant licensable activities described in Sections 4 and 5 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

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.

This formality requires a fixed fee of £21

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

Continued from previous page...

Address

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

DECLARATION (See also guidance on completing the form, note 18)

- * The information contained in this form is correct to the best of my knowledge and belief
 - * I understand that it is an offence:
 - * (i) to knowingly or recklessly make a false statement in connection with this temporary event notice and that a person is liable on summary conviction for such an offence to a fine up to level 5 on the standard scale; and
 - (ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on summary conviction for any such offence to a fine not exceeding £20,000, or to imprisonment for a term not exceeding six (6) months, or to both.
- 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	<input type="text"/>
* Capacity	<input type="text"/>
Date (dd/mm/yyyy)	<input type="text"/>

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/temporary-event-notice/north-hertfordshire/apply-1> to upload this file and continue with your application.
Don't forget to make sure you have all your supporting documentation to hand.

Appendix

C



* required information

Section 1 of 9

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	Not Currently In Use	This is the unique reference for this application generated by the system.
Your reference	Sandon Fields - Top Field / Area 2	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	Richard
* Family name	Maskell
* E-mail	[REDACTED]
Main telephone number	[REDACTED]
Other telephone number	[REDACTED]

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.

Applicant Business

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

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

Registration number	07838717
Business name	London Road Audio Services Ltd
VAT number	- None
Legal status	Private Limited Company

If your business is registered, use its registered name.
Put "none" if you are not registered for VAT.

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 9

APPLICATION DETAILS (See also guidance on completing the form, general notes and note 1)

Have you had any previous or maiden names?

- Yes No

* Your date of birth / /

Applicant must be 18 years of age or older

National Insurance number

This box need not be completed if you are an individual not liable to pay UK national insurance.

Place of birth

Correspondence 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

Continued from previous page...

Additional Contact Details

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

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.

Yes No

E-mail

Telephone number

Other telephone number

Section 3 of 9

THE PREMISES

I, the proposed user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry out a temporary activity at the premises described below.

Give the address of the premises where you intend to carry on the licensable activities or if it has no address give a detailed description (including the Ordnance Survey references). (See also guidance on completing the form, note 2)

* Does the premises have an address?

Yes No

Address

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

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.

Yes No

* Building number or name

* Street

District

* City or town

County or administrative area

* Postcode

* Country

* Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)?

Neither Premises licence Club premises certificate

Location Details

* Provide further details about the location of the event

Poplars Farm is a large rural freehold plot in Sandon, Herts, SG9 0QG, consisting of 22 acres of land / fields, divided into 4 main areas, we'd be using the "top field" the furthest field away from the landlords house and other residents.

51.990368, - 00.087137 - ground event location.

<https://www.google.co.uk/maps/@51.9896354,-0.0863474,572m/data=!3m1!1e3>

Continued from previous page...

To the North is an open field with an excess of 380m+ of land before miles of (farm land)
To the East are open fields in excess of 380m before the first boundary of a residential property. The open fields are segregated with various large hedgerows and shrubbery.
To the South is the land owners property, which is approx 300m away
To the West is dense woodland area, which beyond that leads onto open fields.

Proposed event area is to be held on the "top field" (top left hand corner field, approx 385 meters from the nearest residential property).

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, give a description and details below (see also guidance on completing the form, note 3)

Area 2: (see attached supporting event plan documents)
Will be within a total licensed area of (measurements, L50m x W50m approx)
This licensed area will be capped to 499 people at any one time.
Within this area will be a Marquee (9x18m) with a bar serving alcohol and soft drinks. The bar will operate during the hours of 12pm to 22:45pm. The bar will be manned by a personal licensee and bar staff + security.
The bar will only be serving via plastic drinks containers.
Within this licensed area will be 2x marquees with live music scheduled W12m x 24m x H4m (finishing at 10:59pm) and various food vendors.
There will be an enclosed toilet block (gender divided) and a staff welfare centre with security and stewards control point.

Describe the nature of the premises below (see also guidance on completing the form, note 4)

Poplars Farm is a large rural freehold plot in Sandon, Herts, SG9 0QG, consisting of 22 acres of land / fields, divided into 4 main areas.

The main event area (top most field) is the farthest from other residents (surrounded by fields, farm land and woodland, it will cover a maximum of 2.5 Acres of the 22 acres.

It will include a live music stage as described in previous section above and a 18m x 9m marquee with a bar serving alcohol and soft drinks.

There will be 3-4 food vendors in this area (ice cream, burgers etc)

There is a main security manned entrance and 3 other exit points (as outlined on attached event layout plan)

Describe the nature of the event below (see also guidance on completing the form, note 5)

1.5 day family / community music and food event, with x3 live music stages (marquees) and several licensed bar tent / marquees. There will be various food stalls. The event will be free entry to all residents of Sandon Village (via dedicated printed tickets and wristbands) The event will also be fundraising for various local community projects.

Section 4 of 9

LICENSABLE ACTIVITIES

State the licensable activities that you intend to carry on at the premises (see also guidance on completing the form, note 6):

The sale by retail of alcohol

Continued from previous page...

- The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club
- The provision of regulated entertainment
- The provision of late night refreshment
- The giving of a late temporary event notice

Late notices can be given no later than 5 working days but no earlier than 9 working days before the event.
(See also guidance on completing the form, note 7).

Event Dates

There must be a period of at least 10 working days between the date you submit this form and the date of the earliest event when you will be using these premises for licensable activities.

State the dates on which you intend to use these premises for licensable activities

(see also guidance on completing the form, note 8)

Event start date / /
 dd mm yyyy

The maximum period for using premises for licensable activities under the authority of a temporary event notice is 168 hours or seven days.

Event end date / /
 dd mm yyyy

State the times during the event period that you propose to carry on licensable activities (give times in 24 hour clock)

(see also guidance on completing the form, note 9)

State the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers
(see also guidance on completing the form, note 10)

Note that the maximum number of people cannot exceed 499.

If the licensable activities will include the supply of alcohol, state whether the supplies will be for consumption on or off the premises, or both

(see also guidance on completing the form, note 11):

- On the premises only
- Off the premises only
- Both

Section 5 of 9

RELEVANT ENTERTAINMENT (See also guidance on completing the form, note 12)

Continued from previous page...

State if the licensable activities will include the provision of relevant entertainment. If so, state the times during the event period that you propose to provide relevant entertainment

There will be a live music stage with amplified music with local acts performing.
The live stage and will be close at 22:59 there will be no more that 499 persons (including staff) in area 1 at any one time.

Section 6 of 9

PERSONAL LICENCE HOLDERS (See also guidance on completing the form, note 13)

Do you currently hold a valid personal licence? Yes No

Provide the details of your personal licence below.

Issuing licensing authority

Licence number

Date of issue / /
dd mm yyyy

Date of expiry / /
dd mm yyyy

Any further relevant details

Section 7 of 9

PREVIOUS TEMPORARY EVENT NOTICES (See also guidance on completing the form, note 14)

Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice? Yes No

Have you already given a temporary event notice for the same premises in which the event period:
a) Ends 24 hours or less before; or Yes No
b) Begins 24 hours or less after the event period proposed in this notice?

Section 8 of 9

ASSOCIATES AND BUSINESS COLLEAGUES (See also guidance on completing the form, note 15)

Continued from previous page...

Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?

Yes No

Has any associate of yours already given a temporary event notice for the same premises in which the event period:

- Yes No
- a) Ends 24 hours or less before; or
 - b) Begins 24 hours or less after the event period proposed in this notice?

Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?

Yes No

Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period:

- Yes No
- a) Ends 24 hours or less before; or
 - b) Begins 24 hours or less after the event period proposed in this notice?

Section 9 of 9

CONDITION (See also guidance on completing the form, note 17)

It is a condition of this temporary event notice that where the relevant licensable activities described in Sections 4 and 5 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

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.
This formality requires a fixed fee of £21

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

Continued from previous page...

Address

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

DECLARATION (See also guidance on completing the form, note 18)

- * The information contained in this form is correct to the best of my knowledge and belief
 - * I understand that it is an offence:
 - * (i) to knowingly or recklessly make a false statement in connection with this temporary event notice and that a person is liable on summary conviction for such an offence to a fine up to level 5 on the standard scale; and
 - (ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on summary conviction for any such offence to a fine not exceeding £20,000, or to imprisonment for a term not exceeding six (6) months, or to both.
- 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	<input type="text"/>
* Capacity	<input type="text"/>
Date (dd/mm/yyyy)	<input type="text"/>

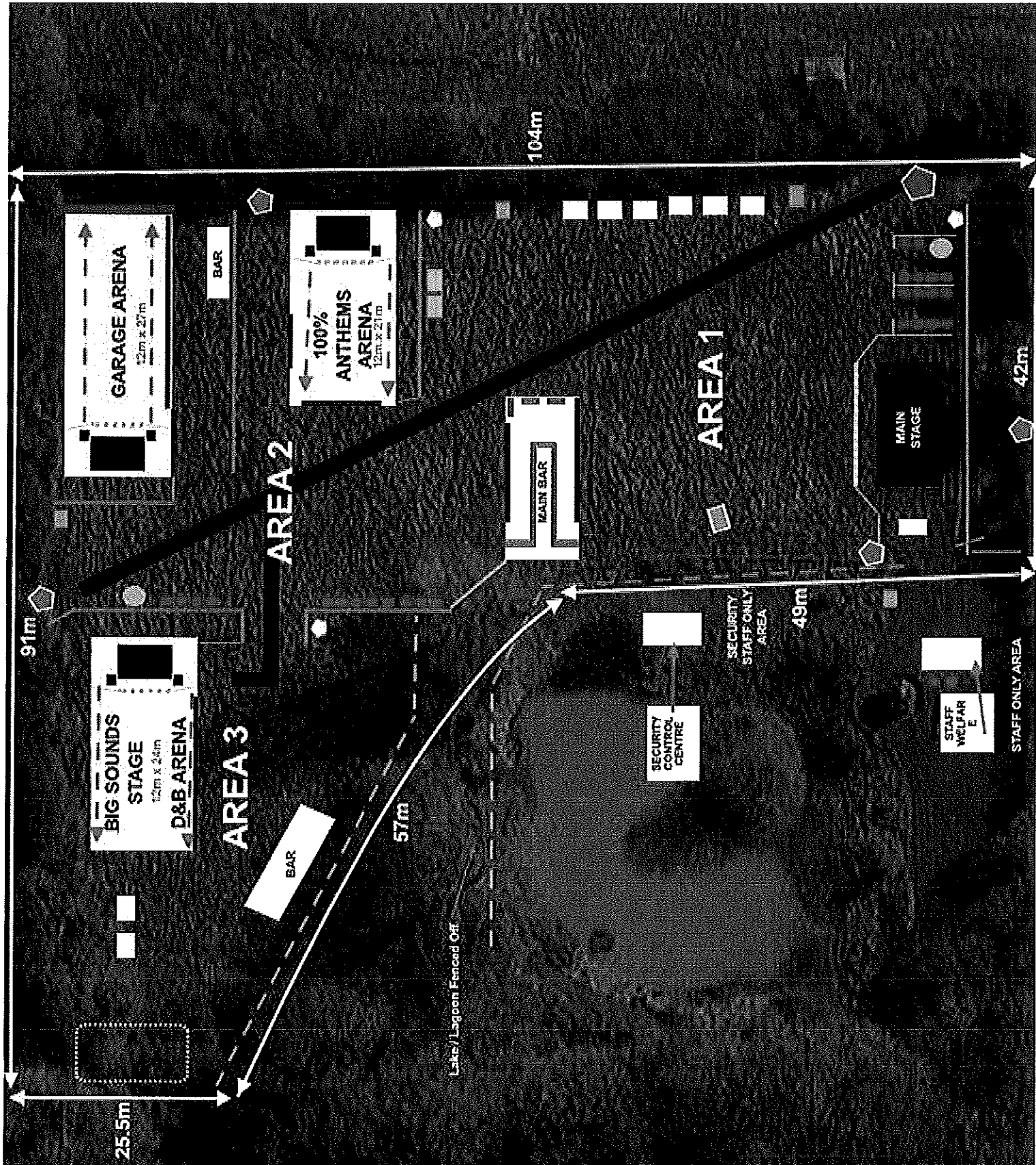
Once you're finished you need to do the following:











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

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

Appendix

D



-  MAIN GATE
-  EMERGENCY GATE
-  TOWER LIGHT
-  FIRST AID TENT
-  FOOD VENDOR
-  GENERATOR
-  PORTALOG
-  GENTS URINAL
-  TOKEN BOOTH
-  FOH MIX POSITION

Appendix

E



**HERTFORDSHIRE
CONSTABULARY**

The governing principles of the Licensing Act are the four Licensing Objectives. All organisations and individuals involved in the running of Licensed Premises, must do so with a view to promoting these Objectives:

- The Prevention of Crime and Disorder
- Public Safety
- The Prevention of Public Nuisance
- The Protection of Children from Harm

This representation is made by Hertfordshire Constabulary in relation to the Temporary Event Notice covering area 1 Sandon Fields, Poplars Farm, Sandon. This event is due to be held on the 9th and 10th June 2018. The organisers of this event have indicated previously that they intended to apply for a premises licence for the event. The event was held last year under 2 TEN's to cover the area now being covered by three TEN's labelled Area 1, 2 and 3. This event was a smaller event than the one now being proposed on the same site. Following the event last year Police were informed by the Local Authority that complaints were received from residents about the event, though unable to confirm the substance or nature of the complaints.

It is believed that if this application was granted as requested the licensing objectives would be undermined. Sufficient information has not been supplied to ensure this event is effectively managed and the licensing objectives are promoted.

Although this objection is in relation to the TEN's submitted for Area 1 it is important to bear in mind that area 1 will be operating in conjunction with areas 2 and 3. The Police concerns fall under 4 headings

1. Management of numbers
2. Type of event
3. Licensable times and dates
4. Lack of event management plan

Management of numbers

By looking at the site plan supplied you can see that each of the 3 areas are linked. Area 1 contains the main entrance and so it is the first area that people come into. Both area 2 and 3 are accessed from area 1. There is no mention within the application about how the number of people entering this area is controlled. Area 1 and 2 do not appear to have any physical barriers containing them, therefore it is unclear how the applicant intends to ensure that only 499 people are in each area at any one time. Area 1 has an open stage that

can be viewed by those in area 2, meaning that area 1 is not a contained area that a TEN's would be applicable to.

Area 1 also adjoins area 3, there appears to be a physical barrier between area 1 and 3 however the site plan provided does not make this clear. The key on the site plan does not reference fencing, therefore you cannot establish whether each area is fenced off. Legally the applicant needs to be able to ensure that only 499 people will be present in the area that is licensed under a TEN, at any one time.

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Type of Event

The applicant describes the event as 'a 1.5 day family / community music and food event. However the type of music being played according to the site plan are, drum and base, garage and anthems. This type of music would not normally be associated as family orientated. This raises concerns over the type of event that is in fact planned.

Licensable Times and Dates

The TEN's application under section 4 states event start date 9/6/18 and end date as 10/6/18. The times are listed as 1200 hours to 2259 hours meaning that licensable activities can be carried out from 1200 hours on the 9/6/18 and 2259 hours on the 10/6/18. Music being played in the early hours without noise restrictions will potentially cause a nuisance to residents in the local area.

Lack of Event Management Plan

There is a lack of detail supplied in the TEN's application as to how this event will be managed. The only document supplied in addition to the application form is a site plan showing the 3 areas that the 3 applications refer to.

The nature of the event when look at in its entirety leads itself to requiring a detailed event management plan in order to ensure, public safety, prevention of crime and disorder, prevention of public nuisance and protection of children from harm. There are numerous issues that need to be considered and addressed within such a plan, below is a list of considerations (but by no means exclusive) that should be covered but do not appear to be by the applicant -

1. **Event risk assessment** covering all areas of risk and management of risks to ensure the health and safety of all those on site
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12. **Safeguarding policy and plan** to cover both children and vulnerable adults, but especially those under 18's and those who lack capacity through intoxication. To include a lost child procedure
13. **Entry policy and procedure and Eviction procedure**
14. **Bar management and Alcohol policy**

Due to a lack of sufficient planning and information supplied within this application along with any clear process in place to ensure Public Safety, the Prevention of any Crime and Disorder, prevention of public nuisance and the Protection of Children from Harm Hertfordshire Constabulary's submission is that this application for a TENs for the event known as Lounge on the Sandon Fields.

I am aware of the content of an email submitted by the applicant to NHDA Licencing Officer outlining some amended detail relating to the TENs applications for areas 1,2, & 3. Which in my view may give clarity to some elements of the applications does not fully negate a number of the concerns raised above. In that the EMP attached to the email I believe refers to a premises licence for the site and not reflective of the TENs application, also I note that the applicant refers to a max of 1497, I assume that this means the total of the 3 TENs applications, but there is no reference of managing a max per area 1,2 & 3 to 499, for which a TENs refers to. I would suggest a Premises Licence with conditions would be more appropriate for this event

Report completed by Police Sergeant Eddie Matthews, LPC Event & Operational Planning Unit, Hertfordshire Constabulary.

Appendix

F



The governing principles of the Licensing Act are the four Licensing Objectives. All organisations and individuals involved in the running of Licensed Premises, must do so with a view to promoting these Objectives:

- The Prevention of Crime and Disorder
- Public Safety
- The Prevention of Public Nuisance
- The Protection of Children from Harm

This representation is made by Hertfordshire Constabulary in relation to the Temporary Event Notice covering area 2 Sandon Fields, Poplars Farm, Sandon. This event is due to be held on the 9th and 10th June 2018. The organisers of this event have indicated previously that they intended to apply for a premises licence for the event. The event was held last year under 2 TEN's to cover the area now being covered by three TEN's labelled Area 1, 2 and 3. This event was a smaller event than the one now being proposed on the same site. Following the event last year Police were informed by the Local Authority that complaints were received from residents about the event, though unable to confirm the substance or nature of the complaints.

It is believed that if this application was granted as requested the licensing objectives would be undermined. Sufficient information has not been supplied to ensure this event is effectively managed and the licensing objectives are promoted.

Although this objection is in relation to the TEN's submitted for Area 2 it is important to bear in mind that area 2 will be operating in conjunction with areas 1 and 3. The Police concerns fall under 4 headings

1. Management of numbers
2. Type of event
3. Licensable times and dates
4. Lack of event management plan

Management of numbers

By looking at the site plan supplied you can see that each of the 3 areas are linked. Area 1 contains the main entrance and so it is the first area that people come into. Both area 2 and 3 are accessed from area 1. There is no mention within the application about how the number of people entering this area is controlled. Area 1 and 2 do not appear to have any physical barriers containing them, therefore it is unclear how the applicant intends to ensure that only 499 people are in each area at any one time. Area 1 has an open stage that

can be viewed by those in area 2, meaning that area 1 is not a contained area that a TEN's would be applicable to.

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Licensable Times and Dates

The TEN's application under section 4 states event start date 9/6/18 and end date as 10/6/18. The times are listed as 1200 hours to 2259 hours meaning that licensable activities can be carried out from 1200 hours on the 9/6/18 and 2259 hours on the 10/6/18. Music being played in the early hours without noise restrictions will potentially cause a nuisance to residents in the local area.

Lack of Event Management Plan

There is a lack of detail supplied in the TEN's application as to how this event will be managed. The only document supplied in addition to the application form is a site plan showing the 3 areas that the 3 applications refer to.

The nature of the event when look at in its entirety leads itself to requiring a detailed event management plan in order to ensure, public safety, prevention of crime and disorder, prevention of public nuisance and protection of children from harm. There are numerous issues that need to be considered and addressed within such a plan, below is a list of considerations (but by no means exclusive) that should be covered but do not appear to be by the applicant -

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Appendix

G



**HERTFORDSHIRE
CONSTABULARY**

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This representation is made by Hertfordshire Constabulary in relation to the Temporary Event Notice covering area 3 Sandon Fields, Poplars Farm, Sandon. This event is due to be held on the 9th and 10th June 2018. The organisers of this event have indicated previously that they intended to apply for a premises licence for the event. The event was held last year under 2 TEN's to cover the area now being covered by three TEN's labelled Area 1, 2 and 3. This event was a smaller event than the one now being proposed on the same site. Following the event last year Police were informed by the Local Authority that complaints were received from residents about the event, though unable to confirm the substance or nature of the complaints.

It is believed that if this application was granted as requested the licensing objectives would be undermined. Sufficient information has not been supplied to ensure this event is effectively managed and the licensing objectives are promoted.

Although this objection is in relation to the TEN's submitted for Area 3 it is important to bear in mind that area 3 will be operating in conjunction with areas 1 and 2. The Police concerns fall under 4 headings

1. Management of numbers
2. Type of event
3. Licensable times and dates
4. Lack of event management plan

Management of numbers

By looking at the site plan supplied you can see that each of the 3 areas are linked. Area 1 contains the main entrance and so it is the first area that people come into. Both area 2 and 3 are accessed from area 1. There is no mention within the application about how the number of people entering this area is controlled. Area 1 and 2 do not appear to have any physical barriers containing them, therefore it is unclear how the applicant intends to ensure that only 499 people are in each area at any one time. Area 1 has an open stage that

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