

Public Document Pack

29 June 2018

Our Ref Licensing Sub/18.07.18 10am
Your Ref.
Contact. Hilary Dineen
Direct Dial. (01462) 474353
Email. hilary.dineen@north-herts.gov.uk

To: Members of the Committee: Councillor Michael Muir, Councillor Lisa Nash and Councillor Mike Rice

You are invited to attend a

MEETING OF THE LICENSING AND APPEALS SUB-COMMITTEE

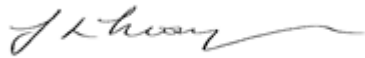
to be held in

**ROOMS 2/3, COUNCIL OFFICES. GERNON ROAD,
LETCHWORTH GARDEN CITY**

On

WEDNESDAY, 18TH JULY, 2018 AT 10.00 AM

Yours sincerely,



Jeanette Thompson
Service Director – Legal and Community

Agenda **Part I**

Item		Page
1.	HEARING PROCEDURE	(Pages 1 - 2)
2.	APPLICATION BY RHYTHMS OF THE WORLD LTD FOR A PREMISES LICENCE IN RESPECT OF RHYTHMS OF THE WORLD, HIGH STREET HITCHIN, MARKET SQUARE HITCHIN, ST MARY'S CHURCH AND GARDENS HITCHIN, HERTFORDSHIRE SG5 1DY REPORT OF THE LICENSING OFFICER	(Pages 3 - 70)

**NORTH HERTFORDSHIRE DISTRICT COUNCIL
LICENSING ACT 2003
HEARING PROCEDURE**

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

<u>The Licensing Officer's report</u> 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 all other persons and responsible authorities have been made aware of the changes 5. The Chair will ask if there are any questions of fact of the Licensing Officer from the applicant, responsible authorities or other persons 6. The Sub-Committee may ask questions of the Licensing Officer	
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<u>The Applicant's case</u> 7. The Chair will ask the applicant to present their submissions to the Sub-Committee 8. The Chair will ask if there are any questions of fact of the applicant from the responsible authorities or other persons. 9. The Sub-Committee may ask questions of the applicant	
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<u>The responsible authorities submit their case</u> 10. The Chair will ask the responsible authorities, in turn, to present their submissions to the Sub-Committee 11. The Chair will ask if there are any questions of fact of the responsible authority from other persons or the applicant 12. The Sub-Committee may ask questions of the responsible authority The above process will be repeated if there is more than one responsible authority	
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<p><u>The other persons submit their case</u></p> <p>13. The Chair will ask the other persons, in turn, to present their submissions to the Sub-Committee</p> <p>14. The Chair will ask if there are any questions of fact of the other persons from the responsible authorities or the applicant.</p> <p>15. The Sub-Committee may ask questions of the other persons</p>	
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<p><u>Closing statements</u></p> <p>16. The Licensing Officer may make final submissions to the Sub-Committee</p> <p>17. The other persons, in turn, may make final submissions to the Sub-Committee</p> <p>18. The responsible authorities, in turn, may make final submissions to the Sub-Committee</p> <p>19. The Applicant may make final submissions to the Sub-Committee</p>	
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<p><u>Conclusion</u></p> <p>20. The Legal Advisor will summarise any legal points that have arisen during the hearing and will answer any legal questions from the Sub-Committee.</p> <p>21. The Sub-Committee will close the hearing and retire to make a decision.</p> <p>22. Where possible, the Chair will announce the Sub-Committee's decision and will give reasons for the decision.</p>	
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LICENSING AND APPEALS SUB-COMMITTEE 18th July 2018
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*PART 1 – PUBLIC DOCUMENT	AGENDA ITEM No.
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LICENSING ACT 2003

**APPLICATION BY Rhythms Of The World Ltd FOR A PREMISES LICENCE IN
RESPECT OF Rhythms Of The World, High Street Hitchin, Market Square
Hitchin, St Marys Church and Gardens Hitchin, Hertfordshire. SG5 1DY**

REPORT OF THE LICENSING OFFICER

1. BACKGROUND

- 1.1 This is a new application for a premises license. The licensed area applied for is in three separate open space areas of Hitchin Town Centre.
- 1.2 The locations are the same as previous events that have taken place under the event name Rhythms of the World.
- 1.3 The event is being run and advertised as the charity Rhythms of the World and its event marketing and advertising is based upon similar themes to previous events.
- 1.4 This licence application is for the licensable areas to accommodate up to 4,999 people.
- 1.5 In 2007 it was decided by responsible authorities and the charity that it was no longer safe to run an event in the town centre and it was moved to the grounds of Hitchin Priory.
- 1.6 When a similar smaller-scale event was held previously within Hitchin Town Centre temporary event notices were used.

2. APPLICATION

- 2.1 The application is for a premises Licence under section 17 of the Licensing Act 2003 and is attached as **Appendix A**
- 2.2 The application is for the event to run in perpetuity. This will be for one (1) Saturday in the months of either July or August annually.

3. APPLICATION PROCESS

- 3.1 On the 23rd May 2018, Rhythms of the World Ltd made an application for a premises licence.
- 3.2 The application was received electronically by NHDC and was circulated to Hertfordshire Constabulary and the other responsible authorities
- 3.3 A public notice was displayed on open space areas for a period of not less than twenty-eight (28) consecutive days in accordance with the requirements

of the Act.

- 3.4 A newspaper advertisement was placed in a local newspaper in accordance with the requirements of the Act.

4. REPRESENTATIONS

- 4.1 Hertfordshire Constabulary entered in to discussion with Rhythms of the World Ltd during the consultation period regarding appropriate licence conditions but failed to satisfy their concerns.
- 4.2 Hertfordshire Constabulary have made a representation that the premises licence application should be refused.
- 4.3 Should the licensing sub committee be minded to grant the premises licence application, conditions have been produced by Hertfordshire Constabulary that would partly satisfy their concerns.
- 4.4 Hertfordshire Constabulary's representation is attached as **Appendix B**.
- 4.5 NHDC Environmental Health have made a representation that the premises licence application should be refused.
- 4.6 Should the licensing sub committee be minded to grant the premises licence application, conditions have been produced by NHDC Environmental Health that would partly satisfy their concerns.
- 4.7 NHDC Environmental Health's representation is attached as **Appendix C**.
- 4.8 NHDC Environmental Protection had initial concerns with the application and entered into negotiations with the applicant during the consultation period. The applicant subsequently amended the application to include additional operating schedule conditions which resolved the officer's concerns.
- 4.9 The amendments made following negotiations with the environmental protection officer are attached as **Appendix D**.
- 4.10 The Fire Service had initial concerns with the application and entered into negotiations with the applicant during the consultation period. The applicant subsequently amended the application to include additional operating schedule conditions which resolved the officer's concerns.
- 4.11 The amendments made following negotiations with the Fire Service are attached as **Appendix E**
- 4.12 No other responsible authorities made representations.
- 4.13 No relevant representations were received from other persons (e.g. members of the public).
- 4.11 The Council's Scheme of Delegation in respect of the Licensing Act 2003 requires the licensing officer to determine whether a representation is relevant as specified by the Act.
- 4.12 As the licensing officer has determined that the representations are relevant, it is for the sub-committee to determine what weight to apportion to each representation.

benefits to and impacts on the community as a whole and will take a proportionate view on the weight to apply to representations.

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.

D2.4

In determining applications, the Council will focus primarily on the direct impact of the proposed activities on persons that may be adversely affected in relation to the licensing objectives. The scope of those persons that may be affected will be determined on a case by case basis taking into account all relevant factors.

D2.6

Where problems with a direct causal link to premises exist in relation to the promotion of the licensing objectives but they cannot be mitigated by the imposition of appropriate conditions, a Licensing Sub-Committee will seriously consider refusal of the application. For example, patrons from a licensed premise that are causing disorder in a town centre after leaving the premises cannot be controlled by conditions, however the problem may be resolved by the refusal of the application or revocation of the licence.

D2.9

The Council will carry out its licensing functions in the promotion of the licensing objectives and, in addition, will support the stated aims of the Act which are as follows:

- (i) protecting the public and local residents from crime, anti-social behaviour and noise nuisance caused by irresponsible licensed premises;*
- (ii) giving the police and licensing authorities the powers they need to effectively manage and police the night-time economy and take action against those premises that are causing problems;*
- (iii) recognising the important role which pubs and other licensed premises play in our local communities by minimising the regulatory burden on business, encouraging innovation and supporting responsible premises;*
- (iv) providing a regulatory framework for alcohol which reflects the needs of local communities and empowers local authorities to make and enforce decisions about the most appropriate licensing strategies for their local area; and*
- (v) encouraging greater community involvement in licensing decisions and giving local residents the opportunity to have their say regarding licensing decisions that may affect them.*

D6.2

The Council recognises that each application must be considered on its own merits and any conditions attached to licences and certificates must be tailored to the individual style and characteristics of the premises and activities concerned. This is essential to avoid the imposition of disproportionate and overly burdensome conditions on premises. A standardised approach to imposing conditions must be avoided and conditions will only be lawful where they are deemed appropriate to promote the licensing objectives in response to relevant representations.

D6.3

Conditions will only be imposed when they are appropriate for the promotion of the licensing objectives and will focus upon matters within the control of the individual licensee such as the premises, places or events being used for licensable activities or the surrounding areas of the premises, places or events. Conditions are likely to be focused towards the direct impact of those activities on persons living in, working in or visiting areas affected by, or likely to be affected by, those activities.

- policies in relation to admission and readmission particularly control of capacity and queuing
- policies in relation to the safe dispersal of patrons from the premises and locality
- sufficient basic first aid provision and responsibilities for contacting the emergency services.

E2.7.2

In order to assist applicants with promoting the public safety licensing objective, NHDC's Commercial Team has compiled the following table of considerations. This table is not exhaustive and does not supersede or replace any other statutory obligations. The level of detail required will be proportionate to the size of the premises and the requested activities.

<p><u>Planning and Management</u></p> <p>The applicant should have a written explanation of the management arrangements of the premises, including cover during periods of absence.</p> <p>The maximum capacity of the premises, including individual room capacities, based on available space excluding fixtures, fittings and furniture, number of available exits and exit widths and stairs and other hazards.</p> <p>The applicant should have a means of accurately counting the total number of customers and staff on the premises.</p> <p>The applicant should have arrangements for supervising contractors on the premises, including the ability to act on poor performance.</p>
<p><u>Venue Design</u></p> <p>The premises should be designed so any change in level is clearly indicated by contrasting colour nosings (or similar) to reduce the risk of tripping.</p>
<p><u>People Management</u></p> <p>Where a premises employs door supervisors there needs to be an effective means of communication between staff.</p>
<p><u>Transport Access</u></p> <p>Pedestrian and vehicle access routes need to be clearly separated wherever possible</p>
<p><u>Barriers</u></p> <p>Any barriers must be of an appropriate type and installed by a competent person in accordance with an appropriate risk assessment.</p>
<p><u>Temporary Demountable Structures</u></p> <p>Any temporary structure (for example marquees, stages, etc.) should be installed and signed-off as 'fit for purpose' by a competent person. The structure should be monitored throughout its use by a competent person to ensure the safety of staff, performers and customers at the premises.</p>
<p><u>Electrical Installations and Lighting</u></p> <p>Needs to be checked and maintained by a competent person in accordance with national standards. Temporary electrical installations needs to be suitable for the intended use and checked in accordance with national standards.</p>
<p><u>Water Supply</u></p> <p>If extending the water supply network outside of fixed premises, please seek advice from Environmental Health.</p>
<p><u>Special Effects</u></p> <p>Any special effects (for example, lasers, smoke machines, pyrotechnics, etc.) should be installed and operated by a competent person in accordance with manufacturers' instructions.</p>
<p><u>LPG</u></p> <p>Any LPG containers should be stored, used and disposed of in accordance with manufacturers' instructions.</p>

E3.1.1

Licensed premises may have significant potential to impact adversely on communities through public nuisance that arises from their operation. The Council interprets 'public nuisance' in its widest sense and takes it to include such things as noise, light, odour, litter and anti-social behaviour, where matters arising at licensed premises impact on those living, working or otherwise engaged in activities in the locality. Ordinarily, the

restriction of licensable activity timings, removal of licensable activities, suspension or revocation of the licence will be seriously considered.

F8.1

The Council acknowledges that conditions cannot be imposed on an authorisation where it would be either impracticable or impossible for the licence holder to comply with such conditions when customers have left the premises and are beyond the control of the licence holder.

F8.2

That said, if behaviour of customers beyond the control of the licence holder can be causally linked to a specific premises and it is causing crime and disorder or a nuisance it is wrong to assume that the Act cannot address this; section 4 of the Act gives the Council a positive duty to deal with it proportionately. Whilst conditions would be inappropriate in these scenarios, the Council is strongly of the view that activities and/or operating times of an authorisation should be restricted, or an authorisation refused or revoked, where appropriate for the promotion of the licensing objectives.

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.

G1.2

This section is to be read in conjunction with and supplementary to all others sections of the Policy.

G1.3

This section of the Policy is designed to assist applicants, responsible authorities, the public and Licensing Sub-Committees with applications in relation to large-scale events provided outdoors. Events such as music festivals, community fun days, etc. which take place on land open to the air but with the use of temporary demountable structures are considered to be outdoor events for the purposes of this Policy.

G3.1

The Council requires the following minimum periods in order to process applications for large scale events, however, the Council encourages the submission of applications as early as possible:

<i>Maximum capacity at any one time (inc. staff and performers)</i>	<i>Minimum Notice Period for Application</i>
<i>500 - 900</i>	<i>2 months</i>
<i>1000 – 4999</i>	<i>3 months</i>
<i>5000 – 14999</i>	<i>4 months</i>
<i>15000 – 19999</i>	<i>5 months</i>
<i>20000 +</i>	<i>6 months</i>

Note: the starting point of two months is based on the minimum amount of time needed for an application to be considered allowing for the prescribed consultation period and a Hearing if necessary.

Where relevant representations have been made and the application is referred to a Licensing Sub-Committee for determination, the Council will generally refuse all such applications that are not submitted, and duly made, in accordance with the minimum notice periods prior to the event, except in exceptional circumstances.

- (ii) *It must be considered that the legal responsibilities connected to holding such events rests primarily with the organiser and land owner. Where an application does not contain reference to such guidance and expertise, statutory bodies may be placed in an untenable position where they may be open to litigation due to the level of input/advice they may have to provide, and by implication may have taken an inappropriate degree of legal responsibility/liability in connection with the event. The Council believes it is pertinent, therefore, to attempt to avoid such a problem arising.*
- (iii) *Where an applicant does not consider such advice and guidance before making an application, this can place responsible authorities and/or other persons in a difficult position due to the fact that many aspects of an application may be lacking and it may not allow full and proper consideration of the proposals during the consultation period. This may undermine their full and proper consideration of an application.*

G5.1

In addition to encouraging applicants for occasional/annual events to apply for a permanent premises licence, the Council actively encourages applicants to build flexibility into their operating schedules. This allows for the event to evolve and incorporate best practice without undo restrictions on the management of the event and the site layout.

G5.2

The Council recommends an operating schedule that contains basic management control conditions that would apply from event to event but with the majority of event management details to be incorporated into an Event Management Plan (EMP). One of the basic management control conditions can then link the final EMP to the operating schedule making it an enforceable operating schedule condition.

G5.3

The content of the EMP can be defined by an operating schedule condition, ordinarily under generic headings, with any specific requirement of a responsible authority included as sub-headings. Varying timescales for each responsible authority and the provision of specified information can be incorporated within the EMP ensuring flexibility for the licence holder to develop the event and react to evolving issues such as ground/weather conditions or the availability of products/service providers.

G5.4

The Council encourages an applicant to include an operating schedule condition stating required timescales for the issue of a draft EMP and the final EMP, ideally a specified number of days prior to the commencement of event build-up on site or the opening of the event to the public. This condition should also include any consequence of the failure to meet this requirement, for example, certain licensable activities are not permitted until compliance has been achieved or the event will not be permitted without the express approval of the licensing authority.

G5.5

This type of EMP operating schedule condition (in effect a 'promise to provide' licence) allows the applicant flexibility to amend the details and layout for each event without the need to vary the premises licence whilst maintaining suitable control measures for the responsible authorities and the Council to ensure the promotion of the licensing objectives. As the EMP would be attached as a licence condition, failure to comply with its content would render the licence holder liable for operating otherwise than under an authorisation (section 136 of the Act).

G5.6

The Council has encouraged this type of event premises licence for a number of years leading to successful annual events at venues such as Knebworth Park and recommends applicants to enter into pre-application discussions at the earliest opportunity to explore the suitability of this option.

- *safe capacities in identifiable areas of the event site, including camping and car parking, that can be evacuated quickly in the case of emergency;*
- *policies in relation to ingress, re-admission and egress, particularly control of capacities, queuing and safe dispersal from the locality;*
- *policies in relation to securing the safety of patrons whilst at the event, including camping and car parking; and*
- *sufficient on-site medical provision, including procedures for contacting the emergency services.*

G8.2.1

Large scale outdoor events have significant potential to impact adversely on communities through public nuisance that may arise from their operation, in particular in relation to noise from live or recorded music. The Council expects applicants to seek early engagement with NHDC's Environmental Protection & Housing Team when preparing an operating schedule.

G8.2.2

Where the applicant's operating schedule does not fully address concerns in relation to the prevention of public nuisance objective, NHDC's Environmental Protection & Housing Team will initially request the applicant to volunteer additional conditions to avoid the need for a representation. Example conditions specific to large scale outdoor events are included in the attached appendix of model conditions to assist applicants with the wording of suitable conditions. The applicant is under no obligation to agree to the suggested conditions if he/she believes they are not appropriate or proportionate to the application. If the applicant does not wish to volunteer the suggested conditions then a representation is likely and the matter will be referred to a Licensing Sub-Committee for determination.

G8.2.3

Applicants should be aware that if a Licensing Sub-Committee is not satisfied that an operating schedule adequately promotes the prevention of public nuisance objective it is likely to impose conditions from the model conditions attached to this Policy. In cases where there are insufficient conditions to fully address the prevention of public nuisance objective or the risk of nuisance is so significant a Licensing Sub-Committee is likely to refuse the application.

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 2018 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.

1.2

The legislation provides a clear focus on the promotion of four statutory objectives which must be addressed when licensing functions are undertaken.

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.

2.3

Conditions should be targeted on deterrence and preventing crime and disorder including the prevention of illegal working in licensed premises (see paragraph 10.10). For example, where there is good reason to suppose that disorder may take place, the presence of closed-circuit television (CCTV) cameras both inside and immediately outside the premises can actively deter disorder, nuisance, anti-social behaviour and crime generally. Some licence holders may wish to have cameras on their premises for the prevention of crime directed against the business itself, its staff, or its customers. But any condition may require a broader approach, and it may be appropriate to ensure that the precise location of cameras is set out on plans to ensure that certain areas are properly covered and there is no subsequent dispute over the terms of the condition.

2.7

Licence holders have a responsibility to ensure the safety of those using their premises, as a part of their duties under the 2003 Act. This concerns the safety of people using the relevant premises rather than public health which is addressed in other legislation. Physical safety includes the prevention of accidents and injuries and other immediate harms that can result from alcohol consumption such as unconsciousness or alcohol poisoning. Conditions relating to public safety may also promote the crime and disorder objective as noted above. There will of course be occasions when a public safety condition could incidentally benefit a person's health more generally, but it should not be the purpose of the condition as this would be outside the licensing authority's powers (be ultra vires) under the 2003 Act. Conditions should not be imposed on a premises licence or club premises certificate which relate to cleanliness or hygiene.

2.12

"Safe capacities" should only be imposed where appropriate for the promotion of public safety or the prevention of disorder on the relevant premises. For example, if a capacity has been imposed through other legislation, it would be inappropriate to reproduce it in a premises licence. Indeed, it would also be wrong to lay down conditions which conflict with other legal requirements. However, if no safe capacity has been imposed through other legislation, a responsible authority may consider it appropriate for a new capacity to be attached to the premises which would apply at any material time when the licensable activities are taking place and make representations to that effect. For example, in certain circumstances, capacity limits may be appropriate in preventing disorder, as overcrowded venues can increase the risks of crowds becoming frustrated and hostile.

2.15

The 2003 Act enables licensing authorities and responsible authorities, through representations, to consider what constitutes public nuisance and what is appropriate to prevent it in terms of conditions attached to specific premises licences and club premises certificates. It is therefore important that in considering the promotion of this licensing objective, licensing authorities and responsible authorities focus on the effect of the licensable activities at the specific premises on persons living and working (including those carrying on business) in the area around the premises which may be disproportionate and unreasonable. The issues will mainly concern noise nuisance, light pollution, noxious smells and litter.

2.16

Public nuisance is given a statutory meaning in many pieces of legislation. It is however not narrowly defined in the 2003 Act and retains its broad common law meaning. It may include in appropriate circumstances the reduction of the living and working amenity and environment of other persons living and working in the area of the licensed premises. Public nuisance may also arise as a result of the adverse effects of artificial light, dust, odour and insects or where its effect is prejudicial to health.

2.17

Conditions relating to noise nuisance will usually concern steps appropriate to control

- *its own statement of licensing policy*

9.42

Licensing authorities are best placed to determine what actions are appropriate for the promotion of the licensing objectives in their areas. All licensing determinations should be considered on a case-by-case basis. They should take into account any representations or objections that have been received from responsible authorities or other persons, and representations made by the applicant or premises user as the case may be.

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. While 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.

10.8

The licensing authority may not impose any conditions unless its discretion has been exercised following receipt of relevant representations and it is satisfied as a result of a hearing (unless all parties agree a hearing is not necessary) that it is appropriate to impose conditions to promote one or more of the four licensing objectives. This provision also applies to minor variations.

10.9

It is possible that in some cases no additional conditions will be appropriate to promote the licensing objectives.

10.10

The 2003 Act requires that licensing conditions should be tailored to the size, type, location and characteristics and activities taking place at the premises concerned. Conditions should be determined on a case-by-case basis and standardised conditions which ignore these individual aspects should be avoided. For example, conditions should not be used to implement a general policy in a given area such as the use of CCTV, polycarbonate drinking vessels or identity scanners where they would not be appropriate to the specific premises. Licensing authorities and other responsible authorities should be alive to the indirect costs that can arise because of conditions. These could be a deterrent to holding events that are valuable to the community or for the funding of good and important causes. Licensing authorities should therefore ensure that any conditions they impose are only those which are appropriate for the promotion of the licensing objectives.

8. LICENSING OFFICER COMMENTS

- *the measure must be necessary to achieve the aim (that there cannot be any less onerous way of achieving it); and*
- *the measure must be reasonable, considering competing interests.*

The Council is aware that their determinations must be proportionate to the evidence received in respect of an application and will have regard to this definition.

F2.5

The Council acknowledges that proportionality is a key factor in assisting with the definition of 'appropriate'.

9. APPENDICES

- | | | |
|-----|------------|---|
| 9.1 | Appendix A | Original application. |
| 9.2 | Appendix B | Representation from Hertfordshire Constabulary. |
| 9.3 | Appendix C | Representation from NHDC Environmental Health. |
| 9.4 | Appendix D | Conditions agreed with NHDC Environmental Protection. |
| 9.5 | Appendix E | Conditions agreed with the Fire Service. |

10. CONTACT OFFICERS

- | | |
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| 10.1 | Molly Shiells
Licensing Officer
01462 474831
molly.shiells@north-herts.gov.uk |
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Appendix A

**Application for a premises licence to be granted
under the Licensing Act 2003**

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

We Rhythms of the World

(Insert name(s) of applicant)

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

Part 1 – Premises details

High Street Hitchin Market Square Hitchin St Mary's Church and Gardens			
Post town	Hitchin	Postcode	SG5 1DY

Telephone number at premises (if any)	N/A open space
Non-domestic rateable value of premises	£nil

Part 2 - Applicant details

Please state whether you are applying for a premises licence as Please tick as appropriate

- | | | |
|--|--------------------------|-----------------------------|
| a) an individual or individuals * | <input type="checkbox"/> | please complete section (A) |
| b) a person other than an individual * | | |
| i as a limited company/limited liability partnership | <input type="checkbox"/> | please complete section (B) |
| ii as a partnership (other than limited liability) | <input type="checkbox"/> | please complete section (B) |
| iii as an unincorporated association or | <input type="checkbox"/> | please complete section (B) |
| iv other (for example a statutory corporation) | <input type="checkbox"/> | please complete section (B) |
| c) a recognised club | <input type="checkbox"/> | please complete section (B) |

- d) a charity ☒ please complete section (B)
- e) the proprietor of an educational establishment ☐ please complete section (B)
- f) a health service body ☐ please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales ☐ please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England ☐ please complete section (B)
- h) the chief officer of police of a police force in England and Wales ☐ please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or ☐

I am making the application pursuant to a statutory function or ☐

a function discharged by virtue of Her Majesty's prerogative ☐

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
Date of birth			I am 18 years old or over <input type="checkbox"/> Please tick yes		
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
-----------------------------	------------------------------	-------------------------------	-----------------------------	--------------------------------	--

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

(B) OTHER APPLICANTS

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

Name Rhythms of the World
Address 4 Robins Hill Hitchin Hertfordshire SG4 9FE
Registered number (where applicable) Charity no. 1090835
Description of applicant (for example, partnership, company, unincorporated association etc.) Charity
Telephone number (if any) [REDACTED] Philip Powell (Head of Events)
E-mail address (optional) [REDACTED]

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

We would ask for the licence to be for one Saturday in either July or August each year.

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please give a general description of the premises (please read guidance note 1)

The high street, market square and church
Open public spaces

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

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- | | |
|---|--------------------------|
| a) plays (if ticking yes, fill in box A) | <input type="checkbox"/> |
| b) films (if ticking yes, fill in box B) | <input type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C) | <input type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input type="checkbox"/> |
| e) live music (if ticking yes, fill in box E) | x |
| f) recorded music (if ticking yes, fill in box F) | x |
| g) performances of dance (if ticking yes, fill in box G) | x |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input type="checkbox"/> |

Provision of late night refreshment (if ticking yes, fill in box I)

☐

Supply of alcohol (if ticking yes, fill in box J)

☐

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue					
			<u>State any seasonal variations for performing plays</u> (please read guidance note 5)		
Wed					
Thur					
			<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Fri					
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 6)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 7)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	x
Mon			<u>Please give further details here</u> (please read guidance note 4) Live music on stages in market square, high street, church and grounds.		
Tue					
Wed			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat	1100	2000			
Sun					

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
Day	Start	Finish			Both	x
Mon			Please give further details here (please read guidance note 4) Incidental music			
Tue						
Wed			State any seasonal variations for the playing of recorded music (please read guidance note 5)			
Thur						
Fri			Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 6)			
Sat	1100	2000				
Sun						

G

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	x
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4) As part of arts and music festival		
Mon					
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)		
Thur					
Fri					
Sat	1100	2000	<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 4)		
Wed			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5)		
Thur			<u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Fri					
Sat					
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue					
Wed					
Thur			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)		
Fri					
Sat					
Sun					
			<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 6)		

J

Supply of alcohol Standard days and timings (please read guidance note 7)			<u>Will the supply of alcohol be for consumption – please tick</u> (please read guidance note 8)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 5)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					
			<u>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name	
Date of birth	
Address	
Postcode	
Personal licence number (if known)	
Issuing licensing authority (if known)	

☐ ☐ ☐ ☐

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			<u>State any seasonal variations</u> (please read guidance note 5)
Day	Start	Finish	
Mon			<u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 6)
Tue			
Wed			
Thur			
Fri			
Sat	0800	2000	
Sun			

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

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

Security fences will be around generators and back stage areas
In the Church Grounds we will be using clickers for headcounts
Rossco and London Road Studios staff will ensure the right level of sounds for this location and licence
SPS security will be on site alongside ROTW stewards will ensure crowd safety
All security and event management will have radios
We have 30 stewards posted at designated sites throughout the premises area.

b) The prevention of crime and disorder

Security will be provided by SPS security alongside ROTW stewards and working in conjunction with Hertfordshire Police.
All security and events staff will be fitted with radios
Attendees that cause nuisance within the event will be warned or removed by the security and handed over to the police.

c) Public safety

We will re-introduce the Rhythms code which states how to behave at the event and this will be reinforced by social media messages prior to the event. For example no glass policy. This will be backed up by speaking to local off licenses and public houses before the event.
Taped areas by river with supervising stewards backed up by security to prevent people going into the water.
Stewards to be trained by Maggie Hackney from Hitchin AED scheme on use of defibrillation equipment.

d) The prevention of public nuisance

Litter will be controlled by our Green Team of litter pickers throughout the event and the supply of adequate bins.
The sound tech/crew will ensure the sound levels are within the license of sound and noise management also insuring the live music finishes as per the licence agreement.
Security teams will patrol the event
Noise management plan will be in force (rossco)

e) The protection of children from harm

Safety stewards will patrol the site and there will be lost children point either in Church House or in the Church subject to availability of locations.
If any children are separated from their parents and brought to the lost children points then then announcements will be made across all stages.

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee. X
 - I have enclosed the plan of the premises. X
 - I have sent copies of this application and the plan to responsible authorities and others where applicable. – **We understand you will forward this to the relevant authorities**
 - I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. N/A ☐
 - I understand that I must now advertise my application. X
 - I understand that if I do not comply with the above requirements my application will be rejected.
 - X
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15). X

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

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.

Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Declaration	<ul style="list-style-type: none"> [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)
Signature	P.W.Powell
Date	09/05/2018
Capacity	Head of Events for Rhythms of the World

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14) Philip Powell 117 Whitehill Road Hitchin SG4 9HT			
Post town	Hitchin	Postcode	SG4 9HT
Telephone number (if any)	[REDACTED]		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) [REDACTED]			

Notes for Guidance

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

2. 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:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - 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.
 - 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.
 - 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.
 - 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:
 - 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.
 - 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.
 - 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.
- 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:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - 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;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - 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.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
 4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
 5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
 6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
 7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
 8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
 9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
 10. Please list here steps you will take to promote all four licensing objectives together.
 11. The application form must be signed.
 12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
 13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
 14. This is the address which we shall use to correspond with you about this application.

15. 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.

- 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.

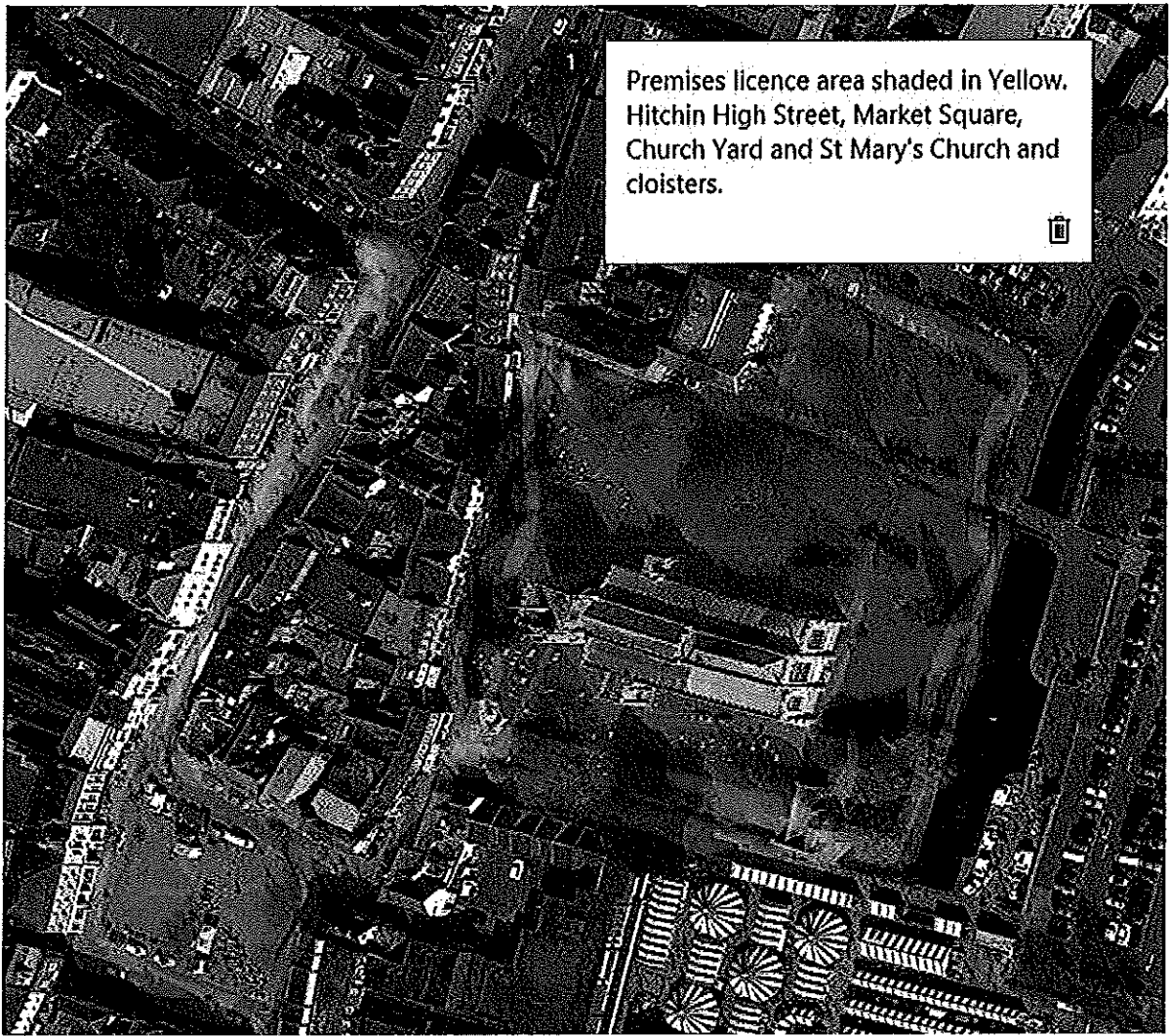
Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (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.



Premises licence area shaded in Yellow.
Hitchin High Street, Market Square,
Church Yard and St Mary's Church and
cloisters.



Event Management Plan

Title of Event:	Rhythms of the World Summer 2018 one day arts and music festival.
Location of Event:	Hitchin Market Place, St Mary's Church and grounds, High Street.
Date of Event:	Saturday 11th August 2018

Version	Date	Author
1	7th March 2018	Philip Powell
2	9 th May 2018	Philip Powell
3	20 th May 2018	Philip Powell

Contents

1. Event Description.....	
2. Plan, Aim and Objectives.....	
3. Event Management Structure.....	
4. Licensing Requirements.....	
5. Crowd Management.....	
6. Emergency Procedures.....	
7. Road Traffic Management.....	
8. Police Presence.....	
9. Severe Weather and Event Cancellation.....	
10. First Aid.....	
11. Fire Precautions and Equipment.....	
12. Media.....	
13. Noise Management.....	
14. Waste Management.....	
15. Toilets.....	
16. Catering.....	
17. Lost Children Policy.....	
18. Insurance.....	
19. Emergency Contact.....	

1. Event Description

The event will take place on Saturday 11th August 2018 in Hitchin Market Square. The main event is scheduled to run from 1100hr to 2000hr with an entrance procession starting at 1110 at the barrier next to HSBC leading into the square.

Market Square stage will be a more traditional stage, truss structure with lite deck stage, we will decorate with rotw branding including sponsorship logos. This will feature local bands and world music. The styles include American Blues, Samba, Cuban Music, pop and one punk band. The music will play from 12.00 until 20.00.

St Mary's: will be a stage for church suitable music including choirs, piano music, ukulele orchestra etc music from 12.00 until 19.00

The Willow stage is a green lawn stage by the river which traditionally featured semi-acoustic singer song writer acts and bands. The stage will be built up out of light deck with a natural looking reed screen to do a ¾ wrap around the stage. The surrounding site will be decorated with ROTW artwork and some of the Tibetan pray flags. Music from 12.00 until 19.00

High Street: Traders and stalls but also with ROTW branding around the gate to create a welcoming atmosphere. Small buskers stage with small amplification paying heed to shops in the vicinity.

We will also have an Arts area next to St Mary's church with a collection of 3m x 3m gazebos with a variety of local artists showing and selling their work with a central area to allow free flow around. There will also be larger tents with art workshops.

Next to this area we will have a family fun area with face painting, art projects and further out reach music work.

Audience Profile. This as a family friendly community event.

Build up and Breakdown Plan. The Church Stage will be erected within St Mary's on Friday evening after 21.00. On Saturday 11th August the Stages in the Market Square and in the grounds of St Mary's Church from 8am. After the music finishes these will be taken down immediately and removed.

2. Plan, Aim and Objectives

Purpose of event i.e. to raise money for a Charity or is the event a commercial event?

Rhythms of the World is a popular local event in Hitchin which used to happen every year in the town centre but in later years moved into the grounds of The Priory. Many people felt this was not ideal as it became separate from the town and did not encourage people who came to enjoy the wealth of local shops, bars and restaurants in Hitchin town centre. Following consultation meetings it was felt that we should look to bring it back into town but in a much more controlled way than it had been previously.

This a free charity event put on by the people of Hitchin for the people of Hitchin. The bands in particular are all offering their services for free to ensure the event goes ahead.

It is a charity event and uses funds raised to share music and art throughout the community. It is a family friendly arts and music event.

We also want local businesses to get involved and hold fringe events on the same day in keeping with the main festival.

3. Event Management Structure

Events team

Philip Powell - Head of Events group [REDACTED]

Regina van der Leeuw - Link Trustee [REDACTED]

Barry Waldock – Head of Performance [REDACTED]

Shaun Clark – Events team [REDACTED]

Juliette Badoo – Family area and Arts Area co-ordinator [REDACTED]

Production Team

Clive Hall – Head of Production [REDACTED]

Communications team

Amanda Brook – Head of Communications [REDACTED]

Hedy Fletcher – Social Media

Poppy Young – Graphic Artist

Andrew Harper - Link Trustee

Finance team

Andrew McKeown -Head of Finance

Alison Naylor – Treasurer

Susie Bewell – Joint head of fundraising [REDACTED]

Faye Silver -Joint head of fundraising [REDACTED]

John Brierly -link trustee [REDACTED]

Volunteers team

Alison Watt Joint Head of volunteers

Gill Bamford Joint Head of volunteers

Elizabeth Cranfield – Link Trustee

Outreach Team

Pheadra Furphy Link Trustee – Outreach [REDACTED]

Alan Tomlin Chair trustee

There will be steward structure in place at the event with 2 senior stewards allocated in the two main areas of 1) The Market square and High Street. 2) The Churchyard and Church. There will also be 30 other stewards in place at any one time. These will be located at pre-defined points throughout the location.

4. Licensing Requirements

Premises Licence

Street fundraising licence

Road closure High street extension

Land Licence

5. Crowd Management

It is difficult to estimate crowd numbers throughout the day. We held a family fun day in the market square which around 400 attended throughout the day. This time we are putting on more music encouraging pubs to be involved by holding their own fringe stages and this will encourage more people to come into town. We do not expect there to be more than 700 in the market square, 150 in the church and 200 on the Willow stage area at any one time. There may be another 200 on the High Street including shoppers and another 100 in the family/arts area.

We will have trained stewards monitoring numbers around the area throughout the day. Many are experienced with previous events in The Priory and much greater numbers. We will also have two accredited security staff in the two outside stage areas of the High Street and the Willow stage. This is to watch out for any potential disturbances and to control any situation until help from the police can arrive.

We have established that we will need 30 volunteer stewards on site at all times and these we will be refreshed every three hours. There will be two senior stewards to oversee the main areas.

6. Emergency Procedures

We have a large number of experienced volunteers from previous events and training will be refreshed prior to the event. There will also be first aid training provided by Maggie Hackney and this will also identify to stewards the locations of AED machines in the area. (There are three in the event area) We will leave the High Street clear and the roads around the Market Square Stage as a blue route for emergency vehicles to access and exit the site. Stewards will ensure these areas are kept clear of vehicles.

7. Road Traffic Management

The High Street is already closed on Saturdays from 10am until 4pm and we would like to extend this until 9pm to make the area a pedestrian zone.

As part of the Rhythms Code (attached) we are advising people attending the event to leave their car at home. There are adequate parking spaces in the nearby car parks for the amount of people we expect to attend the event. We do not feel there will be any impact on local traffic not attending the event.

8. Local Police Presence

We do not feel there will be need for more police presence than normal on a busy Saturday in Hitchin. We have met with Sgt Sammy Doak from North Herts Police and he is of the same view. However we do understand there will be conditions on the licence.

9. Severe Weather and Event Cancellation

In the event of severe weather then it is likely the event would be poorly attended but unless there were high winds or driving rain the event would continue. We would take advice from our stage suppliers regarding the safety of the two outside stages. The Gazebos in the Market Square would be erected and taken down by the town centre rangers if there were any dangerous winds.

10. First Aid/Medical Provision

There will be a first aid centre on the edge of the market square with an ambulance on stand by should there be any medical emergencies.

11. Fire Precautions & Equipment

This is mainly an open air event and as such fire risk is negligible. The church has previously held many such events and has clearly marked fire exits and safety equipment.

12. Media

Advertising will be mainly online through social media and posters for the event as well as the local papers. We have had to announce the date as we wanted acts to get in touch with us in good time.

13. Noise Management

We are speaking to Rossco who have successfully carried out sound management plans for ROTW in the past and he is already in touch with environmental health department of NHDC. A more in depth plan will be supplied as required.

14. Waste Management

Rhythms of the world prides itself in its attitude to clearing up after events and has an experienced Green Team who continually clean up during the event, litter picking and ensuring bins are available throughout the site.

We propose to have 6 x 1100 litre bins located throughout the site. We also plan to have 20 Recycling bins throughout the site which will be placed around the site by our green team. We will arrange for delivery at the start of the day. Our Green team will be monitoring these through the day. At the end of the event these will be returned to a central collection point and we will arrange for collection of these on Sunday morning. We have 5 volunteers on litter patrol in the Church yard area and a further 4 in the Market Square /High Street area. The Church grounds will close to the public at 19.00, the gates will be locked. Whilst the stewards are clearing the area of people the green team will clear the site of all rubbish. Once the music on the market square has ended at 2000 they will all move into this area and provide the same service. We will also check the entrances to nearby roads are also clear and photograph the areas. We envisage the green team can stand down at 22.00.

15. Toilet Provision

We have no plans for additional toilets as there are public toilets available nearby in the arcade and in the local pubs in town. We have agreed with the Market Manager that the toilets there will be kept open until 2000 as well which is an hour after the churchyard area is cleared and locked.

16. Catering

There will be a range of food vans and stalls who will be provided with the assistance of Matt Bean of the Food Monthly team. A full list of operators and their locations will be available before the event together with PL and FHC

17. Lost Children Policy

We propose to have safety zone which will be in Church house. All stewards will be briefed of this and take any children there. Announcements will then be made over the PA systems in all areas.

18. Insurance

A minimum of 10m Public Liability Insurance is required for all events. Please provide a copy of your insurance certificate.

Attached

19. Emergency Contact

Who should be contacted in the event of any emergency? Please provide a contact list for circulation to the SAG

Philip Powell [REDACTED]

Regina van der Leeuw [REDACTED]

John Brierley [REDACTED]

Please send your completed form to Lorrae Hunter email [REDACTED]
or Lewis Burden email [REDACTED]

All documents provided will be circulated to the Safety Advisory Group

Appendix B



Licensing Act 2003

REPRESENTATION FORM FROM RESPONSIBLE AUTHORITIES

North Herts LICENSING AUTHORITY

Responsible Authority: Police

Your Name	PS 1706 Sammy DOAK
Job Title	Community Safety Unit Sergeant
Postal address	Hitchin Police Station College Road Hitchin Herts SG5 1JX
Email Address	Sammy.doak@herts.pnn.police.uk
Contact telephone number	01438 757636
Facsimile Number	

Name of the premises you are making a representation about	Rhythms of the World Event day.	
Address of the premises you are making a representation about	<ul style="list-style-type: none"> • High Street Hitchin • Market Square Hitchin • St Mary's Church and Gardens 	
Details of the individual you are making representations about	Name N/A	<u>Address</u>
	Date & Place of Birth N/A	N/A
Is this the first objection in respect of this individual or these premises	Yes	<u>Brief details / cross reference</u>

Licensing Objections

Which of the four licensing Objectives does your representation relate to?	Yes Or No	Evidence supporting representation or reason for representation. Please use continuation sheet as required
To prevent crime and disorder	Yes	See attached report
Public safety	Yes	See attached report
To prevent public nuisance	Yes	See attached report
To protect children from harm	No	

Your attention is drawn to the Hertfordshire Constabulary Position Statement (Attached)

Suggested conditions that could be added to the licence to remedy your representation or other suggestions you would like the Licensing Sub Committee to take into account. Please use separate sheets where necessary and refer to checklist.	None
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Signed on behalf of Hertfordshire ConstabularyPs 1706 Sammy Doak

Date: 20th June 2018

Please submit this form along with any additional sheets to: [insert name and address] or email to [Insert email address]

This form must be returned within the Statutory Period.

Introduction

I am making a representation on behalf of Hertfordshire Constabulary in respect of this premises license application under the licensing objectives of:

- The Prevention of Crime and Disorder.
- Public Nuisance.
- Public Safety.

This is an application for a premises license is to hold a music festival called Rhythms of the World at the following Locations on one Saturday in July or August each year. Commencing in 2018

- High Street Hitchin.
- Market Square Hitchin.
- St Mary's Church and Gardens.

Background information and layout

The areas chosen for the 3 Event locations within the Hitchin town centre and churchyard.

This is at the same locations, although smaller in numbers, than an original event between 2000-2007, which ultimately was deemed unsuitable as the event became too large to accommodate it.

The event is being run and advertised under the Charity Rhythms of the World banner and marketing is based around similar themes to previous events.

In 2007 it was decided by Responsible Authorities and the Charity that it was no longer safe to run the Event in the town centre and it was moved to the grounds of Hitchin Priory. Whilst the scale of the event is much smaller initially, there are still the same concerns with the location of this event.

The operating hours are 11am until 8pm. Police have held several meetings with the Event organisers and they have stated that when the event ends at their locations they are encouraging town centre pubs to continue the Rhythms of the World Theme at their venues incorporating existing licencing hours. These meetings have been cordial and discussions around possible licence conditions and traffic management proposals were highlighted to try



rotw Proposed
Licence Conditions 21

and ensure a safe event.

However it is now the opinion of Hertfordshire Police that organising and running a safe music event in Hitchin town centre in the proposed locations would not be possible for the following reasons.

1. The safe entry and exit of up to 4999 people from the site would be difficult to manage due to multiple entry and points planned
2. The proposed traffic management plan is not suitable. To safely manage this event within the town centre a full road closure would be needed through a Temporary Traffic Restriction Order. This would need to include the confines of the High Street,

Sun Street and Bucklesbury. Initial traffic management advice to the organisers was



FW ROTW licence
Application OFFICIAL

given via the attached email.

3. Crowd Control/Safety would be an issue as the influx of customers to the event mingling with existing shoppers and local residents would impact on Public Safety due to high numbers within small streets and thoroughfares.
4. The Event is in a public place and cannot restrict free access to the licensed area, which would have an impact on public safety due to the inability to minimise numbers in the event.
5. It is a free and non-ticketed Event and so has the potential to attract a significant audience with no facility to effectively gauge numbers within the town centre.
6. The Event Organisers are relying on use of the existing car parks, in my opinion with the customer influx to the event and the normal weekend shoppers then the public parking availability would not be sufficient.
7. The rope barrier next to the river is insufficient to provide public safety next to a water hazard.
8. The cumulative effect on existing local businesses and the Night Time Economy as a result of this event cause real concerns to police and will potentially undermine the Prevention of Crime and Disorder, Public Nuisance and Public Safety Licensing objectives. The organisers intend their events to finish at 8 pm and the existing pubs to cater for large numbers of intoxicated persons who have been drinking from 1100 hrs. This will increase the possibility of Public Disorder and drunkenness and impact on the resources of the emergency services throughout the duration of the event and beyond.
9. Police have previously objected to events under the Rhythms of the World banner due to the increased crime and disorder associated with the Rhythms events. There is real concern that those same issues will arise as the target audience in the Police opinion remains the same.

Summary

Police understand the rationale and reasons for the new Committee wanting to resurrect the Rhythms of the World event under the Community engagement banner. However even in meetings with Police the organiser's state they intend to hold the event annually at a different single location. Butts Close Hitchin being the preferred option. A single location event would be more acceptable to Police in terms of delivering a safe event that does not undermine the Licensing objectives.

Whilst Police have suggested licensing conditions initially to support the granting of the licence. It is now considered that the location, numbers likely to attend the event and no suitable Traffic Management Plan in place would undermine the licensing objectives. Police have no option but to object to the granting of this license.

Recommendations

I would recommend to the Committee based upon the evidence above that this premises license application be **refused** in its entirety.

However, if the Committee are minded to grant this Premises License Application, I would recommend that the licensable area be restricted to either the Market Square, or the grounds of St. Mary's Church.

PS 1706 Sammy Doak
Hertfordshire Constabulary
20th June 2018

Conditions Proposed By Hertfordshire Constabulary

1. The Premises License is limited to one event per calendar year, consisting of a maximum of 1 day held over a weekend in July or August.
2. The Premises Licence Holder shall notify the responsible authorities of the exact dates of the event no less than 6 months prior to the start of the event.
3. An Event Management Plan (EMP) shall be submitted to the responsible authorities no less than 3 months prior to the start of the event. The EMP must demonstrate that resourcing and infrastructure is based on threat and risk to the event. The final EMP must be supplied to all responsible authorities **28 days** before the event takes place. Following this any changes must be circulated immediately to all responsible authorities.
4. The event management plan shall contain a summary document covering an overview in the following areas -
 - a. Event overview
 - b. Audience profile
 - c. General site overview plan
 - d. Summary description of all areas including temporary structures
 - e. General site safety policy
 - f. Management structure, responsibilities and roles - names of specific personnel, key roles and responsibilities and how the structure of these roles is planned.
 - g. Event control - overview of functioning
 - h. Event Capacities including for temporary structures
 - i. Event timings
 - j. Insurance
 - k. Local Community Considerations
 - l. Build and breakdown plan
 - m. References to appendices detailed below
5. The EMP shall contain Appendices detailing fully the following areas –
 - a. **A scaled site plan** which shows the location and size of all areas of the event and the site infrastructure as well as showing the immediate surrounding area including ingress and egress for pedestrians, vehicles and crew. As well as emergency evacuation routes and access / egress routes for emergency services. All areas of the event mentioned in the EMP must be detailed on the map.
 - b. **Event risk assessment** covering all areas of risk and management of risks to ensure the health and safety of all those on site

- c. **Traffic management plan** covering the management of the traffic on the roads surrounding the event. Management of those attending and leaving the event both on foot and in vehicles. Internal site signage for traffic. Car park management and lighting. Expected traffic levels throughout the event. Control measures to be used to reduce impact on local traffic not attending the event. Taxis and drop off facilities and operation of this facility. Pedestrian routes and lighting of routes. Management of pedestrian and vehicle crossing points. The final Traffic management plan must be supplied to all responsible authorities **28 days** before the event takes place. The traffic management plan must be agreed as acceptable by Hertfordshire County Council (Highways) before the event can take place.
- d. **Security and Safety –**
- i. **Security operations and deployment plan** covering security management structure, roles and responsibilities, security staff briefings, security control area operations, communication with the ELT, expectations of SIA staff and non SIA staff, perimeter integrity, searching of people within the site, bar security, camping / tent security, car parking security and security incident log
 - ii. Full details of **CCTV provisions** and management including map detailing camera locations. All recordings to be stored for a minimum of 21 days. Footage to be supplied to police on request and without delay.
 - iii. **Entry policy and procedure** including publicised conditions of entry, prohibited items, search policy on entry, entry refusal process. Prohibited items to include glass of any kind, weapons, illegal drugs, including psychoactive substances, fireworks, sky lanterns or kites, CO2 canisters, flares, laser pens, open or unsealed vessels of any description, alcohol over the set limit of either 4 cans per person or 50cl of spirits (decanted into a plastic bottle) per person or 75cl of wine (decanted into a plastic bottle) per person.
 - iv. **Drugs policy including psychoactive substances.** Zero tolerance policy to be adopted in relation to any quantity of drugs, any items found to result in ejection or refusal of entry. Surrender bins to be provided at all entrances and must be clearly marked. Possession of a small quantity results in confiscation, incident documentation to be supplied to the police at the conclusion of the festival. Possession of larger quantities results in confiscation, person being detained and police being immediately informed. All confiscated drugs are to be stored securely and safely, sealed and documented accordingly.
 - v. **Weapons policy** - Zero tolerance policy to be adopted in relation to any weapons found that are made, used or adapted to cause

injury, any such items found to result in ejection or refusal of entry. Such items are to include knives where the blade is more than 3 inches in length (excluding un-lockable pocket knives).

- vi. **A crowd management plan** including Capacities and Evacuation times from each area of the site and structure on the site to allow for safe and quick evacuation in the event of an emergency
 - vii. **Emergency protocols and Major Incident Plan** covering the following types of emergencies, fire, bomb threat, suspect packages, public disorder / disturbance, structural failure, hazardous substances, person in water, detained person, injury to a person, crime in progress. To also cover the role of the Event Liaison Team (ELT), coded messages, alert levels and procedures for each, partial evacuation procedure, full evacuation procedure, rendezvous points (RVP's), emergency announcements, event stop procedures, crime scene management.
 - viii. **Extreme weather procedure and action plan** covering all adverse weather conditions, detailing the impact and actions to be taken in each possibility.
 - ix. **Fire safety plan** – in line with conditions set by Herts Fire and Rescue
 - e. **Medical provisions plan** covering details of medical / first aid posts, location and description of facility available. Staffing levels of the facility and process to be used when treating patients. Medical emergency procedure.
 - f. **A Safeguarding policy and plan** to cover both children and vulnerable adults, but especially those under 18's and those who lack capacity through intoxication. To include a lost child procedure
 - g. **A communication strategy** covering local community engagement, transport options, complaints, arrival and dispersal from site
6. The event will be managed in accordance with the EMP. During the operational phase any deviation from the EMP must be fully documented and rationale recorded at the time.
7. All areas of the event and all documents referred to in the Event Management Plan shall be available for inspection during the event by officers of responsible authorities should they request access or ask to view the documents.
8. The premises License holder shall have procedures in place to;
- a. Manage the occupancy levels within site areas and temporary structures to enable a safe and quick evacuation in the event of an emergency
 - b. Allow the swift access for emergency vehicles onto the site

- The maximum capacity for the total area of the event at any one time is **(to be discussed)** this includes all staff on site.
 - Entry numbers onto the site will be monitored and recorded at all times through the use of attendance clickers
 - Entry numbers to be supplied immediately on request by any police officer
 - Entry onto the site will not be allowed between **(to be discussed)**
 - All stage areas to have identified maximum capacities **(to be discussed)** and a robust system in place during the event to monitor these capacities as the event progresses.
9. All public address systems shall be under the control of the premises license holder or their nominated representatives so that emergency broadcast message can override the musical entertainment and can be delivered clearly audibly to all parts of the site.
10. Under 18's must be accompanied by an adult 21 years old or over in order to gain entry. No more the three under 18's per one adult.
11. The Premise License Holder shall publish a message on the event website at least 3 months prior to the event containing the following information;
- a. Terms and Conditions of entry, to include searching on entry and list of prohibited items as detailed above under entry policy and procedure.
 - b. Under 18's will need to be accompanied by an adult
 - c. Challenge 25 Policy
 - d. Alcohol limit - set limit of either 4 cans per person or 50cl of spirits (decanted into a plastic bottle) per person or 75cl of wine (decanted into a plastic bottle) per person.
 - e. No glass vessels or bottles allowed on site.
 - f. Disabled access and facilities information.
 - g. Medical facilities.
12. The Premise License Holder shall ensure that all Stewards and Security Industry Authority personnel have received training commensurate to their role, and have been fully briefed prior to the start of the event on the information contained within the EMP documents relevant to their role. **(to be discussed)**
13. There shall be an established chain of command for all stewards and Security Industry Authority personnel who shall report directly upwards to their Supervisor who in turn will report directly to the Security Manager.

14. All stewards and Security Industry Authority staff shall wear high visibility jackets so that they are easily identifiable, other than those working covertly. **(to be discussed)**
15. The Premises Licence Holder shall ensure that all Security Industry Authority staff employed at the premises wear and clearly display their Security Industry Authority registration badge at all times whilst on duty, other than those working covertly. **(to be discussed)**
16. No staff member while on duty and / or in uniform will consume alcohol or drugs on site or be under the influence of alcohol or drugs at any time whilst working.
17. The premises license holder will notify Hertfordshire Constabulary of all the artists performing at the event 28 days before the event takes place. The license holder will notify Hertfordshire Constabulary immediately of any artists booked in the 28 days leading up to the event.
18. The license holder will notify Hertfordshire Constabulary of all contractors and volunteers employed at the event 28 days before the event takes place. This will include registered company name and where possible name, address and date of birth of individual staff. **(to be discussed)**
19. The license holder will notify Hertfordshire Constabulary of all SIA registered staff to be employed at the event 14 days before the event takes place. **(to be discussed)**
20. The Premises Licence Holder shall take out Public Liability and Third Party insurance to cover at least £5,000,000.00 (five million pounds) for any one occurrence. The Premises Licence Holder shall provide the Licensing Authority with certified copies of the Policy and Certificates of Insurance, or other acceptable proof of cover, not later than 14 days prior to the start of the event
21. An on-site suitable control hub (ELT) will be accessible to police and responsible authorities if at any time it is deemed necessary by the responsible authorities. **(to be discussed)**
22. There will security (Heras fencing) along the boundary of the water at St Marys Church Site map of fencing to be made available to all interested parties on request **(to be discussed)**
23. Site perimeter fence to be checked and maintained throughout period of event to ensure no access can be gained unlawfully. Records of these checks to be

kept and made available to responsible authorities on request. (to be discussed)

Appendix C

Committee report to North Hertfordshire District Council's Licensing Authority

Re: Rhythms of the World, High Street + Market Square & St. Mary's Church and Gardens, Hitchin.

Subject: Application for a premises license by Rhythms of the World, 4 Robins Hill, Hitchin, Hertfordshire. SG4 9FE

Introduction

I am making a representation in respect of this premises license application under the licensing objective of "public safety".

The application for a premises license is to hold a music festival called **Rhythms of the World** at the above location on one Saturday on July or August each year.

Background information and layout

The area chosen for the Event consists of the cobbled market place, the road between this and Bancroft (High Street) and the grounds of St. Mary's Church and surrounding pavements. There is no proposal to use either Sun Street, Bucklersbury, or the road that links them to the side of the market place.

The Charity Rhythms of the World used to run a festival in Hitchin town centre from 2000 until 2007. In 2007 it was decided by Responsible Authorities and the Charity that it was no longer safe to run the Event in the town centre and it was moved to the grounds of Hitchin Priory. Whilst it is appreciated that this application is for no where near the footprint of the festival that used to operate in the town, and the duration of the entertainment is less, there are still the same concerns with the location of such an event.

The proposed operating hours are 11am until 8pm, and the Event is relying on the cooperation of the town centre pubs and Hitchin Market for welfare facilities and are encouraging the sale of Alcohol.

Organising and running a safe music event in a town centre needs careful planning by suitably qualified and experienced event management. Due to site constraints of the location it will be very difficult to plan a safe event.

Areas of concern

I am concerned that this site is not suitable for an event of this size, and my reasons are as follows;

1. It will be impossible to manage safe ingress and egress of up to 4999 people from the site due to multiple exits at the start and end of the Event,
2. It will be difficult to safely separate vehicles driving from Bucklersbury past the market place and into Sun Street and pedestrian customers, without a full road closure which has not been proposed,
3. It is not clear as to how you will control the total number of customers or identify them from shoppers and local residents,
4. It is not clear as to how you will be able to manage crowd safety, as the Event is in a public place and cannot restrict free access to the licensed area,
5. It is a free and non-ticketed Event and so has the potential to attract a significant audience, which has not been considered,
6. It is not possible to control what people may bring with them to the Event, and so folding chairs and similar could reduce the available circulation space and capacity,

7. The Event Organisers are relying on use of the existing car parks, that may already be near capacity on a busy Saturday in Hitchin,
8. There has been no consideration to the need for barriers for crowd safety, other than a rope barrier next to the river,
9. There has been no consideration for the welfare of the staff or contractors,
10. There has been no consideration for the need for a static location for Event Control,
11. There has been no consideration for the provision of water for the caterers and attendees,
12. There has been no consideration for the disposal of waste water from catering concessions
13. There has been no consideration for the safety management of structures such as stages during the Event,
14. There has been no consideration of the implications or following of the performers,
15. There has been no consideration of the risks of overcrowding / crowd surging / crush,
16. There has been no consideration of show stop procedure,
17. There has been no consideration of evacuation procedures or calculations,
18. There has been no identification of roles and responsibilities for staff and volunteers during the Event,
19. There has been no consideration for back up communications in case of mobile reception failure,
20. There has been no consideration for Electrical or Gas Safety management at the Event,
21. The risk of fire has not been correctly assessed, most if not all of the catering stalls will have some means of cooking and they are planning on using generators for power.

To run a safe Event of this size in a Town Centre Location, it requires an experienced team and a suitably qualified and experienced safety officer. Even with an experienced team it is not possible to fully mitigate all of the above concerns due to the inability to control access to the licensable area. The only effective control for overcrowding or crowd surging at free open access Events is to cease the entertainment on the basis that patrons should then disperse. As alcohol sales are being encouraged so the Event organisers can access the town centre Pub toilets, the ceasing of entertainment could give rise to disorder.

Recommendations

I would recommend to the Committee based upon the evidence above that this premises license application be **refused** in its entirety.

However, if the Committee are minded to grant this Premises License Application, I would recommend that the licensable area be restricted to either the Market Square, or the grounds of St. Mary's Church.



Alex Pender
Senior Environmental Health Officer
North Hertfordshire District Council

5th June 2018

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Appendix D

Draft EP licence conditions 15.06.18- Rhythms of the World, Hitchin

1. The premises licence holder shall appoint a suitably qualified and experienced noise consultant who is a member of the Institute of Acoustics and/or the Association of Noise Consultants to produce and fully implement a noise management plan for the event. The Licensing Authority and Council's Noise Control Officer shall be advised of the name and contact details of this person/company no later than three (3) months prior to the commencement of the event. This timescale shall remain in place unless otherwise agreed in writing by the Council's Noise Control Officer.

2. (a) A noise management plan shall be submitted to and approved in writing by the Council's Noise Control Officer no later than six (6) weeks prior to the commencement of the event. The plan shall include, but not be limited to, the following unless otherwise agreed in writing by the Council's Noise Control Officer:

- (i) details of all music sources and other significant noise sources within the licensed area including a site plan of their location and orientation;
- (ii) a background noise survey, if requested by the Council's Noise Control Officer;
- (iii) comprehensive sound level predictions at noise sensitive locations based on the type of event proposed within the licensed area;
- (iv) a scheme designed to minimise the impact of noise from the event to noise sensitive premises;
- (v) specification of appropriate noise criteria that shall be achieved during the event;
- (vi) details of the how noise levels will be monitored, communicated and managed at the event and by whom, including on-site and off-site noise monitoring schedules and locations and the procedure for reducing noise levels if the noise criteria are exceeded;
- (vii) details of proposed sound tests, rehearsals and noise propagation tests, the dates and timings of which are to be agreed in writing by the Council's Noise Control Officer;
- (viii) details of a dedicated 24 hour telephone complaint line and the procedure for dealing with noise complaints received about the event;
- (ix) a scheme designed to notify occupiers of nearby noise sensitive premises, including information on the nature, date and timings of the event (including sound testing) and the dedicated telephone complaint line number.

Only in exceptional circumstances will the premises licence holder request a reduction in the timescale for compliance with this condition and it shall only be granted if the Council's Noise Control Officer confirms the revised timescale in writing.

(b) Where the requirements of condition 2(a) have been met, if there are any subsequent proposed changes to the event which may impact on noise following the approval of the noise management plan, the premises licence holder shall ensure their noise consultant liaises with the Council's Noise Control Officer to ascertain if any additional measures, noise predictions or noise criteria are required. If the Council's Noise Control Officer or the premises licence holder's noise consultant determines that additional measures are required they will form part of the revised noise management plan.

(c) In addition, no changes to the noise management plan will be permitted in the period commencing seven (7) days prior to the commencement of the event.

(d) If the noise management plan is not approved in writing by the Council's Noise Control Officer, their requirements will form part of the noise management plan.

3. The premises licence holder shall ensure the Licensing Authority and the Council's Noise Control Officer shall have access to the results of any noise monitoring at all times.

4. The premises licence holder shall ensure that a post event report is provided to the Licensing Authority and the Council's Noise Control Officer no later than thirty-one (31) days after the event. This timescale shall remain in place unless otherwise agreed in writing by the Council's Noise Control Officer. The report shall include the results of all noise monitoring carried out during the event indicating whether or not compliance to all the noise criteria was achieved, details of all noise complaints received and any remedial action taken to minimise noise disturbance off site.

5. A waste management plan designed to minimise the impact of litter associated with the event must be submitted to and approved by the Council's Environmental Protection Team no later than six (6) weeks prior to the commencement of the event. The premises licence holder shall ensure that the measures agreed in the plan are fully implemented. This timescale shall remain in place unless otherwise agreed in writing by the Council's Environmental Protection Team.

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Appendix E

SCHEDULE

THE LICENSING ACT 2003

ADDRESS: - Rhythms of the World, High Street, Hitchin, SG5 1DY

Application for: - Rhythms of the World, High Street, Hitchin, SG5 1DY

Date of Application: - 9th June 2018

File No: - 025768

1. The premises license holder will notify the Fire Authority of the dates of each year's event no later than 3 calendar months prior to the commencement of the event.
2. The premises license holder will provide draft copies of the Event Management Plan and Risk Assessments to the Fire Authority no later than 2 calendar months prior to the commencement of each year's event.
3. The premises license holder will provide a final copy of the Event Management Plan to the Fire Authority no later than six (6) weeks prior to the commencement of the event build-up on site of each year's event.
The final Event Management Plan will form part of the premises license operating schedule conditions for each year's event.
4. The premises license holder will ensure that the Event Management Plan covers the following areas to the complete satisfaction of Fire Authority
 - 4.1 A scaled electronic site plan showing how each part of the area will be used, identification of all structures, access routes and ingress/egress points;
 - 4.2 Capacities and evacuation plans for all areas of the event;
 - 4.3 Roles and responsibilities of all key personnel responsible for managing the event, including names, contact telephone numbers and back-up contact details in the event of non-availability;
 - 4.4 Risk assessments for all activities relating to public safety, including fire;
 - 4.5 Full details of security and stewarding arrangements.
 - 4.6 Details of any proposed special effects and the proposed safety arrangements associated with their use;
 - 4.7 Details for managing all traffic and vehicle movements on site, including within parking areas, during the event build-up phase, during the event and during the site breakdown phase;
 - 4.8 Management arrangements for site access and egress, including specific arrangements for emergency services;
 - 4.9 Details of any camping and provided sleeping accommodation, in respect of event attendees, staff and volunteers;

- 4.10 Details of power supplies, including all generators; Provision of artificial lighting, including emergency escape lighting;
- 4.11 Provision of adequate fire-fighting cover, including facilities, personnel and water supplies;
- 4.12 Technical details for all proposed temporary demountable structures;
- 4.13 Details of all proposed safety barriers and fencing to be erected on site, including the positioning;
- 4.14 Relevant independent certification or manufacturers' details to demonstrate that any fabric, or other material, used in the construction of, or in conjunction with, tents, marquees and similar structures, roof coverings, weather protection covers, curtains, drapes, backdrops, scrims and other materials used in, or upon, structures shall be rendered flame resistant to the current applicable British Standard;
- 4.15 Identification of competent persons, including proof of competence, in relation to the construction of structures and the continual monitoring of them during the event;
- 4.16 Details of the proposed maximum occupancy of each area, the method of controlling numbers therein;
- 4.17 An event running order should be made available including times for when artists appear on stage and expected time of completion of set;
- 4.18 Details of a suitable communication network;
- 4.19 Means for giving warning of an emergency, including the initiating and effecting of any evacuation, including from structures;
- 4.20 Provision of adequate emergency exit routes and emergency exits, both within structures and externally, and suitable provision of emergency signage;
- 4.21 The profiles of the performers and the anticipated attendees;
- 4.22 Contingencies for degraded systems.
- 4.23 Contingencies in respect of points 4.1 to 4.22 inclusive above regarding the effects of adverse weather conditions including, but not limited to, wind, rain and heat.
- 5. In the event that the premises licence holder requires the attendance of a representative from the Fire Authority within the Emergency Liaison Team, other than in the event of an emergency response, the cost of the attendee will be paid by the premises licence holder.
- 6. If the premises licence holder, due to exceptional or unforeseen circumstances, wishes to make any amendment to the final Event Management Plan (that being the version that forms part of the premises licence operating schedule conditions) that would impact upon any public safety issue covered by conditions 1 to 5 inclusive above, he may only do so with written consent from the Fire Authority.

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