

# 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.

I/We Richard Maskell

*(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**

Poplars Farm, Roe Green,  <a href="https://www.google.co.uk/maps/place/Sandon,+Buntingford+SG9+0QG/@51.9895913,-0.0917926,1147m/data=!3m1!1e3!4m5!3m4!1s0x48762b7afd72a023:0x6190016d6e35ae87!8m2!3d51.9876742!4d-0.0865103">https://www.google.co.uk/maps/place/Sandon,+Buntingford+SG9+0QG/@51.9895913,-0.0917926,1147m/data=!3m1!1e3!4m5!3m4!1s0x48762b7afd72a023:0x6190016d6e35ae87!8m2!3d51.9876742!4d-0.0865103</a>			
<b>Post town</b>	Sandon	<b>Postcode</b>	SG9 0QG

<b>TEL:</b>	
Non-domestic rateable value of premises	N/A

**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 checked="" type="checkbox"/> | please complete section (A) |
| b) a person other than an individual *          |                                     |                             |
| i. as a limited company                         | <input type="checkbox"/>            | please complete section (B) |
| ii. as a partnership                            | <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  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:

Please tick yes

- 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 checked="" type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b> Maskell			<b>First names</b> Richard		
I am 18 years old or over				<input checked="" type="checkbox"/>	Please tick yes
Current postal address if different from premises address		London Road Audio Services Ltd Unit 13, London Road Studios, Baldock Ind Est			
Post town	Baldock			Postcode	SG7 6NG
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					

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

**(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
Address
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

**Part 3 Operating Schedule**

When do you want the premises licence to start?

**01/06/2018**

If you wish the licence to be valid only for a limited period, when do you want it to end?

**N/A – On going**

We are applying for **ONE** event to be held consecutively over **ONE** weekend each year, in either the months of June, July, August or September.

**\*\*Please Note\*\*** There will be only **ONE** event per year, in one of those months, **NOT** one event in each of the months listed above

Poplars Farm is spanned over 22 acres of fields, meadows and unused farmland. From the centre of the land...  
To the South there is the land owners property, neighbours of the Roe Green hamlet and 2 large barns to  
To the East there is the village of Sandon  
To the west is a large woodland area and farmland.  
To the North is miles of farmland.

**A full top down view can be seen here:**  
<https://www.google.co.uk/maps/place/Sandon,+Buntingford+SG9+0QG/@51.9895913,-0.0917926,1147m/data=!3m1!1e3!4m5!3m4!1s0x48762b7afd72a023:0x6190016d6e35ae87!8m2!3d51.9876742!4d-0.0865103>

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

N/A

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

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

- | Provision of regulated entertainment                                 | Please tick any 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)                        | <input checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F)                    | <input checked="" type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G)             | <input type="checkbox"/>            |

h) anything of a similar description to that falling within (e), (f) or (g)  
(if ticking yes, fill in box H)

**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 6)			<b>Will the performance of a play take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b>Please give further details here</b> (please read guidance note 3)		
Tue					
Wed			<b>State any seasonal variations for performing plays</b> (please read guidance note 4)		
Thur					
Fri			<b>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</b> (please read guidance note 5)		
Sat					
Sun					

**B**

<b>Films</b> Standard days and timings (please read guidance note 6)			<b><u>Will the exhibition of films take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)					
Mon								
Tue								
Wed						<b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 4)		
Thur								
Fri						<b><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></b> (please read guidance note 5)		
Sat								
Sun								



C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 6)			<b><u>Please give further details</u></b> (please read guidance note 3)
Day	Start	Finish	
Mon			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 4)
Tue			
Wed			<b><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></b> (please read guidance note 5)
Thur			
Fri			
Sat			
Sun			

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 6)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)					
Mon								
Tue								
Wed						<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 4)		
Thur								
Fri						<b><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></b> (please read guidance note 5)		
Sat								
Sun								

**E**

<b>Live music</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon			<b>Please give further details here</b> (please read guidance note 3) Amplified live bands and DJ's		
Tue					
Wed			<b>State any seasonal variations for the performance of live music</b> (please read guidance note 4)		
Thur					
Fri			<b>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</b> (please read guidance note 5)  <b>The main 'open air' live music stages will finish by 11pm sharp.</b> Only the smaller stages undercover (Marquee, Big Top etc) will remain open after 11pm at greatly reduced volume levels as advised in our Noise Management Plan and Event Management Plan.		
Sat	12:00	01:30			
Sun	12:00	18:30			

**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 6)			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3) Amplified music, played by either: DJ's or background music from a audio device		
Mon					
Tue			<b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 4)		
Wed					
Thur			<b>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</b> (please read guidance note 5)		
Fri					
Sat	12:00	01:30			
Sun	12:00	18:30			

# G

<b>Performances of dance</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of dance take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3)		
Mon					
Tue			<b>State any seasonal variations for the performance of dance</b> (please read guidance note 4)		
Wed					
Thur			<b>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</b> (please read guidance note 5)		
Fri					
Sat					
Sun					

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Wed					
Thur			<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 4)		
Fri					
Sat			<b><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></b> (please read guidance note 5)		
Sun					

**I**

<b>Late night refreshment</b> Standard days and timings (please read guidance note 6)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 3) Catering Units, Vans, temp gazebos Serving hot and cold food to the public and staff members during the event.		
Tue					
Wed			<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 4)		
Thur					
Fri			<b><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></b> (please read guidance note 5)		
Sat	12:00	02:00			
Sun	12:00	19:00	After discussions with the responsible authorities, it was suggested that we allow event participants to purchase food and soft drinks from the event vendors for 30 mins after all entertainment and other activities are closed. This serves to A) stagger the (non camping) vacating crowds leaving by vehicle, minibus, taxis and B) serves to give a participant who may have been drinking a hot meal and fluid before departing.		

**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b>Will the supply of alcohol be for consumption –</b> <b>please tick</b> (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 4)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat	12:00	01:00			
Sun	12:00	18:00			
			<b>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</b> (please read guidance note 5)		

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

Name Lawrie Alderman	
Address	
Postcode	
Personal licence number (if known) LICPL/04520/15	
Issuing licensing authority (if known) NHDC	



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 8).

- Wristbands will be issued to all guests.
- Those issued to persons under eighteen (18) years of age will be a different colour to those issued to persons over eighteen (18) years of age, making it easier to control the supply of alcohol.
- Management will have a child welfare point set up with staff that are DBS checked.
- Head counts via clicker system

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			
Wed			
Thur			
Fri			
Sat	12:00	02:00	
Sun	12:00	18:30	

**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** (please read guidance note 5)

The licensable areas activity hours / timings are correct, with the exception of the **designated camping areas**, which will remain open to the public. With no restriction when in this designated area.

**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 9)**

- **\*\*PLEASE SEE EVENT MANAGEMENT PLAN FOR INDEPTH INFORMATION\*\***
- The DPS is an experienced licensed operative
- All the heads of bar staff will have personal licenses.
- Barriers will be used for crowd control (see EMP and appendices)
- Security fences will be in place as shown on the EMP and supporting appendices / site maps, to ensure the correct number of attendees have entered the event, We will also be using clickers for headcounts
- A sound crew and noise management team will be on standby for the whole event
- Rosco and London Road Studios staff will ensure the right levels of sound for this license.
- CCTV will be used to ensure safety of the public and the security of the event.
- SIA badged security will be deployed to ensure there is not a public nuisance.
- Security to ensure that the correct bands are fitted for children with contact number on children wrist bands.
- All security and management personnel will be fitted with radios
- Security personnel will be in the bar with CCTV all times whilst open to the public

**b) The prevention of crime and disorder**

- Security will be provided by HSC security working in conjunction with Hertfordshire police.
- All entrances and gates will be manned by SIA (Badged staff).
- All members of staff will be fitted with radios and the CCTV will be used throughout.
- Attendees that cause nuisance within the event will be warned and or removed by the security and will either be settled by our staff or handed over to the police.
- CCTV and body cams (on key staff) will be used for prevention of crime and public safety.
- Wristbands to be used to stop underage drinking and the ensure we stay within the capacity of the license.
- Bars will have security and cctv in place at all times whilst open to the public.

**c) Public safety**

- We have employed a chartered health and safety officer to be on-site throughout the event.
- ONLY Plastic containers will be used throughout the event.
- A CHALLENGE 25 SCHEME WILL BE IN OPERATION.
- Stewarding throughout the event will be provided by HSC.
- BARRIERS will be in place to ensure CROWD MANAGEMENT.
- The CCTV will be assisting the security and public safety.
- Guests will be subject to search as per the terms and conditions (found on website)
- Security fences will be in place to ensure the safety of the guests in and around the event.
- CCTV will be used at the event.
- Searches by the security and security dogs will be in operation during the event.
- Security teams to patrol the event with manned security at the bar, all gates and stage also to provide security outside the event.

- liaise with highways to ensure safe crossing points and a fully detailed Traffic Management Plan is in place (See Appendices)

d) The prevention of public nuisance

- HSC security will ask all event goers to leave quietly via the route marked out with on the site map and via HSC.
- The event taxi and mini bus rank (areas) will be on the festival site, well away from the village, residents and main roads.
- Litter will be controlled by stewards and the cleaning team after the event to insure the area is clean this also includes 500m around the paths of the event.
- The sound tech/crew will ensure to stay within the license of sound and noise management, insuring that any live music finishes as per the license agreement.
- Car parking will be provided on private land.
- At the end of the event the security and stewards will channel the guests towards the car park, taxi rank and mini bus / coach rank or the various camp sites (detailed in EMP and site maps)
- Security teams will wear high vis jackets to help them stand out
- A Waste management / cleaning company will be hired to ensure the event and outside the event stays tidy.
- Street drinking outside the event isn't allowed, people will be stopped from leaving the site with drinks
- Security teams will patrol the event and outside the event.
- Signs will be placed up around the event informing the guests that CCTV being recorded.
- Event patrons that cause a nuisance will be dealt with by SIA badged security and if necessary handed to the police.
- Noise management plan is in place to prevent noise nuisance

e) The protection of children from harm

- Safety stewards will patrol all areas of the site, there will be a lost child point at the Information point,
- If a child is reported missing the control room will shut all gates and doors with no members of the public being allowed to leave or enter the event until the child is found.
- Under 18's will be fitted with an assorted colour wristband to ensure the staff that the person is under the age of 18.
- Tamper proof wristbands will be used during the event.
- Children will not be allowed to leave the event unless accompanied by an adult.
- Management team will have a welfare person on site that is DBS checked to cater for lost children.

**Checklist:**

**Please tick to indicate agreement**

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises
- I have sent copies of this application and the plan to responsible authorities and others where

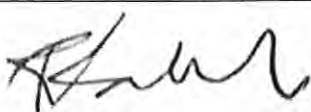
applicable.

- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.

**IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.**

**Part 4 – Signatures** (please read guidance note 10)

**Signature of applicant or applicant’s solicitor or other duly authorised agent** (see guidance note 11).  
**If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	21/02/2018
Capacity	Event Director

**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant’s solicitor or other authorised agent** (please read guidance note 12). **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 13)

Richard Maskell  
London Road Audio Services Ltd  
Unit 13,  
London Road Studios,  
Baldock Ind Est

Post town	<b>Baldock</b>	Postcode	<b>SG7 6NG</b>
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Telephone number (if any)	
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If you would prefer us to correspond with you by e-mail, your e-mail address (optional)

## 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. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. 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.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. 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.
7. 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'.
8. 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.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, each of the applicant or their respective agent must sign the application form.
13. This is the address which we shall use to correspond with you about this application.





- MAIN PUBLIC GATE: G1A / SECURITY POSTS
- SECURITY GATE: FIRE MARSHALL / TOWER
- TOWER LIGHT: TOILETS / WATER POINTS
- TRACK MAT:
- VEHICLE TRAFFIC:
- PUBLIC / WALKWAY:
- BLUE LINE / EMERGENCY ROUTE:
- EMERGENCY ROUTE:
- PEDESTRIAN BARRIER WALKWAY:
- RED & WHITE BARRIER TAPE:
- METAL GROUND STAKES:
- HORAS SECURITY FENCING:
- EMERGENCY GATE: MARSHALL / STERWARD
- BAG / SECURITY SEARCH POINT:
- Public Right Of Way: