

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
□ □ □ □ □ □ □ □

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

DD MM YYYY
□ □ □ □ □ □ □ □

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)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- 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)

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)			<u>Will the exhibition of films 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 the exhibition of films</u> (please read guidance note 5)		
Wed					
Thur			<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)		
Fri					
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			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Tue			
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	<u>Please give further details here</u> (please read guidance note 4)					
Mon								
Tue								
Wed						<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)		
Thur								
Fri								
Sat						<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)		
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 <input checked="" type="checkbox"/>
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)			<u>Will the playing of recorded music 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) Incidental music		
Mon					
Tue			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)		
Wed					
Thur			<u>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</u> (please read guidance note 6)		
Fri					
Sat	1100	2000			
Sun					

G

Performances of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place <u>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			
Mon			<u>Please give further details here</u> (please read guidance note 4) As part of arts and music festival		
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)		
Thur					
Fri			<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)		
Sat	1100	2000			
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					
Thur			<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)		
Fri					
Sat			<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)		
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			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)		
Thur					
Fri			<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)		
Sat					
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					
			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 (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)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon			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 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
Roscco 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 (roscco)

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.

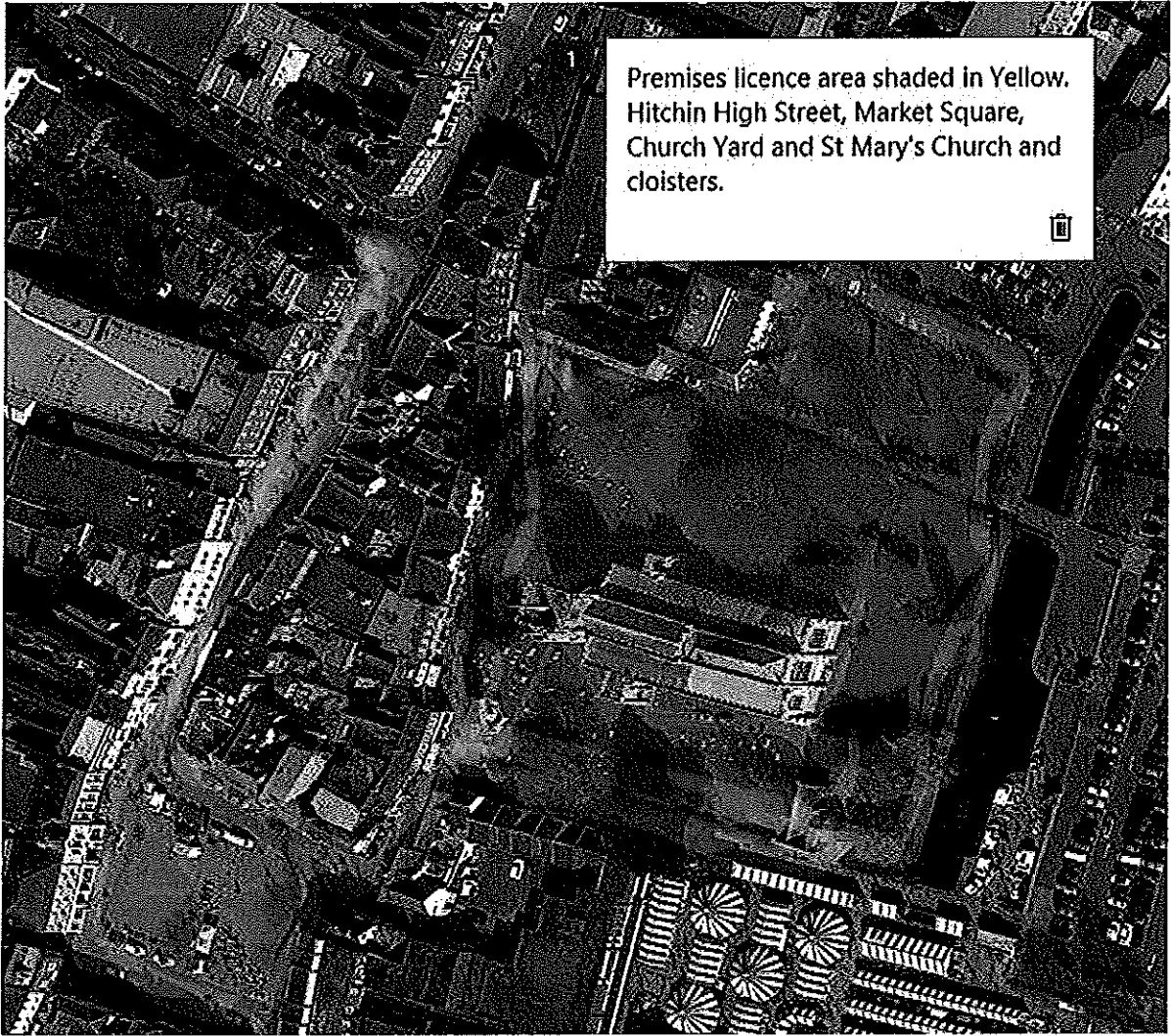
Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (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 includes American Blues, Samba, Cuban Music, pop and one punk band. The music will play from 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 Bando – 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 20.00 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