

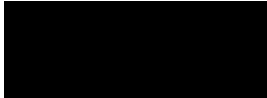
# Licensing Act 2003

## **Part A**

### **Format of premises licence**

**North Hertfordshire District Council  
Council Offices, Gernon Road, Letchworth Garden City, Hertfordshire, SG6 3JF**

**Original grant date: 28 April 2017  
Current issue date: 02 November 2018**



.....  
Authorised signatory

**Premises licence number: 2701**

#### **Part 1 – premises details**

**Bygrave Plantation  
Land Adjacent To 1 Caldecote Road, Newnham, Hertfordshire, SG7 5JZ**

**This licence is granted in perpetuity**

#### **Licensable activities authorised by the licence**

**Section H: Anything of a similar description to that falling within (E), (F) or (G):(Indoors and Outdoors)**

**Section F: Recorded Music:(Indoors and Outdoors)**

**Section E: Live Music:(Indoors and Outdoors)**

**Section B: Exhibition of a Film:(Indoors and Outdoors)**

**Section A: Performance of a Play:(Outdoors)**

**Section I: Provision of Late Night Refreshments:(Both Indoor and Outdoor)**

**Section J: Sale or Supply of Alcohol:(On the premises)**

**The times the licence authorises the carrying out of licensable activities**

**Section H: Anything of a similar description to that falling within (E), (F) or (G):(Indoors and Outdoors)**

<b>Day</b>	<b>Start Time</b>	<b>End Time</b>
Monday	10:00	midnight
Tuesday	12:00	midnight
Wednesday	12:00	midnight
Thursday	12:00	04:00
Friday	11:00	06:00
Saturday	11:00	06:00
Sunday	11:00	02:00

**Section F: Recorded Music:(Indoors and Outdoors)**

<b>Day</b>	<b>Start Time</b>	<b>End Time</b>
Monday	10:00	midnight
Tuesday	12:00	midnight
Wednesday	12:00	midnight
Thursday	12:00	04:00
Friday	11:00	09:00
Saturday	11:00	09:00
Sunday	11:00	02:00

**Section E: Live Music:(Indoors and Outdoors)**

<b>Day</b>	<b>Start Time</b>	<b>End Time</b>
Monday	10:00	23:00
Tuesday	12:00	23:00
Wednesday	12:00	23:00
Thursday	12:00	midnight
Friday	00:00	midnight
Saturday	00:00	midnight
Sunday	00:00	midnight

**Section B: Exhibition of a Film:(Indoors and Outdoors)**

<b>Day</b>	<b>Start Time</b>	<b>End Time</b>
Monday	10:00	04:00
Tuesday	10:00	04:00
Wednesday	10:00	04:00
Thursday	10:00	midnight
Friday	00:00	midnight
Saturday	00:00	midnight
Sunday	00:00	midnight

**Section A: Performance of a Play:(Outdoors)**

<b>Day</b>	<b>Start Time</b>	<b>End Time</b>
Monday	10:00	23:00
Tuesday	10:00	23:00
Wednesday	10:00	23:00
Thursday	10:00	23:00
Friday	10:00	23:00
Saturday	10:00	23:00
Sunday	10:00	23:00

**Section I: Provision of Late Night Refreshments:(Both Indoor and Outdoor)**

<b>Day</b>	<b>Start Time</b>	<b>End Time</b>
Monday	23:00	midnight
Tuesday	23:00	midnight
Wednesday	23:00	midnight
Thursday	23:00	05:00
Friday	23:00	05:00
Saturday	23:00	05:00
Sunday	23:00	02:00

**Section J: Sale or Supply of Alcohol:(For consumption on the premises)**

<b>Day</b>	<b>Start Time</b>	<b>End Time</b>
Monday	12:00	midnight
Tuesday	12:00	midnight
Wednesday	12:00	midnight
Thursday	11:00	04:00
Friday	11:00	06:00
Saturday	11:00	06:00
Sunday	11:00	midnight

**The opening hours of the premises**

<b>Day</b>	<b>Start Time</b>	<b>End Time</b>
Monday	00:00	midnight
Tuesday	00:00	midnight
Wednesday	00:00	midnight
Thursday	00:00	midnight
Friday	00:00	midnight
Saturday	00:00	midnight
Sunday	00:00	midnight

**For consumption on the premises**

**Part 2**

Name, (registered) address, telephone number and email of holder of the premises licence

**AE & WA Farr Limited  
Newnham Manor Farm, Caldecote Road, Newnham, Baldock, Hertfordshire, SG7 5LA  
01462 742637  
Accounts@aewafarr.co.uk**

Registered number of holder, for example company number, charity number (where applicable)

**n/a**

Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol

**Gareth Gwynne-Smith**  


Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises the supply of alcohol

**Licence Number: 2013/01186/LAPER  
Issuing authority: Brighton & Hove Council**

## **Annex 1 – Mandatory conditions**

No supply of alcohol may be made under this licence:

- (a) at a time when there is no designated premises supervisor in respect of the premises licence; or
- (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.

Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

The admission of children, that is persons under eighteen (18) years of age, to the exhibition of any film shall be restricted in accordance with any recommendation made by the British Board of Film Classification (BBFC) or by the Licensing Authority.

Any one or more individuals at the premises for the purposes of carrying out a security activity (an activity to which paragraph 2(1)(a) of Schedule 2 of the Private Security Industry Act 2001 applies and which is licensable conduct for the purposes of that Act) must:

- (a) be authorised to carry out that activity by a licence granted under the Private Security Industry Act 2001; or
- (b) be entitled to carry out that activity by virtue of section 4 of that Act.

Responsible person means the holder of the premises licence, the designated premises supervisor, or any other person over the age of eighteen(18) years who has been authorised to sell alcohol at the licensed premises.

The responsible person must ensure that staff on relevant premises do not carry out, arrange, or participate in any irresponsible promotions in relation to the premises. In this condition, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises:

- (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to:
  - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
  - (ii) drink as much alcohol as possible (whether within a time limit or otherwise).
- (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted price to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective
- (c) provision of free or discounted alcohol, or any other thing, as a prize to encourage or reward the purchase and consumption of alcohol over a period of twenty-four (24) hours or less in a manner which carries a significant risk of undermining a licensing objective.
- (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.

The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than when that other person is unable to drink without assistance by reason of a disability).

The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

The premises licence holder or club premises certificate holder must ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.

The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy. The policy must require individuals who appear to the responsible person to be under eighteen (18) years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth, and either:

- (i) a holographic mark; or
- (ii) an ultraviolet feature.

The responsible person must ensure that:

(a) where any of the following alcoholic drinks are sold or supplied for consumption on the premises (other than alcohol drinks sold or supplied having been made up in advance ready for sale or supply in securely closed containers) it is available to customers in the following measures:

- (i) beer or cider: half pint;
- (ii) gin, rum, vodka or whisky: 25ml or 35ml; and
- (iii) still wine in a glass: 125ml;

(b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and

(c) where a customer does not, in relation to a sale of alcohol, specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price. In this condition:

(a) permitted price is the price found by applying the formula  $P = D + (D \times V)$  where:

- (i) P is the permitted price;
- (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol; and
- (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol.

(b) duty is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;

(c) relevant person means, in relation to premises in respect of which there is in force a premises licence:

- (i) the holder of the premises licence;
- (ii) the designated premises supervisor (if any) in respect of such a licence; or
- (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;

(d) relevant person means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in capacity which enable the member or officer to prevent the supply in question; and

(e) value added tax means value added tax charged in accordance with the Value Added Tax Act 1994. Where the permitted price would not be a whole number of pennies, the permitted price shall be taken to be the price rounded up to the nearest penny. Where the permitted price on a day (the first day) would be different from the permitted price on the next day (the second day) as a result of a change to the rate of duty or value added tax, the permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of fourteen (14) days beginning on the second day.

## **Annex 2 – Conditions consistent with the operating schedule**

### **General**

This licence may only be used for one (1) event per calendar year that has an intended capacity of over seven thousand five hundred (7,500) persons, with a maximum capacity of fourteen thousand nine hundred and ninety nine (14,999) persons.

### **Definitions**

For the purpose of the operating schedule licence conditions, **event build-up on site** is defined as the first point that event staff/contractors arrive on site for the purpose of commencing event build (i.e. the construction of any temporary demountable structures or the arrival of any infrastructure).

For the purpose of the operating schedule licence conditions, **the event** is defined as the period of time each year commencing at the point the licensed area first opens to the public until the point when the licensed area finally closes after all members of the public have left the licensed area.

For the purpose of the operating schedule licence conditions, **sign-off** is defined as written documentation that states that a structure is safe and fit for the proposed purpose and identifies any limitations to its usage.

### **Operating Schedule Condition 1**

a) For the one (1) event per calendar year with an intended capacity of between seven thousand five hundred (7,500) persons and fourteen thousand nine hundred and ninety nine (14,999) persons

i) The premises licence holder will provide notification of such events no later than six (6) months prior to the commencement of the event. This notification will provide the name of the event, the event type (including licensable activities and relevant zones to be used within the site), the date of the event (including start and finish times) and the anticipated capacity of the event.

ii) The premises licence holder will provide a draft Event Management Plan (EMP) to all responsible authorities no later than six (6) months prior to the commencement of the event. The EMP will be regularly updated in accordance with the requirements of the operating schedule conditions and a final version will be agreed in writing with all responsible authorities no later than twenty-eight (28) days prior to the commencement of event build-up on site. The final agreed EMP will be attached to the premises licence as part of the operating schedule and its requirements will form licence conditions.

b) For all other events

i) The premises licence holder will provide notification of such events no later than three (3) months prior to the commencement of the event. This notification will provide the name of the event, the event type (including licensable activities and relevant zones to be used within the site), the date of the event (including start and finish times) and the anticipated capacity of the event.

ii) The premises licence holder will provide a draft Event Management Plan (EMP) to all responsible authorities no later than three (3) months prior to the commencement of the event. The EMP will be regularly updated in accordance with the requirements of the operating schedule conditions and a final version will be agreed in writing with all responsible authorities no later than twenty-eight (28) days prior to the commencement of event build-up on site. The final agreed EMP will be attached to the premises licence as part of the operating schedule and its requirements will form licence conditions.

### **Operating Schedule Condition 2**

The Event Management Plan will include, but will not be limited to:

- a) an evacuation plan (including zones of relative safety);
- b) a stewarding plan (including details of training and deployment of all staff, communication details and any public address system);
- c) medical and first aid provisions;
- d) insurance provisions (including all temporary demountable structures);
- e) details of all temporary demountable structures (including certification, onsite monitoring and sign-off process);
- f) event control location, staffing and meeting plan;
- g) roles and responsibilities of all key event personnel (including a nominated safety officer, contact telephone numbers and back-up contact details in the event of non-availability);
- h) capacity calculations for all temporary demountable structures and all outdoor areas of the site (including car parks);
- i) a traffic management plan (including on and off site traffic, details of any traffic management company utilised for the event, and arrangements for controlling and managing vehicle movement on the site during the event and during site build-up and breakdown);
- j) lost and found personnel/property policies;
- k) welfare service provision (including details of all welfare service providers, first aid provisions, infrastructure, drinking water, etc.);
- l) closed circuit television provisions (including monitoring arrangements);
- m) a security plan (including site security provision, search policies, staffing deployment, staffing accreditation, staffing training, and data sharing protocols);
- n) site ingress/egress procedures (including management arrangements);
- o) site lighting (including the provision of artificial lighting and emergency lighting);
- p) sanitary provisions (including toilets, washing facilities, washing-up facilities, waste water disposal, and on-site management arrangements);
- q) external and internal site fencing (including front of house barriers);
- r) a site layout plan (including zonal grid markings);
- s) a scaled site layout plan (including details of how each part of the site will be utilised, identification of all structures, access routes and ingress/egress points);
- t) a major incident plan;
- u) a safeguarding plan (including children, vulnerable persons, alcohol, drugs, crime, etc.);
- v) resident liaison arrangements;
- w) a waste management plan (including on and off site provision, and management arrangements);
- x) a noise management plan;
- y) risk assessments for all activities relating to the event;
- z) details of proposed special effects (including fireworks, lasers, dry ice, special lighting effects) and proposed safety arrangements associated with their use;
- aa) layout of and facilities in any campsites (including management arrangements, and policies relating to camp-fires and barbecues);
- bb) a smoking policy for the event site;
- cc) details of electrical installations for the event (including generators, avoidance of cable hazards, and management arrangements preventing the public from accessing and/or interfering with electrical installations).

### **Operating Schedule Condition 3**

In the event of any of the responsible authorities advising the licensing authority that the final version of the Event Management Plan (EMP) does not fully satisfy their reasonable requirements, the event will not proceed until such time as the reasonable requirements are met and approval of the final EMP is confirmed in writing by the licensing authority.

### **Operating Schedule Condition 4**

The premises licence holder will ensure that a schedule of multi-agency meetings are held on site before and during the event, and that a full multi-agency debrief is held as soon as practicable, but no later than three (3) calendar months after the event taking place.



### **Operating Schedule Condition 5**

The above conditions 1 - 4 will apply to all events held under this premises licence unless advised otherwise by the licensing authority in writing.

### **Environmental Protection Condition 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 events with any of the following criteria, unless otherwise agreed in writing with the Council Noise Control Officer:

(a) Events taking place with live and/or recorded music constituting regulated entertainment with 1000 persons or more between 08:00hrs - 23:00hrs.

(b) Events taking place with live and/or recorded music constituting regulated entertainment with 500 persons or more between 23:00hrs - 08:00hrs.

(c) Events taking place with live and/or recorded music constituting regulated entertainment with two (2) or more stages between 23:00hrs - 08:00hrs.

The Licensing Authority and Council 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 any event. This timescale shall remain in place unless otherwise agreed in writing by the Council Noise Control Officer.

### **Environmental Protection Condition 2**

(a) Where an event requires a noise management plan, it shall be submitted to, and approved in writing by the Council Noise Control Officer no later than six (6) weeks prior to the commencement of any event. The plan shall include, but not be limited to, the following unless otherwise agreed in writing by the Council 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 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 which shall at least be in line with the Code of Practice on Environmental Noise Control at Concerts;

(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 Noise Control Officer;

(viii) details of a dedicated 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 Noise Control Officer confirms the revised timescale in writing.

(b) Where the requirements of condition(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 Noise Control Officer to ascertain if any additional measures, noise predictions or noise criteria are required. If the Council 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 Noise Control Officer, their requirements will form part of the noise management plan.

**Environmental Protection Condition 3**

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

**Environmental Protection Condition 4**

The premises licence holder shall ensure that a post event report is provided to the Licensing Authority and the Council Noise Control Officer no later than thirty-one (31) days after an event which required a noise management plan. This timescale shall remain in place unless otherwise agreed in writing by the Council 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.

**Annex 3 – Conditions attached after a hearing by the licensing authority**

None

**Annex 4 – Plans**

See attached



KEY

Licensable Area ————  
Individual Areas ————

APPENDIX A1