

APPENDIX F

RESPONSIBLE AUTHORITIES - COMMENTS

Responsible Authority	Comment
11/12/2024 Planning Tom Rea	With regard to the above consultation I can advise that the Planning department have no objections. Regards Tom Rea
19/12/2024 Environmental Protection Alan Stone	Dear Licensing, This application appears to be just to vary the license to accommodate additional capacity in the venue. I have no objections to the variation subject to the EMP condition (which is to include a noise management plan) being retained on any license should you be minded to grant the variation. The applicant should be made aware that Environmental Health at North Herts Council will set noise levels based on the current guidance available at the time of the event. At the moment this is the 'Code of Practice on Environmental Noise Control at Concerts– The Noise Council 1995'. This document is due to be updated (although this has been true for a while now) and we will adopt any recommendations in line with any subsequently agreed guidance document. An increase of capacity to this level may compromise the ability to achieve adequate noise levels. Currently, the guidelines state the Music Noise Level, when assessed 1 metre from the façade of any noise sensitive premises, should not exceed the guidelines shown in the table below between the hours of 0900 and 2300. If you have any queries then please do not hesitate to contact me. Regards Alan Stone
23/12/2024 Public Health Audrey Tonge	Thank you for your email re the above alcohol license application. Public health have no representation on this application.

Community Protection Directorate



North Herts Council
Council Offices
Gernon Road
Letchworth Garden City
SG6 3JF

FAO: Licensing officer

Fire Protection
Regulatory Services
Hertfordshire County Council
2nd Floor Farnham House
Postal Point CH0331
Six Hills Way, Stevenage
Hertfordshire SG1 2ST
www.hertfordshire.gov.uk

Tel: [REDACTED]
Email: [REDACTED]
My ref: [REDACTED]
Your ref: LC/2701- SR/31658
Date: 24 December 2024

Dear Sir/Madam,

THE LICENSING ACT 2003

AE & WA FARR - Bygrave Woods, Land adjacent to 1 Caldecote Road, Newnham, SG7 5JX.

Application for:- Variation of licence

Date of application:- 6/12/24

Hertfordshire Fire and Rescue Service have no relevant representations to make. The EMP should take full account of increased numbers and the need for suitable evacuation routes.

This Fire Authority takes the opportunity to remind the responsible person that they must carry out a risk assessment and record the findings of that process to ensure the safety from fire of all relevant persons.

The maximum 'permitted capacity' of the areas used for licensable activities must not exceed the number stated in the Fire Risk Assessment. Occupancy calculation, staff and guests, must be made for each separate activity undertaken. If this number is not clearly defined, we would regard the risk assessment as unsuitable, and it should be reviewed and updated accordingly.

Should you require any further clarification, please contact us at

[REDACTED]

Yours faithfully,

Stuart Joiner
Fire Safety Inspector
Cc The applicant

02/01/2025

Environmental Health

James Beeson

Hi,

With respect to the premises licence variation application, please see email chain below. Therefore, on the grounds of public safety, provided that the conditions to which the applicant has agreed are added to the licence, I have no objections to the licence variation being granted.

Regards

James

Hi,

With respect to the premises licence variation application, please see email chain below. Therefore, on the grounds of public safety, provided that the conditions to which the applicant has agreed are added to the licence, I have no objections to the licence variation being granted.

Regards

James



James Beeson
Senior Environmental Health
Officer

www.north-herts.gov.uk

From: Gareth Gwynne-Smith <[REDACTED]>

Sent: 20 December 2024 16:15

To: James Beeson <[REDACTED]>

Cc: Alex Farr <[REDACTED]>

Subject: Re: Re Application for Premises Licence Variation - further to this afternoons telephone call.

Thank you James

As discussed they mirror the current conditions and I am happy to confirm acceptance

Gareth Gwynne - Smith

Managing Director

[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

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On 20 Dec 2024, at 16:11, James Beeson <[REDACTED]> wrote:

Dear Gareth,

LICENSING ACT 2003

Location : Bygrave Wood, Land adjacent to 1 Caldecote Road, Newnham, Herts
SG7 5JX

Proposal : Variation to Premises license application

Our Environmental Health Commercial Team has been sent a copy of your application to vary a premises licence that was recently submitted to the Council's Licensing Team. I have considered the information you have supplied, in order to assess whether or not your application addresses the requirements of Section 4(2)(b) in respect of public safety, our Commercial Team would like to offer the proposed Conditions as stated below, Schedule 1, PS1 – PS7.

As discussed over the phone this afternoon, please can you email me back to confirm your agreement with these proposed Conditions as set out in Schedule 1 below. I am in the office up until the end of 24th December so please email me before then. The end of the Consultation period is 3rd^h January 2025.

Yours Sincerely
James



James Beeson
Senior Environmental Health
Officer

www.north-herts.gov.uk

Schedule 1 : Proposed Conditions for Public Safety

Location : Bygrave Wood, Land adjacent to 1 Caldecote Road, Newnham, Herts SG7 5JX

Proposal : Variation to Premises license application

PS1 – Event Management Plan

The premises licence holder shall submit a draft Event Management Plan to the Council's Environmental Health Officer no later than three (3) calendar months prior to the commencement of the event and a final management plan no later than twenty-eight (28) days prior to the commencement of the event build-up on site. The final EMP will form part of the operating schedule conditions of the licence.

In the event that the final EMP does not appear to adequately identify and mitigate the public safety risks of an event of this nature, the event will not proceed until such time that the EHO notifies the licensing authority in writing that they believe the EMP is adequate. This condition places no liability on the EHO for the safety of the event, it merely confirms that the EMP would be suitable for an event of this nature assuming that the event organisers implemented the content and continued to review the public safety risks throughout the event.

PS2 – Event Management Plan

Demonstrate that suitable arrangements are in place for operating a safe event in accordance to the timescales in PS1, or it shall not go ahead. To demonstrate suitable arrangements for the management of a safe event, an event management plan shall be prepared that is not limited to, but includes the following:

- a) a scaled site plan, showing how each part of the licensed area will be used, identification of all structures, access routes and ingress/egress points.
- b) a table listing all areas and the spaces allocated to each;
- c) roles and responsibilities of all key personnel responsible for managing the event, including names and contact numbers plus back-up contacts in the event of their non-availability.
- d) risk assessments for all activities relating to the event;

e) full details of security and stewarding arrangements, means for giving warning of an emergency, including the initiating and effecting of any evacuation, including from structures;

1. detail of crowd management including capacities and how these will be monitored and evacuation times from each area of the site to allow for safe and quick evacuation in the event of an emergency
2. details of all proposed safety barriers and fencing to be erected on site, including the positioning;
3. details of proposed special effects (including fireworks, lasers, dry ice special lighting effects) and proposed safety arrangements associated with their use;
4. details for managing all traffic and vehicle movements on site, including within parking areas, during the event build-up phase, during the event and during the site breakdown phase.
5. management arrangements for site access and egress, including specific arrangements for emergency services;
6. layout and facilities in any campsites and management arrangements for camping areas (including policies on camp-fires and barbecues);
7. smoking policy in the licensed area;
8. medical and first aid provision;
9. Details of electrical installations for the event, including generators. This should include how cable hazards will be avoided and measures to prevent members of the public from interfering with any parts of the electrical installations;
10. Provision of artificial lighting to all parts of the licensed area, including emergency lighting
11. Arrangements for the provision of sanitary accommodation (including toilets, washing facilities and washing-up facilities) plus methods for the disposal of waste water;
12. Arrangements for the management of sanitary accommodation during the event
13. Details of the water supply and network available at the event (BS 8551)

PS3 – Temporary Demountable Structures

The premises license holder shall submit a scaled plan showing the location of all proposed temporary demountable structures within the licensed area no later than twenty-eight (28) days prior to the commencement of the event build-up on site.

Details of these structures will include:

1. a plan to a suitable scale indicating the location of all such structures;
2. a description and type of each structure, for non-standard structures a detailed design statement should accompany the description;

3. the person(s) responsible is/are identified and their competency proven for the:

- i) construction of each structure;
- ii) 'sign-off' of each structure, including the format of the certificate (the term sign off refers to written documentation that states that the structure is safe and fit for the proposed purpose and identifies any limitations);
- iii) for non-standard structures or designs those responsible for third party accreditation with regard to design and sign-off;
- iv) for monitoring the structure during the licensed period

1. location and availability of the 'sign-off for use' completion certificates;
2. monitoring of structures in line with the risk assessment
3. details of the limitations placed upon the structure other than wind speed;
4. details of limiting wind speeds for each structure, the method of assessing the wind speed during the event and what action is to be taken at relevant speeds;

PS4 – Water management Plan

The premises licence holder is to provide a water management plan for their event to the Commercial Team (Environmental Health) no later than twenty-eight (28) days prior to the commencement of the event. This plan should contain, but not be limited to;

1. The source of water (mains or private water supply)
2. A schematic of the water distribution network and drainage arrangements
3. Contingency arrangements for failure of supply
4. Drinking water testing arrangements
5. Calculation that the water supply is sufficient for activities onsite during peak demand
6. Assurance that any person responsible for commissioning or working on the water supply network is suitably competent. A suitably competent person is a member of "watersafe" or hold equivalent accreditation details
7. Assurance that any person responsible for commissioning or working on the water supply network provides water in accordance with BS 855, Provision and management of temporary water supplies and distribution networks.

Where water provision will be via mains water, the Premises Licence holder must inform the water undertaker at least twenty-eight (28) days prior to the commencement of the event.

PS5 - High risk food traders

The Premises Licence Holder shall provide relevant information to the Commercial Team (Environmental Health) regarding the for high risk, open food traders*. Information provided to North Hertfordshire District Council's Environmental Health Commercial Team shall be provided in the manner detailed below.

1. Name of food trader
2. Registered name of food business
3. Registered address of food business (including postcode)
4. Food hygiene rating & Date awarded
5. Type of food sold
6. Inspecting Authority

(*High-risk, open food traders; food businesses that sell, prepare foods that are non-ambient stable (must be kept cold or hot for safety) and/or are unwrapped foods directly handled by staff.)

PS6 – Multi-agency meetings

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 possible, but no later than three (3) months after the event taking place each year as requested by the Safety Advisory Group.

PS7 – Safety Officer

A competent (suitably experienced and qualified) safety officer be appointed for assisting in the planning, build and during the event.