

**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 Sausage and Gobbler Productions Ltd

(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

Postal address of premises or, if none, ordnance survey map reference or description Bury Wood, Todds Green, Stevenage, Hertfordshire,			
Post town	Stevenage	Postcode	SG1 2JE

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£

Part 2 - Applicant details

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

- a) an individual or individuals * please complete section (A)
- b) a person other than an individual *
 - i as a limited company/limited liability partnership please complete section (B)
 - ii as a partnership (other than limited liability) please complete section (B)
 - iii as an unincorporated association or please complete section (B)
 - iv other (for example a statutory corporation) 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 (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 Sausage and Gobbler Productions Limited
Address 92B High Street, Old Stevenage, Hertfordshire, SG1 3DW
Registered number (where applicable) 10652787
Description of applicant (for example, partnership, company, unincorporated association etc.) Limited company
Telephone number (if any) [REDACTED]
E-mail address (optional) [REDACTED]

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
1	9	072019

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

DD MM YYYY
□ □ □ □ □ □ □ □

Please give a general description of the premises (please read guidance note 1)
Farm Land (established grassland) situated half a mile from junction 8 of A1 (M). A map of the site has been attached showing fields in relation to Stevenage Road – a detailed plan of the site will be included in the Event Safety Management Plan showing access/egress routes and site layout.

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

9,999

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)

- a) plays (if ticking yes, fill in box A) **X**
- b) films (if ticking yes, fill in box B) **X**
- 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) **X**

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

A

Plays Standard days and timings (please read guidance note 7)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)		Indoors <input type="checkbox"/>	
					Outdoors <input checked="" type="checkbox"/>	
					Both <input type="checkbox"/>	
Day	Start	Finish	Please give further details here (please read guidance note 4)			
Mon						
Tue						
Wed			State any seasonal variations for performing plays (please read guidance note 5)			
Thur						
Fri	1200	0200	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 (please read guidance note 6)			
Sat	1100	0200				
Sun	1100	2230				

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	x
				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 exhibition of films</u> (please read guidance note 5)		
Thur					
Fri	1200	0200	<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat	1100	0200			
Sun	1100	2230			

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			<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)
Thur			
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"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 7)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)		Indoors	<input type="checkbox"/>
					Outdoors	<input checked="" 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 performance of live music</u> (please read guidance note 5)			
Wed						
Thur			<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)			
Fri	1200	0200				
Sat	1100	0200				
Sun	1100	2230				

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 checked="" 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 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	1200	0200			
Sat	1100	0200			
Sun	1100	2230			

G

Performances of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	x
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4)		
Mon					
Tue					
Wed					
Thur			State any seasonal variations for the performance of dance (please read guidance note 5)		
Fri	1200	0200			
Sat	1100	0200	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 (please read guidance note 6)		
Sun	1100	2230			

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	x
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue					
Wed					
Thur			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)		
Fri	1200	0200	<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	1100	0200			
Sun	1100	2230			

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 checked="" 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	1200	0200			
Sat	1100	0200			
Sun	1100	2230			
			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 David Nye	
Date of birth [REDACTED]	
Address [REDACTED]	
Postcode	[REDACTED]
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			
Tue			
Wed			
Thur			
Fri	1200	0200	
Sat	1100	0200	
Sun	1100	0200	
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)			

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

- See attached operating schedule conditions

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.
- [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).

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	
Date	5 th December 2018
Capacity	Managing Partner, Sausage and Gobbler Productions Limited

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)			
David Nye			
			
Post town		Postcode	
Telephone number (if any)			
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. 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.

TODD IN THE HOLE

OPERATING SCHEDULE CONDITIONS

1

This premises licence is limited to one (1) event per calendar year, consisting of a maximum of three (3) consecutive days between the months of June and August (Friday to Sunday).

2

The premises licence holder shall notify the responsible authorities of the exact dates of the event no less than six (6) months prior to the start of the event.

3

The premises licence holder shall ensure that an event management plan (EMP) shall be made available to the responsible authorities no less than three (3) months prior to the start of the event. The EMP must demonstrate that resourcing and infrastructure is based on threat and risk to the event. The final version of the EMP must be supplied to all responsible authorities no later than twenty-eight (28) days before the commencement of the event build-up on site. Following this any changes must be circulated immediately to all responsible authorities.

4

In the event of any responsible authority advising the licencing 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 licencing authority.

5

The premises licence holder shall ensure that the event management plan shall contain a summary document covering an overview in the following areas:

- (a) Event overview (including audience profile, event timings, build and breakdown periods)
- (b) Local community and public information
- (c) Summary description of the site
- (d) General site safety policy
- (e) Management structure (including responsibilities and roles, names of specific personnel, key roles and responsibilities, how the structure of these roles is planned, contact numbers and back-up contacts for all key personnel involved in managing the event)
- (f) Plan for controlling and managing vehicle movements on the site on event days and during site build-up and site breakdown
- (g) Site access (including vehicles, campervans, ticket holders and local access) and accreditation
- (h) Site infrastructure (including bars, camping, car parking, communications and IT, concessions, catering, electrical systems, fencing, barriers, lighting, emergency lighting, medical cover, plant, site signage, showers, water provision, event control, temporary demountable structures)
- (i) 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
- (j) Layout and facilities in any campsite and the management arrangements for camping areas including policies on camp-fires and barbecues.
- (k) Artist liaison
- (l) Sanitary provisions (including toilets, washing facilities, washing-up facilities, waste water disposal, and on-site management arrangements)
- (m) Details of the provision of drinking water in the licensed area and camping areas during the event
- (n) Capacity calculations for demountable structures and open areas
- (o) Crime and disorder
- (p) Insurance

- (q) Licensing
- (r) Lost property policy
- (s) Sound management
- (t) Smoking policy within licenced area
- (u) Waste management
- (v) Emergency protocols and contingency procedures

6

The premises licence holder shall ensure that the event management plan (EMP) shall contain Appendices detailing fully the following areas:

(a) A scaled site plan which shows:

- (i) The location and size of all areas of the event
- (ii) Site infrastructure including the location of all temporary demountable structures
- (iii) The immediate surrounding area
- (iv) Ingress and egress for pedestrians, vehicles and crew
- (v) Emergency evacuation routes, zones or relative safety
- (vi) Access / egress routes for emergency services.

All areas of the event mentioned in the EMP must be detailed on the map.

(b) Event risk assessments covering all areas of risk and management of risks to ensure the health and safety of all those on site

(c) A crowd management plan including capacities and evacuation times from each area of the site to allow for safe and quick evacuation in the event of an emergency

(d) A stewarding plan including details of staff deployments and confirmation of qualification of role carried out

(e) Emergency protocols and major incident plan covering the following:

- (i) Emergency types (fire, bomb threat, suspect packages, public disorder / disturbance, structural failure, hazardous substances, person in water, detained person, injury to a person, crime in progress)
- (ii) The role of the Event Liaison Team (ELT)
- (iii) Coded messages, alert levels and procedures for each emergency type
- (iv) Partial and full evacuation procedures (including rendezvous points, emergency announcements, event stop procedures, crime scene management)

(f) Extreme weather procedure and action plan covering all adverse weather conditions, detailing the impact and actions to be taken in each possibility.

(g) Fire safety plan

(h) Traffic management plan covering:

- (i) Management of the traffic on the roads surrounding the event
- (ii) Management of those attending and leaving the event as well as local residential traffic
- (iii) Internal site signage for traffic
- (iv) Car park management and lighting
- (v) Expected traffic levels throughout the event
- (vi) Control measures to be used
- (vii) Taxis and drop off facilities and operation of this facility
- (viii) Pedestrian routes and lighting of routes
- (ix) Management of pedestrian and vehicle crossing points.

(i) Noise management plan

(j) Waste management plan

(k) Medical provisions plan covering details of medical / first aid posts, location and description of facility available, staffing levels of the facility, process to be used when treating patients and medical emergency procedure.

(l) Security operations and deployment plan covering security management structure, roles and responsibilities, security staff briefings, security control area operations, communication with the ELT, expectations of SIA staff and non SIA staff, perimeter integrity, searching policies upon entry and on the site, bar security, camping / tent security, car parking security and security incident log

(m) Drugs policy including psychoactive substances incorporating:

- (i) Zero tolerance policy to be adopted in relation to any quantity of drugs
- (ii) Any items found to result in ejection or refusal of entry

- (iii) Surrender bins to be provided at all entrances and must be clearly marked;
- (iv) Possession of a small quantity results in confiscation, incident documentation to be supplied to the police at the conclusion of the festival
- (v) Possession of larger quantities results in confiscation, person being detained and police being immediately informed
- (vi) All confiscated drugs are to be stored securely and safely, sealed where possible and documented accordingly
- (vii) Quantities which constitute a police response to be confirmed with Hertfordshire Constabulary no less than twenty-eight (28) days prior to the event
- (n) **Weapons policy** incorporating a zero tolerance policy to be adopted in relation to any weapons found that are made, used or adapted to cause injury, any such items found to result in ejection or refusal of entry. Such items are to include knives where the blade is more than three (3) inches in length, excluding un-lockable pocket knives
- (o) **Entry policy and procedure** including publicised conditions of entry, prohibited items, search policy on entry, entry refusal process. Prohibited items to include glass of any kind, weapons, illegal drugs (including psychoactive substances), fireworks, sky lanterns or kites, CO₂ canisters, flares, laser pens, open or unsealed vessels of any description, alcohol over the allowed allowance of eight (8) cans of beer or two (2) litres of cider or 2.2 litres (one box) of wine per person with a camping ticket. On re-admittance of a person, no alcohol is allowed to be brought onto the site by that person.
- (p) **Eviction policy and procedure** including eviction notice, circumstances under which a person will be evicted, the eviction process and onward travel from the festival of the evicted person.
- (q) **Bar management and alcohol policy** including staff management structure and responsibilities, bar staff briefings for the event, the use of Challenge 25, refusals registers and incident logs.
- (r) **A safeguarding policy and plan** to cover both children and vulnerable adults but especially those under eighteen (18) years of age and those who lack capacity through intoxication. To include a lost child procedure
- (s) **A communication strategy** covering local community engagement, transport options, complaints, arrival and dispersal from site
- (t) **Details of proposed special effects** including fireworks, lasers, dry ice and special lighting effects. To include proposed safety arrangements associated with each effect's usage.
- (u) **Details of temporary demountable structures** including:
 - (i) A scaled plan showing the location of all temporary demountable structures
 - (ii) A description and type of each structure (for non-standard structures, a detailed design statement should accompany the description)
 - (iii) The person(s) responsible and their competency proven for the construction of each structure
 - (iv) The person(s) responsible and their competency proven for the sign-off of each structure including the format of the sign-off 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)
 - (v) For non-standard structures, the person(s) responsible and their competency proven for third party accreditation with regard design and sign-off
 - (vi) The person(s) responsible and their competency proven for the monitoring of the structures during the event
 - (vii) Location and availability of the sign-off completion certificates
 - (viii) Details of the monitoring of structures in line with risk assessments;
 - (ix) Details of the limitations placed upon each structure other than wind speed
 - (x) Details of limiting wind speeds for each structure, the method of assessing the wind speeds during the event and what action is to be taken at relevant speeds

Z

The premises licence holder shall ensure that the event will be managed in accordance with the event management plan (EMP). During the operational phase, any deviation from the EMP must be fully documented and the rationale recorded at the time.

8

The premises licence holder shall ensure that all areas of the event and all documents referred to in the event management plan shall be available for inspection during the event by officers of responsible authorities should they request access or ask to view the documents.

9

The premises licence holder shall ensure that a competent (suitably experienced and qualified) safety officer shall be appointed for assisting in the planning, build, and oversight during the event

10

The premises licence holder shall have procedures in place to manage the occupancy levels within areas to enable a safe and quick evacuation in the event of an emergency and allow swift access for emergency vehicles.

11

The premises licence holder will ensure that:

- (a) The maximum capacity for each event at any one time is five thousand (5000) persons, including all staff on site.
- (b) Entry numbers will be monitored and recorded at all times through the use of attendance clickers
- (c) Entry numbers to be supplied immediately on request by any police officer
- (d) Entry onto the site will not be allowed between 23:00hrs and 06:00hrs except in the case of an emergency
- (e) The licenced area will be shut down no more than one (1) hour after the licensable activities have ceased.

12

The premises licence holder shall ensure that all public address systems shall be under the control of the premises licence holder or their nominated representatives so that emergency broadcast message can override the musical entertainment and can be delivered clearly audibly to all parts of the site.

13

The premise licence holder shall publish a message on the event website at least three (3) months prior to the event containing the following information:

- (a) Terms and conditions of entry, to include searching on entry and list of prohibited items
- (b) Under 18's will need to be accompanied by an adult twenty-one (21) years old or over
- (c) Challenge 25 Policy
- (d) Quantity of alcohol permitted
- (e) No glass vessels and bottles allowed on site
- (f) Disabled access and facilities information
- (g) Medical facilities
- (h) Local weather updates in the period commencing seven (7) days prior to the event
- (i) Travel information
- (j) Maps of the site and surrounding area
- (k) Post code for satellite navigation systems.

14

The premise licence holder shall ensure that all stewards and Security Industry Authority personnel have received training commensurate to their role, and have been fully briefed prior to the start of the event on the information contained within the event management plan documentation relevant to their role.

15

The premises licence holder shall ensure that there shall be an established chain of command for all stewards and Security Industry Authority personnel who shall report directly upwards to their supervisor who in turn will report directly to the security manager.

16

The premises licence holder shall ensure that all stewards and Security Industry Authority staff shall wear high visibility jackets so that they are easily identifiable.

17

The premises licence holder shall ensure that all Security Industry Authority staff employed at the premises wear and clearly display their Security Industry Authority registration badge at all times whilst on duty.

18

The premises licence holder shall ensure that no staff member while on duty and/or in uniform will consume alcohol or drugs on site or be under the influence of alcohol or drugs at any time whilst working.

19

The premises licence holder shall ensure that an event log shall be maintained which includes any actions or decisions taken by the manager of the medical provisions and the reasons for those actions, and a record of all people seeking treatment. The record shall detail the name, address, gender, age, presenting complaint, diagnosis, treatment given, onward destination and signature of person treating

20

The designated premises supervisor (DPS) must be actively involved in the running of the event or clearly nominate someone to act on their behalf in the case of illness or injury. The DPS must be on site when alcohol is permitted to be sold or supplied or clearly nominate someone to act on their behalf in the case of illness, injury or required rest time.

21

The premises licence holder will ensure that:

- (a) Each bar will be clearly identifiable by number or name.
- (b) Only 100% polycarbonate to be used by the public on site, no glassware to be permitted in areas open to the public.
- (c) Each bar will have visible signage (Challenge 25/ free water/ Weights and Measures Act/ drinks and price list including abv's).
- (d) Tap water will be made freely available in the main bar.

22

The premises licence holder will notify Hertfordshire Constabulary of all the artists performing at the event no later than twenty-eight (28) days before the event takes place. The premises licence holder will notify Hertfordshire Constabulary immediately of any artists booked in the twenty-eight (28) days leading up to the event.

23

The premises licence holder will notify Hertfordshire Constabulary of all contractors and volunteers employed at the event no later than twenty-eight (28) days before the event takes place. This will include registered company name and (where possible) name, address and date of birth of individual staff.

24

The premises licence holder will notify Hertfordshire Constabulary of all Security Industry Authority (SIA) registered staff employed at the event no later than fourteen (14) days before the event takes place.

25

The premises licence holder will ensure that accurate and up to date details of ticket sales are supplied immediately on request from any of the responsible authorities to allow for event planning.

26

(a) The premises licence holder shall take out public liability and third party insurance to cover at least £5,000,000.00 (five million pounds) for any one occurrence.

(b) The premises licence holder shall provide the licensing authority with certified copies of the policy and certificates of insurance, or other acceptable proof of cover, no later than fourteen (14) days prior to the start of the event

27

The premises licence holder will ensure that an on-site suitable control hub (ELT) will be accessible to police and responsible authorities if at any time it is deemed necessary by a responsible authority.

28

The premises licence holder will ensure that all under 18's must be accompanied by an adult twenty-one (21) years old or over in order to gain entry.

29

The premises licence holder will ensure that:

- (a) Recorded music between the hours of midnight and 02:00hrs are restricted to the area marked on the site plan as "Arena" only
- (b) Admittance to the "Arena" after 22:00hrs is restricted to persons camping on site or persons in possession of a 'late night ticket' that permits "Arena" access past midnight
- (c) 'Late night tickets' may only be purchased in advance of the commencement of the event
- (d) 'Late night tickets' are restricted to a maximum quantity of one thousand (1000) tickets
- (e) The sale of alcohol after midnight is restricted to persons camping on site or persons in possession of a 'late night ticket'

30

The premises licence holder will ensure that:

- (a) A schedule of multi-agency meetings are held on site before and during the event
- (b) That a full multi-agency debrief is held no later than three (3) months after, the event taking place each year.

31

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

32

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

- (i) Details of all music sources and other significant noise sources within the licensed area including a site plan of their location and orientation.
- (ii) A background noise survey, if requested by the Council's Noise Control Officer;
- (iii) Comprehensive sound level predictions at noise sensitive locations based on the type of event proposed within the licensed area.
- (iv) A scheme designed to minimise the impact of noise from the event to noise sensitive premises;
- (v) Specification of appropriate noise criteria that shall be achieved during the event which shall 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's 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's Noise Control Officer confirms the revised timescale in writing.

(b) Where the requirements of condition 32 (a) have been met, if there are any subsequent proposed changes to the event which may impact on noise following the approval of the noise management plan, the premises licence holder shall ensure their noise consultant liaises with the Council's Noise Control Officer to ascertain if any additional measures, noise predictions or noise criteria are required. If the Council's Noise Control Officer or the premises licence holder's noise consultant determines that additional measures are required they will form part of the revised noise management plan.

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

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

33

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

34

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

35

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

