Portfolio: Health & Safety and Licensing for Live Events

Live Event Management

BMTY7005

Tutor: Natalie Smith

The Event

‘HertsFest’ is a two-day music festival taking place in Hertfordshire in August 2018 and the vision for the event is to give up-and-coming artists a platform to perform in addition to showcasing successful musical artists that have come from Hertfordshire. We aim to be accessible to all by providing a range of music entertainment, bearing family in mind during the daytime. The site will have a total capacity of 3,000 per day, with a total capacity for camping of 1,000. The event will be fully ticketed and priced at £45 each for day tickets, £75 each for weekend tickets including parking and camping, £100 for a family day ticket and £160 for weekend family camping (for families consisting of 2 adults and a maximum of 3 children).

Choosing A Venue

There are many questions that need to be considered when choosing a location for this sort of event, including but not limited to:

Is the size of the site suitable?
Is it accessible for organisers and attendees?
Are there residents living nearby that might be disturbed by noise?

For this event, it is important that the venue is easily accessible by road and public transport for people attending the event. The site we have chosen for the event is Wrotham Park. Wrotham Park is a large private estate with around 250 acres of parkland surrounding a large country house. It is regularly used for events and is a picturesque surrounded mainly by park and farmland. The event site will only incorporate part of the parkland surrounding the manor house, which is located at the centre of the plot. Wrotham Park is situated just inside the M25, between Potters Bar and Barnet. It is also closely located to the South Mimms Junction of the M25 and A1, which is ideal, not only for attendee traffic, but also for contractors needing to access the site, possibly in large trucks. There are a number of access points to the site, all directly connected to main roads surrounding the site. This is essential to reduce congestion and provide better access for contractor vehicles. These can be seen in *Appendix B*.

Potters Bar is a well-connected, well populated suburban town, situated amidst picturesque Hertfordshire countryside, with direct train connections to London Kings Cross and Cambridge on the Great Northern Rail route. Barnet is also a well-connected area, with a number of bus routes passing through it and connections via London Underground and Network Rail.

Provisionally, for our desired layout, the main arena will be located on the portion of the estate known as ‘The 18 Acre’, with the Campsite and Car Park situated either side of the ‘Farm Road’ which bisects the ‘Farm Park’ which can be seen in *Appendices A and B*. The site plan is subject to change based on careful review of the site and surrounding areas, and upon liaison with the site owners. For traffic management, the different entrances to the site will be for different uses. The Bentley Heath entrance will be used solely for contractors and artists during the event phase. A one-way system will be implemented on the road through the site that runs approximately north to south in order to prevent congestion at the site entrances. During the build phase, the Business Park entrance will also be open to contractors wishing to access the site in smaller vehicles. However, during the event phase this road will be for the use f=of car traffic from visitors. The London Lodge entrance will be exit only throughout the entire period that we occupy the site to help maintain flow of traffic.

This will be used as an exit for cars at the end of the event, and for contractors during the build and after striking the event. Paved roads through the site provide access to key areas such as the main stage and backstage areas. Where paved access is not available, track matting will be provided in order to preserve the ground.

Event Safety

When putting on an event of any size you there are risks involved with regards to the health and safety of the public attending the event, and the contractors and staff working at the event. According to Health and Safety Executive (HSE), one needs to consider potential risks and assess whether reasonable measures have been put in place to minimise them. It is required by law to make a risk assessment for workplaces with over five people (Health and Safety Executive, 2014). Using HSE guidance, risk assessments tend to follow a set format and there are a few steps to follow. The first is to identify the hazard or risk and note it. Secondly, assess who might be at risk from this hazard and in what way. Thirdly, make an analysis of what measures are currently in place to mitigate any injuries resulting from these hazards, and also any further steps that could be taken that haven't yet been implemented. And finally, put when and who will ensure that any further steps required as a result of the analysis, will been made.

We perform this risk assessment to make sure that we are aware of the risks involved and to ensure that we have taken all reasonable measures to reduce these risks, even if they aren't fully in our control. When organising and putting on a large scale event, a lot of factors, if not properly managed, could potentially cause harm to the public and to staff working at the event. Large numbers of people will be attending the event, potentially consuming alcohol. Large amounts of electrical equipment be used, staging, and temporary structures will be erected. Large vehicles will be used to transport equipment to the site, and heavy machinery will need to be used to put the event together. These are just some of the many risks that could come into play during an event. I have put together a hypothetical, first draft risk assessment for HertsFest, following the guidance of HSE, which can be found in *Appendix C*. Due to the large number of contractors, providing a variety of specialist services, each contractor would be required to submit their own businesses risk assessment, pertaining to the specific activities of their work in more detail, as these contractors are much more knowledgeable on the specific risks of their profession. For example, electrical contractors will provide a risk assessment with specific points addressed with regards to safety of electrical installation. The overall event risk assessment is broader and takes into account the risks posed to the people at the event, as a whole.

Safety Advisory Groups are put together by councils to provide advice and guidance to event organisers as to how best to plan and run events to ensure the safety of the public and the organisers. According to Hertsmere Borough Council's Guide to Safe and Successful Events, the Safety Advisory Group request notification of events and offer in the case of larger events support at event planning meetings (*Appendix E*). As a part of this engagement from the local authorities, they will require a full plan of how the event is to be managed and run, in order to keep the public safe. This plan is known as an Event Management Plan.

An Event Management Plan, or EMP, is a document produced at the planning stage of an event. The document must contain a variety of information in response to the risk assessment, detailing how the event will be carried out. According to Bath & North-East Somerset Council, this document must consist of, in detail, a minimum of:

- **A description of the event – the Who, What, Why When and Where?**
- **Accessibility arrangements for those with disabilities.**
- **Amusements, attractions and displays**
- **How lost children will be dealt with and who will be responsible for them.**
- **Details of the communications system that will be in place.**
- **The details of all contractors working on site including their own risk assessments.**
- **How Emergencies such as terrorist threats or fire will be managed and how the public will be handled.**
- **The Entry policy for the event**
- **Details of any hazardous substances that may be on site during the event and how they will be stored.**
- **Medical cover and first aid arrangements including location of first aid points and persons responsible.**
- **A noise management plan detailing steps to be taken to reduce nuisance.**
- **How waste will be disposed of.**
- **A full detailed site layout.**
- **Crowd management and flow of people.**
- **Details of temporary structures to be erected on site including safety calculations.**
- **The provision and location of toilet facilities.**
- **A traffic management plan detailing the access and egress of the site, parking, pedestrian routes, ground protection etc.**
- **The utilities that will be provided including details of any generators and their providers.**
- **Details of vehicles on site.**
- **Working at height safety.**

The Event Management Plan essentially becomes an 'Event Bible', and can be referred to by anyone working on the event or authorities. Any other useful information should be put in this plan and could include, who the main contacts are and who to contact upon arrival to the site and a timeline of the event and who is expected to be on site and when.

Licensing

The Licensing Act 2003 is a scheme in the UK used for the licensing of premises who wish to engage in the licensable activities, which are:

- The sale by retail of alcohol;
- The supply of alcohol by or on behalf of a club to a member;
- The provision of regulated entertainment;
- The provision of late night refreshment.

Even when putting on a temporary event, whether outdoors or indoors, the space you operate within becomes a premises, and is required to have a license if you wish to engage in any or all of the above activities. The Act is enforced in order to satisfy where best it can, what are known as 'the licensing objectives', of which there are four. These are:

- The prevention of crime and disorder;
- Public safety;
- The prevention of public nuisance;
- The protection of children from harm.

For HertsFest, a premises license is required for the site, as we will be selling alcohol on the bars, as well as providing regulated entertainment and supplying late night refreshment. Hot food and drink will be available from vendors in the campsite until 3am. Bars will be serving from 12pm in the arena until midnight. Each premises licence must specify a Designated Premises Supervisor, and this person must hold a Personal Licence. Their details must appear on the licence application and the individual must provide consent to this with a separate form (*Appendix F*).

In order to obtain a license, you must put forth a license application to the licensing authority that your premises fall within. HertsFest is being held in Wrotham Park, and the local licensing authority is Hertsmere Borough Council. The application form (*Appendix D*) requires that you provide an operating schedule, detailing what activities you want to carry out and within what hours (Hertsmere Borough Council, 2017). This information needs to include:

- the licensable activities
- the times when the activities will take place
- any other times when the premises will be open to the public
- if you want a limited licence, the period the licence is required for
- premises supervisor information
- whether the alcohol sold is for consumption on, or off, the premises, or both
- the steps proposed to be taken to promote the licensing objectives

In addition to the completed application, Hertsmere Borough Council require applicants:

- To have a plan of the premises
- To complete a Designated Premises Supervisor (DPS) Consent form - this must be completed by the person you wish to be the premises supervisor (for applications where the sale of alcohol will be a licensable activity) - *Appendix F*
- A supervisor to be a Personal Licence Holder
- To send copies of the application form, plan, consent form and operating schedule to all the responsible authorities listed below
- To advertise your application*
- To pay a fee (cost dependent on application)

*It is required that for any new license application, a notice must be “prominently” displayed on the perimeter of the premises. It must be printed legibly in black ink or typed in black, in at least font size 16 and be displayed for 28 consecutive days starting the day after the application is made (Hertsmere Borough Council, 2017). An example of such a notice can be seen in *Appendix G.*

For smaller events, whose attendance is 499 persons or less, a premises licence is not necessary for a one-off event. A Temporary Event Notice or TEN, allows you to carry out licensable activities on premises not covered by a premises license, for a period no longer than 168 hours. Anyone can apply for a TEN provided they are at least 18 years old. Applications must be made at least 10 days in advance and late applications may be made up to 5 days in advance of the start of the event (Herstmere Borough Council, 2017).

Within the operating schedule portion of the application, the licensing authority want to see how applicants intend to promote each of the licensing objectives.

HertsFest will assist in the prevention crime and disorder by fully ticketing the event, with contracted SIA trained security personnel positioned at entrances to the arena and campsite to ensure no weapons, drugs or alcohol are brought onto site arena from by checking bags. Stewards and security will be positioned throughout the site to monitor and report illegal activities to the police If necessary. In addition, we have notified the local authorities of the event (*Appendix E)*, and they will provide assistance where they see fit. The DPS will work to ensure that the conditions of the license are strictly adhered to throughout the event, enforcing the Challenge 21 policy for sale of alcohol, and amplified music curfews.

In order to preserve the safety of the public a full risk assessment has been carried out addressing concerns of health and safety, and measures put in place to mitigate them. Trained volunteer event stewards will be on hand to assist the public. Areas deemed to be unsafe will be fenced off from the site and areas of the site where injury may occur due to slips, trips and falls will be well lit. In order to prevent hearing damage hearing protection will be available from stewards, security and bars should any member of the public request it. Notices for smoke and lighting effects will be posted for the information of the public. Crowd safety barriers will be positioned between the performance areas and the crowd and stewards will be positioned here to monitor crowd safety and to provide water to members of the crowd if necessary. Adequate numbers of trained first aiders will be available on site to treat any injuries or illness if they should occur. According to Hertsmere Borough Council’s, guide to safe and successful events, an event with a capacity of 3000 should have a minimum of 1 first aid post, 6 first aiders and 1 ambulance.

With regards to public nuisance, being a live music festival, noise pollution is a major issue. Careful planning should take place in order to minimise disturbance to local residences of the site. The site has been chosen because of its distance from highly populated areas. Site planning will ensure that positioning of loudspeakers will be directed away from local housing where possible. The curfew for amplified music of 2300 in outdoor arenas will be adhered to strictly to prevent nuisance from noise to the public. Sound pressure levels will be consistently monitored and a point of contact for the public will be established over the course of the event. We will notify local residents of the event in good time and work to address any concerns they may have. Event stewards and clean-up crew will work to ensure litter is disposed of correctly and safely.

The event will also be providing free transportation to Barnet and Potters Bar for onward travel, in order to prevent large amounts of visitors to the event from walking along or in the road causing noise or traffic disruption. Stewards will also be picking litter from local streets.

The protection of children from harm is an important objective of the Licensing Act. Where alcohol is available for sale and consumption, related dangers can be posed to minors, such as supplying a child with alcohol. To help combat these issues the event will be advertised as a family event and we will expect children of various ages to attend the event accompanied by their parents. We will require that any children under the age of 16 must be accompanied by an adult of at least 18 in order to gain entry to the event. Proof of age checks will be in place at the door and those who have proved to be 18 or over will be supplied with an extra wristband as proof of their age at the events bars.

However, the bars will still reserve the right to re-check proof of age, and will refuse a sale if they believe they are supplying a minor with alcohol by proxy or otherwise. The entertainment provided will be musical performance suitable for all ages and performers will be notified of this. Event control will have a lost child procedure in place and stewards and security will ensure this is maintained.

Promotion of The Event

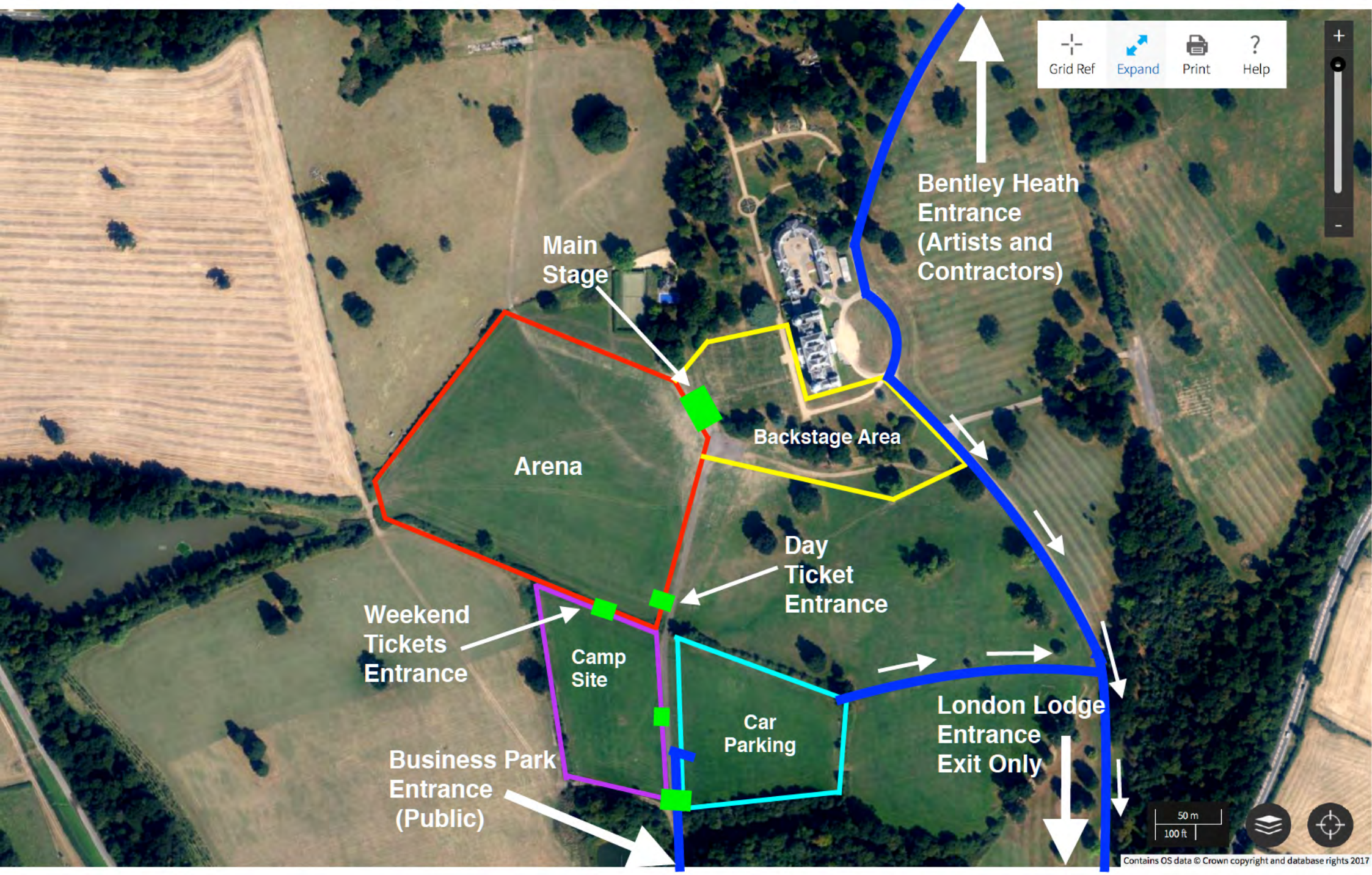
HertsFest aims to promote artists local to the event, and thus is being marketed to people living in Hertfordshire primarily and to people living in North London. The event is aimed at all age groups, with family being heavily promoted, and discounted tickets being offered for families. The main advertising streams will be in local newspapers and other periodical publications across the county, on local radio such as BBC Three Counties Radio and online, using targeted social media advertising. We have affiliated with BBC Introducing who will be showcasing new talent from the county plus, we have booked George Ezra, born in Hertford, as our Sunday night headliner.

Appendix H, is an example of a press release to be supplied to local publications and broadcasters to give an overview of the details of the event.

Summary

These are just a few of the important considerations that must be made in order to successfully run an event and is by no means an exhaustive or comprehensive overview. For this assignment, I have chosen to focus on outward-looking issues with regards to event planning at this scale, namely health and safety and licensing. However, I would like to acknowledge, there are a number of areas I have not been able to cover, but are important for the internal planning of an event including but not limited to: programming and artist booking, detailed site design, budgeting, fundraising and sponsorship.

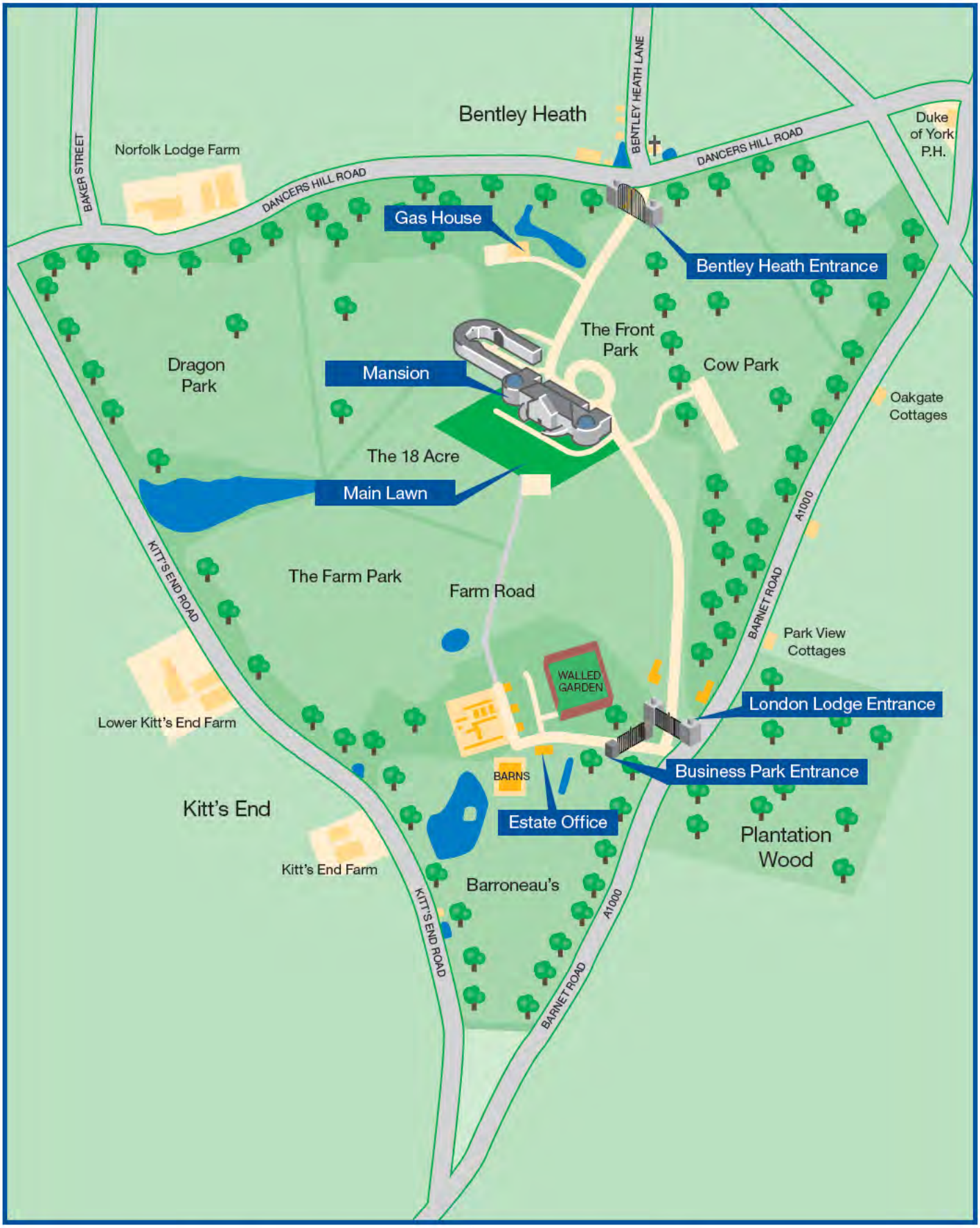
Appendix A


Grid Ref
Expand
Print
Help
Bentley Heath Entrance (Artists and Contractors)
Main Stage
Backstage Area
Arena
Day Ticket Entrance
Weekend Tickets Entrance
Camp Site
Car Parking
London Lodge Entrance Exit Only
Business Park Entrance (Public)
50 m
100 ft
Contains OS data © Crown copyright and database rights 2017

Appendix B

WROTHAM PARK

BARNET HERTFORDSHIRE EN5 4SB



TELEPHONE: 020 8449 1499 FACSIMILE: 020 8449 9359 EMAIL: estate@wrothampark.com WEBSITE: www.wrothampark.com

Appendix C

Risk Assessment

HertsFest 2018
Version 1.0
Assessment Carried Out By [redacted]

What are the hazards?	Who might be harmed and how?	What are you already doing?	What needs to be done?
Contractor vehicles moving through the site	Everyone on site is at risk of serious or fatal injury if hit by a moving vehicle	Site crew made aware of where traffic is moving through and operating on site. Vehicle operators are fully trained and competent. All staff on site must wear correct PPE i.e. High Vis jackets.	Ensure no movement of work vehicles in public areas when site is opened.
Public vehicles and pedestrian traffic	Pedestrians may be struck by vehicles moving through the site to car parks, or if walking on surrounding public roads	Shuttle Bus offered from site to local train and bus stations. Pedestrian routes on site separated from vehicle traffic. Car parking areas signposted and well lit.	
Slips, Trips and Falls	Attendees and workers may trip or slip on any number of surfaces causing injury	Toilet, pedestrian walkways and similar areas lit well. Fencing off ponds on site. Cable runs situated either off the ground, buried or within cable ramps.	
Collapse of Staging/Marquee structures	Structures may collapse in high wind or if they have not been assembled correctly potentially causing fatal injury to workers and attendees.	Monitoring weather on site and checking allowed tolerances on the structures. Structures to be assembled by competent persons and signed off.	
High level of noise exposure	Staff, performers and guests may suffer hearing damage due to exposure to high levels of noise	Rotate staff working in noisy areas i.e. close to the stage as frequently as possible. Provide hearing protection for staff and make hearing protection freely available for attendees. Ensure noise limits are not exceeded.	

Appendix C

What are the hazards?	Who might be harmed and how?	What are you already doing?	What needs to be done?
Electric shock	Staff working with electrical equipment and public may suffer potentially fatal electric shocks from faulty equipment.	All electrical equipment to have valid PAT tests. All electrical equipment and infrastructure is installed by qualified competent personnel. Power supplies to have circuit breakers installed. All generators to be kept away from unauthorised persons. Electrical equipment to be rated for use outdoors.	
Workers or Attendees falling ill	Workers and attendees could fall ill due to food poisoning or otherwise.	Food vendors to be registered, have full food hygiene training. First aid team and ambulance to be provided according to Hertsmere guidance.	
Fire	All persons on site at risk of smoke inhalation burns as a result of a fire	Fire exits and considerations for emergency vehicle access built into site plan. Emergency exits clearly lit and signposted.	Stewards to check fire exits throughout the event to ensure exits remain clear. Full fire risk assessment to be carried out.
Crush/Pit barrier collapse	Event staff and attendees may suffer serious injuries should a barrier collapse.	Competent persons to install barriers. Correct type of barrier to be used for expected stresses.	
Bomb threat/terrorism	All persons on site at risk of injury or fatality from terrorist related activities.	Local authorities notified of the event. Security staff to perform bag checks upon entry to ensure no weapons are brought onto site. All staff to trained and to be made aware of system for reporting suspicious persons.	Terrorist threat level to be monitored and checked before the event.
Working at height	Contractors and other staff may suffer injuries resulting from people working at height. Persons may fall from a height or drop something from a height striking a person working below.	All persons working at height to be trained in ladder safety and to wear correct safety harnesses and helmets where appropriate. Those working below, around those working above them to wear correct helmet and hi vis. Contractors to supply risk assessment.	

Appendix C

What are the hazards?	Who might be harmed and how?	What are you already doing?	What needs to be done?
Pyrotechnics	Stage crew and performers may suffer burns from misfired pyrotechnic effects.	Only trained personnel to handle, load and fire pyrotechnics. Pyro to be kept in pyro locker away from sources of ignition.	
Manual Handling	Contractors and other staff may suffer injuries resulting from heavy lifting.	Provide necessary training to staff in correct techniques for manual handling. Provide trolleys and site vehicles to assist with heavy items. Ensure contractors risk assessments have been carried out correctly to account for this.	
Public Disorder	Public and staff may suffer injuries from attacks or assaults from other individuals, or if caught up in an incident	SIA trained security staff on site in key positions. Other staff trained to spot potential issues. Local authorities notified of the event.	

Assessment to be reviewed upon any major changes to the event plan.

Appendix D

HERTSMERE

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 [redacted]
(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			
WROTHAM PARK BARNET HERTFORDSHIRE EN5 4SB			
Post town	BARNET	Postcode	EN5 4SB

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£ 2125.00

Part 2 - Applicant details

Please state whether you are applying for a premises licence as appropriate		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 ☑	Mrs ❑	Miss ❑	Ms ❑	Other Title (for example, Rev)	
Surname [redacted]				**First names** [redacted] [redacted]	
Date of birth [redacted]	I am 18 years old or over		☑	Please tick yes	
Nationality [redacted]					
Current residential address if different from premises address	[redacted]				
Post town	[redacted]			Postcode	[redacted]
Daytime contact telephone number	[redacted]				
E-mail address (optional)	[redacted]				

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr ❑	Mrs ❑	Miss ❑	Ms ❑	Other Title (for example, Rev)	
Surname			**First names**		
Date of birth	I am 18 years old or over ☑ 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
Address
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
17	08	2018

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

DD	MM	YYYY
20	08	2018

Please give a general description of the premises (please read guidance note 1)

Wrotham Park is a private country estate, with a country house surrounded by approximately 250 acres of grounds. The site is roughly triangular, bounded by 3 public roads. For the duration of the event, portions of the site will be fenced to define the event premises. All parts of event site will be parts of the grounds, either outdoors or marquees. The mansion house is situated at the centre of the grounds and will not be included in the event site in order to protect it, but will however be visible as part of the scenery of the event.

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

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

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

Provision of regulated entertainment (please read guidance note 2)	Please tick all that apply
a) plays (if ticking yes, fill in box A)	☐
b) films (if ticking yes, fill in box B)	☐
c) indoor sporting events (if ticking yes, fill in box C)	☐
d) boxing or wrestling entertainment (if ticking yes, fill in box D)	☐
e) live music (if ticking yes, fill in box E)	☑
f) recorded music (if ticking yes, fill in box F)	☑
g) performances of dance (if ticking yes, fill in box G)	☐
h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	☐

Provision of late night refreshment (if ticking yes, fill in box I) ☑

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

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			**Will the performance of a play take place indoors or outdoors or both – please tick** (please read guidance note 3)	Indoors	❑
				Outdoors	❑
Day	Start	Finish		Both	❑
Mon			**Please give further details here** (please read guidance note 4)		
Tue					
Wed			**State any seasonal variations for performing plays** (please read guidance note 5)		
Thurs					
Fri			**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					
Sun					

B

Films Standard days and timings (please read guidance note 7)			**Will the exhibition of films take place indoors or outdoors or both – please tick** (please read guidance note 3)	Indoors	❑
				Outdoors	❑
Day	Start	Finish		Both	❑
Mon			**Please give further details here** (please read guidance note 4)		
Tue					
Wed			**State any seasonal variations for the exhibition of films** (please read guidance note 5)		
Thurs					
Fri			**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** (please read guidance note 6)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 7)			**Please give further details** (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			**State any seasonal variations for indoor sporting events** (please read guidance note 5)
Wed			
Thurs			**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** (please read guidance note 6)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			**Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick** (please read guidance note 3)	Indoors	❑
				Outdoors	❑
Day	Start	Finish		Both	❑
Mon			**Please give further details here** (please read guidance note 4)		
Tue					
Wed			**State any seasonal variations for boxing or wrestling entertainment** (please read guidance note 5)		
Thurs					
Fri			**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** (please read guidance note 6)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 7)			**Will the performance of live music take place indoors or outdoors or both – please tick** (please read guidance note 3)	Indoors	❑
				Outdoors	❑
Day	Start	Finish		Both	☑
Mon			**Please give further details here** (please read guidance note 4) Live, amplified music to be played both on outdoor stages, and on stages located within marquee structures within permitted hours.		
Tue					
Wed			**State any seasonal variations for the performance of live music** (please read guidance note 5)		
Thurs					
Fri	1200	0000	**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** (please read guidance note 6)		
Sat	1200	0000			
Sun	1200	0000			

F

Recorded music Standard days and timings (please read guidance note 7)			**Will the playing of recorded music take place indoors or outdoors or both – please tick** (please read guidance note 3)	Indoors	❑
				Outdoors	❑
Day	Start	Finish		Both	☑
Mon			**Please give further details here** (please read guidance note 4) Recorded music may be played as background music between live performances on stage. There may also be a number of performances from Disc Jockeys both as part of a performance or in a disco environment		
Tue					
Wed			**State any seasonal variations for the playing of recorded music** (please read guidance note 5)		
Thurs					
Fri	1200	0000	**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** (please read guidance note 6)		
Sat	1200	0000			
Sun	1200	0000			

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	❑
				Outdoors	❑
Day	Start	Finish		Both	❑
Mon			**Please give further details here** (please read guidance note 4)		
Tue					
Wed			**State any seasonal variations for the performance of dance** (please read guidance note 5)		
Thurs					
Fri	1200	0000	**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)		
Sat	1200	0000			
Sun	1200	0000			

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	**Will this entertainment take place indoors or outdoors or both – please tick** (please read guidance note 3)	Indoors	❑
Mon				Outdoors	❑
				Both	❑
Tue			**Please give further details here** (please read guidance note 4)		
Wed					
Thurs			**State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)** (please read guidance note 5)		
Fri					
Sat			**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** (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	❑
				Outdoors	❑
Day	Start	Finish		Both	☑
Mon	0000	0300	**<u>Please give further details here</u>** (please read guidance note 4) Hot food and drink will be available for purchase from food vendors in both camping and performance arenas until the arena has been closed, and will continue to be served in the campsite until 0300.		
Tue					
Wed			**<u>State any seasonal variations for the provision of late night refreshment</u>** (please read guidance note 5)		
Thurs					
Fri	2300	0000	**<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	0000	0300			
	2300	0000			
Sun	0000	0300			
	2300	0000			

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	☑
				Off the premises	❑
Day	Start	Finish		Both	❑
Mon			**State any seasonal variations for the supply of alcohol** (please read guidance note 5)		
Tue					
Wed					
Thurs			**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)		
Fri	1200	0000			
Sat	1200	0000			
Sun	1200	0000			

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	[redacted]
Date of birth	[redacted]
Address	[redacted]
Postcode	[redacted]
Personal licence number (if known)	[redacted]
Issuing licensing authority (if known)	HERTSMERE BOROUGH COUNCIL

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).

Alcohol will be available for purchase throughout the event in the arena.

L

Hours premises are open to the public
Standard days and timings (please read guidance note 7)

Day	Start	Finish
Mon	0000	1500
Tue		
Wed		
Thur		
Fri	1500	2359
Sat	0000	2359
Sun	0000	2359

State any seasonal variations (please read guidance note 5)

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:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

In general, the event organisers wish to provide a safe environment for attendees to the event to enjoy the entertainment on offer across the weekend. We also strive to ensure that minimal disruption is made to the local community. The event will be advertised as a 'family-friendly' event, in order to attract families and ensure a mix of age ranges attending, and family tickets will be offered to family groups of four or more. We will also provide health and safety information and guidance to visitors attending the event about the policies and procedures that will be in place over the course of the event, including travel information and door entry policies. A full risk assessment will be carried out prior to the event and measures put in place to minimise these risks across all the licensing objectives

b) The prevention of crime and disorder

In order to prevent crime and disorder the event will be fully ticketed, with contracted security personnel positioned at entrances to the event to ensure no weapons, drugs or alcohol are brought into the main event arena from outside or from the camping ground by checking bags. In addition, we have notified the local police force of the event, and hope they will provide a number of officers to assist. The DPS will work to ensure that the conditions of the license are strictly adhered to throughout the event, enforcing the Challenge 21 policy for sale of alcohol, and amplified music curfews.

c) Public safety

The measures outlined above will contribute to public safety. In addition a full risk assessment will be carried out. Measures will be put in place to ensure no overcrowding can occur by providing ample exits. Trained volunteer event stewards will be on hand to assist the public. Disposable hearing protection will be available from stewards, security and bars should any member of the public request it. Notices for smoke and lighting effects will be posted for the information of the public. Crowd safety barriers will be positioned between the performance areas and the crowd and stewards will be positioned here to monitor crowd safety and to provide water to members of the crowd if necessary.

d) The prevention of public nuisance

The curfew for amplified music of 2300 in outdoor arenas will be adhered to strictly to prevent nuisance from noise to the public. Stages will be positioned so that amplified music will be directed away from residential areas as well as regular monitoring of sound levels. We will notify local residents of the event in good time although there are very few residences in the immediate vicinity of the event and there are tree lines between the event site and local housing. Event stewards and clean up crew will work to ensure litter is disposed of correctly and safely. The event will also be providing free transportation to Barnet and Potters Bar for onward travel, in order to prevent large amounts of visitors to the event from walking along or in the road causing noise or traffic disruption. Stewards will also be picking litter from local streets.

e) The protection of children from harm

The event will be advertised as a family event so we expect children of varying ages to attend the event. We will require that any children under the age of 16 must be accompanied by an adult of at least 18 in order to gain entry to the event. Proof of age checks will be in place at the door and those who have proved to be 18 or over will be supplied with an extra wristband as proof of their age at the events bars. However, the bars will still reserve the right to re-check proof of age, and will refuse a sale if they believe they are supplying a minor with alcohol by proxy. The entertainment provided will be musical performance suitable for all ages and performers will be notified of this. Event control will have a lost child procedure in place and stewards and security will ensure this is maintained.

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	• [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 licesable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)
Signature	[redacted]
Date	7 January 2018
Capacity	Applicant

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)			
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.

Appendix E

HERTSMERE BOROUGH COUNCIL

EVENT NOTIFICATION FORM

Civic Offices, Elstree Way, Borehamwood, Herts WD6 1WA

The Emergency Services, Local Authorities, Health Service and Utility companies should know when and what events are to take place within Hertsmere, to ensure community safety during the event period.

Useful information on organising public events (including "risk assessments") is contained in two guides, Safe and Successful Events for up to 500 visitors, and Safe and Successful Events for over 500 visitors, which are available for downloading at www.hertsmere.gov.uk

Please note that the Safety Advisory Group (SAG) does **not grant formal permission** to organisers of public events. Accordingly the Safety Advisory Group or Hertsmere Borough Council does not accept any liability for any loss or damage at any event.

Please complete and return this form to let us know about your event.

EVENT DESCRIPTION (*please give as much detail as possible, please use another page if needed)*

HertsFest is a two-day outdoor music festival, with a total capacity of 3000. There will be 1000 camping tickets available with 2000 day tickets issued for each of the days.

WHERE IS YOUR EVENT BEING HELD? *(address or exact location)*

Wrotham Park, Barnet, Hertfordshire

POST CODE: [redacted]

IS YOUR EVENT BEING HELD: Inside ☐ Outside ☑ **DO YOU HAVE LAND OWNERS PERMISSION?** (YES) NO

EVENT ORGANISERS DETAILS:
NAME [redacted] **POSITION**:

ADDRESS: [redacted]

POST CODE: [redacted]

Contact Details
Daytime: [redacted] **Evening**: [redacted] **Mobile**: [redacted]

Email: [redacted]

DAY TO DAY CONTACT PERSON ***(IF DIFFERENT FROM ABOVE)***

NAME: **POSITION**:

ADDRESS:

POST CODE:

CONTACT DETAILS
DAYTIME: EVENING: MOBILE:

EMAIL:

DATE(S) OF EVENT: **18-19th August 2018**

TIME OF EVENT

START: **12:00** FINISH (APPROX): **00:00**

NUMBERS ATTENDING (APPROX) : **3000**

Target ages of attendees: Children **700** Adult **2300**

Is your event being held at a licensed premises? YES ☑ NO ☐ OUTSIDE ☑ INSIDE ☐

Do you intend to supply alcohol at your event? YES ☑ NO ☐

Do you intend to hold Regulated Entertainment? YES ☑ NO ☐

(I.e. performance of play, live music or dancing, exhibition of films, boxing/wrestling, indoor sporting event or the playing of recorded music)
If YES, you will be required to obtain a Temporary Event Notice. (A *minimum of 10 working days notice is required. No more than 499 occupancy, if more than 499 a Premise Licence may be required*)

Do you intend to supply food at your event (bought in snacks, food prepared or cooked at home, to be cooked on site, hot or cold, to be provided by a caterer etc.) YES ☑ NO ☐

Do you intend to supply water at your event (for drinking, cooking, food preparation or other domestic purposes, regardless of its origin and whether it is supplied from a distribution network, from a tanker, or in bottles or containers? YES ☑ NO ☐

Do you intend to publicly advertise your event? YES ☑ NO ☐

Has this Event ever been run before? YES ☐ NO ☑
If YES, give date of last event

Is any part of the event to be held on a Public Highway? YES ☐ NO ☑

If YES, please indicate whether on verge/footway/or carriageway

Completed forms should be returned to: Ellen Cozens, Technical Officer, Environmental Health, and Licensing, Civic Offices, Elstree Way, Borehamwood, Herts. WD6 1WA

Telephone: 020 8207 2277
Email: ellen.cozens@hertsmere.gov.uk

Appendix F

HERTSMERE

Consent of individual to being specified as premises supervisor

I [redacted]
[full name of prospective premises supervisor]

Of [redacted]

[home address of prospective premises supervisor]

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

the grant of a new premises license
[type of application]

by

[redacted]
[name of applicant]

relating to a premises licence LIQ/
[number of existing licence, if any]

for *[name and address of premises to which the application relates]*
PARK
BARNET
HERTFORDSHI
RE
and any premises licence to be granted or varied in respect of this application made by

[redacted]
[name of applicant]

concerning the supply of alcohol at

WROTHAM PARK
BARNET
HERTFORDSHIRE
EN5 4SB

[name and address of premises to which application relates]

I also confirm that I am entitled to work in the United Kingdom and am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

[redacted]

[insert personal licence number, if any]

Personal licence issuing authority

Hertsmere Borough Council

[insert name and address and telephone number of personal licence issuing authority, if any]

Signed [redacted]

Name (please print) [redacted]

Date 07/01/2018

Appendix G

LICENSING ACT 2003

APPLICATION FOR PREMISES LICENCE

I [redacted] of [redacted], hereby give notice that we have applied for a temporary Premises Licence in respect of Wrotham Park, Barnet, Hertfordshire, EN5 4SB for 17/08/2018 to 20/08/2018 as follows:

Provision of Regulated Entertainment:
Fri: 1200-0000
Sat: 1200-0000
Sun: 1200-0000

Supply of Alcohol:
Fri: 1200-0000
Sat: 1200-0000
Sun: 1200-0000

Late Night Refreshment:
Fri: 2300-0300
Sat: 2300-0300
Sun: 2300-0300

Any interested party or responsible authority may make representations on this application in writing to The Licensing Team, Hertsmere Borough Council, Civic Offices, Elstree Way, Borehamwood, Hertfordshire, WD6 1WA

IT IS AN OFFENCE knowingly or recklessly to make a false statement in connection with an application for which you may be liable to a fine of up to £5000 on summary conviction.

HERTSFEST: WEEKEND MUSIC FESTIVAL COMES TO WROTHAM PARK ON 18-19TH AUGUST 2018

Hertfordshire is getting its own weekend summer music festival. *'HertsFest'* is bringing Hertfordshire's best musical acts together for a two-day music spectacular. In order to showcase what the county has to offer, HertsFest is bringing together Hertfordshire's top established artists and the up-and-coming young performers, including artists BBC Introducing in Beds, Herts and Bucks. 5,000 people descend upon the beautiful, Wrotham Park, in order to experience the best musical entertainment from artists with their roots in Herts. Hertford born singer-songwriter, George Ezra will be headlining the event and closing the main stage on Sunday night.

HertsFest will take place on the 18-19th August 2018 at Wrotham Park, Barnet, Hertfordshire, EN6 4SB. Tickets are available now from www.hertsfest.co.uk and are priced at £45 each for day tickets, £75 each for weekend tickets including parking and camping, £100 for a family day ticket and £160 for weekend family camping (for families consisting of 2 adults and a maximum of 3 children). The campsite will be open to ticket holders from 3pm on Friday 17th August.

Join us for the most-anticipated, family-friendly music event of the year!

###

For press enquiries please contact:

[redacted]

For any other information please visit:
[redacted]

Bibliography

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