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Student Number : **2006480**
Module Title : **Live Event Management**
Module Number : **BMTY7004**
Assignment Title : **Portfolio**
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TILEYARD EDUCATION

Portfolio 1:

Health & Safety andLicensing for Live Events

Word Count:2071

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EVENT OVERVIEW

Forever Festival is a two-day Chrisitan Festival that will run across the Easter weekend each year. The first festival will run in 2022 over the April 16/17th weekend.
The event will be held at Staffordshire County Showground in the north of the UK.
There will be camping, food, drink, live music, keynote speakers and sports. This event will be open to people of all faiths but will have an overtly chrisitan emphasis.
The total capacity of the event will be 3000 per day with a total camping capacity of 1500. The event will cost £150 per adult for camping and £75 per person for a single day ticket. Families will qualify for a group discount for children under the age of 14 years old having access to the event for £120 for camping and £65 per child for a single day ticket.

Vision and Concept – The 5 W's
What? A two-day music festival of faith, celebrating the Easter message of hope and inclusivity

When? 16-17th April 2022 either a day either side to allow for people to arrive and depart.

Why?As a celebration for Christians in the UK and to help revert the christian perception to one of love and inclusion rather than hate and bigotry.

Where? Staffordshire County Showground, West Road, Stafford, ST18 0BD

Who? Public: Christians in the UK, a non-disruptive audience, family-friendly. All are welcome.

VENUE

The venue of the festival will be the Staffordshire County Showground which is situated in the midlands and such appeals to a national audience. The Showground is on the A518 Stafford to Uttoxeter road approximately 4miles from Stafford. The site is situated in 60 acres of countryside.
The venue is accessible easily from the north and south of the UK via the M6 motorway.

The venue also has multiple indoor facilities available for fire including; exhibition halls ranging in size from 590 square meters to 6000 square meters.
Outdoor facilities include ample car parking at the showground and the adjacent over-spill areas. Access to the overspill areas by foot is linked by a pedestrian subway under the A518.

The proposed site is easily accessible by road, rail or air. Birmingham, Nottingham and Manchester are within a 65mile radius of the site. Birmingham, Manchester and East Midlands airport are each approximately 1hour away from the site by car.

A special bus service can be organised from Stafford railway station to allow for ease of arrival for the attendees.

EVENT SAFETY MANAGEMENT PLAN

A key factor in the success and safety of any large scale event is the presence and the implementation of an event safety management plan, more commonly known as an EMP. This plan is used to ensure that the risks involved in hosting an event have been properly assessed and the necessary steps have been taken to mitigate those risks as best as possible.

The Health and safety executive is the body that outlines the legalities surrounding Health and safety practices in the UK. It is a legal requirement to have risk assessments in place for workplaces with over five people (Health and Safety Executive 2014). The HSE also provides guidance to enable the proper execution of the Health and Safety requirements. The organisers of the event carry the responsibility to ensure the Health, Safety and Welfare of the staff and volunteers involved in preparing the event and the public attendees of the event itself, are all taken into account by the implementation of a risk assessment.

For events such as Forever Festival, the Safety Advisory group (SAG) of Staffordshire Moorlands have created a detailed outline of what should be included in an EMP for an event that takes place in Staffordshire Moorlands district county.
The plan requirements below have been taken from the Staffordshire Moorlands (SAG) page and would be adhered to for the event put forward in this portfolio.

- contact details of organiser
- name of the event safety officer you are specifying for the proposed event
- location of event and permission obtained
- type of event
- event days and times
- event outline
- event management structure
- contingency planning
- crowd management
- evacuation and emergency procedures
- communications
- traffic management
- licensing
- fire precautions
- first aid
- welfare (toilets and water)
- catering
- contractors
- temporary structures (stage/marquee)

- security
- waste management
- lighting
- noise management
- lost children and vulnerable adults.
- Risk Assessment
- Site Layout Plan

This scaled site plan should detail emergency evacuation access routes (including wet weather contingency plans for emergency service vehicle access), location of event control, lost children's point, all attractions (stages, caterers etc), location of generators / power / water / fire fighting equipment etc, all key distances/measurements, fencing, barriers and ground protection if required.

- Traffic Management Plan

Traffic management plans simply explain how you intend to deal with the traffic issues caused by your event or the road closures you have requested. The plan will also detail what diversion routes will be put in place if necessary.

LICENSING

When approaching the planning for a festival of this kind, it is important that the necessary licenses are applied for and in place. The differences between a temporary license, premises license and a club license are of note here.

Temporary Event License

Temporary event licenses (TENs) are used to cater for small-scale events that do not repeat with a known regularity. There are now two types of temporary event licenses that can be applied for, namely a; standard or a late Temporary event notice.

In both instances there are a range of restriction that apply to T.E.Ns outlined below;

- No more than 499 people (including staff/organisers/performers) attending at any one time
- An individual is limited to giving 5 TENs in a calendar year, unless they are a personal licence holder for the sale of alcohol, in which case they can give 50.
- A limit of 15 TENs may be given in respect of any particular premises in a calendar year.
- An event may last for no more than 168 hours.
- The maximum aggregate duration of the periods covered by a TEN at any individual premises is 21 days.

The main difference between a standard and a late TEN is the time between which you serve the TEN and the event happening. The standard TEN states that 10 clear working day notice must be given compared to 5 clear working days of notice for a late TEN.

Premises License
As the event discussed within this portfolio has a capacity of 3000 people, a premises license is required. The sale of alcohol will not be from drinks supplied by club members and therefore a club premises certificate would not be appropriate for this event.
Forever festival will also be providing hot food until 2am.
As the retail of alcohol will be included, a designated premises supervisor is required in conduction with the premises license application.

In applying for a premises license from Staffordshire Moorlands district council the below form part the essential elements to be included for a successful application;

- A completed application form (premises licence or club premises certificate)
- The correct fee detailed on pages 5 & 6*
- A plan of the premises (this does not have to be submitted in a particular scale but it should be clear and legible and as it forms part of the premises licence, where possible, should be no larger than A4 or A3 size).
- If the premises licence application is to include the retail of alcohol, the consent of the individual personal licence holder who is to be the Designated Premises Supervisor is required.

Other areas of consideration when filling out a premises license are the operating schedule, signage, staff training, a plan to prevent crime and disorder, public safety considerations, the prevention of public nuisance and the protection of children from harm.

A copy of the premises license application and the public notice of the event can be found in the appendix of this portfolio.

MARKETING
As there are over 39,000 churches in the UK with over 2million people stating their regular attendance, there is an obvious target audience for the advertising of this festival *(Brierley P 2019).* In terms of competitors there are currently no Christian festivals that span over this time period. Other large christian festivals of note in the UK include; Focus (HTB), New Wine Festival, Soul Survivor and Hillsong Conference.
With the UK being home to over 4000 Church of England schools, this provides another valuable route for marketing the family friendly festival. (Roberts S 2017).
Social media campaigns targeting look-a-like audiences of key christian accounts including artists, churches and charities will be executed to ensure that the festival is seen by the aforementioned target audience.
Meetings with Clergy and Church leaders will be scheduled to encourage them to attend the event as church community groups.

BUDGET

The main constraint of any event after having chosen the venue and the capacity for attendees is the budget. Definition the budget allows for key decisions to be made concerning the event. The budget sets the parameters for the creative, business and operational decisions that will be made in relation to the event.

Within the appendix of this portfolio is the first high-level budget draft containing the expected streams of income and the expected costs of Forever Festival.

As there is an engaged, niche target audience the marketing costs are relatively low as the demographic will largely come based on recommendation and community engagement rather than big physical marketing strategies or expensive digital advertising.

The main areas of income are from ticket sales ahead of the event and the sale of refreshments throughout the event.

Staffing, production and venue-related costs will make up the majority of the expense for this festival.

SUMMARY

In summary, to plan a successful, large-scale event there are many facets to consider that are of great importance. In my opinion the most important element of a large-scale event would be the Event Safety Management Plan that has been colloquially termed “the event bible”. The reason for this is that a lack of planning in regards to safety and the management of large scale events can lead to devastating consequences including loss of human life. This report has focussed on a few of the many areas that require time and consideration and is not intended to be exhaustive.

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Appendix

Premise License

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 Thando Zulu

(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			
Staffordshire County Showground Weston Road Stafford ST18 0BD			
Post town	Stafford	**Postcode**	ST18 0BD

Telephone number at premises (if any)	01785 258 060
Non-domestic rateable value of premises	£ £148,500.00

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 ☒	Mrs ☐	Miss ☐	Ms ☐	Other Title (for example, Rev)	
Surname Zulu			**First names** Thando		
Date of birth 14/02/1993	I am 18 years old or over ☒	Please tick yes			
Nationality British					
Current residential address if different from premises address	83 beresford gardens Enfield En1 1np				
Post town	Enfield		Postcode	En1 1np	
Daytime contact telephone number	07800981925				
E-mail address (optional)	zuluthando@gmail.com				
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)					

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					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information)					
Current residential 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 15 04 2022

If you wish the licence to be valid only for a limited period, when do you want it to end? DD MM YYYY 18 04 2022

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

Staffordshire County Showground is a multi-purpose venue hosting a variety of international and national events and functions all year round. With a wide range of exhibition halls, conference suites and outdoor facilities available. Situated in 60 acres of the very best Staffordshire countryside and close to the M6 motorway the Showground is in a prime location.

The site is rectangular in shape and all the halls, conference suits and facilities will be used for 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)		
Thur					
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)		
Thur					
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			
Thur			**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)		
Thur					
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 play on outdoor stage and on stage located with in temporary structure within permitted time frames.		
Tue					
Wed			**State any seasonal variations for the performance of live music** (please read guidance note 5)		
Thur					
Fri			**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					
Sun					

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 to play as background music from the main stages between acts, at the bar and food stands, part of DJ performances.		
Tue					
Wed			**State any seasonal variations for the playing of recorded music** (please read guidance note 5)		
Thur					
Fri			**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					
Sun					

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)		
Thur					
Fri			**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					
Sun					

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 through the event at the designated bar areas

L

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

Day	Start	Finish
Mon		
Tue		
Wed		
Thur		
Fri		
Sat		
Sun		

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.
The event will be for an audience know for more conservative behaviour and will be advertised as a 'family-friendly' event. We will ensure that there is minimal disruption to the local community. There will be clear signage and health and safety information will be made available to all attendees and event staff.
A full risk assessment will be carried out prior to the event in order to mitigate and minimise risk.
The event staff will be trained prior to the event to ensure there is a good knowledge of what is and is not permitted on the premises.

b) The prevention of crime and disorder

The event will be ticketed and security will be present at all the exits and entrances to the event with a clear mandate to ensure that no, drugs, weapons, etc are brought in to the event by attendees.
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

In addition to the risk assessments, there will be security and stewards present who will be trained such that the attendees will remain safe. The exits will be large enough to ensure a lack of overcrowding. The premises is located in 60 acres of grassland. There will be ample space to avoid overcrowding at this event.

d) The prevention of public nuisance

To prevent nuisance to of noise to the public in the residential areas surround the premises we will employ noise measure and minimising strategies for the amplified music from the stages. We will also strictly adhere to a curfew of 2300hrs for amplified music.

The local residents will be informed of the event and the plans with months of notice.

In regards to the litter and waste on the site, the volunteer stewards will ensure that all waste and litter in continually picked up and disposed of correctly

e) The protection of children from harm

As this event is a christian family event we expect children to be in attendance. We require that any child of 14yrs or under to be accompanied by an adult of 18yrs to be able to enter the premises. Children will be given a separate wristband distinguishable by colour. Bar staff will also have the right to ask for proof of age upon the purchase of alcohol.
Ear defenders will also be mad available for children under 3 yrs of age.

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 or my share code issued by the Home Office online right to work checking service (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 licensable activity) and I have seen a copy of his or her

	proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)
Signature	
Date	25/03/2021
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 in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

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 birth or adoption certificate issued 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 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.

(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.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at https://www.gov.uk/prove-right-to-work) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

Consent of Individual to be DPS

Consent of individual to being specified as premises supervisor

I Thando Zulu
[full name of prospective premises supervisor]

of

83 beresford gardens
[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
Thando Zulu
[name of applicant]

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

for

Staffordshire County Showground, West Road,
Stafford, ST18 0BD

[name and address of premises to which the application relates]

and any premises licence to be granted or varied in respect of this application made by

Thando Zulu

[name of applicant]

concerning the supply of alcohol at

Staffordshire County Showground, West Road, Stafford, ST18 0BD

[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

n/a

[insert personal licence number, if any]

Personal licence issuing authority

Staffordfire moorlands district council

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

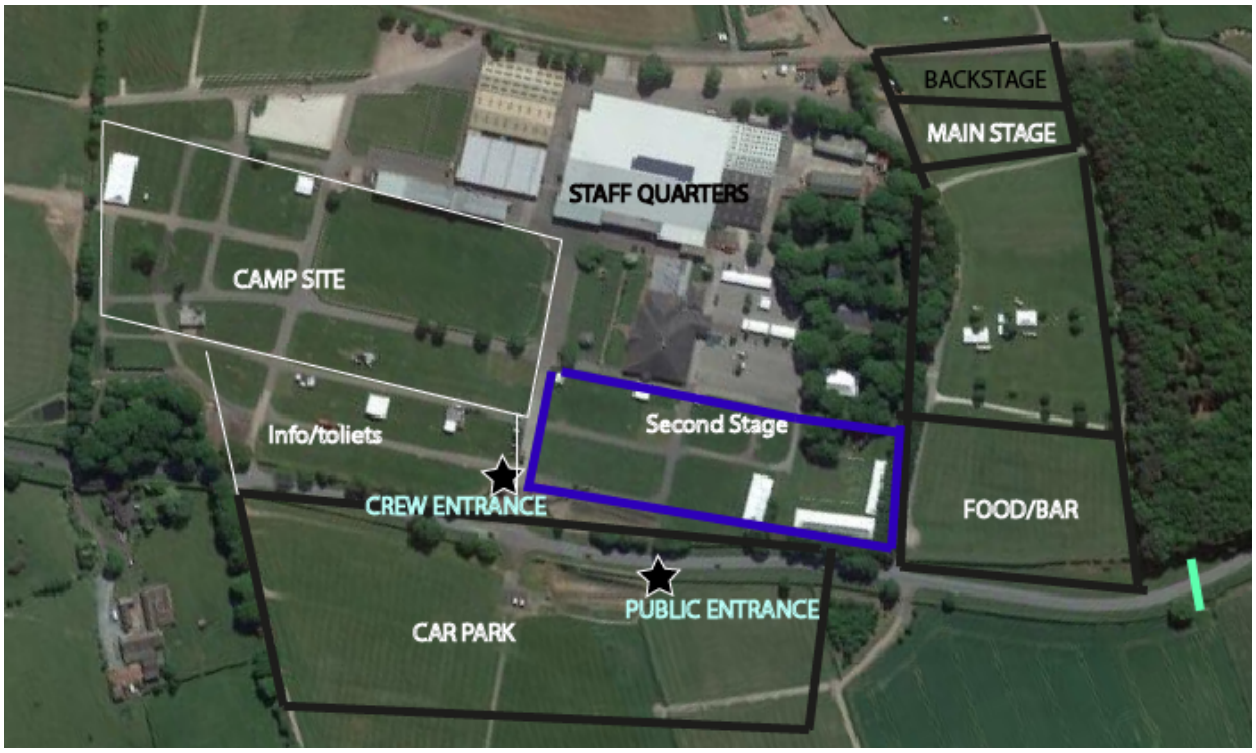
Signed

Name (please print) Thando Zulu

Date 22/03/2021

Site Map

THE SITE
Horse Rings 1 & 2
Sheep Ring
Sandylands
Argyle
Prestwood
Horse Ring 3
Collecting Ring
Bingley Hall
Annexe 1
Annexe 2
Pig & Goat Ring
Stafford Car Park
Grandstand
Presidents
Tonge
Boden Room
Margaret Everton Pavilion
Weston Car Park
Main Ring
Ingestre Suite
Pavilion Car Park
Stafford Car Park
Dog Showing Ring
Weston Car Park
A518 to Stafford
A518 to Uttoxeter
Main Entrance
Subway
Main Overflow Car Park
Main Overflow Car Park
Key
Toilets
Toilets including disabled
Restaurant
Baby changing
Showers
Electricity distribution point
Disabled Shower


BACKSTAGE
MAIN STAGE
STAFF QUARTERS
CAMP SITE
Info/toliets
Second Stage
CREW ENTRANCE
FOOD/BAR
PUBLIC ENTRANCE
CAR PARK

Budget

		EVENT BUDGET							
Budget ID	Name	Expected Expenditure	Actual Expenditure	Remaining Amount	Expected Income	Expected Loss	Actual Income	Income Shortfall	Actual Loss
1	Site & Facilities	£135,000.00	£0.00	£135,000.00	£0.00	£135,000.00	£0.00	£0.00	£0.00
2	Production	£60,000.00	£0.00	£60,000.00	£0.00	£60,000.00	£0.00	£0.00	£0.00
3	Artists/Speakers	£20,000.00	£0.00	£20,000.00	£0.00	£20,000.00	£0.00	£0.00	£0.00
4	Misc	£30,000.00	£0.00	£30,000.00	£0.00	£30,000.00	£0.00	£0.00	£0.00
5	Staffing	£100,000.00	£0.00	£100,000.00	£0.00	£100,000.00	£0.00	£0.00	£0.00
6	Food and Drinks	£0.00	£0.00	-£150,000.00	£150,000.00	-£150,000.00	£0.00	-£150,000.00	£0.00
7	Marketing	£3,000.00	£0.00	£3,000.00	£0.00	£3,000.00	£0.00	£0.00	£0.00
8	Tickets	£20,000.00	£0.00	-£280,000.00	£300,000.00	-£280,000.00	£0.00	-£300,000.00	£0.00
9	Misc	£30,000.00	£0.00	£30,000.00	£0.00	£30,000.00	£0.00	£0.00	£0.00
10	Funding Pots	£0.00	£0.00	-£8,000.00	£8,000.00	-£8,000.00	£0.00	-£8,000.00	£0.00
TOTALS		£398,000.00	£0.00	-£60,000.00	£458,000.00	-£60,000.00	£0.00		£0.00

PUBLIC NOTICE

LICENSING ACT 2003

PUBLIC NOTICE

This is a Public Notice in respect of an application for a:
(* delete as appropriate)

* **GRANT OF A PREMISES LICENCE**
* **GRANT OF A CLUB PREMISES CERTIFICATE**
* **VARIATION OF A PREMISES LICENCE**
* **VARIATION OF A CLUB PREMISES CERTIFICATE**

Notice is hereby given that an application has been made to Staffordshire Moorlands District Council by:-

(name of applicant) ……Thando Zulu……

for:

(***premises name***) ……Staffordshire County Showground……

(***premises address***) ……Staffordshire County Showground, West Road, Stafford, ST18 0BD……

Licensable activities applied for:- GRANT OF A PREMISES LICENSE, provision of regulated entertainment, supply of alcohol, late night refreshment

Licensing hours applied for:- 1200hrs April 16th - 0300 April 18th 2022

If you are interested in this application, you can view it by appointment (Tel:01538 395400) during normal working hours at our offices at the address below or https: https://www.highpeak.gov.uk/article/239/Current-licence-applications

A responsible authority or any other person may make representations in writing to Staffordshire Moorlands District Council Licensing Team, PO Box 136, Buxton Town Hall, Buxton, SK17 1AQ on or before:-

Any representation received will be available for public inspection under the Local Government (Access to Information) Act, 1985.

Please note it is an offence to knowingly or recklessly make a false statement in connection with an application and could incur a maximum fine of £5000.

Dated……29th March 2021……

J:\Licensing\2018 ONWARDS FOLDER\Licensing Act 2003\SMDC\SMDC Applicants Guidance 23 08 18.doc_BS
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