Portfolio: NMEast Festival Plan

Live Event Management (BMTY7005)

Tutor: Natalie Smith

Jack Smith

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Contents

1. Introduction: The Five W's
   a) **What?**
   b) **Why?**
   c) **Where?**
   d) **When?**
   e) **Who?**
2. Venue & Site Design
   a) **Barriers & Fencing**
   b) **Campsites**
   c) **Site Densities**
   d) **Public Health**
   e) **Site Lighting**
3. Accessibility
   a) **Accessible Toilets & Changing Places**
   b) **Mobility**
   c) **Viewing Platforms**
   d) **Accessible Camping**
4. Licensing
5. Loud Noise
6. Dealing with Crime & Disorder
   a) **Specific Measures**
7. Dealing with the Police
8. Health & Safety
9. Crowd Management Planning
10. Communication
11. Sanitation
12. Dealing with a Safety Advisory Group
13. Promotional Strategy
14. Programming
15. Team
16. Event Financing
17. Appendices
18. Summary

Introduction: The 5 W's

NMEast festival revolves around the ambition collaboration of the revered publication, NME, and the world of live events. An analysis of the five w's will provide a comprehensive overview of the vision which this festival embodies.

What?

NMEast is a festival which will be held in conjunction with NME, showcasing the talent represented in their *NME 100* list each year (Buchanan, 2021). The focus of this event will be 'discovery culture', which I will explain in more detail momentarily. 'Celebrating the culture of tomorrow' should be the underlying message that decision makers will need to refer to whilst orchestrating the event. This is not only a slogan influenced by my own approach to music, but also a nod to NME's dynamic ethos, which has seen the publication develop from the 'rock indie' magazine of 1952, to the broad and explorative online publication that we know today (Livingstone, 2018).

Why?

Publications and (more recently) blogs driven by tastemakers have long influenced the shape of popular culture. Increasingly, we hear reports of the dwindling influence of even the longest running publications. It has been claimed that, far from circling the drain, music journalism has simply undergone a period of reconstruction, with genre specific magazines continuing to thrive (Simpson, 2018). Nevertheless, a number of publications have been pushed online, with printed distribution no longer being economically viable. Music Week, for example, has ceased its weekly print edition and continues to refocus efforts on the its online site (Ingham, 2020). This example also supports the observation that the situation has been exacerbated by the Covid-19 outbreak (Snapes, 2020).

As a result, an immersive and healthy means of music discovery, which doesn't require the aid of a screen, is diminishing significantly. Streaming services have revolutionised discovery which is something that NMEast festival fully supports. This partnership does not seek to rival the influence of the streaming services. Instead, it seeks to offer an alternative,

immersive experience of discovery for lovers of music. Research has shown the significant impact that experiential entertainment can have on the satisfaction and behavioural intentions of attendees (Yazıcı, Koçak & Altunsöz, 2016). Experiential discovery, therefore, may have the capacity to encourage new fans who are more devoted and supportive of artists they enjoy watching. NMEast seeks to capitalise on this opportunity. By creating lasting memories and experiences for its attendees the festival can aid in building meaningful fanbases around the artists it sponsors.

Where?

The event will be held at the Claydon Estate, an absolutely stunning venue in the Southeast of England. The site has the capacity to host 10,000 people, so well within the range of our event (Landforevents, 2021). However, the grounds are divided into many separate areas, so the event will not feel empty throughout the weekend. We have a range of beautiful scenery which spans over 170 acres of open fields, lakes and forestry to create a diverse and exciting festival landscape (Claydon Estate, 2021). With Ayelesbury train station nearby, the venue sits within close proximity to London. Festival goers are able to purchase train tickets for less than £16 to get from the site to the city (Trainline, 2021). The ease of access to a major UK city is extremely useful for marketing purposes. Not only does it increase the chances of heavy UK attendance, but it also means that international festival goers may find it more appealing.

When?

NMEast will be held at the end of April. At this time, the majority of students will still be on their Easter holidays, as exemplified by Leeds University's term dates for this year (University of Leeds, 2020). There is an increased risk of adverse weather conditions. However, our planning will take this into account. In addition, as a festival promoting 'the next class artists', it is important that we present acts ahead of the major festivals. This will encourage the view that we are a trend setting event.

Who?

The group who we will be targeting this event at is males and females between the ages of 19 and 25 years. Between these ages, music lovers ascend towards their peak in terms of new music discovery, while evidence suggests that they significantly slowdown from this point until 30 (Music Business Worldwide, 2018). In addition, this includes the standard age for university students, who are easy to target on university campuses. NME already have experience distributing their channels on campuses, and so the channels for promotion are already in place.

Venue and Site Design

With a total capacity of 10,000 people, there is plenty of room at The Claydon Estate for the NMEast festival. Furthermore, its water features and general layout lend the site to an imaginative and entertaining infrastructure. For our first year, the focus will be on simplicity and getting all of the small things done correctly. This is partly to ensure the smooth operation of the event. In addition, this strategy leaves us plenty of room to develop from year to year. The site plan is an essential part of any event management plan and can be viewed in Appendix E. In addition, I will discuss some of the finer points in more detail below.

Barriers and Fencing

Barriers in the context of crowd management fall into two main categories. On the one hand we have materials such as tensor barriers and ropes to cordon off ‘differentiating spaces. These are used when there is no expectation of crowd surges. A great example could be a barrier to delineate a queue for a food stall. On the other hand, pressure barriers will be necessary to deal with large crowds and sustained crowd movements (The Purple Guide, 2020a). A person with relevant experience in crowd control will be tasked with overseeing this element of the venue design. It will be the responsibility of this individual to make judgements on the fencing requirements. This may include the hiring of specialists. For example, they will need to determine the steps to establish the multi-channel queuing systems which will help to manage crowds at entrances and exits where surges are to be expected. Ensuring that these responsibilities are understood will help to minimise the risk of injury to any members of the public (Health and Safety Executive, 2021c).

Campsites

NMEast campsites will be split up into four distinct areas for ease of movement and to make the management of the sites more manageable. These divisions will also provide identifiable areas for camping, thereby assisting attendees to navigate the venue. Divisions will be highlighted by paint marking and lighting to delineate pathways. In addition, flooring will need to be laid to prevent campers from pitching in pathways. Security patrols will need to ensure that people are staying within the guidelines.

Site Densities

A campsite can reasonably hold 476-543 tents per hectare. This will be indicated on the final floor plan with a predicted occupancy of 2-2.4 people per tent (The Purple Guide, 2020b). Specific site rules will be necessary to manage our space and ensure that there is enough room for everyone arriving. Large tents will be allowed but there can be no gazebos and no caravans. This should ensure that the density of the campsite remains at a manageable level.

Public Health

The land of the festival is not used for grazing. However, we will coordinate with the landowners to ensure that all animals are off-site for 3 weeks prior to public access. This will minimise the risk of infection e.g. E.Coli (Aberdeenshire Council, 2021, p. 2).

Site Lighting

Tower lights will be present at essential spots and hazards. These include fire points and the lake. This will safeguard the public in the case of emergencies and protects those who may likely be intoxicated in the evening time. These lights are obstructive and extremely bright. Therefore, festoon lighting of four different colours will be used to signpost the separate campsites at night. This sort of light is less dominating and will help to distinguish the separate campsite areas for attendees.

Accessibility

NMEast does not market itself as an 'accessible event'. However, as all events should, it takes accessibility and inclusivity extremely seriously and will take all the necessary measures to ensure that all people feel welcome and able to enjoy themselves throughout the event. The seven principles of inclusivity will be the basis for all decisions within this area (attitude is everything, 2021, pp. 1-2). In order to ensure the correct information is being provided to our guests, we will have regular consultations with organisations experienced in this area.

Accessible Toilets and Changing Places

- Clearly mark these on the event plan and factor them into decision making.
- These will be mixed in with the standard areas, but also within their own sections for ease of access

Mobility

- There are no steps or steep ascents in the grounds, although alternative routes may need to be mapped to ensure that wheelchairs can get around
- Access to traders and the bars will also be essential

Viewing Platforms / Areas

- Offering lines of sight at every stage but especially the main stage.
- Will be constructed at the ideal level of between 850mm and 1000mm

Accessible Camping

- We want to avoid creating a separate campsite for disabled festivalgoers. Flooring will be put down to allow the movement of wheelchairs through the campsite. In addition, disabled people will get priority access to the site so that they can find a suitable camping spot.

Steps taken will always be under review and we will actively pursue feedback from our guests to improve their experience at future events.

Licensing

There are a number of licensing requirements that our team must adhere to well in advance of our festival to ensure its legality. The first of these requirements is the procurement of a premises license. This license authorises a number of activities.

1. The sale of alcohol. This also requires a nominated individual to have a personal license, the application for which can be found in Appendix A
2. The provision of regulated entertainment.
3. The sale of late-night refreshments, which covers hot food and drink supplied between 11pm and 5am (Aylesbury Vale Area, 2021).

This type of license is somewhat similar to a 'temporary even notice' with regard to the activities they both permit. However, a 'temporary event notice' is only applicable to events which host up to 500 people (South Bucks Area, 2021).

There are certain costs inherent with the licensing requirements of an event. The Claydon Estate falls into the Aylesbury Vale area. It falls into the premises band A (Gov.uk, 2021), meaning that a license application will cost £70 (Aylesbury Vale District Council, 2017, p.1). In addition, the application for a personal license will cost £37 (Aylesbury Vale District Council, 2017, p.2)

We will first need to submit our premises license application form, which can be observed in Appendix B. Secondly, we will need to display an application notice at the venue for 28 days following its submission. The notification can be found in Appendix C. This will allow external parties and the relevant authorities to make their own representations. Unresolved applications will lead to a hearing. For this reason, license applications may take several months, and it is vital to submit our application at the earliest possible moment.

In summary, the following documents need to be downloaded, completed, and submitted in order to license our event, including an EMP.

1. Application for a personal licence
2. Application for new premises licence

3. New premises licence - public notice
4. Designated premises supervisor consent form
5. Details required with respect to plans

All of these applications can be submitted online. They will automatically go to the relevant authorities (Buckinghamshire Council, 2021a).

Loud Noise

The organisers of an event have a legal responsibility to monitor the noise levels of an event and ensure that they remain at a safe level. The Control of Noise at Work Regulations 2005 ensure the protection of employees and contractors from dangerous levels of noise (UK Government, 2005). The Health & Safety at Work Act 1974 contains a section specifying the legal obligation to protect audience's safety with regard to loud noise at an event (UK Government, 1974).

Our core team does not include anyone with appropriate training in noise control. As per the advice of HSE, we will seek the help of a consultant with the relevant training (HSE, 2005, p.36). This individual will carry out and appropriate noise assessment, before developing a plan to control them. In addition to plans limiting noise, all members of staff will receive earplugs which they are free to use at their own discretion. Points will also be set up at all entrances to allow guests to pick up a pair. All ticket holders will also receive an email one month before the event providing detail pon the risks associated with loud music. Contractors (and sub-contractors) may take many steps to improve noise control. To make sure those actions are still effective the following advice is provided by The Purple Guide (2021f) ...

- Ensure that performers and crew understand why they need to follow instructions on control measures. Provide additional training or team talks if necessary;
- Ensure that those who need to use hearing protection are doing so correctly and consistently;
- Review the results of hearing health checks to see how well the noise controls are working;
- Review the actions taken;
- Regular spot checks of noise levels can help to monitor how well controls are working.

Dealing with Crime and Disorder

We will take a number of steps to ensure that we are aware of the potential risks that face our festival and implement measures to manage these risks. A great first step in the intelligence-gathering phase of this plan is to refer to the Police National Events Intelligence Unit (NEIU) database (The Purple guide, 2020e). This database provides information on current crime risks and trends to plan for. This database can be accessed by contacting your local police contacts. Alternatively, we can reach out to the NEIU direct via NEIU@leicestershire.pnn.police.uk.

At all times, we will remain in close contact with the police through the Aylesbury Vale SAG. Another important element will be providing the necessary security to prevent on-site theft and other crimes. The government endorses an approved list of security contractors which we will use to choose the appropriate security team (SIA, 2021).

Specific Measures

1. In advance

- Make clear to our audience who our official ticketing partner is and release a number of warnings against buying tickets from unauthorised sources.
- Information on prohibited items will be printed on all confirmation emails and tickets, as well as on additional emails in the run up to the event.

2. At the event

- Signage will include reminders to report any suspicious behaviour to an information point or nearby stewards.
- Regular security patrols will be on the look-out for criminal behaviour and disorder

3. Reporting on the event

- Someone on our team will be responsible for creating detailed reports on any criminal behaviour.

Working with the Police

We do not anticipate the need for much police assistance. However, through our police contact from the local SAG, we will ask for advice on the level of additional guidance we would seek. It is important, as a festival in its infancy, that we are demonstrating to police how seriously we take security at our event (The Purple Guide, 2020h). In keeping with this, we will present them with a report detailing for them our plans for dealing with a number of eventualities, including…

1. Managing crowds
2. Preventing thefts
3. Bag searches
4. Preventing underage drinking
5. Dealing with anti-social behaviour including gang-related threats
6. Preventing drug misuse
7. Eliminating glass
8. Plans for CCTV if relevant
9. Children and vulnerable adult's welfare
10. Traffic management
11. Emergency planning and site evacuation

Health and Safety

Health and safety law places duties on businesses to implement procedures and steps to ensure the safety of any employees and members of the public attending their location. The legislation presents a number of guidelines which both employers and employees must follow in order to avoid prosecution for endangering the health of themselves and members of the public (Health and Safety Executive, 2021a). To be accepted as an employee, contractor or volunteer at NMEast, each person will need to either provide evidence that they have the relevant training in matters of health and safety or take a short online quiz to ensure they understand what is required from them.

At NMEast, we will hire an external health and safety officer to provide us with expert guidance and ensure that we are at all times adhering to the legislated regulations. We will need to undertake a detailed risk assessment. In order to make this task sufficiently detailed and accurate, we will require all contractors to conduct their own risk assessments. These will then be collated and analysed by the

health and safety officer, who will also be authorised to make suggestions to further decrease the likelihood of any accidents due to oversight.

It may be easy for employees to forget their responsibilities as they begin to settle into the event. Each employee and volunteer will receive an official health and safety leaflet which they must keep with them at all times. This leaflet can **b**e found in Appendix D. This will ensure that they remain alert to the requirements they need to adhere to as a member of the festival team.

Crowd Management Planning

The crowd management plan is a key part of the EMP. It is to be conducted by an individual with the relevant experience in managing large crowds. It is important to mention separately, however, due to the risks associated with poor practice. The effects are notoriously evident at the LOVEFEST, Berlin disaster (Connolly, 2010). There are several key components to this part of the plan (The Purple Guide, 2020d).

1. the findings of the site inspection;
2. the recommended numbers and types of stewards;
3. methods of working, including communications;
4. chains of command;
5. audience profile;
6. Crowd Risk Assessment
7. methods of ingress and egress;
8. contingency planning;
9. emergency procedures;

The corresponding SAG will have a hand in this plan. They will provide guidance and also verify the suitability of the plan for NMEast (HSE, 2021c). In order to implement emergency procedures, we will appoint a number of people to be responsible for the various zones detailed below. These individuals will need to be trained to understand how to manage the large crowds in emergency situations (HSE, 2021d). This includes…

1. the location of exits
2. how to use emergency equipment
3. how to raise the alarm
4. who they should receive instructions from?

The programmer and crowd management officer will need to co-ordinate to ensure a steady and directional flow of guests around the site (Barret, 2021). Information points, maps set up wil help to manage crowds. In the case of enormous surges, planning needs to be implemented to block off entrances to the main stage to ensure the crowd remains at a safe and manageable level.

Communication

Whether it be during emergency situations or throughout a standard day across the weekend, the health and safety of our guests will be largely dependent on the clear and direct communication of our team with attendees and each other. The table presented below demonstrates the networks of communication which will be used to maintain this high level of communication.

	Pre Event	During Event	Emergency	Post Event
Safety Officer / Team / Inter Agency	Meetings Documents Table Top Briefings Site Visits Planning Conferences SAG	Joint Control Conferencing Meetings Briefings Liaison Officers Radio Meal Times Phone (Land/Mobile) IT	Joint Control Radio Phone (Land only) IT 1-2-1	Informal (hot) debrief Formal (cold) debrief Multi-agency debrief Incident reports

		1-2-1		
Staff Contractor Volunteer	Induction Training Documents Briefing Site Visits	Mealtimes Briefing Debriefing 1-2-1 Radio IT CCTV	Briefing Radio 1-2-1 IT CCTV	Informal (hot) debrief Formal (cold) debrief Multi-agency debrief

Public	Marketing Print Online Media Social Media	PA Screens Artiste Staff Social Media Mobile Apps VMS (Variable Message Signs)	PA / Voice Of God (see 6.29) Screens/Media Artiste/MC Staff Megaphones Social Media Mobile Apps VMS (Variable Message Signs)	Post-event evaluation survey Social media

(The Purple Guide, 2020c)

Further information on specific procedures for all employees and volunteers will be provided in an introductory pack filled with important resources.

Sanitation

Maintaining a high level of sanitation is an effective method of managing attendee's satisfaction and good behaviour. We will have a complete plan drawn up as we progress. However, for now, I will simply detail our toileting strategy.

Female Toilets - 1 per 175
Male Toilets - 1 per 150
Urinals - 1 per 250
Accessible Toilets - 1 per 40

These guidelines are in accordance with the guidelines set out by the Purple Guide (2020g). The same guidelines will be adhered to with respect to our employees.

Working with a Safety Advisory Group

The Claydon Estate resides in the Aylesbury Vale area of Buckinghamshire. As such, co-operating with their SAG is a necessary step to allow our event to go ahead (Buckinghamshire Council, 2021a). The SAG members include Thames Valley Police, South Central Ambulance Service, NHS, Bucks & Milton Keynes Fire & Rescue Service, and Buckinghamshire Council (Buckinghamshire Council, 2021a). The group does not have any legal authority and cannot prohibit an event from taking place. However, this diverse collection of experienced individuals will be instrumental in providing the necessary guidance to pull off a safe and successful event.

We will send the SAG a completed notification form with copies of:

1. A site plan Appendix E
2. An event management plan template, Appendix F.
3. A general risk assessment Appendix G.
4. fire safety risk assessment Appendix H.
5. Evidence of public liability insurance for the event

Promotional Strategy

Our promotional team have a huge advantage in the existing NME fanbase. It has been reported that readers spend 72% less time with the brand since its move online in 2016 (City Press Office, 2021). However, NME still boasts an impressive 364K followers on Instagram at the time of this writing (nmemagazine, 2021). We want to add a little edge to our campaign and create a notable story which will attract press coverage from other major publications. As such, will announce the release of a special one-time print edition of NME to be provided alongside any purchased tickets. This special edition will not be made available online and will cover the artist's featured at the event alongside information on the festival's features and sponsors news. This campaign creates a collectable asset which adds another dimension to the ticket buying process. This campaign will also provide the opportunity for additional advertising income which can help maintain the cost of a ticket.

A number of avenues will be exploited to increase awareness and boost sales in the lead up to the event. As well as the NME account, we will encourage participating artists to post on their own socials. In the case of Pa Salieu, this will mean potential exposure to an additional 160K people (pa_salieu, 2021). Flyering at campuses will play an important role in increasing awareness. We will

exploit NME's former experience distributing to key campuses across the UK. With reference to the marketing funnel, it is more important and more cost-efficient to focus efforts on pushing fans who have already shown interest in a product to making a purchase than it is to encourage purchases from a point of creating awareness in a person (Musically, 2021). We will address this through data collection. We will consider campuses where ticket sales have been considerably higher. We will assume that in these areas, there may be a number of undecided potential attendees who have friends who have already purchased tickets. We will organise pop up free performances on these campuses, reassuring those who are undecided that NMEast is not an event to be missed.

Information on NMEast will be gradually leaked to the press. For example, we will suggest potential acts around the time of line up announcements. We will also stress that as a festival, we stand for new music discovery. As such, while the line up will be released, no times will be 'officially' announced. We hope that this will encourage fans who genuinely want to use the festival as a means of discovery.

Programming

The lineup of this festival is based around the NME 100 list which is published each year (NME, 2021). This means that the lineup is largely already accounted for. However, there are still a number of considerations for our programmers to consider. In 2019, across three main stages at Glastonbury, the festival was able to host just over 70 acts across 3 days (Dahly, 2019). We have a list of 100 acts to choose from and will simply not be able to accommodate all of them across three stages. Many of these acts are international and it is very likely that a number of artists will not be able to attend either way. To deal with this issue, we will utilise the following strategy. Once we know who will be on the NME 100 list, each artist on the list will be contacted. We will find out their availability to come and perform. This will help to refine our list of candidates. The programming team will then need to formulate a programme, allocating slots based on a number of factors including an artist's fanbase, their previous experiences performing and the costs which will be incurred through their attendance. We will also look to stretch our time performing on to 2am to accommodate more acts, however this will be largely dependent on licensing issues.

Team

Compared to a Festival such as boomtown, which boasts over 40 members on its core team (Smith, 2021), our team structure will need to be far less complex. However, this does throw up some

additional difficulties. Despite the festival being at a smaller scale, we need to ensure that all of the necessary roles are still being covered with individual responsibilities made clear from the start. The core team is especially important to delineate.

1. Licencsing, H&S
2. Finance
3. Press, Marketing
4. Site manager
5. Infrastructure
6. Procurement
7. Production
8. Music

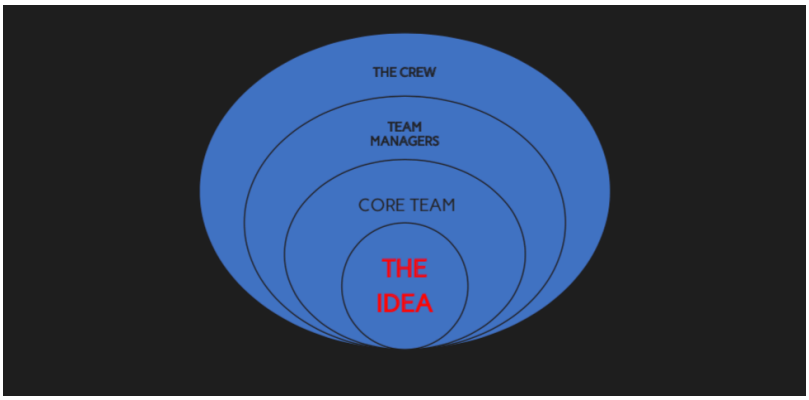

Figure 1: Smith, 2021

These 8 roles will form the core team who will be brought on at the earliest stage of the planning process, with each overseeing the work of several team leaders and crew.

Event Financing

One of the great advantages of partnering with NME to put on a festival is their sophisticated network of advertising partners which includes major international companies such as 'playstation' (NME, 2021). The best strategy of financing this event would be to exploit these existing networks as well as encouraging additional sponsorship deals with third parties. There are a number of other avenues to explore, however most relevant to our event would be a partnership with the DSP's. Spotify alone is a company worth around $67BN (Ingham, 2021). It is likely that the DSP's would see this as a great opportunity to reach a community of fans who have expressed a particular love for discovering new music. The combination of deep pockets and an obvious marketing opportunity make them the perfect targets for event sponsorship.

It will be essential that we secure the correct level of funding at the earliest possible stage. Funding will therefore sit within the earliest stage of planning, as indicated in the preliminary timeline illustrated in Appendix I.

Summary

In summary, this portfolio provides a very basic overview of the main considerations which are necessary when planning any kind of festival event. Within the context of my idea, I have also suggested a number of creative solutions which ensure the safety and happiness of my attendees whilst also maintaining the original vision of the event. It should be noted that this is by no means an exhaustive list of considerations and it may be useful to think of this as a preliminary plan which the core team could use in the next phase of planning. This could include the formulation of a budget, and the creation of a site plan to scale as well as a plan for the procurement of building materials and the construction of the sites infrastructure.

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Appendix A

Application for a Personal License

Buckinghamshire Council 2019

Application for a personal licence

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 or typed in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

1. Your personal details			
TITLE Please tick Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please state)			
Surname Forenames			
PREVIOUS NAMES (if relevant) please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary.			
TITLE Please tick Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please state)			
Surname Forenames			
Date of Birth Nationality			
I am 18 years old or over. Please tick		Yes ☐	No ☐
ADDRESS WHERE ORDINARILY RESIDENT (We will use this address to correspond with you unless you complete the separate correspondence box below).			
Post town	**Post code**		
TELEPHONE NUMBERS			
Daytime			
Evening			
Mobile			
FAX NUMBER			

E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)
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 2 for information)

Address for correspondence associated with this application (if different to the address above)	
Post town	**Post code**
TELEPHONE NUMBERS	
Daytime	
Evening	
Mobile	
E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)	

2. Your licensing qualifications	
Read Note 1	**Please tick yes**
Please indicate below which one of these statements applies to you:	
1. I hold an accredited licensing qualification	☐
2. I hold a certified qualification	☐
3. I hold an equivalent qualification	☐
4. I am a person of prescribed description	☐
If you have ticked either of statements 1, 2 or 3 please provide details of your qualification in the box below (name of qualification, date of issue, issuing body) and please enclose your qualification with your application. If you have ticked statement 4, please provide evidence that you are a person of prescribed description.	
3. Previous or outstanding applications for a personal licence	

Note: You may only hold one personal licence at a time.	Please tick	
Do you currently hold a personal licence?	Yes ☐	No ☐
Do you currently have any outstanding applications for a personal licence, with this or any other licensing authority?	Yes ☐	No ☐
Has any personal licence held by you been forfeited in the last 5 years?	Yes ☐	No ☐

Licensing Authority	
Licence number	
Date of issue	
Any further details	

4. CHECKLIST:	
I have	**Please tick yes**
• enclosed two photographs of myself, one of which is endorsed as a true likeness of me by a solicitor or notary, a person of standing in the community or any individual with a professional qualification	☐
• enclosed any licensing qualification I hold or proof that I am a person of prescribed description	☐
• enclosed a criminal conviction certificate or a criminal record certificate or the results of a subject access search of the police national computer by the National Identification Service	☐
• enclosed a completed disclosure of criminal convictions and declaration form (Schedule 2)	☐
• included a proof of my right to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (see note 2)	☐
• made or enclosed payment of the fee for the application	☐

5. Declaration

I am entitled to work in the UK and am not subject to a condition preventing me from doing work relating to the carrying on of a licensable activity. I understand that my licence will become invalid if I cease to be entitled to live and work in the UK.

The information contained in this form is correct to the best of my knowledge and belief.

It is an offence to knowingly or recklessly make a false statement in or in connection with an application for the grant of a personal licence. (A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement). To do so could result in prosecution and a fine of any amount. It is an offence under section 24B of the Immigration Act 1971 to work illegally.

SIGNATURE		**DATE**	

NOTES

Information on the Licensing Act 2003 is available on legislation.gov.uk or from your local licensing authority.

1. Licensing qualifications

Licensing qualifications are dealt with in section 120(8) and (9) of the Licensing Act 2003.

2. Right to work/immigration status

A personal licence may not be issued to an individual or an individual in a partnership which is not a limited liability 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 personal 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 the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensing 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.

- 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 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, 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.

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.

Disclosure of convictions and civil immigration penalties and declaration

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 or typed in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

1. Your personal details	
TITLE **Please tick ✔** Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please state)	
Surname Forenames	
PREVIOUS NAMES (if relevant) please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary.	
TITLE **Please tick ✔** Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please state)	
Surname Forenames	

2. Forfeiture by a court or revocation by a licensing authority of a personal licence in the last 5 years		
	Please tick ✔	
Has any personal licence held by you been forfeited or revoked in the last 5 years? If yes, please provide details below:	Yes ☐	No ☐
Name of court/licensing authority		
Address of court		
Date of forfeiture/revocation		
Offence which resulted in the forfeiture/revocation		
Any additional details		

3. Relevant or foreign offences and civil immigration penalties		
Read Note 1	**Please tick ✔**	
Have you been convicted of any relevant offence or foreign offence or been required to pay a civil immigration penalty?	Yes ☐	No ☐
If you have been convicted of any relevant offence you must provide details for each conviction of the date of conviction, the name and location of the convicting court, offence of which you were convicted and the sentence imposed:		
If you have been convicted of any foreign offence you must provide details for each conviction of the date of conviction, the name and location of the convicting court, offence of which you were convicted and the sentence imposed:		
If you have been convicted of any foreign offence you must provide details for each conviction of the date of conviction, the name and location of the convicting court, offence of which you were convicted and the sentence imposed:		

4. Declaration			
I declare that I have not been convicted of any relevant offence or any foreign offence or been required to pay a civil immigration penalty			
SIGNATURE		**DATE**	

5. Declaration			
The information contained in this form is correct to the best of my knowledge and belief. It is an offence knowingly or recklessly to make a false statement in or in connection with an application for the grant or renewal of a personal licence. A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement. To do so could result in prosecution and a fine of any amount. It is an offence under section 24B of the Immigration Act 1971 to work illegally.			
SIGNATURE		**DATE**	

Data Protection
Buckinghamshire Council is a Data Controller under the Data Protection Act 1998. We hold information for the purposes specified in our notification to the Information Commissioner and may use this information for any of them. We may receive information about you from other organisations, or we may give information to them. If we do it will only be as the law permits, to check the accuracy of information, to prevent fraud or detect crime, or to protect public funds.

Please send the application together with the fee of £37 (please note we do not accept cash) to

The Licensing Services Manager
Environmental Health & Licensing
Buckinghamshire Council
The Gateway
Gatehouse Road
Aylesbury
Buckinghamshire
HP19 8FF

NOTES

1. **Relevant or foreign offences**

Relevant offences are the offences listed in Schedule 4 to the Licensing Act 2003:

The meaning of **foreign offence** is dealt with in section 113 of the Licensing Act 2003.

If you are the holder of a justices' licence and you are applying for a personal licence under regulation 8 of the Licensing Act (Personal licences) Regulations 2005 see paragraphs 23 and 28 in Part 3 of Schedule 8 to the Licensing Act 2003 for the information you are required to give.

If you are convicted of any relevant or foreign offence during the period between when your application is made and when your application is determined or withdrawn, you must notify the authority to which your application was made. Failure to do so without reasonable excuse could lead to prosecution and a fine not exceeding level 4 on the standard scale.

2. **Civil immigration penalty**

An Immigration penalty means a penalty under either section 15 of the Immigration, Asylum and Nationality Act 2006 or section 23 of the Immigration Act 2014.

Photographs for a personal licence application

You will need to obtain two passport style photographs of yourself. See Appendix 3 for dimensions etc.

These photographs will need to be signed by an appropriate person to verify that it is a true likeness of yourself. This needs to be on the back of the photographs and then stapled onto the spaces below. Also you will need to fill in the details below.

Name of the person in the photograph	
Name of the person that has signed the reverse of the photograph	
Telephone number of the person who has signed the reverse of the photograph	
Please state the occupation of the person that has signed the reverse of the photograph (this person must be an approved signatory as listed overleaf).	

APPENDIX 1 – GUIDANCE NOTES FOR APPLICATION FORM

1. Licensing qualifications

Licensing qualifications are dealt with in section 120(8) and (9) of the Licensing Act 2003.

Extract from the Licensing Act 2003: Relevant Offences

SCHEDULE 4
PERSONAL LICENCE: RELEVANT OFFENCES

1 An offence under this Act.

2 An offence under any of the following enactments:

(a) Schedule 12 to the London Government Act 1963 (c. 33) (public entertainment licensing);

(b) the Licensing Act 1964 (c. 26);

(c) the Private Places of Entertainment (Licensing) Act 1967 (c. 19);

(d) section 13 of the Theatres Act 1968 (c. 54);

(e) the Late Night Refreshment Houses Act 1969 (c. 53);

(f) section 6 of, or Schedule 1 to, the Local Government (Miscellaneous Provisions) Act 1982 (c. 30);

(g) the Licensing (Occasional Permissions) Act 1983 (c. 24);

(h) the Cinemas Act 1985 (c. 13);

(i) the London Local Authorities Act 1990 (c. vii).

3 An offence under the Firearms Act 1968 (c. 27).

4 An offence under section 1 of the Trade Descriptions Act 1968 (c. 29) (false trade description of goods) in circumstances where the goods in question are or include alcohol.

5 An offence under any of the following provisions of the Theft Act 1968 (c. 60):

(a) section 1 (theft);

(b) section 8 (robbery);

(c) section 9 (burglary);

(d) section 10 (aggravated burglary);

(e) section 11 (removal of articles from places open to the public);

(f) section 12A (aggravated vehicle-taking), in circumstances where subsection (2)(b) of that section applies and the accident caused the death of any person;

(g) section 13 (abstracting of electricity);

(h) section 15 (obtaining property by deception);

(i) section 15A (obtaining a money transfer by deception);

(j) section 16 (obtaining pecuniary advantage by deception);

(k) section 17 (false accounting);

(l) section 19 (false statements by company directors etc.);

(m) section 20 (suppression, etc. of documents);

(n) section 21 (blackmail);

(o) section 22 (handling stolen goods);

(p) section 24A (dishonestly retaining a wrongful credit);

(q) section 25 (going equipped for stealing etc.).

6 An offence under section 7(2) of the Gaming Act 1968 (c. 65) (allowing child to take part in gaming on premises licensed for the sale of alcohol).

7 An offence under any of the following provisions of the Misuse of Drugs Act 1971 (c. 38):

(a) section 4(2) (production of a controlled drug);

(b) section 4(3) (supply of a controlled drug);

(c) section 5(3) (possession of a controlled drug with intent to supply);

(d) section 8 (permitting activities to take place on premises).

8 An offence under either of the following provisions of the Theft Act 1978 (c. 31):

(a) section 1 (obtaining services by deception);

(b) section 2 (evasion of liability by deception).

9 An offence under either of the following provisions of the Customs and Excise Management Act 1979 (c. 2):

(a) section 170 (disregarding subsection (1)(a)) (fraudulent evasion of duty etc.);

(b) section 170B (taking preparatory steps for evasion of duty).

10 An offence under either of the following provisions of the Tobacco Products Duty Act 1979 (c.7):

(a) section 8G (possession and sale of unmarked tobacco);

(b) section 8H (use of premises for sale of unmarked tobacco).

11 An offence under the Forgery and Counterfeiting Act 1981 (c. 45) (other than an offence under section 18 or 19 of that Act).

12 An offence under the Firearms (Amendment) Act 1988 (c. 45).

13 An offence under any of the following provisions of the Copyright, Designs and Patents Act 1988 (c. 48):

(a) section 107(1)(d)(iii) (public exhibition in the course of a business of article infringing copyright);

(b) section 107(3) (infringement of copyright by public performance of work etc.);

(c) section 198(2) (broadcast etc. of recording of performance made without sufficient consent);

(d) section 297(1) (fraudulent reception of transmission);

(e) section 297A(1) (supply etc. of unauthorised decoder).

14 An offence under any of the following provisions of the Road Traffic Act 1988 (c. 52):

(a) section 3A (causing death by careless driving while under the influence of drink or drugs);

(b) section 4 (driving etc. a vehicle when under the influence of drink or drugs);

(c) section 5 (driving etc. a vehicle with alcohol concentration above prescribed limit).

15 An offence under either of the following provisions of the Food Safety Act 1990 (c. 16) in circumstances where the food in question is or includes alcohol:

(a) section 14 (selling food or drink not of the nature, substance or quality demanded);

(b) section 15 (falsely describing or presenting food or drink).

16 An offence under section 92(1) or (2) of the Trade Marks Act 1994 (c. 26) (unauthorised use of trade mark, etc. in relation to goods) in circumstances where the goods in question are or include alcohol.

17 An offence under the Firearms (Amendment) Act 1997 (c. 5).

18 A sexual offence, being an offence:

(a) listed in Part 2 of Schedule 15 to the Criminal Justice Act 2003 F2, other than the offence mentioned in paragraph 95 (an offence under section 4 of the Sexual Offences Act 1967 (procuring others to commit homosexual acts));

(b) an offence under section 8 of the Sexual Offences Act 1956 (intercourse with a defective);

(c) an offence under section 18 of the Sexual Offences Act 1956 (fraudulent abduction of an heiress).

19 A violent offence, being any offence which leads, or is intended or likely to lead, to a person's death or to physical injury to a person, including an offence which is required to be charged as arson (whether or not it would otherwise fall within this definition).

20 An offence under section 3 of the Private Security Industry Act 2001 (c. 12) (engaging in certain activities relating to security without a licence).

21 An offence under section 46 of the Gambling Act 2005 if the child or young person was invited, caused or permitted to gamble on premises in respect of which a premises licence under this Act had effect.

22 An offence under the Fraud Act 2006.

23 An offence under regulation 6 of the Business Protection from Misleading Marketing Regulations 2008 (offence of misleading advertising) in circumstances where the advertising in question relates to alcohol or to goods that include alcohol.

limited company, chiropodist, commissioner for oaths, councillor, eg local or county, civil servant (permanent), dentist, director/manager/personnel officer of a VAT-registered company, engineer - with professional qualifications, financial services intermediary, eg a stockbroker or insurance broker, fire service official, funeral director, insurance agent (full time) of a recognised company, journalist, Justice of the Peace, legal secretary - fellow or associate member of the Institute of Legal Secretaries and Pas, licensee of public house, local government officer, manager/personnel officer of a limited company, member, associate or fellow of a professional body, Member of Parliament, Merchant Navy officer, minister of a recognised religion - including Christian Science, nurse - RGN or RMN, officer of the armed services, optician, paralegal - certified paralegal, qualified paralegal or associate member of the Institute of Paralegals, person with honours, eg an OBE or MBE, pharmacist, photographer – professional, police officer, Post Office official, president/secretary of a recognised organisation, Salvation Army officer, social worker, solicitor, surveyor, teacher, lecturer, trade union officer, travel agent – qualified, valuer or auctioneer - fellows and associate members of the incorporated society, Warrant Officers and Chief Petty Officers

Or persons of similar standing to the above, working or retired are acceptable as signatories.

Relatives or Partners are not acceptable

APPENDIX 4 – ACCREDITED PERSONAL LICENCE QUALIFICATION PROVIDERS

1. Accredited personal licence qualification providers

The Home Secretary has accredited the following personal licence qualifications under the Licensing Act 2003, commencing on 1 December 2017:

BIIAB (QCF Recognition number RN5118)

BIIAB Level 2 Award for Personal Licence Holders

Qualification number: 603/2468/5

Qualification approval/designation number: C00/1212/8

BIIAB Level 2 Award for Personal Licence Holders (QCF)

Qualification number: 501/1494/3

- website: https://www.biiab.org/
- telephone: 01276 684 449
- email: qualifications@bii.org
- address: BIIAB, Infor House, 1 Lakeside Road, Farnborough, Hampshire, GU14 6XP

CIEH (QFC Recognition number RN5238)

CIEH Level 2 Award for Personal Licence Holders (QCF)

Qualification number: 601/2104/X

- website: https://www.cieh.org/

24 An offence under regulation 8, 9, 10, 11 or 12 of the Consumer Protection from Unfair Trading Regulations 2008 (offences relating to unfair commercial practices) in circumstances where the commercial practice in question is directly connected with the promotion, sale or supply of alcohol or of a product that includes alcohol.

APPENDIX 2 - GUIDANCE NOTES FOR DISCLOSURE OF CONVICTIONS AND DECLARATION

1. Relevant or foreign offences

Relevant offences are the offences listed in Schedule 4 to the Licensing Act 2003.

The meaning of **foreign offence** is dealt with in section 113 of the Licensing Act 2003.

If you are the holder of a justices' licence and you are applying for a personal licence under regulation 8 of the Licensing Act (Personal licences) Regulations 2005 see paragraphs 23 and 28 in Part 3 of Schedule 8 to the Licensing Act 2003 for the information you are required to give.

If you are convicted of any relevant or foreign offence during the period between when your application is made and when your application is determined or withdrawn, you must notify the authority to which your application was made. Failure to do so without reasonable excuse could lead to prosecution and a fine not exceeding level 4 on the standard scale.

APPENDIX 3 - GUIDANCE NOTES FOR PHOTOGRAPHS

The Licensing Act 2003, (Personal Licences) Regulations 2005, Para 7 – (1)

(a) Two photographs of the applicant, which shall be –

(i) taken against a light background so that the applicant's features are distinguishable and contrast against the background.

(ii) 45 millimetres by 35 millimetres.

(iii) full face uncovered and without sunglasses and, unless the applicant wears a head covering due to his/her religious beliefs, without a head covering.

(iv) On photographic paper.

(v) One of the photographs is endorsed with a statement verifying the likeness of the photograph to the applicant by one of the approved signatories listed :

Personal Licence - Accepted occupations for counter signatories

Your counter signatory must either:

- work in (or be retired from) a recognised profession
- be 'a person of good standing in their community'

Recognised professions

Examples of recognised professions include:

Accountant, airline pilot, articled clerk of a limited company, assurance agent of recognised company, bank/building society official, barrister, chairman/director of

- telephone: 020 7827 5800
- email: customerservices@cieh.org
- address: Chartered Institute of Environmental Health, Chadwick Ct, 15 Hatfields, London, SE1 8DJ

HABC (QCF Recognition number RN5219)

Highfield Level 2 Award for Personal Licence Holders (RQF)

Qualification number: 603/2597/5

Qualification approval/designation number: C00/1221/1

HABC Level 2 Award for Personal Licence Holders (QCF)

Qualification accreditation number 500/9974/7

- website: https://www.highfieldqualifications.com/
- telephone: 0845 226 0350
- email: info@highfieldabc.com
- address: Highfield Awarding Body for Compliance Ltd, Highfield House, Sidings Court, Lakeside, Doncaster, DN4 5NL

IQ (QCF Recognition number:RN5330)

IQ Level 2 Award for Personal Licence Holders

Qualification number: 603/2659/1

IQ Level 2 Award for Personal Licence Holders (QCF)

Qualification number: 601/4980/2

- website: http://www.industryqualifications.org.uk/
- telephone: 01952 457 452
- email: info@industryqualifications.org.uk
- address: Industry Qualifications, Head Office, Coppice House, Halesfield 7,Telford, TF7 4NA

LASER (QCF Recognition number RN5326)

LASER Level 2 Award for Personal Licence Holders

Qualification number: 603/2603/7

Laser Level 2 Award for Personal Licence Holders

Qualification accreditation number 600/6446/8

- website: https://www.laser-awards.org.uk/
- telephone: 01932 569894

- email: enquiries@laser-awards.org.uk
- address: 6 Park Court, Pyrford Road, West Byfleet, Surrey KT14 6SD

Pearson Education Ltd (QCF Recognition number RN5133)

Pearson BTEC Level 2 Award for Personal Licence Holders

Qualification number: 603/2538/0

Pearson BTEC Level 2 Award for Personal Licence Holders (QCF)

Qualification number: 601/3483/5

- website: https://qualifications.pearson.com/en/home.html
- telephone: 0844 576 0045
- email: wblcustomerservices@pearson.com
- address: Pearson Education Ltd, 80 Strand, London, WC2R 0RL

QNUK (RQF Recognition number RN5133)

QNUK Level 2 Award for Personal Licence Holders

Qualification number: 603/2619/0

QNUK Level 2 Award for Personal Licence Holders

Qualification number: 603/1021/2

- website: http://qualifications-network.co.uk/
- telephone: 020 3795 0559
- email: centres@qnuk.org
- address: Qualifications Network, First Floor Offices, 86A Lancaster Rd, Enfield, Middlesex, EN2 0BX

SQA (QCF Recognition number RN5167)

SQA Level 2 Award for Personal Licence Holders

Qualification number: 603/2596/3

SQA Level 2 Award for Personal Licence Holders (QCF)

Qualification number: 600/1269/9

- telephone: 0845 279 1000
- email: customer@sqa.org.uk
- address: The Optima Building, 58 Robertson Street Glasgow G2 8DQ.

Training Qualifications UK (Recognition number: RN5355)

TQUK Level 2 Award for Personal Licence Holders (RQF)

Qualification number: 603/2835/6

TQUK Level 2 Award for Personal Licence Holders (QCF)

Qualification number: 601/6508/X

- website: https://www.tquk.org/
- telephone: 03333 583344
- email: account.managers@tquk.org
- address: 84 Liverpool Road, Cadishead, Manchester, M44 5AN

Please contact these bodies directly for information on courses, costs and availability in your area.

2. Formerly accredited courses

The following courses were formerly accredited:

BIIAB Level 2 National Certificate for Personal Licence Holders. QCA
Accreditation Number: 100/4866/2

EDI Level 2 National Certificate for Personal Licence Holders. QCA
Accreditation Number: 100/4865/0

EDI Level 2 Award for Personal Licence Holders. QCF
Accreditation number 500/9146/3

GQAL Level 2 National Certificate for Personal Licence Holders. QCA
Accreditation Number: 100/5040/1

HABC Level 2 Award for Personal Licence Holders. QCA
Accreditation Number: 500/7383/7

NCFE Level 2 National Certificate for Personal Licence Holders. QCA
Accreditation Number: 500/4228/2, 600/1323/0

SQA Level 2 Award for Personal Licence Holders. QCA
Accreditation Number: 500/8025/8

Criminal Records

You are required to provide us with a criminal records certificate such as a Basic Disclosure which was issued in the last month

The check will only show convictions that aren't 'spent', for example some types of caution will disappear after 3 months.

It costs £25. You must be 16 or over to make the request.

It usually takes up to 14 days for you to receive your certificate.

The service is available from 8am to 11:30pm.

To apply, you'll need:

All your addresses for the last 5 years and the dates you lived there

Your National Insurance number

A debit or credit card

Proof of your identity, for example a passport, valid driving licence or birth certificate

(if you haven't used GOV.UK Verify before)

www.gov.uk/request-copy-criminal-record

If you need phone or face-to-face support to apply online, call the DBS helpline on 03000 200 190

Figure 2: Buckinghamshire Council, 2019

Appendix B

Application for a Premises Licence to be Granted Under the Licensing Act 2003

Buckinghamshire Council LA04

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 Jack Smith

(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			
The Claydon Estate, Estate Office, Buckinghamshire,			
Post town	Middle Claydon	**Postcode**	MK18 2EX

Telephone number at premises (if any)	01296 730 252
Non-domestic rateable value of premises	£ £4,400

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			**First names**		
Date of birth		I am 18 years old or over ☐		Please tick yes	
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					
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			
2	3	0	4	2	0	2	1

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

DD		MM		YYYY			
2	4	0	4	2	0	2	1

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

Claydon Estate is a large manor house with large grounds. The grounds have lakes, woodlands and there are grazing areas nearby. The ground is generally level. Alcohol is to be served in the main grounds although away from any water.

Alcohol will be served in the parade which leads from the main camping area. This area is level and away from the largest crowds which are found at the main stages.

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 pop music played throughout the day and into the evening. Will be amplified to an attendence of around 3,000		
Tue					
Wed			**State any seasonal variations for the performance of live music** (please read guidance note 5)		
Thur					
Fri	11:00	23:00	**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	11:00	23:00			
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)		
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					

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					
Thur			**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			**Please give further details here** (please read guidance note 4) Food and drink will be available to purchase from vendors until 23:00.		
Tue					
Wed			**State any seasonal variations for the provision of late night refreshment** (please read guidance note 5)		
Thur					
Fri	11:00	23:00	**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** (please read guidance note 6)		
Sat	11:00	23:00			
Sun					

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	☑
			Alcohol will be able to be purchased from the bar all day	Off the premises	☐
Day	Start	Finish		Both	☐
Mon			**State any seasonal variations for the supply of alcohol** (please read guidance note 5)		
Tue					
Wed					
Thur			**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	11:00	23:00			
Sat	11:00	23:00			
Sun					

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 Jack Smith	
Date of birth 09/09/1997	
Address 17 Moorland Lane, St Albans, Hertfordshire	
Postcode	AL1 8TB
Personal licence number (if known)	
Issuing licensing authority (if known)	

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

None

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	11:00	23:00
Sat	11:00	23:00
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)

b) The prevention of crime and disorder

Working alongside SIA security officers who will stop and search people upon entrance. They will ensure that no offensive items are brought onto the site. They will also be patrolling the areas and watching for any disorderly behaviour and will be briefed on how to deal with any incidents. Perimeter fencing will be erected and patrolled to ensure that no unticketed individuals gain access to the site.

We will work closely with the police to ensure the necessaary measures are in place to safe guard employees and attendees.

c) Public safety

Detailed risk assessments will be conducted by our Health and safety officer as well as all third parties who operate on our grounds. Crowd management, procurement and the building of all temporary demountable structures will be installed by professionals with the relevant credentials. At all times, the HSWA will be strictly adhered to and monitored. Any staff not complying will be terminated immediately.

d) The prevention of public nuisance

We will work closely with an independent body to ensure that noise pollution adheres to regulation. We will produce a detailed transport management plan which will detail how we can minimise the impact of our event on the local community. A helpline will be set up to allow members of the public to contact us with any concerns they have. A dedicated clean up team will help to reduce the amount of litter left as a result of the event.

e) The protection of children from harm

Attendees must be 18 and over.

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	
Capacity	

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.

- 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 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, 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.

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.

Figure 3: Buckinghamshire Council, 2004

Appendix C

Notice of Application for Premises License

Buckinghamshire District Council Form LA18 (09/13)

NOTICE OF APPLICATION FOR PREMISES LICENCE

_____

NAME OF APPLICANT

HAS APPLIED TO BUCKINGHAMSHIRE COUNCIL TO PROVIDE THE FOLLOWING LICENSABLE ACTIVITIES

_____

_____

_____

_____

AT _____

_____

(ENTER ADDRESS OF PREMISES)

_____

Interested parties or responsible authorities wishing to oppose the application must give notice in writing to: Licensing Services Manager, The Gateway, Gatehouse Road, Aylesbury, HP19 8FF or email licensing@aylesburyvaledc.gov.uk

by _____

(ENTER DATE 28 DAYS FROM DAY AFTER APPLICATION)

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE [£5000], UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

The record of this application may be inspected Monday to Friday (except Bank Holidays) at The Gateway, Gatehouse Road, Aylesbury HP19 8FF or at www.aylesburyvaledc.gov.uk

This Notice must be completed on the day after which the application is made and must be exhibited on a conspicuous part of the premises where it can easily be seen and read by persons in the street even when the premises is closed. The notice must be kept exhibited for not less than 28 days.

Producing your own Public Notice

If you wish to produce your own public notice please follow the guidelines detailed below.

The person making the application shall advertise the application containing the appropriate information set out below.

a) For a period of no less than 28 consecutive days starting on the day on which the application was given to the relevant licensing authority by displaying a notice,

   i) Which is –

      aa) of a size equal or larger than A4

      bb) of a pale blue colour

      cc) printed legibly in black ink or typed in black in a font of a size equal or larger than 16

   ii) in all cases, prominently at or on the premises to which the application relates where it can be conveniently read from the exterior of the premises and in the case of a premises covering an area of more than 50 meters square, a further notice in the same form and subject to the same requirements every fifty meters along the external perimeter of the premises abutting any highway; and

b) by publishing a notice –

   i) in a local newspaper or, if there is none, in a local newsletter, circulated or similar document, circulating in the vicinity of the premises;

   ii) on at least one occasion during the period of ten working days starting on the day after the day on which the application was given to the relevant licensing authority.

In the case of an application for a new premises licence or club premises certificate, the notice shall contain a statement of the relevant licensable activities or relevant qualifying club activities as the case may require which it is proposed will be carried on or from the premises.

In all cases the notice shall state –

a) the name of the applicant;

b) the postal address of the premises or club premises certificate, if any, or if there is no postal address for the premises or club premises a description of those premises sufficient to enable the location and extend of the premises to be identified;

c) the postal address and, where applicable, the world wide web address where the register of the relevant licensing authority is kept and where and when the record of the application may be inspected;

d) the date by which an interested party or responsible authority may make representations to the relevant licensing authority;

e) that representations shall be made in writing; and

f) that it is an offence knowingly or recklessly to make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction for the offence.

This Notice must be completed on the day after which the application is made and must be exhibited on a conspicuous part of the premises where it can easily be seen and read by persons in the street even when the premises is closed. The notice must be kept exhibited for not less than 28 days.

Figure 4: Buckinghamshire Council, 2013

Appendix D

Health and Safety Law: What You Need to Know

HSE

Health and Safety Executive

Health and Safety Law

What you need to know

This is a web-friendly version of the *Health and Safety Law* leaflet published 04/09

All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping you getting hurt at work or ill through work. Your employer is responsible for health and safety, but you must help.

What employers must do for you

1 Decide what could harm you in your job and the precautions to stop it. This is part of risk assessment.
2 In a way you can understand, explain how risks will be controlled and tell you who is responsible for this.
3 Consult and work with you and your health and safety representatives in protecting everyone from harm in the workplace.
4 Free of charge, give you the health and safety training you need to do your job.
5 Free of charge, provide you with any equipment and protective clothing you need, and ensure it is properly looked after.
6 Provide toilets, washing facilities and drinking water.
7 Provide adequate first-aid facilities.
8 Report major injuries and fatalities at work to our Incident Contact Centre on **0345 300 9923**. Report other injuries, diseases and dangerous incidents online at **www.hse.gov.uk**.
9 Have insurance that covers you in case you get hurt at work or ill through work. Display a hard copy or electronic copy of the current insurance certificate where you can easily read it.
10 Work with any other employers or contractors sharing the workplace or providing employees (such as agency workers), so that everyone's health and safety is protected.

What you must do

1 Follow the training you have received when using any work items your employer has given you.
2 Take reasonable care of your own and other people's health and safety.
3 Co-operate with your employer on health and safety.
4 Tell someone (your employer, supervisor, or health and safety representative) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk.

If there's a problem

1 If you are worried about health and safety in your workplace, talk to your employer, supervisor, or health and safety representative.
2 You can also look at our website for general information about health and safety at work.
3 If, after talking with your employer, you are still worried, you can find the address of your local enforcing authority for health and safety and the Employment Medical Advisory Service via HSE's website: **www.hse.gov.uk**.

Fire safety

You can get advice on fire safety from the Fire and Rescue Services or your workplace fire officer.

Employment rights

Find out more about your employment rights at **www.gov.uk**.

Further information

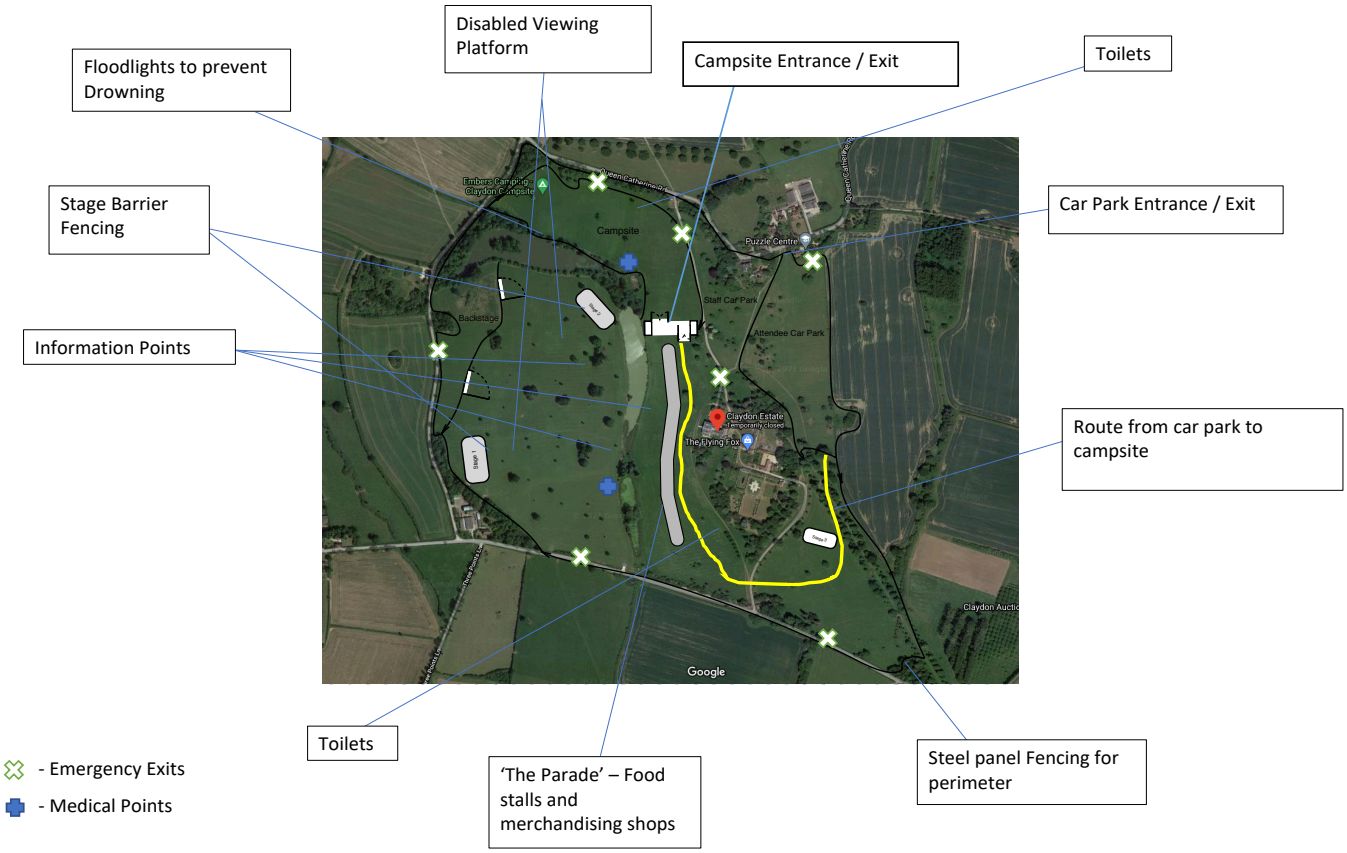
This leaflet is available at www.hse.gov.uk/pubns/books/lawleaflet.htm.
The information in this leaflet is available in a number of formats.

© *Crown copyright 2009* If you wish to reuse this information visit www.hse.gov.uk/copyright.htm for details. First published 04/09.

Figure 5: Health and Safety Executive, 2014

Appendix E

Venue Site Plan



- Emergency Exits
- Medical Points

Appendix F

Event Management Plan

Event Management Plan Template

Event Name	**NMEast**
Event Location	**Claydon Estate**
Event Date	**30th April – 1st May**
Organisation	**NME X ElevenEvents**
Document last updated	**21st February 2021**

Introduction

An Event Management Plan sets out the arrangements that are in place to ensure that an event is managed safely. This template provides guidance for event organisers of small to medium sized events in developing a detailed event management plan that will cover the majority of aspects associated with holding an event.

To use the template, save a new version and complete the sections that apply to your event (blue text act as prompts and examples for completion). Not all sections will apply to all events – you will need to decide which are relevant to your event and you may want to add additional information as necessary. Once you have completed the template, you can delete the guidance text.

Remember that this is your document and the extent and degree of detail provided within the plan should be proportionate to the size and nature of the event. On completion of the document, it is recommended that the plan is thoroughly read through, and perhaps checked by a person who has not seen the plan before. In the event of an incident at the event, the event team, and the emergency services will be relying on the plan to know your event as well as the organising team do**.**

Our online event guidance includes information that will be useful when preparing your event management plan. Please take time to read this. You may also find the Purple Guide helpful, as it provides guidance on security, major incident planning, first aid, electrical safety, event communication, lost children, sanitary facilities and more. For information regarding small community events run by volunteers see: Can-do-guide

Whilst we appreciate that not all the information will be available, it certainly helps us to have some information at the earliest opportunity. Therefore, where possible we ask that you submit your event management plan and any other supporting documentation to the Safety Advisory Group **at least 3 months before your event** to allow time for things like licences to be issued, discussions to take place and road closures to be organised. The more notice you can give, the better. As a general rule:

- For events with up to 1,000 people, you need to give 3 months' notice.
- For events with 1,000 – 5,000 people, you need to give 6 months' notice.
- For events with over 5,000 people, you need to give 12 months' notice.

If you have any questions about this template, please contact Environmental Health at envhealth.csb@buckinghamshire.gov.uk

Cornwall Council is acknowledged in the creation of this document

Event management

Event overview

NMeast is a festival which celebrates new music discovery through experiential means. The festival, which is poised at the very start of the season will feature acts who we a part of the NME 100 list for the year. It is a festival focussed on the music and therefore will at first be rather basic n its additional offerings. Our target audience will be those aged 19 – 25 as these are people's prime music discovery years. This also encourages a large student population who are easy to target given their affiliations with University campuses. To further refine our audience, an unpublished programme is a defining feature of the event. This way, we only attract those people with a genuine interest in new music discovery. We are inclusive and will take steps to ensure that those with disabilities are able to enjoy the festival every bit as much as everyone else.

Application checklist

Use the checklist below to record the licences and permissions you have applied for and supporting documentation submitted to the Safety Advisory Group ***where applicable***

Checklist	Yes	No	N/A
Safety Advisory Group Notification Form	Yes		
Road Closure Application	Yes		
Temporary Event Notice (TEN)	Yes		
Risk Assessments	Yes		
Traffic Management Plan		Yes	
Site/route Plan	Yes		
Noise Management Plan		Yes	
Medical Plan		Yes	
Emergency/Contingency Arrangements		Yes	
Public Liability Insurance		Yes	
Any other consents and licences			

Key event management contacts

An organising committee or individual(s) will have overall responsibility for the event and depending on the nature and scale of the event others will also have key tasks and responsibilities allocated to them.

Name	Role	Responsibility	Contact Details
Jack Smith	Event Management	Overall responsibility	07784 568 435
Harry Banfort	Production	Event infrastructure, ordering, delivery timings etc., suppliers and stallholders/participants	07899 876 637
Rosie Bentley	Staffing and Volunteers	Staffing, Volunteer recruitment, training and event day management	07772 728 395
Alice Ward	PR & Marketing	Recruitment, training and event day management	07334 776 777
Phillip Randall	Legal compliance	Risk assessments, licences and consents, fire prevention and first aid provision, noise management, site inspections,	07998 333 352
Thomas Pinkerton	Brand Partnerships	Finding and securing brand partnership opportunities	07767 336442
Arabella Gaynor	Music	Booking Acts and orchestrating programme leaks	07669 554 345

Other key event contacts

Below is a table of contacts for all contractors involved in the implementation of this event.

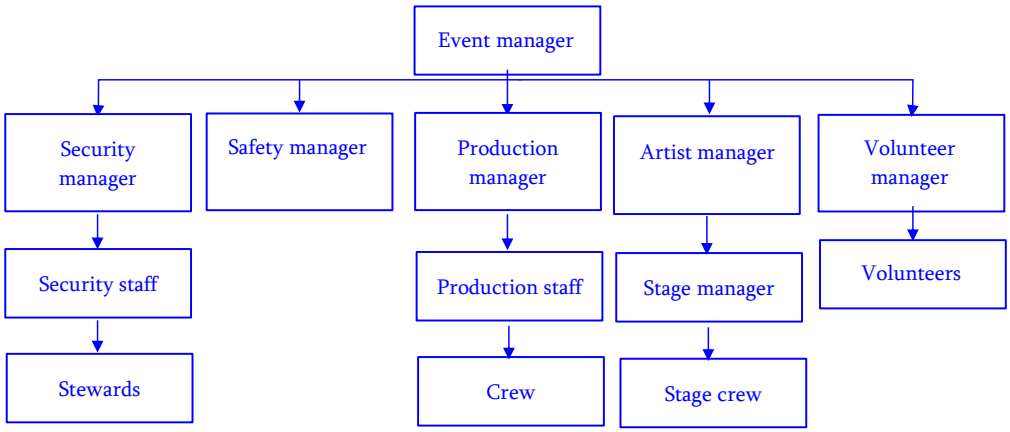
Suppliers (marquees, catering etc)				
Organisation	**Contact**	**Service**	**Contact details**	**Notes**
			Email and mobile	
Participants				
Organisation	**Contact**	**Service**	**Contact details**	**Notes**
			Email and mobile	
Attractions, artists and entertainment				

Organisation	Contact	Service	Contact details	Notes
			Email and mobile	

Staffing

Organisational structure

The diagram below illustrates our organisational structure which will be particularly important in the case of an emergency. This is a working structure and will be updated throughout the planning phases of the event.



Programme Schedule

The following table provides a number of tasks which need to be completed across the event from planning to deconstruction. It includes the people responsible for its implementation and the status of that task.

Schedule NMEast event – prior to event day							
Date	**Task**	**Start**	**Finish**	**Resources/ who**	**Notes**	**In Hand**	**Complete**
30th July	Secure Brand Partnerships	30th July	1st September	Thomas Pinkerton	We will be able to make use of NME's extensive contacts as well as reach out to the major DSP's		
Schedule NMEast event – event day							
Task		Start	Finish	**Resources/ who**	**Notes**	**In Hand**	**Complete**

Volunteer Role Call		09:00	09:30	Rosie Bentley			
Schedule XXXXXX event – post event							
Date	**Task**	**Start**	**Finish**	**Resources/ who**	**Notes**	**In Hand**	**Complete**

Timetable

Time	Stage 1	Stage 2	Stage 3	Other
11:00	Opening Act	Opening Act	Opening Act	
11:45	Changeover	Change Over	Change Over	
12:15	Act	Act	Act	
13:00	Changeover	Cooking demo	Change Over	
13:30	Act	Act	Act	
14:15	Changeover	Changeover	Change Over	
14:45	Act	Act	Act	
15:30	Changeover	Changeover	Change Over	

Health and safety

At NMEast, we will hire an external health and safety officer to provide us with expert guidance and ensure that we are at all times adhering to the legislated regulations. We will need to undertake a detailed risk assessment. In order to make this task sufficiently detailed and accurate, we will require all contractors to conduct their own risk assessments. These will then be collated and analysed by the health and safety officer, who will also be authorised to make suggestions to further decrease the likelihood of any accidents due to oversight.

Risk assessments and management

A detailed risk assessment will be submitted alongside the EMP.

Risk assessments – contractors

All contractors will be responsible for carrying out their own risk assessments. The health and safety officer will be responsible for compiling these and ensuring that high standards are being adhered to.

Fire safety

A fire safety management plan will be submitted to the relevant SAG alongside the EMP. Relevant measures will ensure consulting with an experienced individual to implement fireworks displays. Ensuring we have a sufficient number of fire exits and building temporary demountable structures to increase the efficiency of communication in the event of a fire.

Security

Hiring appropriate levels of security is an important step to ensure the safety of our attendees and to build positive relationships with the local police. We will consult with the police to ensure we have adequate levels of security in place. We will also hire a team which is SIA (Security Industry Authority) registered.

Stewarding

Stewards will play a vital role in crowd management and our overall event safety. Stewards will be introduced to the team with a detailed presentation on their health and safety responsibilities. A detailed schedule will ensure that the festival grounds are adequately covered by the team. Stewards will move around in pairs, with one in each pair holding onto a radio to allow communication with the rest of the team. A lesson on communication and radio etiquette will be provided to each steward before the festival begins.

Emergency procedures

Any evacuation for any reason other than adverse weather conditions will logically result in a request for support from the police.

- In the event of a violent crime with the use of a deadly weapon the police will be called immediately to search for the attacker
- In the event of a fire, all venue operators must ensure their venues are secured before swiftly evacuating via the nearest fire exit.
- All contractors are responsible for accounting for the presence of all of their staff in the event of emergency evacuation.
- In the event of cancellation due to adverse weather conditions, announcements will be made from the stages. Attendees will be asked to return to their tents and make arrangements to leave immediately.
- If the event needs to be cancelled, all ticket holders will receive a confirmation email and information on how to claim their refund
- With water on site, there is always a chance that the grounds could flood. We will investigate the need for drainage systems which can mitigate this risk.

Further details will follow.

First aid and medical cover

2 paramedics

2 Nurses or ENPs

6 First aiders or first responders

Doctor on call

Rapid Response Vehicle

Ambulance on-site for transfers

Electricity and Gas

Event organisers, contractors and others using electrical equipment must do all that is reasonably practicable to ensure that electrical installations and equipment at an event are properly selected, installed and maintained so as not to cause death or injury. Any electrical appliances and connections must be suitable for the environment they are to be used in. Any event that has electrical supply included must have a competent electrician sign off the installation before the event starts.

Portable gas supplies must be installed, maintained and used in a safe manner and stored away from the general public and sources of ignition.

All contractors must issue the H&S officer with confirmation that all gas and electricity has been installed and checked by an independent body.

Temporary structures

For a small event, temporary structures may be market stalls and a marquee. Larger events and festivals may include stages, grandstands, lighting towers, gantries, site offices etc.

If the structures will be in place for more than 28 days, you may need planning permission. **Larger temporary structures** such as lighting towers, grandstands and stages need to be signed off by independent engineers before they can be used.

Where large temporary structures are built, as a minimum, suppliers must be competent to erect and dismantle the structure safely and should supply you with a copy of their public liability, relevant risk assessments and method statements for the installations and a signed hand over inspection once the structure is completed to say that it is safe and ready for use.

You may wish to include here details of the temporary structures to be used and where these are larger structures, more specific information about the design, position and supplier information.

Animals at events

No attendees, contractors performers or any other parties are prohibited from bringing any animals on-site. Animals will be prohibited from the grounds for 3 weeks up to the day of the event. This prevents animals experiencing any distress as well as protecting guests from injury and infection.

Communications

There are three main areas of communication for your event:

- Letting residents and businesses in the surrounding area know about your event plans before the event;
- Internal communications on the day of the event;
- Communicating with your audience on the day.

Event communications – surrounding residents

All local residents will be able to oppose the event following the event notification. All residents will also receive letters detailing essential information about the timetable of the festival, any potential noise issues and a helpline they can get in contact with. They will also be able to apply for free tickets to the event. These special residents tickets will not include camping.

Event day communications – internal

You should have a clear communications plan in place and ensure everyone is familiar with the plan. You also need to make sure that you have the communications equipment you need on the day. This could include radios, mobile phones, staff to run errands and messages and a public address system.

- Ensure you list phone contact details and radio channel details if radios are being used in the Key event management contacts section.
- Ensure that everyone working on your event is aware of your organisational structure and knows who to contact if they need to report an incident or pass on information.
- Ensure your communications plan ties up with your emergency response plan.
- You should develop a communications plan for all staff, including stewards, so they understand how they should share information or report incidents during the event. This should also include how and who will contact the emergency services.
- *You may wish to include your communications plan here.*

Event day communications – audience

- Lots of informative signs and several information points throughout the site
- Information on prohibited items will be included on all tickets
- Stewards will be encouraged to interact with guests who look lost or lie they could do with some help.
- In the case of an emergency, the microphones on stage will be utilised to inform the crowd of what they need to do
- In the campsites, a tannoy system will be set up to ensure that any announcements are heard and understood.

Lost and found children

Only those aged 18 and above are allowed entry to the site. Lost children are therefore not a concern at this event.

Licensing

A premises license will be applied for to facilitate the performance of live music and late night food and drink.

Site considerations

It is recommended that you have a detailed site plan. An accurate site plan will help you direct people to the correct part of the site when they arrive to set up and also help you plan how people will enter the site and move around it. You may want two versions of the site plan, one for event participants on the day and another for your management team. Your site plan should include:

Position of all temporary structures	Position of attractions and activities
Any other site infrastructure	Fencing or barriers (type and position)
Entry and exit points	Car parks
Emergency exits and assembly points	First aid points
Generator or power sources	Power supply runs (cables)
Information point	Lost children point
Water supply points	Toilet provision

The site plan will be included as a separate document.

Spectators and viewing areas

The Claydon Estate can host up to 10'000 people. This means that there are no concerns about breaching capacity with our 3,000 people event. The only consideration will be for disabled people who will be able to view stages using TDSs accessible by ramps.

Welfare arrangements

In keeping with HSE guidance, the following formula will be used to ensure that we have adequately provided toilet facilities for attendees. In addition, disabled needs will be accounted for.

For events with a gate opening time of 6 hours or more

Female	Male
1 toilet per 100 females	1 toilet per 500 males and 1 urinal per 150 males

monitoring, cleaning and emptying any facilities will occur throughout the day and involve the close co-ordination of the sanitation officer and the waste management officer.

Vehicles on site and parking

We have clearly marked emergency vehicle entrance and exit routes on your site plan and as part of your emergency planning. The surrounding lanes are very thin and could cause severe disruption to the local community. The priority will be to get vehicles away from the site and onto main roads. This will be done through a one-way system. This plan will be put together in close cooperation with the local police.

No vehicles may enter any pedestrian areas unless specifically planned. This does not include emergency response vehicles.

Traffic management

- The majority of our attendees will likely arrive by car. As a result, a one-way system around the lanes will be necessary to ensure a steady flow of traffic to and from the event.
- Applications will need to be made to close local roads on the day of arrival and the day when festival goers leave the site. This is the best way to ensure the safety of attendees and local residents.

Figure 6: Buckinghamshire, 2019

Appendix G

Risk Assessment

Classification: OFFICIAL

Event Risk Assessment Form
(This document is a work in progress and needs updating throughout the planning process)

Event Name: NMEast
Date: 30th April 2022
Venue: Claydon Estate

Risk	Please type in answer
(1) Activity / Area of Concern i.e. what is taking place as part of the event?	There are two bodies of water which are a cause for concern.
(2) Hazards Identified i.e. what can cause harm?	People may become intoxicated and drown if they fall in or try to swim in the water.
(3) Persons at Risk i.e. who could be harmed by the hazard and how?	All attendees but particularly those who are camping near the water
(4) What are you already doing? i.e. determine the level of risk	We have already constructed lightweight barriers to prevent people from wandering into the water.
(5) Actions to be taken to minimise each risk i.e. Do you need to do anything else to manage this risk?	Ideally, we would ensure that the areas were sufficiently lit so that people remain aware of the risk throughout the night. Stewards will also need to be present and monitoring the water bodies throughout the day to ensure

Classification: OFFICIAL

Risk	Please type in answer
(6) Person responsible i.e. who is responsible for taking the necessary action	The Site Manager is responsible for ensuring the location around the water is made safe. However the chief of security will be in charge of making sure the area is constantly monitored. Both will report to the health and safety officer on the issue.

Risk	Please type in answer
(1) Activity / Area of Concern i.e. what is taking place as part of the event?	People bringing offensive weapons onto the site.
(2) Hazards Identified i.e. what can cause harm?	If people manage to bring weapons in, there is a chance that those could be used to cause serious harm or death to others.
(3) Persons at Risk i.e. who could be harmed by the hazard and how?	All attendees and members of staff
(4) What are you already doing? i.e. determine the level of risk	Tickets contain information on prohibited items which includes offensive weapons
(5) Actions to be taken to minimise each risk i.e. Do you need to do anything else to manage this risk?	Checks to be carried out upon entry to the site and the festival itself. People then get checked entering and leaving the campsite. SIA personnel to remain on the lookout for suspicious activity
(6) Person responsible i.e. who is responsible for taking the necessary action	Security officer

Risk	Please type in answer
(1) Activity / Area of Concern i.e. what is taking place as part of the event?	Drug taking
(2) Hazards Identified i.e. what can cause harm?	People may overdose or be sold drugs which are toxic. This could cause severe illness or even death
(3) Persons at Risk i.e. who could be harmed by the hazard and how?	All attendees

Classification: OFFICIAL

Risk	Please type in answer
(6) Person responsible i.e. who is responsible for taking the necessary action	The Site Manager is responsible for ensuring the location around the water is made safe. However the chief of security will be in charge of making sure the area is constantly monitored. Both will report to the health and safety officer on the issue.

Risk	Please type in answer
(1) Activity / Area of Concern i.e. what is taking place as part of the event?	People bringing offensive weapons onto the site.
(2) Hazards Identified i.e. what can cause harm?	If people manage to bring weapons in, there is a chance that those could be used to cause serious harm or death to others.
(3) Persons at Risk i.e. who could be harmed by the hazard and how?	All attendees and members of staff
(4) What are you already doing? i.e. determine the level of risk	Tickets contain information on prohibited items which includes offensive weapons
(5) Actions to be taken to minimise each risk i.e. Do you need to do anything else to manage this risk?	Checks to be carried out upon entry to the site and the festival itself. People then get checked entering and leaving the campsite. SIA personnel to remain on the lookout for suspicious activity
(6) Person responsible i.e. who is responsible for taking the necessary action	Security officer

Risk	Please type in answer
(1) Activity / Area of Concern i.e. what is taking place as part of the event?	Drug taking
(2) Hazards Identified i.e. what can cause harm?	People may overdose or be sold drugs which are toxic. This could cause severe illness or even death
(3) Persons at Risk i.e. who could be harmed by the hazard and how?	All attendees

Figure 7: Buckinghamshire, 2019

Appendix H

Fire Risk Assessment Form

Classification: OFFICIAL

Event Fire Risk Assessment Form
(This is a working document and will need to be updated)

Guidance: Fire safety risk assessment: open-air events and venues

Event Name: NMEast
Date: 30th April 2022
Venue: Claydon Estate

Fire risk	Please type your answer
(1) Activity / Area of Concern i.e. what is taking place as part of the event?	**Campsite Fires**
(2) Hazards Identified i.e. sources of ignition, fuel and oxygen?	**If one tent catches a tent on fire, the whole campsite will be at risk due to the close proximity of the tents**
(3) Persons at Risk i.e. who could be harmed by the hazard?	**Members of staff and attendees. Local residents as well.**
(4) Current Risk Factor (high, medium or low) i.e. determine the level of risk of a fire starting	**Medium**
(5) Current Risk Factor (high, medium or low) i.e. determine the level of risk to people from a fire at the event	
(6) Actions to be taken to remove and reduce the hazards that may cause a fire	**People informed that all fires are strictly prohibited.**

Classification: OFFICIAL

Fire risk	Please type your answer
(7) Actions to be taken to remove and reduce the risks to people from a fire	**Stewards monitoring campsites at all times and ensuring that no fires are lit at any time in the campsite.**
(8) Person responsible i.e. who is responsible for taking the necessary action	**Security Officer**

Fire risk	Please type your answer
(1) Activity / Area of Concern i.e. what is taking place as part of the event?	**Bringing Fireworks onto the site**
(2) Hazards Identified i.e. sources of ignition, fuel and oxygen?	**Intoxicated individuals may light fireworks, causing distress as well as potential injury and fire**
(3) Persons at Risk i.e. who could be harmed by the hazard?	**Particularly attendees within the campsite**
(4) Current Risk Factor (high, medium or low) i.e. determine the level of risk of a fire starting	**Low**
(6) Actions to be taken to remove and reduce the hazards that may cause a fire	**Tickets and emails will inform people not to bring fireworks to the event** **Checks at the festival entrance will actively search for fireworks**
(7) Actions to be taken to remove and reduce the risks to people from a fire	**Stewards will search for suspicious behaviour**
(8) Person responsible i.e. who is responsible for taking the necessary action	**Security Officer**

Fire risk	Please type your answer
(1) Activity / Area of Concern i.e. what is taking place as part of the event?	**Cars catching on fire**

Fire risk	Please type your answer
(2) Hazards Identified i.e. sources of ignition, fuel and oxygen?	**Car engines may overheat in the sun. They are in the open air which provides plenty of oxygen and the fuel is easily flammable**
(3) Persons at Risk i.e. who could be harmed by the hazard?	**The safety of all those on site are at risk as car will be in close proximity to one another**
(4) Current Risk Factor (high, medium or low) i.e. determine the level of risk of a fire starting	**Medium**
(6) Actions to be taken to remove and reduce the hazards that may cause a fire	**Watchtowers built and on the look-out for cars catching fire**
(7) Actions to be taken to remove and reduce the risks to people from a fire	**Car park separated from the general site and kept far away from the campsite**
(8) Person responsible i.e. who is responsible for taking the necessary action	**Security Officer**

Assessment undertaken by: Jack Smith
Date: 21 February 2021
Signature:

Figure 8: Buckinghamshire, 2021

Appendix I

Rough Preliminary Timeline

Stage	Months	Key Jobs
Pre-planning	September - November	Establishing funding and brand partnerships. Creating detailed event management plan and applying for the relevant license
Public Announcements, marketing and ticketing	December - February	Big PR push, line-up announced, tickets go on sale, all contractors confirmed and risk assessments collated
Event Build	March - April	Venue Build
Live Event	May	NMEast
Clear Down	June - August	Dismantle and begin reports