

PORTFOLIO: ENDLESS SUMMER FESTIVAL

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1. The Event & Strategy

Endless Summer Festival is a two-day house and dance music festival that will take place at Bramham Park, Leeds on June 20th & 21st 2020. The theme behind Endless Summer Festival is to give house music lovers the feeling of being on vacation in a secluded and remote destination even though they are still in the United Kingdom. The underlying narrative of the festival is environmental sustainability, showing people that they do not need to always travel around the world for a vacation. The event is for 18+ adults only, with the expected audience age to be between 18-35. The total capacity of the festival is 3000 people per day, camping & car parking space is possible for all 3000, however it is expected that many attendees will carshare and sleep in the same tent. Fees and ticket prices are listed below.

Single Day: £49

Weekend: £89

Weekend + Camping: £100

Gold Tickets: £15 extra per day (fast-track entrance, close to festival car parking).

Car Parking: £6 per day

2. Venue & Sitemap

2.1 Accessibility

When putting on any event, especially one in a rural location, it is extremely important that the venue is easily accessible for everyone involved. The site must have good transport links via road and public transport. Bramham Park is located closely to Leeds, York and Harrogate, all of which are large towns/cities with great transport links. Leeds is easily accessible from London Kings Cross, Manchester, Liverpool Lime Street and Birmingham New Street train stations. York and Harrogate are well connected to the

north of the UK, such as Newcastle, Carlisle and Scotland via railway or bus. Bramham Park is perfectly situated next to the main roads A1, A64 and A58 which is optimal for reducing traffic congestion, as well offering better accessibility from all directions.

The site must have good accessibility for the crew and contractors, so that all equipment (such as truss, toilets, fencing etc..) can be delivered and set up. Most of the equipment will be delivered by large vehicles and trucks, therefore the roads and access points leading to the festival site need to be large enough to accommodate them. Artists, Crew and Contractors will enter the site from the South entrance, directly from the A64. This will be a one-way system leading to the boneyard and drop off zone, before exiting via the south exit onto the A64. The one-way system will allow for a more organised traffic flow, so there should not be any confusion for contractors. The drop off zone is directly connected to both stages/arenas, this is so contractors can drop off equipment closeby to where it needs to be built, maximising efficiency (Appendix A).

The East entrance/exit joins the A1 and will be reserved for the emergency services, allowing for faster and undisrupted journeys which could be critical if somebody needs to be sent to hospital. The emergency services road joins the Artist, Crew and Contractors road, however, a separate lane will be put in place for the Emergency Services to use (Appendix A).

Attendees of the festival will use the North entrance one-way system. This leads to the car park, which has 3 access points to further reduce congestion, and from there it is a short walk to the campsites and stages. To exit the site, attendees will follow the one-way system round and leave via the West exit (Appendix A). Boardwalks will be put in place throughout the festival for wheelchair access. Originally, the festival planned on laying out a path for wheelchairs, however, due to potential flood risks it was decided boardwalks were the better option due to the elevation they offer.

Stewards will be placed on all entrances and exits, as well as along the route.

2.2 Aesthetics & Size

The capacity of the festival is relatively small, therefore the venue also needs to be small. However, unlike traditional festival layouts where all areas are located in one open-plan field, Endless Summer uses the treelines to separate each area, resulting in a more interesting layout for attendees, which should also make the site feel larger than it actually is. In order to give attendees the feeling of being on vacation, it is important for the venue to offer a feeling of peacefulness and seclusion. Bramham Park is a rural estate surrounded by well-kept forestry, hedges and fields, this provides the perfect setting to give people the feeling of escaping normal everyday life. The campsite is located in the middle of a woodland cut-out surrounded by trees, the idea is that within the campsite, people will feel secluded and much further away from the roads and towns than they actually are, the trees also help block out noise. The total area of Bramham Park spans across 900 acres, however the festival will use just a small section of the estate.

Signage will be placed every 150 yards around the festival, indicating where each section is. Originally, in an attempt to lower costs, signs were going to be made from laminated paper and a standard font. However, it was decided that the signage should be on brand, using the same typography as the Endless Summer logo to help improve the aesthetics of the festival, similar to how Printworks London link in their signage to their brand (Appendix H).

2.3 Organisation

After walking south from the car park, attendees will line up to enter the festival at the main entrance gate. There will be 3 entrance queues, 1 for Gold ticket holders and 2 for standard admission. Gold ticket holders will line up using the left lane, the stewards

table will be on the left hand-side and entry wristbands will be placed on the attendees left arm, security will check ID and search the attendee from the right hand-side. The right side and centre lanes will be for standard ticket holders, the stewards will also be placed to the left hand-side, with security to the right. Two queue lines are necessary for standard admission as there will be more of those tickets sold.

3. Traffic Management Plan

3.1 Overview

This traffic management plan explains the details of all procedures and protocols that will be put in place by the event organiser and ground staff on the festival site and surrounding area. It is expected that 3000 people will attend Endless Summer Festival per day, on June 20th and 21st 2020. It is also predicted that 1500 attendees will be on site during the half-day of June 22nd. However, this figure does not account for the crew members and contractors that will be on site, it is estimated this will add an extra 500 people to the festival site per day. The pre-production and build phase will begin 18 days prior to the event starting, to allow for a steady increase of traffic from crew and contractor vehicles to minimise traffic disruptions on the nearby roads, rather than all crew and contractors arriving at the same time. The site breakdown will take place over one week after the event has finished. The contact information for the key event management team can be found in appendix B.

3.2 Impact Of Endless Summer Festival

The festival will take place on private land owned by the Bramham Park Estate, as are the minor roads leading to the festival site. However, parts of Thorner Road and Mangrill Lane will need to be closed during attendee arrival times. Although, as Thorner

Road and Mangrill Lane both have two lanes, closing only one lane was initially looked at as an option. This would have allowed traffic of non-attendees to flow in one direction, however, it was decided that allowing non-festival traffic onto the road would be too high risk in terms of causing delays or obstructions as well as potential risks to the safety of attendees.

In order to minimise the amount of time the roads will be closed for, the event has staggered the arrival times into three time zones for attendees. On June 20th and 21st, attendees will be able to arrive between 08:00-10:00, 12:00-14:00 and 17:00-19:00. On June 22nd, the half-day to vacate the site for those who have camped on the night of the 21st, attendees will be able to leave from 05:00-12:00. The section of Thorner Road and Mangrill Lane between Wothersome and the A64 will need to be closed during the time zones mentioned. The idea to close these roads from certain times, rather than close them completely, came from the Leeds Festival traffic plan, as Leeds Festival is also located at Bramham Park, so it made sense to use part of their business plan (Yorkshire Evening Post, 2017). A temporary speed limit of 30mph on these roads will be put in place for traffic calming measures as well as safety, as a traffic accident on those roads has the potential to cause long delays for attendees entering/exiting the festival as it is the only road available to travel on. Leeds Festival also closes footpath numbers 12,13 and 14, which run through Bramham Park Estate (Appendix C). It is important that Leeds City Council approves the closure of the footpaths throughout the entirety of Endless Summer Festival, as otherwise there is a risk of unpaying customers trespassing onto the site, who may also manage to bring illegal substances and/or weapons with them as they would not have been searched by security.

On the whole, Endless Summer Festival should not have too much of a negative impact on local traffic due to the two A roads and one motorway located very close to the site which should be able to accommodate the extra traffic the event will bring to the area.

3.3 Planning

For local residents planning to travel on the days of the event, we will advise them to plan their route in advance and leave extra time to reach their destination. During the arrival times stated above, the main route for festival traffic will be along the A1 between Micklefield and Wetherby. Therefore, we would advise local residents who are planning to travel southbound along that stretch of road, to take the A64 and A6120 and enter the A1 at Peckfield. For those traveling Northbound, we would advise to take the A58 and enter the A1 at Wetherby. There should only be minor disruptions, if any, to other roads/directions during arrival times. However, during the departure time zone on June 22nd, festival traffic will follow Thorner Road and Mangrill Lane southbound and join the A64. During this time, we will advise local residents to avoid the A64 between Whinmoor and junction 44 of the A1.

It is predicted that roughly 1000 attendee vehicles will be parked at the festival and that most people will car share, with the majority arriving during the 1st time zone, 08:00-10:00. As the festival is not walking distance from any of the nearby towns/cities, Endless Summer has hired a shuttle bus service to run to and from Harrogate and Leeds train stations. The shuttle bus will run twice per time zone and attendees must register online to be able to use the service so that the festival is able to calculate how many buses will be needed. By encouraging attendees to use public transport, this should help the festival reduce its carbon footprint. There will be no pedestrian access to the site.

The on-site car parking field is large enough to accommodate 3000 cars, so there will not be any issues in terms of space. Originally the car parking field was going to be much smaller, however, by having more car parking space than we need, this means

we can reassure the council and local residents that there will not be any attendee cars cluttering the local village.

This is the first time Endless Summer Festival has taken place, so it is not possible to analyse and improve on previous years.

3.4 Management and Personnel

Signage will be placed every mile, along the A1, A64 and A58 starting from 5 miles away from the festival. On Thorner Road, signage will be placed every 300 yards and 4 stewards will be at the entrance to the festival. A further 2 stewards will be on each corner until the car parking field. Each of the 3 entrances/exits to the car park will have a steward and then 2 stewards will be in the field, directing attendees where to park. The purpose of having stewards in the field is to make sure that cars are parked in an organised fashion, with sufficient distance between each car. If there is not a large enough distance between each car, tractors may not have enough space to pull them out in the event of a flood. Also, the formation of car parking will be in “doubles”, this is where the frontline drive forwards to leave, and the backline reverse. Doing this avoids causing a blockage of cars (SEP Events, 2020).

4. Noise Management Plan

4.1 General

Licensed premises often cause disturbance to their surroundings. The purpose of the noise management plan (NMP) is put measures in place that ensure the impact of loud noise, caused by the premises, is reduced as much as possible

(Newcastle-staffs.gov.uk, 2020). The noise management plan can also be used as instructions for crew members to refer to. The answers to any complaints by local residents can usually be answered/resolved by looking at the NMP.

4.2 Site

Bramham Park is set in a relatively low residential rural area, which is beneficial for the festival as it means containing the noise should not be much of an issue. However, the small hamlet of Wothersome is less than 1 mile away, and Bramham town is only 2 miles away. There will be loud music playing at the event from 12:00-23:00 on June 20th and 21st.

There will be 2 outdoor stages, one main stage and smaller side stage. The loudspeakers will be pointing North West, as this direction has the least amount of residential areas. The land is also relatively flat, so there should not be much risk of the sound waves reflecting off hills. Both stages are surrounded by thick treelines which will offer some sound containment benefits. In hindsight, it would have been better to have placed the stages in air-inflated tents as this would further help in containing the sound. The festival plans on using tents at future events.

4.3 Noise Levels and Frequencies

Most music events want to maximise their sound in order to give attendees a better experience. However, a problem that arises from maximising volume is that local residents may complain. In order to negotiate a license with the council, Endless Summer will need to give the council an example of how sound may spread into the surrounding areas (Oliver, 2019). At the nearest residential area to the festival, the

sound from the festival will not go above 65db, as this is what is recommended in the Pop Code (Code of Practice on Environmental Noise Control at Concerts). The level will be monitored throughout the festival to ensure the event complies with the license. Endless Summer would like to try and negotiate a sound level 75db with the council.

Low frequencies travel further than higher frequencies and are the main frequencies that cause disturbance. A level of 65db at 63hz will be sufficient for the festival and should not cause any disturbance. This will also be monitored.

4.4 During The Event

All crew and staff members who work with sound, will be informed of the seriousness of sound and noise at a team meeting on the night before the event starts. During the hiring process, Endless Summer carefully selected the sound engineers and made sure that each sound engineer had at least 5 years experience in working with outdoor festivals. The level of the sound will be quieter during the daytime to minimise the amount of time that loud sound is being played, but will be louder during the evening and nighttime. The sound level will be measured every 30 minutes both within and outside the festival grounds to make sure the level is not exceeding the limit.

Local residents will be able to call a 24 hour hotline service during the festival period, to raise any queries or complaints. The festival will also be available to contact via social media and email. If the festival receives a lot of complaints, especially over a short period of time, actions will be taken by the festival to lower the volume as keeping a good relationship with the residents is crucial. All complaints will be recorded in a spreadsheet document, which will then be discussed at a post-event meeting where solutions to the problems will be calculated and made ready to be implemented at future events.

5. Licences

Premises in England and Wales must abide by the Licensing Act 2003 if they wish to incorporate licensable activities at their premises, by applying for and holding a premises license. Licensable activities are; the supply/supply of alcohol, provide regulated entertainment, or to provide late night refreshment. Stated within the premises license, premises are also required to follow licensing objectives. The licensing objectives are; the prevention of crime and disorder, public safety, the prevention of public nuisance and the protection of children from harm (appendix E). Every premises must have a designated premises supervisor, who must hold a personal license (Appendix F). Alongside this, Leeds City Council requires personal license applicants to sign a Disclosure Of Convictions and Declaration form (Appendix G). If Endless Summer had a capacity of 499 people or less, a premises license may not have been required and instead a Temporary Event Notice may have been sufficient.

Endless Summer Festival needs a premises license as we plan for alcohol to be sold on site. Alcohol will be available to purchase between 12pm and 11pm on the 20th and 21st of June. Initially, we planned on selling alcohol into the early hours of the morning, however, in an attempt to lower public nuisance levels it was decided the sale of alcohol should stop at the same time as the last entertainment act finishes. We are currently trying to get sponsorships from various drinks companies in order to help with costs. Amplified recorded and live music will be played between 12pm and 11pm, the event will also be fully licensed to play music through PRS (PPL PRS, 2020). Food and Drink will be sold via external suppliers until 2am.

6. Risk Assessment & Event Safety Plan

The most important factor of any event is the security and safety of everybody on site. All parts of security and safety will be a priority during and after the event has finished. In order to manage the safety and security, a security plan and risk assessment must be implemented.

Any event proposes risks for everyone involved. Those at risk include members of the public, the crew, artists and contractors. Because of this, a risk assessment needs to be made in order to recognise the hazards, assess the potential risk involved and how to control them. The risk assessment should state; the hazards, who could be harmed and how, what actions are already being done to reduce harm and is there anything else that could be done to reduce harm.

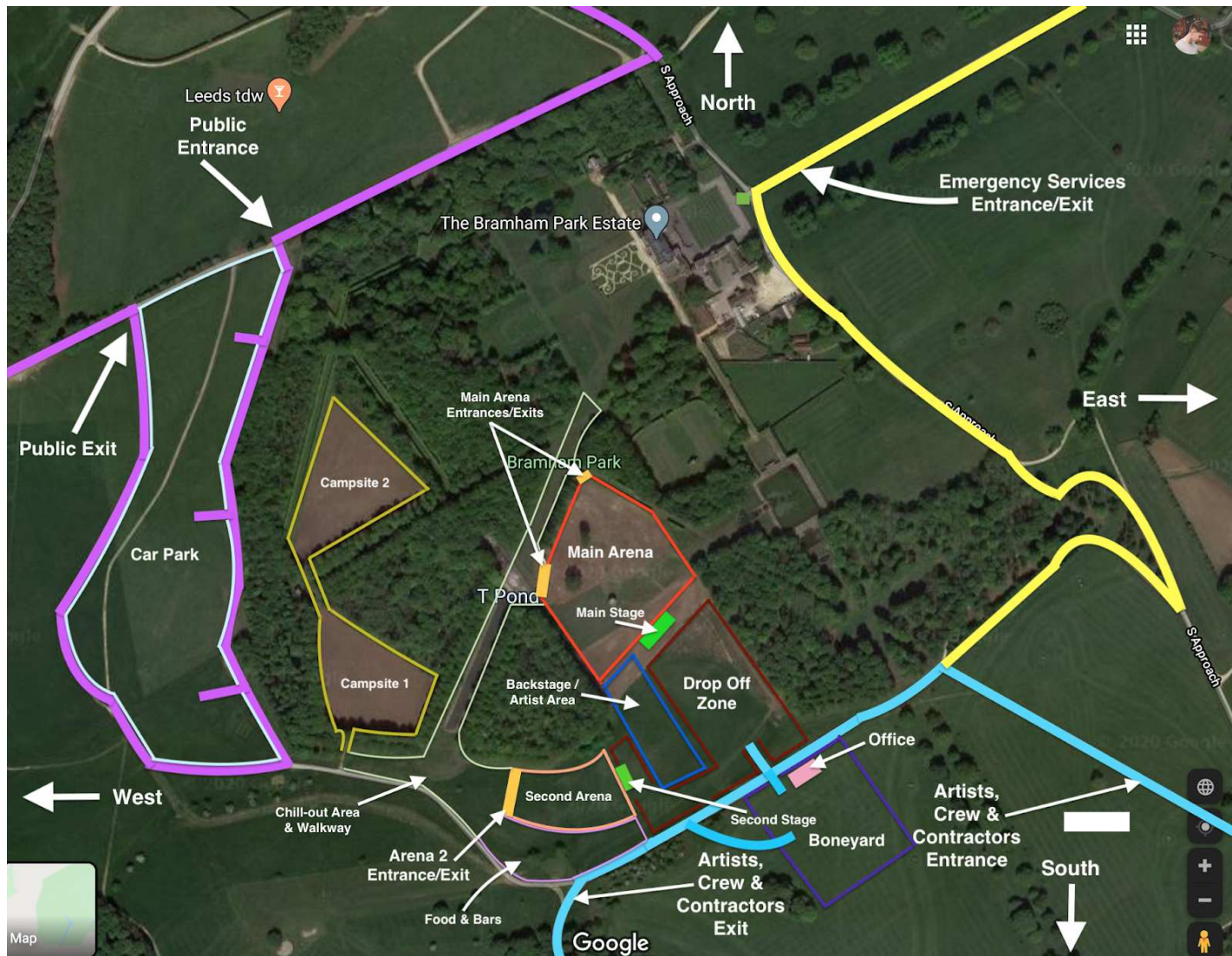
Some of the main causes of injury from events result from working from heights, vehicles, slips and falls, manual handling and electricity. It is the organisers responsibility to ensure that the event is as safe as possible for everyone there. Appendix D shows the first version risk assessment carried out for Endless Summer Festival, it is likely that more things would be added upon review.

Size is the most important factor of a venue when it comes to crowd safety. When creating the Endless Summer site map & venue plan, close attention was especially paid to the size of arenas. The event will never have more than 3000 attendees on site, between 12pm to 11pm it is predicted that 50% will be in the main arena, 25% in the second arena, 10% in the food/bar area, 10% in the chillout zone and 5% in the campsite. In order to avoid breaching the crowd density limit of 2 people per meter squared, collators will be placed at each of the entrance/exit points. The event organisers will meet with Wetherby Fire Safety Department to calculate egress and ingress procedures for each area of the festival site. A second site map will be produced which will include the following; water points, fire exits, emergency routes for attendees, fence lines, electrical systems and first aid points.

Safety Advisory Groups (SAG) advise the event organisers on how to make sure the public safety of the event is as good as it can be. Leeds City Council's SAG ask for an Event Notification Form, this can be found at Appendix I.

As mentioned in the premises license application, the event is fully ticketed and security personnel are SIA licensed, contracted from Churchill Security Limited. The security team will have their own radio channel for communication, and will use code names for emergencies so that attendees do not panic if they overhear something on a radio. Alongside this, the security plan should include the details of the management, coordination, competency and compliance, monitoring and reviewing (as the plan is always a work-in-progress), event infrastructure, stewarding, waste management and major incident planning (SafeSite Facilities, 2020). As the event is under 5000 person capacity, a "Notice Of Intention To Organise An Event" form is not required to be submitted to the police. However, Endless Summer Festival will notify the police and ask them to be on standby should an incident at the event take place.

Appendices



Appendix A: Site Map

Name	Role	Address	Contact Info
John Smith	Event Organiser & Traffic Management	The Grove, Pent Drive, Leeds, LS1 8NB	+447859394957 john@endlesssummerfest.co.uk
Sam Jones	Site Owner Representative	87 Old Close, Harrogate, HG9 1FB	+447921845033 sam@bramhampark.co.uk

Appendix B: Traffic management key team contact information

FOOTPATH CLOSURES

We have again applied to Leeds City Council to temporarily close the following footpaths:

1. Footpath numbers 12, 13 and 30 - these run through ~~Bramham~~ Park Estate and we are therefore applying to close them during the period of the build and load out of the infrastructure as well as the festival itself. The closure dates applied for are Monday 13th August to Friday 31st August 2018.

Appendix C: Leeds Festival footpath closure (Festival Republic, 2018)

Risk Assessment

Endless Summer Festival 2020

Version 1.0

Review Date: 11.03.20

Assessment Carried Out By: Oliver Brierley-Jones

What are the hazards?	Who could be harmed & how?	What are you already doing?	What further action is necessary?
Special FX, Pyrotechnics & Fireworks	Crew and attendees may be burned	Performing artists are not allowed near pyrotechnics that are placed on stage. Crowd is positioned far enough away from pyrotechnics. Nothing will be used without permission from the council/licensing authority.	
Disorderly Behaviour	Crew and attendees could be injured or suffer verbal abuse from others.	Security and crew are qualified and trained to spot and deal with disorderly behaviour. Security are SIA licensed. Thorough bag and body checks upon entry.	Speak to Leeds police to be on standby.
Barriers/Fencing Collapse	Crew and attendees risk injury if barrier/fencing falls down	The best rated barrier/fence is being used. Contractors who build barriers/fences are required to provide certificate for successful installation.	Constantly observe weather forecasts for high winds
On-site transportation	All people on festival ground could be seriously injured if hit by vehicle	Separate one way road system for each type of transportation with speed limits. All car parks will be stewarded. Fluorescent jackets will be worn by all pedestrians in the crew & contractors area.	Place fencing on site roads/paths sides to prevent pedestrians from walking onto roads

Hearing Loss/Damage/Pain	Crew and attendees who are close to loud speakers	All crew are required to wear hearing protection, attendees are advised to wear hearing protection in festival leaflet. Signage will be displayed throughout the festival stating "loud music zone" Sound engineer will not play levels louder than legal limit.	Offer free hearing protection to attendees.
Electrocution	Crew and attendees within	Barriers to be put around	Signage to be placed next

	close proximity to damaged electrical equipment	any potentially dangerous electrical equipment. Qualified individual to install equipment and provide a successful installation certificate to event manager.	to electrical equipment stating cautions.
Purpose built structures collapsing	Crew within close proximity to stages and front row members of the crowd by pieces of the structure striking them	Construction crew must wear heavy-duty hard helmets. Construction crew must be fully qualified. Health check of structure before each day.	Constantly observe weather forecasts for high winds

Manual Handling	Crew may injure themselves from manual labour	Crew are briefed and qualified on how to move objects correctly. Crew will notify the manager of any injuries they have beforehand. Risk assessments are carried out for each task.	
Slips & Falls	Crew and attendees could injure themselves if fall on any surface	All walkways will be well lit at night. Any object that sticks out or poses risk will be either covered by soft foam, or a barrier will be placed around it. Anti-slip surfacing will be applied to the boardwalk.	
Work At Height	Crew at risk of serious injury if they fall from height	Crew will not be allowed to work at height during heavy rain or wind. High quality ladders and non-slip boots provided to crew. All crew will be trained correctly and will wear a harness if necessary. Any risk assessments from must be checked and validated by the festival risk assessment manager.	

Appendix D: Risk Assessment



PREM1

Entertainment Licensing, Leeds City Council, Civic Hall, Leeds, LS1 1UR

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 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 Oliver Brierley-Jones..... (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

Bramham Park, Bramham Ln, Wetherby LS23 6ND

Post town
Wetherby

Post code
LS23 6ND

Telephone number of premises (if any)

Non domestic rateable value of premises

£3100

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		
Brierley-Jones		Oliver Charles		
Please tick yes				
Date of Birth	19/10/1997	I am 18 years old or over		
Nationality	British			
Current postal address if different from premises address	71E, Drayton Park, Islington, N5 1DH			
Post Town	Islington	Postcode	N5 1DH	
Daytime contact telephone number	7456205508			

Email address (optional)

oliver@endlesssummerfest.co.uk

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

Please tick yes

Date of Birth

I am 18 years old or over

Nationality

Current postal
address if different
from premises
address

Post Town

Postcode

Daytime contact telephone number

Email 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).

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In 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

	Day	Month	Year
When do you want the premises licence to start?	2	0	0 6 2 0 2 0

	Day	Month	Year
If you wish the licence to be valid only for a limited period, when do you want it to end?	2	1	0 6 2 0 2 0

Bramham Park is a 900 acre private rural estate. The site is only accessed by private roads, but is surrounded by 4 public roads. The event will only use a small area of the Bramham Park estate, the fields closest to the stately home and parks. The event will have different areas, using the long tree-lines to create sections.
--

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 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Please tick ☒ yes

Provision of regulated entertainment

- 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) performance 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)

✓

Sale by retail 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	
				Both	
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 4)		
Tue					
Wed			State any seasonal variations for performing play (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 a films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish			
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			State any seasonal variations for indoor sporting events (please read guidance note 5)
Tue			
Wed			
Thur			
Fri			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)
Sat			
Sun			

D

Boxing or wrestling entertainment 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	
				Both	
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 4)		
Tue					
Wed			State any seasonal variations for the 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	✓
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 4) Live acts and DJs will perform at the festival. It is likely that live acts will perform earlier on, and DJs later on. All acts will perform at outdoor stages and will only perform during permitted times.		
Mon					
Tue					
Wed			State any seasonal variations for the performance of live music (please read guidance note 5)		
Thur					
Fri					
Sat	12:00	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)		
Sun	12:00	23:00			

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	✓
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 4) Recorded music will be played constantly in the chill-out and food/drink areas. It may also be played in-between sets on both stages/arenas. The event will be PRS licensed.		
Mon					
Tue					
Wed			State any seasonal variations for the playing of recorded music (please read guidance note 5)		
Thur					
Fri					
Sat	12:00	23:00	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)		
Sun	12:00	23:00			

G

Performance 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	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 4)		
Mon					
Tue			State any seasonal variations for the performance of dance (please read guidance note 5)		
Wed			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)		
Thur					
Fri					
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		
			Will the entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 4)		
Mon					
Tue					
Wed					
			State any seasonal variations for the entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5)		
Thur					
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	✓
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 4) Food and drink from external suppliers will be available to buy within the Food & Bars area during the times stated. Endless Summer does not supply the food or drink.		
Mon	00:00	02:00			
	08:00	11:00			
Tue			State any seasonal variations for the provision of late night refreshment (please read guidance note 5)		
Wed			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)		
Thur					
Fri					
Sat	09:00	23:59			
Sun	00:00	02:00			
	08:00	23:59			

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption on or off the premises or both – please tick (please read guidance note 8)	On the premises	✓
				Off the premises	
				Both	
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Mon					
Tue					
Wed			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)		
Thur					
Fri					
Sat	12:00	23:00			
Sun	12:00	23:00			

State the name and details of the individual whom you wish to specify on the licence as the designated premises supervisor (please see declaration about the entitlement to work in the checklist at the end of the form)

Name Oliver Brierley-Jones

Address

71E, Drayton Park, Islington, N5 1DH

Postcode

N5 1DH

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)

Alcohol will be sold on-site

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon	00:00	12:00	Non standard timings. Where you intend to open 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)
Tue			
Wed			
Thur			
Fri			
Sat	08:00	23:59	
Sun	00:00	23:59	

M

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

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

The main objective for the event organisers is to ensure the event is safe for everyone involved as well as local residents in the surrounding areas. The event is for adults only, and so there should not be any chance of children entering the event grounds. All attendees will be advised beforehand on the event's policies and terms/conditions. A full risk assessment will be taken long before the event begins so that it gives the event ample time to assess every possible hazard and find solutions for how to minimise them.

b) The prevention of crime and disorder

IDs will be checked and a full body and bag search will be carried out on everybody entering the festival site by SIA licensed security. Anybody found with drugs or weapons will be denied entry to the site and be removed by the police. IDs will be checked for everyone purchasing alcohol who looks under 25.

c) Public safety

Stewards and security will be placed on every entrance/exit to each arena, as well as strategically placed throughout the event grounds. Stewards will monitor the amount of people per square metre in each area so ensure overcrowding will not happen. A full risk assessment will be taken long before the event begins so that it gives the event ample time to assess every possible hazard and find solutions for how to minimise them. Attendees will have access to free hearing protection should they want it. Sound engineers will not allow the volume level of the loudspeakers to go higher than the legal limit.

d) The prevention of public nuisance

All stages will close at 23:00 to avoid loud music stopping local residents from sleeping. Measures have also been taken so that noise levels never reach more than 65db in the surrounding villages, and these levels will be monitored every 30 minutes by event crew. The position of the loudspeakers will face in the direction of the least amount of residential areas. The public minor roads surrounding the event will be open from certain times during festival days so that road closures do not disturb local traffic too heavily. A shuttle bus service to and from the event will be arranged in order to minimise heavy traffic which would arise from multiple vehicles. Local residents will also be available to call a 24hr hotline service to raise any concerns.

e) The protection of children from harm

The event is for adults only so there should not be any children on site. Everybody entering the site will be required to have their ID checked by security. Stewards and security reserve the right to ask any individual to present ID at any time during the event.

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 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, if appropriate (please see note 15).
Signature	
Date	12.03.20
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 address for correspondence associated with this application (please read guidance note 14)

Post town	Post code
Telephone number (if any)	
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)	

Notes for Guidance

- 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 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:

- evidence of the applicant's own identity – such as a passport,
- evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
- evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - i. working e.g. employment contract, wage slips, letter from the employer,
 - ii. self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - iii. studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - iv. self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- i. any page containing the holder's personal details including nationality;
- ii. any page containing the holder's photograph;
- iii. any page containing the holder's signature;
- iv. any page containing the date of expiry; and
- v. any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

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.

**PERS1**

Entertainment Licensing, Leeds City Council, Civic Hall, Leeds, LS1 1UR

Application for a Personal Licence**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 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	Brierley-Jones		
Forenames	Oliver Charles		
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	19/10/1997		
Nationality	British		
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).			
71E Drayton Park, Islington, N5 1DH			
Post town Islington		Post code N5 1DH	
TELEPHONE NUMBERS			
Daytime	07456205508		
Evening			
Mobile			

FAX NUMBER			
EMAIL 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			
EMAIL ADDRESS (if you would prefer us to correspond with you by e-mail)			

2. Your licensing qualification	
Read Note 1	Please tick ✓ yes
Please indicate below which one of these statements apply 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 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 Date of expiry 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 Intelligence Service	✓
• enclosed a completed disclosure of criminal convictions and declaration form (schedule 3)	✓
• 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 knowingly or recklessly to 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	13.03.20

NOTES

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

1. Licensing qualifications

Licensing qualification 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 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 a 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 or 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 produce 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 any 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 in relation to the carrying on of licensable activities.
- 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 of residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A(2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,

- (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
- (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:

- i. any page containing the holder's personal details including nationality;
- ii. any page containing the holder's photograph;
- iii. any page containing the holder's signature;
- iv. any page containing the date of expiry; and
- v. any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

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.

Appendix F: Personal License Application (Leeds City Council, 2020)

Entertainment Licensing, Leeds City Council, Civic Hall, Leeds, LS1 1UR

Disclosure of convictions and declaration

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 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	Brierley-Jones	
Forenames	Oliver Charles	
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			
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 relevant 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 relevant 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	13.03.20
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	13.03.20
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NOTES

1. Relevant or foreign offences

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

The meaning of **foreign offences** 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 Licence) Regulations 2005 see paragraph 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.

PRINTWORKS

LONDON



Appendix H: Printworks London signage follows the same styling as the logo/branding (Printworks London, 2020).

Event Notification Form

Leeds City Council Safety Advisory Group (SAG)

*This notification form should be completed by the person who is responsible for event planning. It should be submitted a **minimum of six weeks before the date of the event**.*

**This does not replace the need for an Event Management Plan*.*

1. Event Organiser	
Name of Organiser (e.g. community group, residents association, company or individual) John Smith, for Endless Summer Festival Limited	
Organiser's contact address (incl postcode) The Grove, Pent Drive, Leeds, LS1 8NB	
Contact Email and Telephone Numbers: Email Address: john@endlesssummerfest.co.uk Landline: Mobile: 07859394957	
Event Safety Officer Name: Charles Roberts Contact Details: Ragged Hall, Old Oliver Lane, BD24 8OG charles@endlesssummerfest.co.uk	Event Security & Crowd Management Officer Name: Henry Giles Contact Details: The Gallery, Peel Lane, Hellifield, BD23 6BH henry@endlesssummerfest.co.uk
2. Event Details	
Please tick this box if this is the first time an application has been submitted for this event in Leeds ☐	
Event Name: Endless Summer Festival 2020	
Proposed Date/s of event: 20th-22nd June 2020 Proposed Time/s of event: (start/ finish) 12:00/23:00	
Address of Event: Bramham Park, Bramham Ln, Wetherby LS23 6ND Who is the owner of the land / site? Bramham Park Estate Do you have written permission to use the site? Yes	
Event Type: Tick box/es	

Air Display ☐ DJ Event ☒ Bonfire / Fireworks Display ☐ Theatrical Event ☐ Charity Event ☐ Car Show (static) ☐ VIP / Royal presence ☐	Rave Event ☐ Sporting Event ☐ Variety Show ☐ Gala / Funday ☐ Parade ☐ Serving Armed Forces personnel present ☐	Live Music ☒ New Year Celebrations ☐ Classical Concert ☐ Community Event ☐ Circus ☐ Demonstration / Protest ☐ Other ☐
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Brief Description of Event:
Endless Summer Festival is an adult only 2 day house music and EDM festival set in the private, rural estate of Bramham Park. The event has a capacity of 3000 people with car parking space available to all. The event has 2 outdoor stages and space for attendees to camp overnight.

Have you held this event before? Yes ☐ No ☒
Location:
Further details:

The event includes inflatable play equipment ☐
The PIPA number(s) are as follows:

See <http://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm> for further details.

The event includes the use of a drone ☐
Specific details on the planned drone use:

See <https://www.caa.co.uk/Consumers/Unmanned-aircraft-and-drones> for further information

The event includes live animals ☐

As of October 2018 all live animals attending events must have the appropriate license or registration in place. Animals such as birds of prey and exotic animals, must adhere to the Performing Animals Regulations and therefore must provide copies of their certificates from their licensing authority.
Donkey / pony rides must hold a current license for a horse riding establishment, which will also ensure that they hold the appropriate license. Further information can be found by following the useful links at the end of this document.

Type of animal setting:
Please include a copy of the certificate/license with your submission.
See <https://www.leeds.gov.uk/business/licensing/animal-welfare> for further information.

The event includes a funfair ☐
Name of funfair operator:
Number of rides:

You must obtain up to date certificates for the funfair rides at your event.
See <http://www.hse.gov.uk/pubns/priced/hsg175.pdf> for further information.

What is your audience profile? Tick box/es Predominantly adult only (18+) ☒ ☒ Predominantly children / young adults ☐ Family groups ☐ Full mix (all above) ☐	
Is this a ticketed event? Yes ☒ No ☐ If so, what is the agreed ticket limit for the event? 3000	
What are the anticipated attendance numbers for the event? Public: 3000 Staff: 500 Performers: 34	
3. Temporary Demountable Structures (TDS) e.g. marquees, gazebos, gantries, staging	
Please describe in detail the type of TDS you are intending for your event. Please include a description, number, size/dimensions, name of the supplier and a copy of the weather action plan.	
Modular Stage ☒ ☒ Viewing platform ☐ Grandstand seating ☐ Large marquee ☐ Small marquee ☒ ☒ Stalls ☒ ☒ Other ☐	
4. First Aid / Medical	
My event is covered by Qualified First Aiders ONLY ☐ These are supplied by:	My event is covered by a medical team ☒ ☒ These include: 4x Paramedics 2x Ambulance 4x Nurse 1x Doctor 10x First Aiders These are supplied by: St. Johns Ambulance The company CQC number is:
5. Event Security / Crowd Management arrangements	
Please supply details of your security arrangements. Marshalls / Volunteers ☒ x100 SIA Registered Security Personnel ☒ x40 Tick box/es that apply: Bag searches ☒ ☒ Pat down / wands ☒ ☒ Vehicle searches ☐ External patrols ☐ Random ID checks ☒ ☒	
6. Toilet provision	
Please supply details of your toilet provider: Tardis Environmental UK How many toilets are you providing? 29	
7. Waste Management	
What are your plans for collecting and disposing of the waste that your event will generate? Marshalls / Volunteers collecting ☐ Contracted Waste Management Company ☐ We would like to discuss this with LCC Waste Management Team ☒ ☒	

8. Licensing Are you selling alcohol at your event? Yes I applied for a Temporary Event Notice (TEN) ☐ (please supply date/ref) Detail in brief the activities planned under the TEN: I applied for a Premises Licence ☒ (please supply date/ref) 13/03/20 Detail in brief the activities planned under the Premises Licence: See http://www.leeds.gov.uk/Business/Pages/Alcohol-and-Entertainment.aspx for further information
9. Proposed Road Closure / Restriction Road Names and Extents: (e.g. Acacia Avenue from Albert Square to Coronation Street) Thorner Road to A64 via Mangril Lane Reason for Closure / Restriction: (Why do you want to hold this event on the Highway?) For the safety of festival traffic, and to allow for faster entry times. Note: There is a charge for a temporary Traffic Regulation Order and, depending on the nature of the event, there may be a charge to cover officer time in respect of arrangements. You will be advised of this when the request has been assessed. Proposed Duration of Closure / Restriction: (Date / Time) Start: 20/6/20 & 21/6/20 (08.00-10.00 + 12.00-14.00 + 17.00-19.00) 22/6/20 (05.00) Finish: 22/6/20 12.00 Description of Any Diversionary Routes: Details of bus routes / numbers that would be affected by your event: Is your event likely to affect access to any health or social care buildings? Accredited Traffic Management Contractor: Who Will be Employed to Implement, Maintain and Remove the Closures / Restrictions:

Access Requirements: <i>(All pedestrian access must be maintained throughout the closure period)</i> To property: Vehicle only, no pedestrian access will be permitted. For any other purpose:
Consultation/Information: <i>(The event organiser is required to ensure that all parties affected by the closure know about it a reasonable time in advance. The organiser is required to make provision to assist people where necessary.)</i> Please outline how you will do this: A traffic management plan will be made 3 months in advance, and a letter from the festival will be sent to all local residents. Local residents will be able to call a 24hr hotline service for information
10. Other Requirements:
Counter Terrorism Security: We advise all organisers to read the advice on the following link: https://www.gov.uk/government/organisations/national-counter-terrorism-security-office <i>(Details contained in the Event Notification Form will be passed the West Yorkshire Police Force Planning Unit (xa.fpu@westyorkshire.police.pnn.uk) and any specific advice regarding counter terrorism will be passed back to you. There may be a requirement for you to consider measures relating to hostile vehicles).</i>
Required Enclosures: 1. A plan showing the roads to be closed and any diversionary routes <i>(the plan can be in any format, but please make sure that road names are clearly marked).</i> 2. A copy of the Traffic Management Plan 3. Details of your Public Liability Insurance 4. Copy of Licenses and Certificates as explained above
1. Sign Off
I confirm that I am aware of, and understand, my responsibilities as the organiser of this event: You are responsible for ensuring that overall safety at the event is maintained so that as far as reasonably practicable, people setting up, breaking down and attending the event are not exposed to risks to their health and safety. [Source: Health and Safety Executive (HSE) website] Name: Oliver Brierley-Jones Signature:  Date: 13.3.20
2. GDPR
I give consent for my details to be added, or to remain, on the SAG organiser database. I am aware that these details are not shared out beyond the SAG Support Team and those professional personnel who are members of the Safety Advisory Group. I am also aware these details are only used to inform me of changes which may impact my event or training on offer by Leeds City Council, or in the event that one of the SAG members wishes to communicate with me about my event documentation ☐ Signature: 
SAG document sharing system (for events after 1.1.2020)

If your event is Medium or High risk rated, the SAG Support Team will set you up as a user on the Resilience Direct Website.
We will establish an account for the name of the person included on this completed form.
You will receive two system generated emails, containing your username and a security code. You should log on following the link in the email and change your password.
The SAG Support Team will then send you an email containing a link to your secure area where you can upload all of your event documentation. The SAG Support Team will send you some guidance notes on using the system.

The contents of this completed form (including personal contact details), will be placed on a master calendar of events for Leeds, which will be shared with all members of the Safety Advisory Group.

Please send this form to: SAGSupport.events@leeds.gov.uk

Leeds Safety Advisory Group Support (Events) Team, 4th Floor West, Civic Hall, Leeds, LS1 1UR

Your event will be assessed and you will be contacted with further information

The SAG Support Team are a single point of contact for organisers of events.

Please direct any queries throughout your planning to the above mailbox.

Appendix I: Event Notification Form (Leeds City Council, 2020)

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