



*Portfolio of documents related to the event planning process of*

# **ISLAND LIFE FEST**

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# INDEX

|     |                                 |    |
|-----|---------------------------------|----|
| 1.  | THE EVENT .....                 | 3  |
| 2.  | Location: Trent Park .....      | 4  |
| 3.  | Event Licensing .....           | 6  |
| 4.  | The Event Management Plan ..... | 7  |
| 5.  | Marketing the event .....       | 14 |
| 6.  | Festival Budget .....           | 15 |
| 7.  | Conclusion.....                 | 16 |
| 8.  | Appendix A .....                | 17 |
| 9.  | Appendix B.....                 | 24 |
| 10. | Appendix C .....                | 27 |
| 11. | Appendix D .....                | 33 |
| 12. | Appendix E.....                 | 57 |
| 13. | Bibliography .....              | 59 |

## **1. THE EVENT**

Island Life Fest is a 2-day festival that aims to celebrate the unique cultural identity of Islanders. the event will take place In Trent Park, Middlesex on the first weekend of august 2024 on Saturday and sunday. This festival will showcase music, food and art from the different islands of the Caribbean and other island communities around the world. It will create an immersive experience for festival-goers, offering a glimpse into the vibrant cultures and traditions of these islands. The entertainment will involve upcoming local and international artists performing Music that is representative of the diverse island cultures, including reggae, soca, calypso, Zouk, Salsa, Dancehall, Bachata, Kompa, Bouyon and more. Same for the food, there will be a wide range of Caribbean and island-inspired cuisine available for attendees to indulge in, including jerk chicken, roti, plantains, french Caribbean and Haitian food.

The audience for Island Life Fest is expected to be approximately 3,000 attendees and will be open to people of all ages with children under 5 years old having free admission, people between the ages of 5 and 15 having 50 % discounted tickets, and adults above 18 years old having general admission tickets of £30 per day or £40 for a 2-day pass. The event is family-friendly with no on-site camping.

Island Life Fest aims to create a sense of unity and community among attendees, while also promoting eco-friendly practices throughout the event. The immersive experience will allow attendees to not only enjoy the music, food, and art but also to learn about the importance of

environmental sustainability and conservation efforts on the islands. They can also benefit from advice on how to book affordable holidays to an island destination through various travel agencies and partners that will be present at the festival. A holiday competition will be held, giving attendees the chance to win trips to some of the islands.

They will also have the opportunity to participate in workshops and activities focused on music, cuisine, and art, further enriching their understanding and appreciation of the island cultures.

| <b>Date of event</b> | <b>Opening public times</b> | <b>Regulated entertainment timings</b> |
|----------------------|-----------------------------|----------------------------------------|
| Saturday 4 August    | 12:00 - 22:00               | 12:30 - 21:30                          |
| Sunday 5 August      | 12:00 - 21:30               | 12:30 - 21:00                          |

## **2. Location: Trent Park**

Trent Park is a picturesque countryside plot located in Middlesex, UK. It spans over 413 acres of lush greenery, providing the perfect setting for an outdoor festival just on the outskirts of the London Borough of Enfield. The event site will utilize a specifically designated area used for large events gathering up to 10000 people such as the Ghana Family Fun day or the Mauritian food festival (Benjamin, 2023). Therefore the location is suitable for a 3000-capacity festival, allowing for ample space for stages, food stalls, seating areas, quiet spaces and other festival amenities.

The Park is administered by the London borough of Enfield and therefore requires approval and permits from the local authorities for hosting the Island Life Fest.

### **Park Event Permit**

To secure a provisional booking and receive written permission for the event, it is necessary to submit an Park Event Permit Application form to the Enfield Park and Engagement department. This form will include event information such as time and date, expected number of attendees, planned activities, and proposed measures for health and safety, noise control, waste management, and traffic management (**see appendix A**). Once a permission letter is received Island Life Fest organisers will have one month to pay a non-refundable administration fee of £171, plus additional charges quoted form the Enfield borough outdoor events fee and charges booklet, as listed below. (Enfield Council, 2023)

#### Section 5

##### Commercial Events (Ticketed)

| Event Hire  | No of attendees | Administration fee | Booking Fee | Operational day fee | Set up/set down fees | Grounds Deposit (Bond)       | Environmental Impact Fee                 |
|-------------|-----------------|--------------------|-------------|---------------------|----------------------|------------------------------|------------------------------------------|
| Small       | 50 – 201        | £171               | £69         | £POA                | £POA                 | £0                           | £72                                      |
| Medium      | 201 – 999       | £171               | £271        | £POA                | £POA                 | £500 (if over 500 attending) | £281                                     |
| Large       | 1000 - 4999     | £171               | £675        | £POA                | £POA                 | £2000                        | £1385 or 25p person whichever is greater |
| Extra Large | 5000 - 10000    | £171               | £675        | £POA                | £POA                 | £5000                        | £1385 or 25p person whichever is greater |
| Major       | 10001 - 14999   | £171               | £675        | £POA                | £POA                 | £7500                        | £1385 or 25p person whichever is greater |
| Major+      | 15000+          | £171               | £675        | £POA                | £POA                 | £10000                       | £1385 or 25p person whichever is greater |

##### Example Costing

| Large music event (3000 people) 1 operational day, tickets £40 per person |              |
|---------------------------------------------------------------------------|--------------|
| Application fee                                                           | £171         |
| Booking Fee                                                               | £675         |
| Operational fee                                                           | £POA         |
| Environment Impact Fee                                                    | £1385        |
|                                                                           |              |
| <b>Total basic Charges (not including site hire fee)</b>                  | <b>£2231</b> |
| <b>Grounds Deposit refundable</b>                                         | <b>£2000</b> |

Event hire fee subject to negotiation

PARKS AND OPEN SPACES Outdoor Events Fees and Charges 2023-2024

8

**Fig 1 - Enfield Event permit costs (2023)**

Alongside this application, a Park Event Risk assessment should also be submitted to ensure that all potential risks associated with the festival are identified and appropriate measures are in place to mitigate them.

The risk assessment will cover several factors including crowd control, fire safety, first aid provisions, security measures, and emergency evacuation plans.

Failure to conduct a risk assessment and identify the actions adhered to in the course of the event to keep everyone safe may constitute an offense under the Health and Safety at Work etc Act 1974 and Licensing Act 2003 as stated in **Appendix B** - Enfield Park Event Risk Assessment template.

**Appendix C** is an example of a generic risk assessment for Island Life Fest. This document will be reviewed and updated as required to ensure that it remains current and relevant to the specific event.

### **3. Event Licensing**

Additionally, the festival organizers will need to obtain a license under the licensing Act 2003 from the local council for the sale of alcohol and the provision of regulated entertainment on site. The Licensing Act of 2003 replaced previous alcohol control and licensing regulations, resulting in a more flexible and adaptable framework. This act brought together the previously separate systems for licenses related to late-night refreshment and regulated entertainment under one consolidated system. Prior to the implementation of this act, permits for selling alcohol were granted through an administrative process in Magistrates' courts, which necessitated license holders attending court every three years for renewal. (Local Government Association, 2019). Under the Licensing Act 2003 the premises license will last for an indefinite period, with an annual fee as well as the option for license holders to apply for variations or transfers as needed. (GOV.UK, 2022)

See **appendix D & Da** for the Enfield Licensing Application form and further details on the requirements and fees associated with obtaining a license in the London Borough of Enfield.

Island Life Fest organisers should engage with the local authorities, such as the council and police, to obtain the necessary licenses and permits for the event. This includes submitting a formal license application detailing the event's operational schedules, capacity, and safety measures.

**The Licensing Act 2003 encompasses various activities that are categorised as "licensable activities" according to the legislation.**

**Licensable activities are:**

- the sale of alcohol by retail
- the supply of alcohol in qualifying members' clubs
- the provision of regulated entertainment
- the provision of hot food and hot drink ('late night refreshment') to the public between 11.00 pm and 5.00 am.

**The licensing objectives are:**

- the prevention of crime and disorder<sup>6</sup>
- public safety
- the prevention of public nuisance and
- the protection of children from harm.

**The Licensing Act 2003 is guided by four licensing objectives that are equally important and must be considered and emphasised during the licensing process**

*Fig 2. (Local Government Association, 2019)*

**The responsible authorities are:**

- the licensing authority itself
- the chief officer of police
- the fire and rescue authority
- the body responsible for enforcing health and safety at work (this may be the Health and Safety Executive for council-run premises)
- the local planning authority
- environmental health
- the body designated by the local authority for the prevention of children from harm (eg the multi-agency safeguarding arrangements – previously local children's safeguarding board)
- trading standards
- the council's director of public health (England) or local health boards (Wales)
- with regard to a vessel – the Environment Agency, the Maritime and Coastguard Agency
- Home Office Immigration Enforcement.

Responsible authorities (RA) are statutory bodies that have the authority to provide comments on applications made under the Licensing Act.

These authorities have the power to make representations regarding the granting, variation, transfer, and review of premises licenses.

Additionally, they can also comment on license applications for regulated entertainment that do not fall under exemptions. Furthermore, responsible

authorities hold the right to initiate license reviews independently which could result in the license being denied or revoked. (Local Government Association,

2019)

## **4. The Event Management Plan (EMP)**

The Event Management Plan is a crucial document that outlines the key aspects of the festival, including event operations, security, health and safety measures, and contingency plans. Dowson and Bassett emphasize the importance of having a comprehensive EMP and outline the specific stages in the planning process grouped into three phases (Dowson & Bassett, 2018, 24)

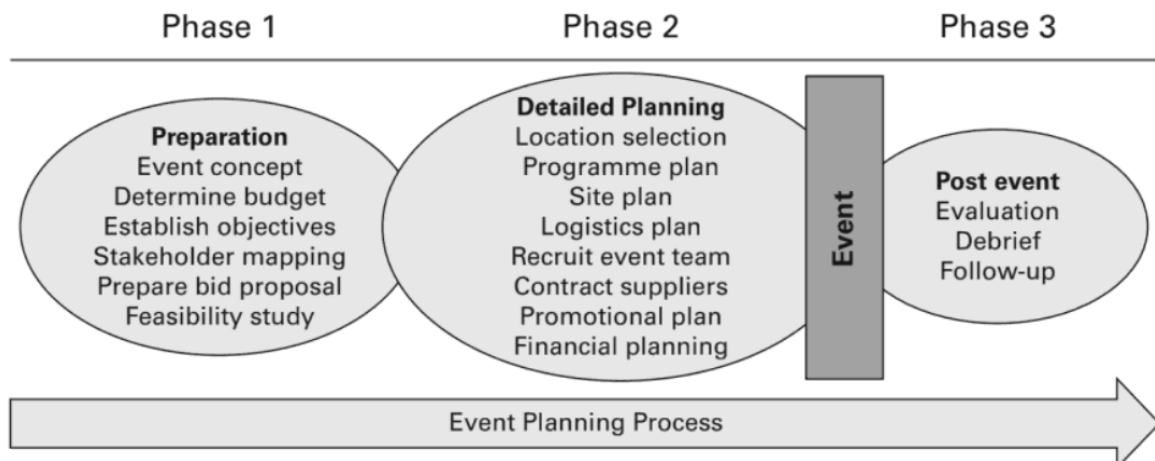


**Fig 3: Dowson and Bassett model**

The three phases mentioned above are closely linked, and it is crucial to follow a particular sequence when undertaking the tasks necessary for organizing a successful event. Without first assessing the feasibility of an event or having knowledge of the budget, it would be challenging to execute the tasks associated with phase 2 effectively.

The event management plan will serve as a roadmap for the festival organizers, outlining the responsibilities and actions of each stakeholder involved. The EMP will also include a timeline for the various tasks and deadlines to ensure that everything is executed smoothly. Furthermore, the EMP will cover various aspects such as event layout, infrastructure requirements, traffic management, waste management, and emergency response procedures. This comprehensive plan will provide a clear and organized framework for the festival organizers to follow, ensuring the efficient management of the event and the safety and satisfaction of all

attendees and stakeholders, including the Local authorities and emergency services.

The Enfield council Event management plan template provided by the Enfield Council outlines the different steps to develop a detailed plan.

**Listed below is a brief explanation of this EMP Template.**

**Island Life Fest EMP** click [here](#)

**Event Overview:** provides a brief description of the festival, including its purpose, objectives, and target audience.

1. **License application checklist:** a checklist of the licenses and permission applied for in relation to the event.
2. **Key event management contact:** contact information for the key personnel involved in the festival management, including the event director, security coordinator, and health and safety officer
3. **Staffing:**the staffing requirements for the festival, including the number of staff needed, their roles and responsibilities, and any necessary training or qualifications.
4. **Organisational structure:** provides an overview of the organizational structure for the festival, including the roles and responsibilities of each team or department involved in the event planning and execution. It is also an essential part of the emergency response planning informing the staff and emergency services of who is in charge. It shows the levels of command and how decisions will be made and communicated during emergencies
5. **Programme schedule:** presents a detailed schedule of the festival activities before the event day, on the actual event day and post-event.
6. **Timetable:** a detailed timeline of the activities taking place at different times and locations across the event site.
7. **Health and Safety:** Under the Health and Safety at Work Act 1974, Festival organisers have a legal duty to ensure that the event and the contractors working on site are operating safely and legally. This

section outlines all the necessary measures taken to ensure the event is safe and meets all health and safety laws and guidelines.

8. **Risk assessment:** The event manager is responsible for checking and making sure all the contractors share their risk assessment for the records. Managing the risks is a crucial part of planning and delivering a successful festival.
9. **Security and stewarding:** this will vary depending on the size and nature of the event, location, target audience opening times and capacity. According to Churchill support services, an event like Island Life Fest could require a minimum of 30 security officers. The company Events Staffing Agency recommended 40 stewards a day to ensure a safe and smooth running of the event (**Appendix E**) This can be amended based on the specific needs and risk assessment of the festival. An additional 100 Staff and volunteers could be required on-site for duties such as crowd management, ticket checking, and general site supervision.
10. **Emergency procedures including First aid and medical services:** protocols for handling emergencies, such as procedures to stop the event and contact emergency services like the police or ambulance in case of a fire or any minor/major incidents that may occur on-site. Several first aid responders should be available throughout the festival site to provide immediate medical attention to any attendees who may require assistance.
11. **Electricity:** electrical installations on site must comply with the Electricity at work regulations 1989. It should be handled by competent electricians who will sign off on the installation before the event opens to the public.
12. **Fire Safety:** The risk of fire is a primary concern at any event, especially at festivals. it will be addressed in the risk assessment and also in the EMP. Festival organisers must identify the fire hazards, and the people at risk. They should also evaluate the risk of fire spreading and develop a comprehensive plan for fire safety, including fire prevention measures, fire extinguisher placement, emergency evacuation routes, and communication protocols.

13. **Fun fair:** The fun fair section of the documentation should outline the requirements and safety measures for any amusement rides or attractions that will be present at the festival. These measures include conducting regular maintenance checks on all rides, ensuring they are operated by trained personnel, and implementing safety protocols such as height restrictions and proper signage for participants. Island Life Fest will hire an experienced company The Fun firm who will deliver all the fun fair activities including water park activities. (The Fun Firm, 2023)
14. **Temporary structures:** The documentation should include guidelines for the construction and management of temporary structures at the festival site such as Stages, arenas, tents, marquees, and other structures. There is an approval process depending on the size and the type of structure. Festival organisers may need planning permission if structures are in place for several days. All the structures need to be checked and signed off by independent engineers before the start of the event.
15. **Event Communications surrounding residents:** The documentation should include a section on event communication with nearby residents and businesses and the local community informing them of the measures to limit the impact of the festival on their daily lives.
16. **Event communication internal:** an internal communication plan should be in place to ensure that all festival staff and volunteers are informed and kept updated with essential information throughout the event process. This includes sharing details about the festival schedule, emergency procedures, and health and safety measures. Island Life Fest staff members, volunteers and contractors will be asked to conduct an online induction where they will be made aware of all the information relevant to their arrival on-site, organisational structure, and reporting lines, as well as specific roles and responsibilities
17. **Event day communication - audience:** this will include the site plans for the public, signage system, information points, hosts, and

any other means of communication used to guide festival attendees during the event.

18. **Lost children:** includes the protocol for the safe care of children who become separated from their parents or guardians. For example, all incidents should be recorded and the festival organisers should ensure that at least two adults that are CRB checked look after children that are lost. Guardians should provide their ID and a description of the child before collecting them from the designated lost children area. If the child is reluctant, the police should be called to assist with the issue
19. **Licensing:** the festival requires obtaining the necessary licenses and permits to ensure its legality and compliance with UK regulations.
20. **Insurance coverage:** . Festival organisers must ensure that they have appropriate public liability insurance to cover any accidents or injuries that may occur during the event. The coverage should be not less than £5 million. They should also check and keep copies of all contractor's public liability insurance certificates to ensure that they are adequately covered as well.
21. **Provision of food:** The festival and its food vendors must adhere to food safety regulations. and obtain the necessary permits and certificates to provide food to festival attendees.
22. **Site considerations including site plan - Spectator viewing areas:** The festival organizers must submit the layout of the festival site, displaying placements of the stage, fencing, power source, and emergency exit. The plan should also demonstrate adequate space for spectator viewing areas, ensuring the safety and comfort of attendees
23. **Media:** A strategy in place for media coverage, including press releases, media kits, and designated media areas as well as designated spokespersons.
24. **Toilets:** a plan for sanitary facilities including disabled toilets should be included. Event organisers should follow the guidelines of the Health and Safety Executive regarding the provision and maintenance of toilets, ensuring an adequate number of facilities based on the expected attendee capacity. For an event like Island

Life Fest, it is recommended to have 1 toilet per 100 females and 1 toilet per 500 males + 1 Urinal per 150 males.

25. **Vehicles on site:** a site plan should indicate a clear route for emergency vehicles to access the event site as well as all other vehicles, including suppliers, staff, and performers.
26. **Traffic, transport and parking management:** A traffic management plan should be developed to handle the influx of vehicles during the festival, including provisions for parking and transportation options for attendees. Island life fest will have no access to parking so attendees will be advised to travel to the event by public transport.
27. **Environmental considerations including waste management and recycling:** A waste management and recycling plan to minimize the environmental impact of the event should be implemented. This plan should include designated recycling stations throughout the festival site, as well as clear signage and educational materials for attendees on proper waste disposal practices.
28. **Noise Management:** the festival organizers must develop a comprehensive noise management plan approved by the environmental health team to ensure that noise levels are kept within acceptable limits. This plan should include measures such as sound barriers, frequency limits, and monitoring equipment to minimize the impact on the surrounding community. Local residents should be given a contact number to report any concerns during the event.
29. **Event cancellation due to weather:** a contingency plan in place in case of event cancellation due to severe weather conditions outlining how the organisers will communicate the decision to attendees and stakeholders, and what steps will be taken to address refunds or rescheduling options.

The EMP is a live document also known as a dynamic document that will be regularly updated and reviewed throughout the planning and implementation process of Island Life Fest [EMP](#). It needs to be submitted with the Park Event Permit application form to the Enfield local authority as they will consider all the steps the festival organizers are taking to ensure

the safety and well-being of attendees, as well as the impact on the local community and environment before issuing an event permit, or license. Failure to submit the EMP will result in the event permit and premises license being denied.

## 5. Marketing the event



Fig 4 .Island Life Fest Logo (2023)

The marketing of Island Life Fest is a crucial aspect of its success. A comprehensive marketing strategy outlining the key marketing objectives, target audience, promotional channels, and timeline should be developed.

This strategy should include a mix of online and offline advertising, social media promotions, collaborations with local businesses and influencers, and targeted outreach to potential attendees.

The branding and visual identity of the festival should also be consistent across all marketing material to create a strong and recognizable brand presence. Island Life Fest has the potential to become a highly anticipated and sought-after event for both locals and visitors alike. Marketing activities should start at least 6 months before the event to create buzz and generate interest.

**Offline promotion:** Offline promotion for Island Life Fest can include traditional advertising methods such as billboards, posters, and flyers placed strategically in high-traffic areas within the local community. It is also important to engage with local media outlets, such as newspapers and radio stations, to promote the festival and generate publicity.

**Online promotion:** Island Life Fest should have a strong online presence through its website, social media platforms, and online ticketing platforms. Regular updates and engaging content should be shared on social media to create anticipation and encourage ticket sales.

Collaborating with influencers in the music and entertainment industry can also help generate buzz and reach a wider audience.

The nature of this festival welcomes a diverse audience which can be particularly appealing to sponsorship opportunities from local businesses, tourism boards, and other relevant stakeholders.

## **6. Festival budget**

Outdoor festivals such as Island Life Fest require careful financial planning to ensure a successful and sustainable event. The budget for Island Life Fest should include all anticipated expenses such as licensing fee, venue rental, stage and sound equipment, artist fees, staff wages, marketing and promotional expenses, security and safety measures, and any additional costs related to infrastructure set up.

According to the event staffing agency the stewarding costs for an event like Island Life Fest would equal to approximately £22,000. (see **appendix**

**E** for quote). Churchill Support services recommended 30 security officers quoting the charges at £22/hour.

These costs are a fraction of the expenses incurred during the festival planning process, but it is crucial to ensure that all costs are accounted for to maintain a successful event. The budget for Island Life Fest should also account for potential revenue streams, such as ticket sales, sponsorships, merchandise sales, and food and beverage vendors which are key sources of large income for festivals.

## **7. Conclusion**

This portfolio provides information about the documentation needed for the planning process for Island Life Fest, a 2-day festival on a UK countryside plot with a capacity of 3000 people. The planning of large events requires extensive documentation and careful consideration of the Event managers and the various stakeholders involved. The law and regulations should be followed, to prioritise the safety of others and avoid potential legal complications.

## **8. APPENDIX A**



# **Event Permit Application Form**

## **For events on Parks and Open Space**

- Please provide the information requested in the following application form. This will secure your provisional booking and allow the Park Activities and Engagement Team to assess what further information will be required.
- Please email the completed application form to [parkactivities@enfield.gov.uk](mailto:parkactivities@enfield.gov.uk) or post to:  
London Borough of Enfield  
ENVIRONMENT  
Parks Activities and Engagement Team  
Civic Centre  
Enfield  
EN1 3XA
- Following a review of the submitted information a Park Activities and Engagement Team Officer will contact you to confirm what further information will be required to process your permit application.
- You will receive written permission for your event, subject to terms and conditions. A non-refundable administration fee will be payable within a month of receiving the permission letter. Please note you will be advised if a bond is required for your event. Cheques must be made payable to the London Borough of Enfield for the appropriate

amount. Alternatively you can contact the Park Activities and Engagement Team to arrange online payment.

- You will need to provide a risk assessment for your approved event. For further information regarding risk assessments please visit [www.hse.gov.uk](http://www.hse.gov.uk).
- Event organisers must maintain a public liability insurance with a limit of indemnity of not less than £5,000,000 for the set-up, duration and dismantling of the event.
- Please be aware that Enfield Council prohibits the release of balloons, Chinese lanterns and floating candles on land owned or controlled by the Council.
- If you have any questions please contact the Park Activities and Engagement Team on [parkactivities@enfield.gov.uk](mailto:parkactivities@enfield.gov.uk)
- The London Borough of Enfield reserves the right to cancel the event due to considerations regarding safety or suitability of ground conditions prior to or on the day(s) of the event and/or should the organisers fail to disclose all details regarding the event which may potentially affect safety or impact on local community.

1



## Event Permit Application Form

Event name: ISLAND LIFE FEST

Venue: TRENT PARK **331 Cockfosters Rd, Barnet EN4 0JY**

Event date/s: 03 August 2024 - Event start time/s: 12:00 - Event finish time/s: 21:30

Event date/s: 04 August 2024 - Event start time/s: 12:30 - Event finish time/s: 21:00

Set up date: 01. August 2024

Set up start time: 9:00

Pack down date/s: 05 August 2024

Pack down finish time: 18:00

Number of adult participants (approx.): 2500

Number of junior participants (approx.): 500

Charge per Adult: £30 / day or £40 for 2-day pass

Charge per Junior: 50% discount for 5-17 years old - free under 5 years old

If this is an annual event, how many visitors attended last year?

What is the purpose of your event? i.e. why are you holding it

Description of activities: Please attach a copy of your event programme if applicable. If the event is part of a series please list other event dates and venues.

Is the event targeting awareness/section of the community in terms of (tick if applicable):

Ethnicity Gender Disability Age (children  $\geq 16$ )

Please provide references/previous experience for this or similar events within the past five years.



# Event Permit Application Form

Organisation:

Type of Organiser(s):

Postal address (incl. postcode):

Main contact: Tel: Email:

Contact on the day: Tel: Email:

Registered Charity number (if applicable):

Structures: (Please write the quantity and dimensions beside each structure if applicable)

Marquees/gazebo Stages

Chairs/tables Fencing

Other (including signage)

Toilets:

Will toilets be provided? *It is recommended that you provide your own toilet provision for events and not reliant on park toilets*

What arrangements have been made for disabled users?

**Amusement:** (Please attach a list of rides and side shows that will be operating. Please supply copies of ADIPS certificates/public liability insurance certificates and risk assessments. The Organiser shall submit a copy of the annual inspection report and a risk assessment in relation to any inflatable structures. Note that circuses have to be an active member of the Association of Circus Proprietors and do not include live animal acts including birds, reptiles or equines in their programmes. Funfairs are not permitted to give live animals and fish as prizes.)

Funfair; no. of rides: Inflatable Circus Other (specify):

**Noise:** (If you tick any of the below, it is your responsibility to ensure that you apply for and obtain any licence/authorisation required. It is an offence to carry out any licensable activity without the authorisation of the appropriate licence. Where a licence/authorisation is required, you must obtain such a licence in advance of the event. Please note that there may be other activities that require a licence/authorisation – this is not an exhaustive list. Any required licence/authorisation must be applied for from the Licencing Authority (at least ten days before the event).

Public music Live band Recorded music Public performance of plays Public

dancing Public entertainment of any kind (please specify):

Other (please specify):

Name and mobile number of contact person responsible for noise control:

3



## Event Permit Application Form

Describe arrangements in place to prevent noise nuisance during the event:

Does your event include fireworks and/or special effects?

Yes (specify): No

Do you expect litter to be generated by your event?

(Please note that if Enfield Council is required to clear litter and waste generated as part of your event, staff time will be either charged to the Organiser or deducted from the bond. The cost of removing any litter and waste as a result of your event will also either be charged to the organiser or deducted from the bond. For a commercial event you must ensure that the disposer has a "Waste Transfer Licence")

Yes (please specify): No

Contact of the day: Contact for litter disposal after event:

How will the litter be collected and stored during the event:

How will the litter be disposed of after the event:

Do you require off-street vehicle access or Parking?

Yes (please specify): Forty Hall carpark No

**Catering:** (if you answer “yes” to providing hot and cold/high risk food catering, please provide details of which Local Authority the caterer is registered with, a copy of the most recent food hygiene inspection report and accompanying food risk ratings with a rating of 3 or higher and copies of basic food hygiene/Level 2 certificate for operatives who will be handling food on the day of the event. Where a park already has a catering concession, permission must be sought from the concessionaire and the Council to supply additional catering).

Yes (please specify and describe access requirement to and from the venue):

Name and mobile number of contact person responsible for catering on the day:

No

**Drinks** (if you answer “yes” to providing alcoholic drinks, you shall need to apply for the appropriate licence

from the [Licencing Authority](#) Alcohol: Yes No Non-Alcoholic: Yes No

**Trading** (sale or distribution of goods, services, collecting money etc. Specify type of goods e.g. craft/homemade, electrical, clothing, accessories): Yes (please specify): No

How many visitors are expected in vehicles?

Where will they park?

4



## Event Permit Application Form

Are you applying to alter parking?

Yes (please specify): No Are you applying to close a road?

Yes (please specify): No Does you event involve any activities  
on a road?

Yes (please specify): No How will visitors enter/leave the  
venue?

Details of First Aid provider (please provide copies of First

Aid certificates): Main contact details (name and ph)

Senior Steward (Company): How many stewards:

How will they be identified: How will event officials  
communicate:

Will a control point be provided? Provide location details:

Describe arrangements for emergency evacuation:

Describe arrangements to deal with lost children:

.

## **9. APPENDIX B**

### **EVENT RISK ASSESSMENT – GUIDANCE NOTES**

#### ***STEP 1: What is the Task/Activity You Are Assessing?***

You should conduct a risk assessment for all activities or tasks involved in organising the event. This includes activities during setting up and breaking down the event, as well as activities that take place during the event.

Examples: erecting a stage, dismantling a stage, managing crowds, fireworks display, abseil, separating spectators and vehicles, fun fair

#### ***STEP 2: What Hazards Are Present or May Be Generated?***

Look for hazards that you could reasonably expect to result in significant harm under the conditions at your event.

Examples:

These are some examples of issues you may need to consider. There may be other specific hazards for your event which you will need to include.

- ☐ Fireworks (eg storage, location of display, crowd distances)
- ☐ Slipping/tripping hazards (e.g. trailing cables, condition of routeways)
- ☐ Safe access/egress (eg emergency exits clear and unobstructed, lighting, traffic management)
- ☐ Emergency Evacuation Plan
- ☐ Crime and disorder (eg security staff and locations on site)
- ☐ Crowd management /stewarding (e.g. over-crowding)

- ☐ Extreme weather conditions (e.g. heat, cold, rain)
- ☐ Flammable substances (eg safe storage and use of petrol/LPG/combustible sources in close vicinity).
- ☐ Fire Precautions (eg Fire Extinguishers)
- ☐ Machinery (e.g. moving parts guarded)
- ☐ Work at height (e.g. from temporary structures, ladders)
- ☐ Vehicle movements on site (eg separation of vehicles from pedestrians) ☐ Electricity (e.g. use of generators, earthing, temporary overhead/underground cables) ☐ Noise (e.g. employees and audience sound levels)
- ☐ Sanitary conditions (eg no. of toilets, water, waste/rubbish removal)
- ☐ Collapse of structures (eg barriers, marquees, grandstands)
- ☐ Explosions (eg pressure vessels)
- ☐ Protection of children (eg drowning in ponds, becoming lost, contact with animals, entertainment of adult nature).

**STEP 3: Who may be harmed by the hazards?**

Examples: contractors, employees, members of the public, spectators and performers

**STEP 4: What Precautions will be in place to either eliminate, isolate or minimise the risk of the hazards occurring?**

For the hazards listed, do the precautions already taken:

- Meet the standards set by a legal requirement?
- Comply with a recognised industry standard?
- Represent good practice?
- Reduce risk as far as reasonably practicable?

**RISK ASSESSMENT OF EVENTS IN PUBLIC PARKS AND OPEN SPACES**

**Name of Organisation Date of risk assessment:**

| <b>Step 1</b>                                                                               | <b>Step 2</b>                                                                                    | <b>Step 3</b>                                                                                                                                                           | <b>Step 4</b>                                                                                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><i>What is the task/activity being assessed?</i></b>                                     | <b><i>What hazards are present/may be generated</i></b>                                          | <b><i>Who may be harmed?</i></b>                                                                                                                                        | <b><i>What precautions will be in place to eliminate/isolate/minimise the risk?</i></b>                                                                                                                                                                                     |
| <p><i>Example:</i></p> <ul style="list-style-type: none"> <li>• Erecting a stage</li> </ul> | <p><i>Example:</i></p> <ul style="list-style-type: none"> <li>• Slips Trips and Falls</li> </ul> | <ul style="list-style-type: none"> <li>• Event</li> <li>Organiser's staff</li> <li>• External</li> <li>contractors</li> <li>• Members of the</li> <li>public</li> </ul> | <ul style="list-style-type: none"> <li>• Protective non-slip footwear</li> <li>• Use of protective headgear</li> <li>• Weather protected stage – Less likely to become wet/slippery</li> <li>• Any fluids spilled cleared up immediately prior to event starting</li> </ul> |

|  |  |  |                                                                                                                                                                                                             |
|--|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  |  | <ul style="list-style-type: none"> <li>• Ensuring no visible trailing wires</li> <li>• Provision of barriers at major changes in floor level</li> <li>• Restrict access by members of the public</li> </ul> |
|  |  |  |                                                                                                                                                                                                             |
|  |  |  |                                                                                                                                                                                                             |
|  |  |  |                                                                                                                                                                                                             |
|  |  |  |                                                                                                                                                                                                             |

The “risk assessment of events in public parks and open spaces form” must be submitted with all applications and identified actions adhered to in the course of events. Failure to do so may constitute as an offence under the Health and Safety at Work etc Act 1974 and Licensing Act 2003.

## **10. APPENDIX C**

# Example of a Event Risk Assessment for Island Life Fest

This is an example of a risk assessment for a small music festival held in a park for up to a maximum of 3000 attendees.

|               |                  |                         |              |
|---------------|------------------|-------------------------|--------------|
| <b>Event:</b> | ISLAND LIFE FEST | <b>Assessment Date:</b> | 24 July 2023 |
| <b>Venue:</b> | TRENT PARK       | <b>Completed by:</b>    |              |

| What are the hazards?  | Who might be harmed and how?                                                                                                                                                      | What are you doing already?                                                                                                                                                                                                                                                                                                                                                               | What further action is necessary?                                                                                                                                                                                        | Action by who? | Action by when? | Done |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------|------|
| Slips, Trips and Falls | Workers and visitors risk serious injury if they slip or trip, even on the level.                                                                                                 | Floors in marquees and other structures laid by a competent person.<br>Steps, changes in level and other tripping hazards fenced if not in use.<br>Temporary lighting provided to walkways, toilets and general areas in use by the public after dark.<br>Marquee pegs protected by foam and guy ropes etc highlighted in public areas<br>Good housekeeping – staff 'see it and sort it'. | Provide a temporary fence .                                                                                                                                                                                              |                |                 |      |
| Collapse of Structures | Workers and others risk serious, possibly fatal injury if fixed structures collapse.                                                                                              | Stages and marquees to be erected by a competent person/contractor.<br>Contractor(s) to provide sign off certificates for all structures.<br>Daily checks made on all structures by a competent person.                                                                                                                                                                                   | There is a need to check weather forecast daily. Check with provider(s) maximum wind speeds that structure can withstand safely.<br>Make contingency plans to enable closure of structure in adverse weather conditions. |                |                 |      |
| Hearing Damage         | Staff might suffer permanent or temporary hearing damage from long term exposure to loud music. All staff assumed to be at risk, particularly performers, stewards and bar staff. | Areas of the stage/event identified as being within the action level and signage provided.<br>Staff rotation between quiet and noisy areas. Staff trained in noise risks and the protective measures needed.<br>Staff known to be particularly at risk identified and provided with ear plugs.<br>Performers and contractors entering noisy areas to be warned                            |                                                                                                                                                                                                                          |                |                 |      |

|                   |                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                               |  |  |  |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|--|--|--|
|                   |                                                                                                                                        | of risks of hearing damage and offered ear plugs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                               |  |  |  |
| Hearing Damage    | The public might suffer permanent or temporary hearing damage from exposure to loud music.                                             | Ensure the event equivalent continuous sound level (Event Leq) in any part of the audience area does not exceed 107 dB (A), and the peak sound pressure level does not exceed 140 dB.<br>Members of the public are prevented from getting closer than 1m (or 3m for more powerful systems) from speakers.<br>Warnings provided to the public with in advance with tickets and by signage at the entrance.                                                                                                                                     |                                                                                                               |  |  |  |
| Medical Emergency | Workers and others could become seriously ill if no emergency first aid available.                                                     | First aid for staff to be provided in accordance with Regulations.<br>First Aid point provided for the public with a minimum of two first aiders for events of up to 500 attendees or in accordance with Chapter 20 HSG 195 The Event Safety Guide – A guide to the health, safety and welfare at music and similar events (commonly known as The Purple Guide) - <a href="http://books.hse.gov.uk/hse/public/saleproduct.jsf?catalogueCode=9780717624539">http://books.hse.gov.uk/hse/public/saleproduct.jsf?catalogueCode=9780717624539</a> | Consult on plans for medical emergency cover with Local NHS Ambulance Trust.                                  |  |  |  |
| Lost Children     | Children and parents can become separated                                                                                              | All staff and stewards made aware of the Lost Child policy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Check CRB status of person to take responsibility for lost children at the event.                             |  |  |  |
| Electrical Danger | Staff and public may suffer serious and possibly fatal electric shock/burns injuries from faulty electrical equipment or installation. | All electrical systems should be constructed and maintained in a condition suitable for use in the open air and will be protected as necessary by 30mA residual current circuit breakers.<br>All generators, distribution boxes etc to be fenced and away from public.<br>A competent person should certify all electrical installation as to their safety on completion. Certificate to be kept at the event.<br>All electrical equipment to be PAT tested.                                                                                  | Contractors and performers reminded to ensure any electrical equipment they bring to the event is PAT tested. |  |  |  |
| Fire Safety       | If trapped, staff and others risk serious, possibly fatal                                                                              | Fire risk assessment done, following Fire Risk assessments and Fire Management Plan guidance – available on the                                                                                                                                                                                                                                                                                                                                                                                                                               | Fire stewards to check fire exits and keep exits clear during performances                                    |  |  |  |

|                                  |                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                |  |  |  |
|----------------------------------|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|--|--|--|
|                                  | injuries from smoke inhalation or burns                                                                  | Communities website <a href="http://www.communities.gov.uk/fire/firesafety/firesafetylaw/">http://www.communities.gov.uk/fire/firesafety/firesafetylaw/</a> and necessary action taken                                                                                                                                                                                                                                             |                                                                                                |  |  |  |
| Gas Safety                       | Staff and others risk injury from fire and explosion if gas appliances not properly maintained and used. | Food Vendors using LPG to be required to ensure their gas installation and equipment has been installed and checked within the last twelve months by a "Gas Safety Register" approved contractor. Compliance certificates to be kept on food stall. Food vendors to be reminded of the need to ensure staff changing LPG cylinders are trained to do so. Food vendors only allowed to have one day's supply of LPG at their stall. | Make arrangements to check food vendors are complying with gas safety requirements.            |  |  |  |
| Barrier Failure                  | Workers and others risk serious, possibly fatal injury if barriers collapse.                             | Barriers suitable for foreseeable loading to be erected by a competent person/contractor. Contractor to provide sign off certificates for all structures. Daily checks made on all structures by a competent person.                                                                                                                                                                                                               |                                                                                                |  |  |  |
| Fairground Rides                 | Workers and others risk serious, possibly fatal injury if fairground rides collapse or have defects.     | Only reputable fairground ride suppliers to be used at the event. Copies of all inspection certification (ADIPS) and public liability insurance to be obtained in advance of the event.                                                                                                                                                                                                                                            |                                                                                                |  |  |  |
| Bouncy Castles                   | The public risk serious injury if bouncy castles are defective or there is inadequate supervision.       | Only reputable bouncy castle suppliers to be used at the event. Copies of all inspection certification (ADIPS and/or PIPA) and public liability insurance to be obtained in advance of the event.                                                                                                                                                                                                                                  | Check to ensure there will be adequate levels of supervision when the bouncy castle is in use. |  |  |  |
| Fireworks                        | Danger from fire, explosion, direct impact and panic                                                     | NOT TO BE USED WITHOUT PERMISSION OF LICENSING AUTHORITY<br>ASSESSMENT OF SUITABILITY OF VENUE BY COMPETENT PERSON, FULL RISK ASSESSMENT AND COMPLIANCE WITH HSE GUIDANCE (HS(G) 123/124).                                                                                                                                                                                                                                         |                                                                                                |  |  |  |
| Lasers and other special effects | Staff and public may suffer eye damage if used improperly.                                               | NOT TO BE USED WITHOUT PERMISSION OF LICENSING AUTHORITY.                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                |  |  |  |

|                 |                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                               |  |  |  |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
|                 |                                                                                                                                                | ASSESSMENT OF SUITABILITY OF VENUE BY COMPETENT PERSON, FULL RISK ASSESSMENT AND COMPLIANCE WITH HSE GUIDANCE HS(G) 95.2                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                               |  |  |  |
| Food poisoning  | Workers and the public risk ill health if they eat food prepared in unhygienic conditions.                                                     | Only reputable caterers to be used at the event whose business is registered with their Local Authority. Food traders required to bring copies of their employees food hygiene training certificates and their food safety management system with them to event.                                                                                                                                                                                                     | Check with Environmental Health Department whether they would like a list of food traders to be submitted before the event.<br>Invite Environmental Health Department to inspect food stalls. |  |  |  |
| Public Disorder | Staff and the public risk serious injury, if assaulted or if caught up in incidents of disorder.                                               | Staff trained to spot potential trouble makers, defuse tension/situations etc throughout. Adequate number of trained, SIA badged security staff. Staff trained in procedures re-entry, queuing, searches, etc and signs displayed for public. Control of numbers at event particularly in performance areas and marquees. Pit security staff employed to observe crowd behaviours. Drinks not served to people obviously under the influence. No glass at the event. | Consider providing advance information of prohibited items (glass and alcohol) the public can bring to the event. Consult with the local Police on security plans.                            |  |  |  |
| Smoke and fogs  | Staff may suffer skin damage from handling dry ice. Fumes and mists can cause irritation to eyes, nose and breathing for staff and the public. | Only trained workers have access to the products, which are kept in a locked container. Only workers trained in the risk of the product, use the products following safe systems of work – including wearing appropriate gloves, as recommended by the manufacturer.                                                                                                                                                                                                 | Signage on use of smoke and fogs put up at entrance to venue to warn the public.                                                                                                              |  |  |  |
| Work at height  | Workers and others risk serious, possibly fatal, injuries if they fall from height.                                                            | Stages and marquees to be erected by a competent person/contractor. Risk assessments/method statements of contractors checked for safe systems of work before the event. All work at height assessed on an individual task basis. Suitable ladders, in good condition and suitable for heavy work,                                                                                                                                                                   |                                                                                                                                                                                               |  |  |  |

|                 |                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                    |                                                                |  |  |  |
|-----------------|----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|--|--|--|
|                 |                                                                                                    | provided and workers are trained know how to use them.                                                                                                                                                                                                                                                                                                                             |                                                                |  |  |  |
| Manual Handling | Workers may get musculoskeletal problems, eg back pain from handling heavy and/or awkward objects. | <p>All work involving manual handling assessed on an individual task basis.</p> <p>Risk assessments/method statements of contractors checked for safe systems of work before the event.</p> <p>Only trained staff involved in manual handling.</p> <p>Aids to manual handling including fork lift truck and a range of heavy duty sack truck and trolleys available for staff.</p> | Ensure new staff are shown how to use the manual handing aids. |  |  |  |

## 11. APPENDIX D

London Borough of Enfield



## 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 Notes for Guidance 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/<br>W<br>e |  |
|--------------|--|

*(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 |  |          |  |
| Post town                                                                            |  | Postcode |  |

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

#### Part 2 - Applicant details

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

|    |                                     |  |                             |
|----|-------------------------------------|--|-----------------------------|
| a) | an individual or individuals *      |  | please complete section (A) |
| b) | a person other than an individual * |  |                             |

|  |     |                                                    |  |                             |
|--|-----|----------------------------------------------------|--|-----------------------------|
|  | i   | as a limited company/limited liability partnership |  | please complete section (B) |
|  | ii  | as a partnership (other than limited liability)    |  | please complete section (B) |
|  | iii | as an unincorporated association or                |  | please complete section (B) |

|     |    |                                                                                                                                                                     |  |                                 |
|-----|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------|
|     | iv | other (for example a statutory corporation)                                                                                                                         |  | please complete section (B)     |
| c)  |    | a recognised club                                                                                                                                                   |  | please complete section (B)     |
| d)  |    | a charity                                                                                                                                                           |  | please complete section (B)     |
| e)  |    | the proprietor of an educational establishment                                                                                                                      |  | please complete section (B)     |
| f)  |    | a health service body                                                                                                                                               |  | please complete section (B)     |
| g)  |    | a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales                                         |  | please complete section         |
| 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 |  | (B) 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)

|                                                                         |            |  |             |  |                    |                                      |  |
|-------------------------------------------------------------------------|------------|--|-------------|--|--------------------|--------------------------------------|--|
| <u>Mr</u>                                                               | <u>Mrs</u> |  | <u>Miss</u> |  | <u>Ms</u>          | Other Title<br>(for example,<br>Rev) |  |
| <b>Surname</b>                                                          |            |  |             |  | <b>First names</b> |                                      |  |
| <b>Date of birth</b> I am 18 years old or<br>overPlease tick yes        |            |  |             |  |                    |                                      |  |
| <b>Nationality</b>                                                      |            |  |             |  |                    |                                      |  |
| Current residential<br>address if different<br>from premises<br>address |            |  |             |  |                    |                                      |  |
| Post town                                                               |            |  |             |  | Postcode           |                                      |  |
| <b>Daytime contact telephone number</b>                                 |            |  |             |  |                    |                                      |  |
| <b>E-mail address</b>                                                   |            |  |             |  |                    |                                      |  |

**SECOND INDIVIDUAL APPLICANT** (if applicable)

|                                                                    |            |  |             |  |                    |                                      |  |
|--------------------------------------------------------------------|------------|--|-------------|--|--------------------|--------------------------------------|--|
| <u>Mr</u>                                                          | <u>Mrs</u> |  | <u>Miss</u> |  | <u>Ms</u>          | Other Title<br>(for example,<br>Rev) |  |
| <b>Surname</b>                                                     |            |  |             |  | <b>First names</b> |                                      |  |
| <b>Date of birth</b> I am 18 years old or<br>overPlease tick yes   |            |  |             |  |                    |                                      |  |
| <b>Nationality</b>                                                 |            |  |             |  |                    |                                      |  |
| Current postal<br>address if different<br>from<br>premises address |            |  |             |  |                    |                                      |  |

|                                  |  |          |  |
|----------------------------------|--|----------|--|
| Post town                        |  | Postcode |  |
| Daytime contact telephone number |  |          |  |
| E-mail address                   |  |          |  |

**(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                                                                                |

**Part 3 Operating Schedule**

|                                                                                            |                   |
|--------------------------------------------------------------------------------------------|-------------------|
| When do you want the premises licence to start?                                            | <u>DD MM YYYY</u> |
| If you wish the licence to be valid only for a limited period, when do you want it to end? | <u>DD MM YYYY</u> |

|                                                                                        |
|----------------------------------------------------------------------------------------|
| <p>Please give a general description of the premises (please read guidance note 1)</p> |
|----------------------------------------------------------------------------------------|

|                                                                                                                                 |  |
|---------------------------------------------------------------------------------------------------------------------------------|--|
| <p>If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.</p> |  |
|---------------------------------------------------------------------------------------------------------------------------------|--|

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) |                            |
| <b>Provision of late night refreshment (if ticking yes, fill in box I)</b> |                                                                                                          |                            |
|                                                                            | <b>Supply of alcohol</b> (if ticking yes, fill in box J)                                                 |                            |
| <b>all</b>                                                                 | <b>In all cases complete boxes K, L and M</b>                                                            |                            |
|                                                                            |                                                                                                          |                            |

|  |  |
|--|--|
|  |  |
|  |  |

**A**

note 3)

**Plays**

Standard days and timings  
(please read

**Will the performance of a  
play take place indoors or  
outdoors or both – please  
tick** (please read guidance

Indoors

|                  |          |  |                                                                                                                                                                                                               |          |  |
|------------------|----------|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--|
|                  | nce<br>) |  |                                                                                                                                                                                                               | Outdoors |  |
| Day Start Finish |          |  |                                                                                                                                                                                                               | Both     |  |
| Mon              |          |  | <b><u>Please give further details here</u></b> (please read guidance note 4)                                                                                                                                  |          |  |
| Tue              |          |  |                                                                                                                                                                                                               |          |  |
| Wed              |          |  | <b><u>State any seasonal variations for performing plays</u></b> (please read guidance note 5)                                                                                                                |          |  |
| Thur             |          |  |                                                                                                                                                                                                               |          |  |
| Fri              |          |  | <b><u>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</u></b> (please read guidance note 6) |          |  |
| Sat              |          |  |                                                                                                                                                                                                               |          |  |
| Sun              |          |  |                                                                                                                                                                                                               |          |  |

**B**

note 3)

**Films**

Standard days and timings  
(please read

**Will the exhibition of films  
take place indoors or  
outdoors or both – please  
tick** (please read guidance

Indoors

|                  |          |  |                                                                                                                                                                                                              |          |  |
|------------------|----------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--|
|                  | nce<br>) |  |                                                                                                                                                                                                              | Outdoors |  |
| Day Start Finish |          |  |                                                                                                                                                                                                              | Both     |  |
| Mon              |          |  | <b><u>Please give further details here</u></b> (please read guidance note 4)                                                                                                                                 |          |  |
| Tue              |          |  |                                                                                                                                                                                                              |          |  |
| Wed              |          |  | <b><u>State any seasonal variations for the exhibition of films</u></b><br>(please read guidance note 5)                                                                                                     |          |  |
| Thur             |          |  |                                                                                                                                                                                                              |          |  |
| Fri              |          |  | <b><u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6) |          |  |
| Sat              |          |  |                                                                                                                                                                                                              |          |  |
| Sun              |          |  |                                                                                                                                                                                                              |          |  |

C

and  
timings (please read guidance note 7)  
**Please give further details** (please read  
guidance note 4)

**Indoor sporting events** Standard days

|                  |  |  |                                                                                                         |
|------------------|--|--|---------------------------------------------------------------------------------------------------------|
| Day Start Finish |  |  |                                                                                                         |
| Mon              |  |  |                                                                                                         |
| Tue              |  |  | <b><u>State any seasonal variations for indoor sporting events</u></b><br>(please read guidance note 5) |
| Wed              |  |  |                                                                                                         |

|      |  |  |                                                                                                                                                                                                             |
|------|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Thur |  |  | <b><u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6) |
| Fri  |  |  |                                                                                                                                                                                                             |
| Sat  |  |  |                                                                                                                                                                                                             |
| Sun  |  |  |                                                                                                                                                                                                             |

## D

**tick** (please read guidance note 3)

### Boxing or wrestling entertainments

Standard days and

**Will the boxing or wrestling entertainment take place indoors or outdoors or both – please**

Indoors

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

|     |  |  |  |
|-----|--|--|--|
| Sun |  |  |  |
|-----|--|--|--|

**E**

read guidance note 3)

**Live music**

Standard days and timings  
(please read

**Will the performance of  
live music take place  
indoors or outdoors or  
both – please tick** (please

Indoors

|                  |          |  |                                                                                                                                                                                                                    |          |  |
|------------------|----------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--|
|                  | nce<br>) |  |                                                                                                                                                                                                                    | Outdoors |  |
| Day Start Finish |          |  |                                                                                                                                                                                                                    | Both     |  |
| Mon              |          |  | <b><u>Please give further details here</u></b> (please read guidance note 4)                                                                                                                                       |          |  |
| Tue              |          |  |                                                                                                                                                                                                                    |          |  |
| Wed              |          |  | <b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 5)                                                                                                        |          |  |
| Thur             |          |  |                                                                                                                                                                                                                    |          |  |
| Fri              |          |  | <b><u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6) |          |  |
| Sat              |          |  |                                                                                                                                                                                                                    |          |  |
| Sun              |          |  |                                                                                                                                                                                                                    |          |  |

**F**

read guidance note 3)

**Recorded music** Standard  
days and timings (please  
read

**Will the playing of  
recorded music take place  
indoors or outdoors or  
both – please tick** (please

Indoors

|                  |          |  |                                                                                                                                                                                                                    |          |  |
|------------------|----------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--|
|                  | nce<br>) |  |                                                                                                                                                                                                                    | Outdoors |  |
| Day Start Finish |          |  |                                                                                                                                                                                                                    | Both     |  |
| Mon              |          |  | <b><u>Please give further details here</u></b> (please read guidance note 4)                                                                                                                                       |          |  |
| Tue              |          |  |                                                                                                                                                                                                                    |          |  |
| Wed              |          |  | <b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 5)                                                                                                        |          |  |
| Thur             |          |  |                                                                                                                                                                                                                    |          |  |
| Fri              |          |  | <b><u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6) |          |  |
| Sat              |          |  |                                                                                                                                                                                                                    |          |  |
| Sun              |          |  |                                                                                                                                                                                                                    |          |  |

**G**

guidance note 3)

**Performances of dance**  
Standard days and

**Will the performance of dance take place indoors or outdoors or both – please tick** (please read

Indoors

|                  |                             |  |                                                                              |          |  |
|------------------|-----------------------------|--|------------------------------------------------------------------------------|----------|--|
|                  | gs (please<br>guidance<br>) |  |                                                                              | Outdoors |  |
| Day Start Finish |                             |  |                                                                              | Both     |  |
| Mon              |                             |  | <b><u>Please give further details here</u></b> (please read guidance note 4) |          |  |
| Tue              |                             |  |                                                                              |          |  |

|      |  |  |                                                                                                                                                                                                               |
|------|--|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Wed  |  |  | <b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 5)                                                                                                        |
| Thur |  |  |                                                                                                                                                                                                               |
| Fri  |  |  | <b><u>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</u></b> (please read guidance note 6) |
| Sat  |  |  |                                                                                                                                                                                                               |
| Sun  |  |  |                                                                                                                                                                                                               |

## H

|                                                                                                                                                                                                                            |  |                                                                                                         |                                                                                                                                                                |          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>Anything of a similar description to that falling within (e), (f) or (g)</b><br>Please give a description of the type of entertainment you will be providing<br>Standard days and timings (please read guidance note 7) |  |                                                                                                         |                                                                                                                                                                |          |
| Day Start Finish                                                                                                                                                                                                           |  | <b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read | Indoors                                                                                                                                                        |          |
| Mon                                                                                                                                                                                                                        |  |                                                                                                         | guidance note 3)                                                                                                                                               | Outdoors |
|                                                                                                                                                                                                                            |  |                                                                                                         |                                                                                                                                                                | Both     |
| Tue                                                                                                                                                                                                                        |  |                                                                                                         | <b><u>Please give further details here</u></b> (please read guidance note 4)                                                                                   |          |
| Wed                                                                                                                                                                                                                        |  |                                                                                                         |                                                                                                                                                                |          |
| Thur                                                                                                                                                                                                                       |  |                                                                                                         | <b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b><br>(please read guidance note 5) |          |

|     |  |  |                                                                                                                                                                                                                                                                        |
|-----|--|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fri |  |  |                                                                                                                                                                                                                                                                        |
| Sat |  |  | <b><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6) |
| Sun |  |  |                                                                                                                                                                                                                                                                        |

**I**

(please read guidance note 3)

**Late night refreshment**  
Standard days and

**Will the provision of late night refreshment take place indoors or outdoors or both – please tick**      Indoors

|                  |                       |  |                                                                                                                                                                                                                               |          |  |
|------------------|-----------------------|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--|
|                  | gs (please guidance ) |  |                                                                                                                                                                                                                               | Outdoors |  |
| Day Start Finish |                       |  |                                                                                                                                                                                                                               | Both     |  |
| Mon              |                       |  | <b><u>Please give further details here</u></b> (please read guidance note 4)                                                                                                                                                  |          |  |
| Tue              |                       |  |                                                                                                                                                                                                                               |          |  |
| Wed              |                       |  | <b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)                                                                                                         |          |  |
| Thur             |                       |  |                                                                                                                                                                                                                               |          |  |
| Fri              |                       |  | <b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u></b> (please read guidance note 6) |          |  |
| Sat              |                       |  |                                                                                                                                                                                                                               |          |  |

|     |  |  |  |
|-----|--|--|--|
| Sun |  |  |  |
|-----|--|--|--|

**J**

guidance note 8)

**Supply of alcohol Standard** Will the supply of alcohol  
 days and timings (please read be for consumption –  
please tick (please read

On the premises

|                  |          |  |                                                                                                                                                                                                                            |                     |  |
|------------------|----------|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--|
|                  | nce<br>) |  |                                                                                                                                                                                                                            | Off the<br>premises |  |
| Day Start Finish |          |  |                                                                                                                                                                                                                            | Both                |  |
| Mon              |          |  | <u>State any seasonal variations for the supply of alcohol</u><br>(please read guidance note 5)                                                                                                                            |                     |  |
| Tue              |          |  |                                                                                                                                                                                                                            |                     |  |
| Wed              |          |  |                                                                                                                                                                                                                            |                     |  |
| Thur             |          |  | <u>Non standard timings. Where you intend to use the</u><br><u>premises for the supply of alcohol at different times to those</u><br><u>listed in the column on the left, please list</u> (please read<br>guidance note 6) |                     |  |
| Fri              |          |  |                                                                                                                                                                                                                            |                     |  |
| Sat              |          |  |                                                                                                                                                                                                                            |                     |  |
| 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                 |
| <b>Date of birth</b> |

|                                        |
|----------------------------------------|
| Address                                |
| Postcode                               |
| Personal licence number (if known)     |
| Issuing licensing authority (if known) |

K

|                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>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</b> (please read guidance note 9).</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

L

**Hours premises are open to the public** guidance note 7)  
 Standard days and timings (please read **State any seasonal variations** (please read guidance note 5))

| Day Start Finish |  |  |  |
|------------------|--|--|--|
| Mon              |  |  |  |
| Tue              |  |  |  |
| Wed              |  |  |  |

|      |  |  |                                                                                                                                                                                                      |
|------|--|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      |  |  | <u><b>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</b></u> (please read guidance note 6) |
| Thur |  |  |                                                                                                                                                                                                      |
| Fri  |  |  |                                                                                                                                                                                                      |
| Sat  |  |  |                                                                                                                                                                                                      |
| Sun  |  |  |                                                                                                                                                                                                      |

**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**

|  |
|--|
|  |
|--|

**c) Public safety**

**d) The prevention of public nuisance**

**e) The protection of children from harm**

**Checklist:**

**Please tick to indicate agreement**

I have made or enclosed payment of the fee.

I have enclosed the plan of the premises.

I have sent copies of this application and the plan to responsible authorities and others where applicable.

I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.

I understand that I must now advertise my application.

I understand that if I do not comply with the above requirements my application will be rejected.

Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom

**(please read note 15).**

**IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.**

**Part 4 – Signatures (please read guidance note 11)**

**Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 12). If signing on behalf of the applicant, please state in what capacity.**

|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Declaration</b> | <ul style="list-style-type: none"><li>• [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).</li><li>• 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</li></ul> |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|           |                                                                                                                                                                                                                                                                                      |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           | 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 2<sup>nd</sup> applicant or 2<sup>nd</sup> 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)                                                                                                                       |  |          |  |
| E-mail address (optional)                                                                                                                       |  |          |  |

### Consent of individual to being specified as premises supervisor

I  
*[full name of prospective premises supervisor]*

of

*[home address of prospective premises supervisor]*

hereby confirm that I give my consent to be specified as the designated premises

supervisor in relation to the application for

*[type of application]*

by

*[name of applicant]*

relating to a premises licence

*[number of existing licence, if any]*

for

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

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

*[name of applicant]*

concerning the supply of alcohol at

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

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

Personal licence number

*[insert personal licence number, if any]*

Personal licence issuing authority

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

Signed

Name (please print)

Date

#### APPENDIX Da

#### LICENSING ACT 2003



#### FEES & CHARGES

**London Borough of Enfield only requires a single 'hard' copy of any application. We scan all applications and then consult with all relevant Responsible Authorities via email. Please protect the environment – only send us one copy of this application.**

The fee for an application for the grant or variation of a premises licence or club premises certificate and the annual fee payable thereafter the grant, is banded and based on non-domestic rateable values (NDRV). Please note this is not rates paid. You can look up your rateable value on the Valuation Office Agency (VOA) website or you can get this information from your rates bill. Once you have determined your rateable value compare it to the table below and decide which Band the premises falls into (e.g. a premises with a rateable value of £25,000 will fall into Band B).

Premises not subject to NDRV or where the NDRV has not yet been determined will fall into Band A. Premises in the course of construction where the NDRV has not yet been determined will fall into Band C.

#### **1. Fees payable for:**

**(i) application for grant of a premises licence,**

- (ii) application to vary a premises licence; and  
 (iii) annual fee for a premises licence (payable from the date a premises licence is granted)

| <b>RATEABLE VALUES</b>     | <b>BANDS</b> | <b>GRANT &amp; VARIATION<br/>FEE PAYABLE £</b> | <b>ANNUAL<br/>FEE PAYABLE £</b> |
|----------------------------|--------------|------------------------------------------------|---------------------------------|
| No rateable value to £4300 | A            | 100                                            | 70                              |
| £4300 to £33,000           | B            | 190                                            | 180                             |
| £33,001 to £87,000         | C            | 315                                            | 295                             |
| £87,001 to £125,000        | D            | 450                                            | 320                             |
| 125,001 and above          | E            | 635                                            | 350                             |

Premises licences that fall within Bands D or E and where those premises are used exclusively or primarily for the sale of alcohol for consumption on the premises, must pay the following fee:

| <b>RATEABLE VALUES</b> | <b>BANDS</b> | <b>GRANT &amp; VARIATION<br/>FEE PAYABLE £</b> | <b>ANNUAL<br/>FEE PAYABLE £</b> |
|------------------------|--------------|------------------------------------------------|---------------------------------|
| £87,001 to £125,000    | D            | 900                                            | 640                             |
| 125,001 and above      | E            | 1,270                                          | 1,050                           |

In addition, where 5,000 or more persons are admitted at the same time to a premises when the existing licence authorises licensable activities to take place, the application must be accompanied by a fee corresponding to the range of number of persons within which falls the maximum number of persons allowed as follows :

| <b>MAXIMUM NUMBER<br/>OF PERSONS</b> | <b>GRANT &amp;<br/>VARIATION<br/>ADDITIONAL FEE<br/>£</b> | <b>ANNUAL<br/>ADDITIONAL FEE £</b> |
|--------------------------------------|-----------------------------------------------------------|------------------------------------|
| 5,000 to 9,999                       | £1,000                                                    | £500                               |
| 10,000 to 14,999                     | £2,000                                                    | £1,000                             |
| 15,000 to 19,999                     | £4,000                                                    | £2,000                             |
| 20,000 to 29,999                     | £8,000                                                    | £4,000                             |

|                  |         |         |
|------------------|---------|---------|
| 30,000 to 39,999 | £16,000 | £8,000  |
| 40,000 to 49,999 | £24,000 | £12,000 |
| 50,000 to 59,999 | £32,000 | £16,000 |

- 1 -

|                  |         |         |
|------------------|---------|---------|
| 60,000 to 69,999 | £40,000 | £20,000 |
| 70,000 to 79,999 | £48,000 | £24,000 |
| 80,000 to 89,999 | £56,000 | £28,000 |
| 90,000 and over  | £64,000 | £32,000 |

### Exemptions

No fee shall be payable for an application, relating to the provision of regulated entertainment only, submitted by:

- (i) a school or college where the provision of regulated entertainment on the premises is carried on, by and for the purposes of those educational institutions, and
- (ii) premises that are or form part of a church hall, chapel hall or other similar building or a village hall, parish hall, or community hall or other similar building.

### **2. Fees payable for:**

- (i) application for grant of a club premises certificate,
- (ii) application to vary a club premises certificate; and
- (iii) annual fee for a club premises certificate (payable each year from the date a club premises certificate is granted)

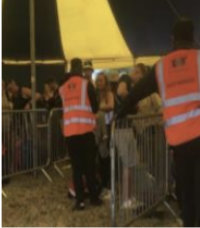
| RATEABLE VALUES            | BANDS | GRANT &<br>VARIATION FEE<br>PAYABLE £ | ANNUAL<br>FEE PAYABLE £ |
|----------------------------|-------|---------------------------------------|-------------------------|
| No rateable value to £4300 | A     | 100                                   | 70                      |
| £4300 to £33,000           | B     | 190                                   | 180                     |
| £33,001 to £87,000         | C     | 315                                   | 295                     |
| £87,001 to £125,000        | D     | 450                                   | 320                     |

|                   |   |     |     |
|-------------------|---|-----|-----|
| 125,001 and above | E | 635 | 350 |
|-------------------|---|-----|-----|

**3. Other fees payable in respect of applications made or notices given, are as follows:**

| <b>Application or notice</b>                                                                           | <b>Fee payable</b> |
|--------------------------------------------------------------------------------------------------------|--------------------|
| Minor variation                                                                                        | £89                |
| Notification of theft, loss, etc. of premises licence or summary                                       | £10.50             |
| Application for provisional statement where premises being built, etc.                                 | £315.00            |
| Notification of change of name or address of premises licence holder or designated premises supervisor | £10.50             |
| Application to vary premises licence to specify individual as premises supervisor                      | £23                |
| Application for transfer of premises licence                                                           | £23                |
| Notice of interim authority following death etc. of premises licence holder                            | £23                |
| Notification of theft, loss, etc. of club premises certificate or summary                              | £10.50             |
| Notification of change of name or alteration of rules of club                                          | £10.50             |
| Notification of change of relevant registered address of club                                          | £10.50             |
| Application for temporary event notice                                                                 | £21                |
| Notification of theft, loss, etc. of temporary event notice                                            | £10.50             |
| Application for grant of a personal licence                                                            | £37                |
| Notification of theft, loss, etc. of personal licence                                                  | £10.50             |
| Notification of change of name or address of personal licence holder                                   | £10.50             |
| Notification of right of freeholder to be notified of licensing matters                                | £21                |

## 12. APPENDIX E - Events staffing agency quote for stewards

| Quote                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |       |      |       |                                                                                            |           |                |      |       |      |       |           |           |       |                |    |   |    |   |     |         |        |    |   |   |   |     |      |                 |  |  |  |  |  |                |                                    |  |  |  |  |  |  |                           |  |  |  |  |  |               |                           |  |  |  |  |  |                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|------|-------|--------------------------------------------------------------------------------------------|-----------|----------------|------|-------|------|-------|-----------|-----------|-------|----------------|----|---|----|---|-----|---------|--------|----|---|---|---|-----|------|-----------------|--|--|--|--|--|----------------|------------------------------------|--|--|--|--|--|--|---------------------------|--|--|--|--|--|---------------|---------------------------|--|--|--|--|--|----------------|
| <b>From:</b><br>Events Staffing Agency<br><b>Tel:</b> +44207 607 2568<br><b>Website:</b> www.eventsstaffingagency.co.uk<br><b>Address:</b> International House, 64 Nile Street, N1 7SR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |       |      |       | <b>For:</b><br><br><b>Contact Person:</b> Giza Smith<br><b>Email:</b> giza.smith@gmail.com |           |                |      |       |      |       |           |           |       |                |    |   |    |   |     |         |        |    |   |   |   |     |      |                 |  |  |  |  |  |                |                                    |  |  |  |  |  |  |                           |  |  |  |  |  |               |                           |  |  |  |  |  |                |
| <b>Date of Quote:</b> 28.07.2023<br><b>Date of Event:</b> TBC<br><b>Event Location:</b> TBC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |       |      |       |                                                                                            |           |                |      |       |      |       |           |           |       |                |    |   |    |   |     |         |        |    |   |   |   |     |      |                 |  |  |  |  |  |                |                                    |  |  |  |  |  |  |                           |  |  |  |  |  |               |                           |  |  |  |  |  |                |
| <table border="1"> <thead> <tr> <th>Role</th> <th>Units</th> <th>Days</th> <th>Hours</th> <th>Locations</th> <th>Unit Cost</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Event Marshals</td> <td>40</td> <td>2</td> <td>11</td> <td>1</td> <td>£22</td> <td>£19,360</td> </tr> <tr> <td>Travel</td> <td>40</td> <td>2</td> <td>-</td> <td>1</td> <td>£10</td> <td>£800</td> </tr> <tr> <td colspan="6"><b>Subtotal</b></td> <td><b>£20,160</b></td> </tr> <tr> <td colspan="6"><b>PAYMENT TERMS: 100% UPFRONT</b></td> <td></td> </tr> <tr> <td colspan="6"><b>Management Fee 10%</b></td> <td><b>£2,016</b></td> </tr> <tr> <td colspan="6"><b>Quote Total Ex VAT</b></td> <td><b>£22,176</b></td> </tr> </tbody> </table> |       |      |       |                                                                                            |           |                | Role | Units | Days | Hours | Locations | Unit Cost | Total | Event Marshals | 40 | 2 | 11 | 1 | £22 | £19,360 | Travel | 40 | 2 | - | 1 | £10 | £800 | <b>Subtotal</b> |  |  |  |  |  | <b>£20,160</b> | <b>PAYMENT TERMS: 100% UPFRONT</b> |  |  |  |  |  |  | <b>Management Fee 10%</b> |  |  |  |  |  | <b>£2,016</b> | <b>Quote Total Ex VAT</b> |  |  |  |  |  | <b>£22,176</b> |
| Role                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Units | Days | Hours | Locations                                                                                  | Unit Cost | Total          |      |       |      |       |           |           |       |                |    |   |    |   |     |         |        |    |   |   |   |     |      |                 |  |  |  |  |  |                |                                    |  |  |  |  |  |  |                           |  |  |  |  |  |               |                           |  |  |  |  |  |                |
| Event Marshals                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 40    | 2    | 11    | 1                                                                                          | £22       | £19,360        |      |       |      |       |           |           |       |                |    |   |    |   |     |         |        |    |   |   |   |     |      |                 |  |  |  |  |  |                |                                    |  |  |  |  |  |  |                           |  |  |  |  |  |               |                           |  |  |  |  |  |                |
| Travel                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 40    | 2    | -     | 1                                                                                          | £10       | £800           |      |       |      |       |           |           |       |                |    |   |    |   |     |         |        |    |   |   |   |     |      |                 |  |  |  |  |  |                |                                    |  |  |  |  |  |  |                           |  |  |  |  |  |               |                           |  |  |  |  |  |                |
| <b>Subtotal</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |       |      |       |                                                                                            |           | <b>£20,160</b> |      |       |      |       |           |           |       |                |    |   |    |   |     |         |        |    |   |   |   |     |      |                 |  |  |  |  |  |                |                                    |  |  |  |  |  |  |                           |  |  |  |  |  |               |                           |  |  |  |  |  |                |
| <b>PAYMENT TERMS: 100% UPFRONT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |       |      |       |                                                                                            |           |                |      |       |      |       |           |           |       |                |    |   |    |   |     |         |        |    |   |   |   |     |      |                 |  |  |  |  |  |                |                                    |  |  |  |  |  |  |                           |  |  |  |  |  |               |                           |  |  |  |  |  |                |
| <b>Management Fee 10%</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |       |      |       |                                                                                            |           | <b>£2,016</b>  |      |       |      |       |           |           |       |                |    |   |    |   |     |         |        |    |   |   |   |     |      |                 |  |  |  |  |  |                |                                    |  |  |  |  |  |  |                           |  |  |  |  |  |               |                           |  |  |  |  |  |                |
| <b>Quote Total Ex VAT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |       |      |       |                                                                                            |           | <b>£22,176</b> |      |       |      |       |           |           |       |                |    |   |    |   |     |         |        |    |   |   |   |     |      |                 |  |  |  |  |  |                |                                    |  |  |  |  |  |  |                           |  |  |  |  |  |               |                           |  |  |  |  |  |                |
|                                                                                                                                                                                                                                                                                                                                                                                    |       |      |       |                                                                                            |           |                |      |       |      |       |           |           |       |                |    |   |    |   |     |         |        |    |   |   |   |     |      |                 |  |  |  |  |  |                |                                    |  |  |  |  |  |  |                           |  |  |  |  |  |               |                           |  |  |  |  |  |                |

### Client Terms and Conditions

Love Creative Marketing ("the Agency") will provide for you ("The Buyer") personnel/s or services for promotional events in accordance with these terms and conditions, unless such is varied in writing by agreement between the parties.

#### 1. CONFIRMATION

No job shall commence until the agency receives a Purchase Order from the client or email confirmation. This serves as the agencies confirmation.

#### 2. PAYMENT

Payment can be made by cheque, or BACS. Our payment terms for staffing campaigns are against a pro-forma invoice unless prior agreement to credit facilities has been given by the Company.

Payments on account are made 100% upfront and received in cleared funds prior to the campaign start date unless special payment terms are agreed with both parties.

In any event, Love Creative Marketing reserves the right to refuse services if payment *has not been received prior to the start date of a campaign*.

In the event of late payment we reserve our statutory right to interest at the rate of 8% above base under the Late Payment of Commercial Debts (interest) Act 1998.

Quotations provided shall only constitute an invitation to treat and all prices will only be confirmed upon acceptance of acknowledgement of final plan.

Value Added Tax will be added wherever applicable to the quoted price at the prevailing rate.

Postage and/or Carriage will be charged in addition wherever applicable to the quoted price at the prevailing rate at the time of delivery.

### 13. **Bibliography**

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