

Portfolio: Countryside 2-Day Festival

Letters, Formal Documentation and License
Applications



Live Event Management

SBTY7005

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The Event

'Flux' is a two-day event set in Martin, Fordingbridge. The event will take place on the 15th and 16th of August 2020, and is a bespoke festival aimed at promoting the finer things in life, whilst creating an atmosphere of letting loose and full immersion into the culture. Our main goal is to make flux a little bubble where you can celebrate, enjoy life and be in the presence of likeminded people, in the middle of the UK countryside. The young generation nowadays want everything instant, intense and luxurious; this is what our event is able to harness. Every part of the festival is tailored to this unique audience and offers premium services for all its ticketholders. Flux is strictly 18+ due to the nature of the music and lyric content. The maximum capacity of the event is 3,000, with camping space provided for all. The artists that we have secured include the best names in the US and UK urban scenes, with the likes of A\$AP ROCKY, D-Block Europe, Lil Tecca, Headie One, DigDat and Smokepurpp. As one of the event organising put it, we are the urban Coachella. One of the first things I did when deciding the name, was to create a logo to give the festival an identity (See Appendix F).

To add to the immersion, performers and dancers will also be on site, producing spectacles with vast colour and intensity around the main arena and entertainment areas. The regular camp site features a woodland section that contains hammocks, beanbags, swings and natural beauties. This element is added to ensure a sense of escapism at the event as the main vibe will be loud and high intensity much of the time. The entertainment area and main arena will also be separated by hedges (See Appendix A), where there will be an opportunity to lounge in sofas, order food and drinks in a more relaxed environment.

Due to the high-end nature of the festival, tickets sell as:

Weekend earlybird tickets @ £225

Regular Weekend tickets @ £300

VIP Weekend tickets @ £450

(VIP package Includes meet and greet opportunities, luxury area access, boutique woodland camping and much more).

The Venue

Deciding on the Venue is arguably the most important aspect of the planning phase in creating this Festival. The Purple Guide is a particularly useful reference when identifying all aspects that must be taken into consideration when sourcing a festival site. Due to size of the festival, a Greenfields site was most appropriate, however with this choice comes many considerations that must be addressed before finalising the decision. Conducting a Site-Suitability assessment is a vital process. Below are the segments of this assessment.

Nature of the Event/Infrastructure

Understanding the audience profile, how many there will be, and their behaviour is extremely useful in determining the layout, facilities and staff at the event. It also helps us know what type of infrastructure would be suitable, for example, infrastructure that is easily climbable and poses safety risks, may not be suitable for an event with large numbers of children at, or even at an event where the main demographic is young adults who will more than likely be under the influence and cause serious damage to themselves or others by climbing the structure. This may not be such an issue at say a country, or food tasting event.

As Flux is targeting young adults in a potentially high-risk category, the temporary infrastructure at the venue will safety checked and have security close to it to ensure no incidents occur.

Emergency Routes / Liaising with Locals and Authorities

In the case of an emergency, it is vital to have clearly identified routes that festival goers can exit by, or emergency services can access quickly. These factors are directly impacted by the number of entrances on the site, the flowrate (which is affected by searching procedures by security on entry) and vehicular access to the site. In response to these, our site comprises to two main vehicle access points, for customer parking, and trade/services access. In the event of an emergency, both of these entrances will be the main focus points and will be adequately cleared by staff to ensure the smooth flow of people. Due to the nature of the VIP area and woodland areas being on the edges of the site, we have liaised with the neighbouring landowner, who is happy to provide easy access to both the areas should the unlikely need arise.

The ground condition also plays a factor in the emergency routes due to the nature of the site, should the weather consist of rain (therefore making the surface harder to mobilise through), extra measures will need to be taken to ensure the continued safety of those attempting to leave the site.

Road Access for Building

For the setup of the event and possible emergency service usage, it is important to consider low bridges, weight limits, traffic flow and road wideness when deciding a venue. Heavy and tall trucks carrying the equipment may have to take multiple trips on the roads, which may also be a nuisance to the locals. It was also important to check for overhead power lines and cables that could prove a hinderance.

For our event I have checked all of these requirements, whilst they are all adequate, there are narrow roads and low branches which may affect tall trucks accessing the event. To attempt to combat this, I have written to the council to request trimming the branches back, and also sent a letter to locals informing them of the date, time and type of extra traffic they may encounter in the time leading up to and after the event.

Proximity to Local Amenities/Public Transport

Assessing the sites proximity to main roads, emergency services, bus stops, train stations and other services is also another deciding factor. It may be enough to have an ambulance on site, however if the injury is more serious, it is important to have a hospital nearby to lower the risk of fatalities. Public transport is a large part of how people arrive at festivals, with many taking trains, buses and taxis. Having a local train station is the most vital one, and it is also important to inform the station of your event so they can expect large numbers of people. This is also important in the unfortunate case of having to close the event area, when there would be mass migration to the station and could possibly cause overcrowding and many more issues.

The site is located in close proximity to an A road and will be clearly signposted at the turning off from the main road. The closest train station is Salisbury station (1Hr from London Waterloo direct) and is a 20-minute drive from the festival site. To combat the amount of traffic through the village, there will be regular dedicated shuttle buses from the station, to carry people to the site with minimal disruption to the locals. Salisbury Hospital is also around 20 min away, as is the fire station and police station.

Adequate Site Area

The site size is dependent on estimated ticketholders and facilities required. Car park space, toilet/shower facilities (drainage and water tanks also) and camping areas must be of adequate size. When dealing with infrastructure, ensuring that there is enough space between them to slow down the spread of fire is essential, which also gives more space to firefighters to combat the issue. Most festival goers still travel by car, so having a large car park for customers and traders alike is also required. It is also worth considering the distance between vehicles and camp sites to minimise the risk of the two coming into contact.

To address these points, our site is located in a large field with a large capacity car park. This ensures that each structure is of adequate distance away from each other, and so that there is enough space for toilets (whilst also not being too close to people in respect to the odour that can occur). The car park and camping sites are at opposite ends of fields to each other to further minimise the risks.

Other Site Safety Considerations

Trips and falls are the most common issue at events across the world, a way of combating this is providing adequate lighting. Whilst some areas require ambient, mood lighting, it is important to consider the risk of accidents occurred due to poor lighting, ensuring safe movement around the festival site. Even though the field in question isn't used for livestock, there is a high possibility of animal droppings from deer, rabbits and other wildlife that must be removed before anybody arrives at the site.

Whilst our site does contain many areas which are to be dimly lit (woodland, lounge areas), we identified the key risk areas and ensured they would be adequately lit to minimise this risk. The rest of the site will be brightly lit up (as will indoor areas) and will have minimal risk of trips

due to poor lighting. In respect to animal dropping, the landowner has agreed to treat the field a week in advance to deter animals from entering, whilst also going over the field again the day before setup occurs to ensure that the method has been successful.

Licensing

As we wanted to play live and recorded music to more than 500 people after 11pm, and sell alcohol at the event, we needed to obtain various licenses under the Licensing Act 2003. The Act introduced a single licensing scheme for registering licenses in England and Wales. This scheme regulates the sale or supply of alcohol, providing entertainment, or providing late night refreshment. This act covers a wide range of considerations and standards that must be adhered to, to be able to obtain a license. It is clearly displayed on the .gov website and is explained in simpler detail by many other websites. Eventbrite provides a very useful quick guide on the licensing considerations for events and festivals.

Licensing Authority

License applications are filled in and issued by the New Forest district council. Their website is easy to navigate and provides clear instructions in how to download and complete the required application forms. During the preparation phases of festival planning, having a good relationship and contact with the council is an essential asset. The council can provide many resources to aid you in the setup process, including improving dialog with emergency services and giving suggestions of used and trusted service providers. The most important involvement with the council, however, is to gain a premise license and scheduling the Safety Advisory Group (SAG) to take a look at your site.

Premise License / Designated Premises Supervisor

When applying for a Premise license, it is vital to follow the exact instructions and guidelines that the council offers you, as failure to do so in the correct way could cause unwanted delays to the process, and could ultimately see the event being cancelled. Fortunately for us, the premise license instructions were clear and easy to locate on the New Forest District council website. Listed are the four items needed to complete the application.

1. A completed application forms. Applicants are advised to read the Licensing Act 2003 guidance on completing the application. (See Appendix B)
2. A plan of the premises, which must be a clear representation of the premises and should include:
 - (a) Entrances and exits,
 - (b) Bar area,
 - (c) For off licensed premises, where alcohol is displayed,
 - (d) Fire safety equipment (alarms, blankets, extinguishers etc),
 - (e) Clear line around the area intended to be licensed,

- (f) Boundary of the building,
- (g) Fire escapes,
- (h) Fixed structures,
- (i) Any raised areas, stages etc,
- (j) Location of toilet facilities,
- (k) Additional rooms and/or kitchen area in the building

Plans are not required to be submitted in any particular scale, but they must be in a format which is clear and legible. There is no requirement for plans to be professionally drawn as long as they clearly show all the prescribed information.

3. The appropriate fee
4. If the application requests authorisation to sell alcohol, a form containing the consent of the proposed designated premises supervisor. (See Appendix C)

The premise license application aims to explore the applicant's precautions and considerations taken in order to ensure that the event runs as smoothly as possible with as little disruption or disturbances. The main way they do this, is to understand various methods taken to reduce the risks of crime and disorder, public safety, public nuisance and harm of children.

To reduce the risk of crime, various extra precautions will be taken. In a bid to reduce the occurrence of violent incidents and drug abuse, the choice of security is very important. We chose a well-respected company who have experience in working with similar types of festivals. There will be searches at the main entrance of the site, with security posted around the site keeping and eye on any suspicious activity. Amnesty boxes are also situated around the site, including the entrance, which provides people the opportunity to dispose of any illegal substances without fear of prosecution.

Public safety is of paramount importance in any event, however due to the nature of the expected clientele, and the expectation of alcohol over-indulgence, extra care must be taken when looking at trip and fall hazards. A full risk assessment has been completed (See Appendix D) and provides a comprehensive look into all necessary hazards that need to be considered. The site will also be clearly signposted throughout, especially highlighting the most vital services/areas, such as toilet facilities, medical, security and information. Due to artists favouring strobe lights on set, we also broadcast a medical warning for people who may experience seizures or medical issues due to the bright/flashing lights. Warnings are also displayed in the woodland areas to ensure people are aware of the natural inconsistency of woodland terrain.

The prevention of public nuisance is a consideration that applies especially to festivals due to the amount of traffic, noise and light that is produced. Fortunately, our site is based in the middle of the country, which minimises the noise to the neighbour's issues. I contacted the few locals to make them aware of the event, and provide an opportunity to have community meetings, if locals should want them (See Appendix G). Shuttle buses to and from the event run smoothly from Salisbury train and bus stations at allocated times to ensure a steady flow of traffic and to prevent traffic jams. The camping and arena sites are fenced off to prevent people coming in or out of the festival without going through the designated entrances/exits.

Safety Advisory Group

The event organiser is responsible for the health, safety and welfare of the people attending their event, as well as that of the employees, contractors and sub-contractors working there. This can be a lot of new information for organisers with little to no experience in this field. As a result of this, local councils offer the services of their Safety Advisory Group (SAG), to assist by giving advice and recommendations to the organisers. The New Forest district council describes their main aims of this group on their webpage;

SAG Objectives

The aims and objectives of the SAG are to provide safety information and advice to event organisers and to foster good working relationships with them. The SAG will promote best practice and encourage co-operation between its members to ensure that public safety is always paramount in the minds of event organisers – New Forest District Council

A full SAG application form has been filled out for our festival, and can be seen at Appendix E.

Considerations

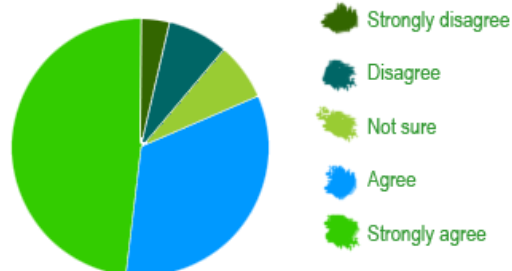
To be able to play recorded music and live music at the festival, it was important to obtain a PRS license, to ensure no copyright cases occur in the future. PRS and PPL now operate together, a joint license was then released by the organisations, called TheMusicLicense, which grants the ability to perform music in public. This license also encompasses the ability to play recorded music at our festival, in the VIP, bar, restaurant and entertainment areas. As there were going to be videographers around the site, taking photos and making a promotional film, it was important to ensure we fell within the regulations of the Data Protection Act 1998. Various considerations will also play in your favour when the SAG inspect your premises. These include, necessary road closures, public/employers liability insurance, food, electrical and gas safety certificates.

After Event Clear Up/ Sustainability

On average, music festivals generate around 23,500 tonnes of waste (Keynes, 2019). This mainly includes food waste, abandoned tents/clothing, food containers and plastic bottles. To combat this, specified waste containers will be available on site, prompting people to put their waste in either general, recyclable or food containers. This aims to reduce waste on the site and push a sustainable ethos. We have also contacted the food companies to ensure they serve recyclable food containers and water bottles. Our aim is to achieve 100% landfill diversion. The food waste can be sent to anaerobic digestion facilities, glass and mixed recycling can be sorted and sent for recycling, and peelings of food can even be sent to local composting facilities.

Source: AGreenerFestival.com

I would separate my rubbish at a festival if separate bins were provided



References

A Greener Festival. n.d. *Waste Management - A Greener Festival*. [online] Available at: <<https://www.agreenerfestival.com/waste-management/>> [Accessed 24 March 2020].

Grimsey, A., 2019. *Licences For Events: Regulations And Reqs / Eventbrite UK*. [online] Eventbrite UK. Available at: <<https://www.eventbrite.co.uk/blog/premises-licence-rules-for-events-ds00/>> [Accessed 16 March 2020].

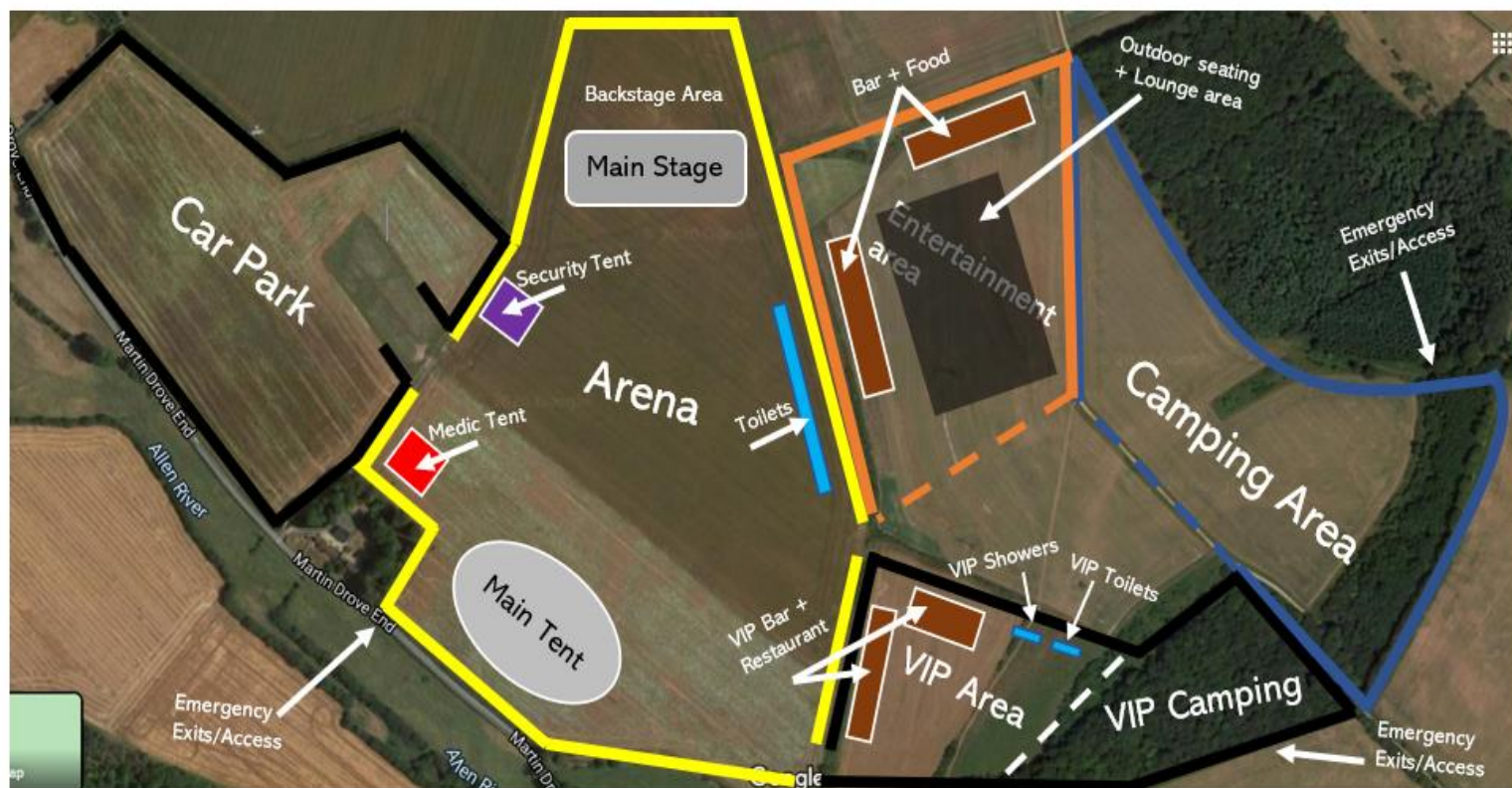
Keynes, J., 2019. *What Happens To Waste After A Festival Or Summer Event*. [online] Biffa. Available at: <<https://www.biffa.co.uk/biffablog/2019/may/what-happens-to-waste-after-a-festival-or-summer-event>> [Accessed 20 March 2020].

Newforest.gov.uk. n.d. *Public Events And The Safety Advisory Group (SAG)*. [online] Available at: <<http://www.newforest.gov.uk/article/15466/Public-Events-and-the-Safety-Advisory-Group>> [Accessed 24 March 2020].

PPL PRS. 2020. *Live Music Licence / Festivals & Concert Music Licence / Themusiclicence*. [online] Available at: <<https://pplprs.co.uk/business/live-music-festivals-concert-venues/>> [Accessed 24 March 2020].

Appendices

Appendix A – Site Map



Appendix B – Premise License Application

Application for a premises licence to be granted under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

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

I/We Rory Grant-Wood

(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			
Martin Drove End Martin			
Post town	Fordingbridge	Postcode	SP6 3JP
Telephone number at premises (if any)		N/A	
Non-domestic rateable value of premises		£ 12,500	

Part 2 - Applicant details

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

- | | | | |
|----|---|-------------------------------------|-----------------------------|
| a) | an individual or individuals * | ☒ | please complete section (A) |
| b) | a person other than an individual * | | |
| | i. as a limited company/limited liability partnership | ☐ | please complete section (B) |
| | ii as a partnership (other than limited liability) | ☐ | please complete section (B) |
| | iii as an unincorporated association or | ☐ | please complete section (B) |
| | iv other (for example a statutory corporation) | ☐ | please complete section (B) |
| c) | a recognised club | ☐ | please complete section (B) |
| d) | a charity | ☐ | please complete section (B) |

- e) the proprietor of an educational establishment ☐ please complete section (B)
- f) a health service body ☐ please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales ☐ please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England ☐ please complete section (B)
- h) the chief officer of police of a police force in England and Wales ☐ please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or ☒
- I am making the application pursuant to a
- statutory function or ☐
- a function discharged by virtue of Her Majesty's prerogative ☐

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr ☒	Mrs ☐	Miss ☐	Ms ☐	Other Title (for example, Rev)	
Surname Grant-Wood			First names Rory		
Date of birth 06/06/1996		I am 18 years old or over ☒		Please tick yes	
Nationality British					
Current residential address if different from premises address		359 Seven Sisters Road			
Post town	London			Postcode	N15 6RD
Daytime contact telephone number			07710879143		
E-mail address (optional)		Grantwood@gmail.com			
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)					
N/A					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr ☐		Mrs ☐	Miss ☐	Ms ☐	Other Title (for example, Rev)
Surname			First names		
Date of birth		I am 18 years old or over ☐ Please tick yes			
Nationality					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information) 					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name
Address
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)

Telephone number (if any)

E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

DD		MM		YYYY			
1	4	0	8	2	0	2	0

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

DD		MM		YYYY			
1	7	0	8	2	0	2	0

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

The Greenfields site is located in the heart of the countryside. It comprises of three large fields with a woodland area attached to one. The woodland area will be used but will be fenced around the premises to provide clear boundary lines. There is one small property near the entrance of the field which will be used by organisers as an HQ as it belongs to one of the [event](#) organisers, but will be fenced off to protect it from the general public.

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

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

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

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- | | |
|---|-------------------------------------|
| a) plays (if ticking yes, fill in box A) | ☐ |
| b) films (if ticking yes, fill in box B) | ☐ |
| c) indoor sporting events (if ticking yes, fill in box C) | ☐ |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | ☐ |
| e) live music (if ticking yes, fill in box E) | ☒ |
| f) recorded music (if ticking yes, fill in box F) | ☒ |
| g) performances of dance (if ticking yes, fill in box G) | ☒ |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | ☐ |

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



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



In all cases complete boxes K, L and M



A

Plays Standard days and timings (please read guidance note 7)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	☐
				Outdoors	☐
				Both	☐
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 4) 		
Tue					
Wed			State any seasonal variations for performing plays (please read guidance note 5) 		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 6) 		
Sat					
Sun					

B

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



C

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



D

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

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	☐
				Outdoors	☐
				Both	☒
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4) Live Music and Amplified Music to be played both in open air stages and in large tents between the given hours		
Tue					
Wed			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises</u> <u>for the performance of live music at different times to those</u> <u>listed in the column on the left, please list</u> (please read guidance note 6)		
Sat	12:00	00:00			
Sun	10:00	00:00			

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	☐
				Outdoors	☐
				Both	☒
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4) Recorded music will be played in the form of DJ sets ~~inbetween~~ live acts and in the large tents at certain times in the given hours		
Mon					
Tue					
			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)		
Wed					
~~Thur~~					
			<u>Non standard timings.</u> Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 6)		
Fri					
Sat	12:00	03:00			
Sun	10:00	03:00			

✚ G

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	☐
				Outdoors	☐
				Both	☒
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4) Dancers will be displaying performances whilst the live and DJ sets are going, whilst also adding to the immersion around the festival site for entertainment.		
Mon					
Tue					
			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)		
Wed					
Thur					
			<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> (please read guidance note 6)		
Fri					
Sat	12:00	00:00			
Sun	10:00	00:00			



H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing 		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	☐
Mon				Outdoors	☐
				Both	☐
Tue			<u>Please give further details here</u> (please read guidance note 4) 		
Wed					
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5) 		
Fri					
Sat			<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> (please read guidance note 6) 		
Sun					

I



Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of <u>late night</u> refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	☐
				Outdoors	☐
				Both	☒
Day	Start	Finish	Please give further details here (please read guidance note 4) Refreshments will be served in marquee tents, VIP areas and outdoor bars until the early hours. They will also be served in the early morning, before and after the music sets finish/start		
Mon					
Tue					
			State any seasonal variations for the provision of <u>late night refreshment</u> (please read guidance note 5)		
Wed					
~~Thur~~					
			<u>Non standard timings.</u> Where you intend to use the premises for the provision of <u>late night</u> refreshment at different times, to those listed in the column on the left, please list (please read guidance note 6)		
Fri					
Sat	12:00	04:00			
Sun	08:00	04:00			



J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)		On the premises	☐
					Off the premises	☐
					Both	☒
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5)			
Mon						
Tue						
Wed						
~~Thur~~						
Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6)						
Fri						
Sat	12:00	00:00				
Sun	12:00	00:00				

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 Rory Grant-Wood	
Date of birth 06/06/1996	
Address 359 Seven Sisters Road London	
Postcode	N15 6RD
Personal licence number (if known)	
Issuing licensing authority (if known) New Forest District Council	

K



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

18 + Event

Alcohol will be served

Music containing explicit lyrics

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6)
Mon	00:00	14:00	
Tue			
Wed			
Thur			
Fri			
Sat	11:00	23:59	
Sun	00:00	23:59	

M

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

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

The event organisers strive to provide a safe and friendly environment for the staff and customers alike. Minimal disruption to the community, public safety and satisfaction are all of paramount importance to us. The event will have sufficient facilities and staff to ensure that all of these standards are met. Health and safety information including access to medical and security facilities are constantly available for anyone seeking them. We also ensure that people know where they are going and what is happening at the event by keeping everybody informed with info boards, signposts and helpful staff who can respond to any queries that anybody may have.

b) The prevention of crime and disorder

There will be sufficient security at the event who will liaise with police in any instance that may require further action, such as drugs, violence or antisocial behaviour issues. All ticketholders will be searched as they enter, looking through bags and pat downs to ensure the level of safety we aspire to. Amnesty boxes will be available in the entrance queue and around the site should anyone wish to hand in any prohibited items, without fear of prosecution. There will also be security placed around focus points on the site so that if any person should want to report an incident, they may do so, with the option of stepping aside to do that in private if they wish.

c) Public safety

A full risk assessment will be carried out, whilst also the Public Events and Safety Advisory Group (SAG) branch of the New Forest District council will do a check of the event space prior to the site opening to the public to further boost public safety. There will be clear signs around the site and information points accessible at all times directing people to the necessary facilities such as toilets, medical assistance, and security. Warnings for people with medical conditions that may be affected by strobe lighting, smoke or noise, will be clearly displayed on our website and on site information boards. As camping is in a woodland area, warnings are also in place to watch out for trees, uneven surfaces any low branches that may be present.

d) The prevention of public nuisance

The nature of the site means that public nuisance will be kept to the bare minimum, however there are still a few residences around which must be respected. Traffic is guided by our given directions to reduce the flow through little villages or towns, whilst also having our own shuttle bus service to attempt to reduce the amount of traffic. The site will be fenced to ensure people do not leave or enter other private property, therefore trespassing. The rubbish left after the event will be picked up by specialist staff and stewards. Noise levels will be significantly reduced at 23:00 to reduce noise pollution. We have also contacted the locals with our contact details if they have any issues.

e) The protection of children from harm

This event is an 18 or over event. However to be sure no underage customers get in, IDs will be checked quickly at the same time people receive their wristbands in exchange for tickets to ensure none slip through the cracks.

**Checklist:**

Please tick to indicate agreement

- I have made or enclosed payment of the fee. ☒
- I have enclosed the plan of the premises. ☒
- I have sent copies of this application and the plan to responsible authorities and others where applicable. ☒
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. ☒
- I understand that I must now advertise my application. ☒
- I understand that if I do not comply with the above requirements my application will be rejected. ☒
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15). ☒

☐

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

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

Part 4 – Signatures (please read guidance note 11)

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

Declaration	• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). • The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or
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	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	~~Rory Grant~~ -Wood
Date	10/02/2020
Capacity	Event Organiser / Applicant

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)

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

Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:
 - Plays: no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 500.
 - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08:00 and 23:00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
 - Indoor sporting events: no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 1000.
 - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08:00 and 23:00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
 - Live music: no licence permission is required for:
 - a performance of unamplified live music between 08:00 and 23:00 on any day, on any premises.
 - a performance of amplified live music between 08:00 and 23:00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08:00 and 23:00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08:00 and 23:00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08:00 and 23:00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
 - Recorded Music: no licence permission is required for:
 - any playing of recorded music between 08:00 and 23:00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - any playing of recorded music between 08:00 and 23:00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - any playing of recorded music between 08:00 and 23:00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and

- (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
 - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
 4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
 5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
 6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
 7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
 8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
 9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
 10. Please list here steps you will take to promote all four licensing objectives together.
 11. The application form must be signed.
 12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
 13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
 14. This is the address which we shall use to correspond with you about this application.
 15. **Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:**

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

-
- A certificate of registration or ~~naturalisation~~ as a British citizen, **when produced in combination** with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
 - A **current** passport endorsed to show that the holder ~~is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.~~
 - A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and ~~is allowed to work relation to the carrying on of a licensable activity.~~
 - A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
 - A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
 - A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
 - Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
 - Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,

- (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
- (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
- (iv) self-sufficient e.g. bank statements.

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

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

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

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

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

Home Office online right to work checking service

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

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

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

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

Appendix C – Designated Premise Supervisor (DPS) Consent Form

Consent of individual to being specified as premises supervisor

Rory Grant-Wood

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

of

359 Seven Sisters Road
London

[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

Premise License

[type of application]

by

Rory Grant-Wood

[name of applicant]

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

for

Martin Drove End
Martin
Fordingbridge

[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

Rory Grant-Wood

[name of applicant]

concerning the supply of alcohol at

Martin Drove End

Martin

Fordingbridge

[name and address of premises to which application relates]

I also confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

0000000

[insert personal licence number, if any]

Personal licence issuing authority

New Forest District Council

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

Signed

Name (please print)

Rory Grant-Wood

Date

10/02/20

Appendix D – Risk Assessment

Physical Risks

RISK	LIKELIHOOD	SOLUTION
Trips, falls, temporary structure hazards, uneven ground and dark zones	Possible	Cables to be safely covered. Lighting in dark zones will make trip hazards clearly visible
Installation of lights and stage speaker system	Unlikely	Only experienced workmen to install heavy equipment from a height. Sufficient safety gear must also be worn
Public disorder, fights and property damage due to alcohol intake on site	Possible	Monitor attendees and if necessary inform the local authorities. The alcohol vendors must be briefed on the Licensing Act (2003). Security on site trained and licensed
Vehicles operating on the site (staff, attendees and stage build vehicles)	Likely	Remove all work vehicles from the site prior to the event. Traffic entering the site by the village lane must obey the speed limits in the area
Noise levels	Unlikely	Must abide by the local noise restrictions. Frequently monitor output levels.

Chemical Risks

RISK	LIKELIHOOD	SOLUTION
Waste disposal	Unlikely	Sufficient number of bins to be provided. Litter picking teams will be required during and after the event
Fires (including electrical)	Unlikely	Must abide by local authority regulations regarding flammables on site. Have firefighting equipment accessible to staff. Ensure the staff are familiar with the fire evacuation plan. Electrical equipment must have safety checks and not be overloaded. Structures situated safe distance from each other
Chemical substances (washing up liquids, bleach, toilet cleaners etc.)	Unlikely	Staff handling chemical substances must be trained to do so. Ensure they are not accessible to the general public
Pyrotechnic burns/injuries	Unlikely	Only trained personnel to operate/install. Safely stored away when not in use

Biological Risks

RISK	LIKELYHOOD	SOLUTION
UV rays/dehydration	Possible	Ensure there is shade on site. Free tap water must be widely available. People to be advised to bring sun cream if a sunny day
Stings and bites from insects	Possible	Some staff to be trained in basic first aid to deal with minor medical issues. If more serious, staff will contact the local ambulance/doctors
Cross contamination in the water and food on site	Unlikely	Only use reputable vendors. Food and drink outlets must abide by food hygiene laws. Water pipes to be cleared prior to the event
Sanitary blocks from overuse	Unlikely	Pipes and drainage facilities thoroughly checked and maintained. Spread toilet facilities around site to prevent overuse

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Natural Risks

RISK	LIKELYHOOD	SOLUTION
Freak weather (storm, heatwave, heavy rain, etc.)	Possible	Site and staff to be prepared for any weather possibility. Evacuation plan to be required in case of emergency. Enough shelter provided for festivalgoers and prevent crowding
Off-site hazards that affect the event	Very unlikely	Full and partial evacuation plan to be briefed to all members of staff and emergency services

Appendix E – Safety Advisory Group (SAG) Application



Name and Address Details of Organiser:

Title*	Mr. ▼
First Name*	Rory
Surname*	Grant-Wood
Address*	359
	Seven Sisters Road
Post Code*	N15 6RD
Email Address	grantwood@gmail.com
Mobile Number	07710879143
Contact Telephone Number	

Event Details:

Name of Event (will appear as such on events list)*	Flux
Has the event been held previously?*	No ▼
Type of Event*	Festival ▼
Event Start Date*	15/08/2020
Event Start Time*	12:00 hh:mm
Event End Date*	17/08/2020
Event End Time*	13:00 hh:mm
Duration of Event (Days)	3
How many people will be attending on each day?*	2000 - 2999 ▼
Where will the Event take place?*	Martin Drove End, Martin, Fordingbridge
Have you obtained permission from the owner of the land where the event is planned? If Yes please attach to this application.*	Yes ▼
Website or Email Address for Public to find more information	
Will any part of the event take place on a road or highway?*	No ▼
Are there any activities involving animals?*	No ▼
Are there any special or unusual activities?*	No ▼
Will a Risk Assessment be completed?*	Yes ▼
Will there be :	
Alcohol*	Yes ▼
Regulated Entertainment*	Yes ▼
Late Night Refreshment*	Yes ▼
provided under the Licensing Act 2003? (see Licensing website for guidance).	
Has any medical - first aid provisions been arranged?*	Yes ▼
Please provide details of medical provisions*	Liaised with Festival Medical Services
Do you have an Event Plan?*	Yes ▼

Number of Noise sensitive Dwellings potentially affected*	0 - 9 ▼
Hours of Operation*	0200 hrs onwards ▼
Duration of Event*	Over 48 hours ▼
Event reputation*	Past events with no concerns ▼
Nature of Music / Other*	Amplified music with a significant bass component ▼
Audience Profile*	Mainly unaccompanied young people ▼
Alcohol Availability*	Unrestricted sales and / or personal consumption for duration of event ▼
Temporary Structures*	Many stages / marquees and bespoke structures ▼
Fire Safety*	Substantial amount of fuel (LPG / Petroleum) or Large firework / pyrotechnic display ▼
Traffic Management*	Road closures and / or some congestion anticipated (less than 10 minutes) ▼
Camping*	Large campsite (over 75 tents / temporary Structures) ▼
Number of People attending*	1000 + ▼

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Appendix F – Festival Logo



Appendix G – Email to Locals

Upcoming Festival 'Flux'

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Upcoming Festival 'Flux'

Dear Residents,

I am writing to personally inform you all of our intention to host a 2 day festival, at fields by Martin Drove lane, Fordingbridge. I am one of the event organisers and will be very much involved in the processes leading up to a successful event. To ensure that we cause as little disruption to yourselves as possible, we have many initiatives to address any issues that may occur. We have obtained a premise license, and the go ahead to start this even from the council. I would however firstly like to have a dialogue with you all. I will be available for your questions on [REDACTED]. I would also like to extend an invitation to you all for regular local meetings, with either myself or a festival representative, to answer your questions or any information you may have. We are passionate about causing all of you minimal disruptions, so please do not hesitate to get in contact with myself on the number I have provided. I look forward to hearing from you.

Kind Regards

Rory Grant-Wood

Event Organiser 'Flux'