

BOONERS FESTIVAL 2020



Kyarah Boon

Live Music & Event Management

Assignment Title - Portfolio 1

Student Number - 1900269

Lecturer - Natalie Smith

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Booners Festival 2020

‘Booners Festival 2020’, is a two-day family fun filled weekend located in Birchover on the edge of the Peak District. The event is primarily targeted at families of all sizes as we want to create a summer memory that all individuals of all ages can experience. The music will vary between all genres and all decades, allowing each individual to experience their favourite music and for all individuals to experience the exposure of new or old music.

This countryside festival will have a capacity of 3000 people, and will contain three main stages inside the venue. From old school bangers to new music in the world today, we want to unite everyone together and create the most positive and fun-filled energy for everyone.

The Venue & Site Map

Location

The location that we have chosen for Booners Festival 2020, is at the very top of Birchover village, located in Derbyshire Dales District, Matlock Derbyshire, England. This location can be found in the beautiful wooden valley, on a privately owned estate, deep in the Derbyshire countryside. This location contains buildings dating back to the 1500's and is known as one of the prettiest villages in the Peak District.

Referring to *Appendix A*, this venue is located at the very top of the village, away from the local community ensuring that they will not be affected by the two-day festival. This location is about a 15-minute drive from the towns Bakewell and Matlock, meaning that despite the rural retreat, the individuals joining us are not far from civilisation. As this location is nearby multiple towns, it makes it relatively easy for the target audience to locate us and ensures that local residency disruptions are kept at a minimum. All local residents within a 3-mile radius of the festival will be notified and informed well before the dates of the festival. This will be done through the the display of statutory notice and local advertising (Licensing Act, 2003).

Driving Instructions:

Please do not, under any circumstances, try to reach the campsite via Stanton Lees OR Birchover Lane in any large vehicles. These roads are extremely narrow, and Stanton Lees is very steep making both of these routes unsuitable for safe travel. Instead, please use the B5056 to reach our location safely.

Please also be aware that Lee's Road in Stanton is currently closed, and will remain closed during the dates of Booners Festival 2020. Do not attempt to go this way as it is extremely difficult to turn around and unsuitable for large vehicles.

Booners Festival 2020 Address:

Birchover
Derbyshire, Central North England
United Kingdom
DE4 2BL

Appendix A demonstrates the two-day festival layout of this Derbyshire estate.

Transport

Train -

If you are coming to Matlock, Derbyshire by train, the nearest mainline destination using East Midlands Trains will be Matlock Station. This station runs an hourly train service between Matlock and Nottingham via Belper and Derby.

Bus -

During the dates of the festival, 17th - 19th of July, 2020. We will have a running bus service available daily from Matlock Station to the Booners Festival location (and reversed). This will be an hourly service running between 12:00 - 15:00 and 20:00 - 23:00 on the Friday & Saturday, and will take 17 minutes from station to venue (Google Maps, 2020). On Sunday, the closing day of the festival this service will be running from 7:00 - 12:00.

However if you wish to take public transport, we recommend Traveline as the best service as they offer a comprehensive travel planning option.

Taxi Companies -

There are a number of local taxi companies available who are happy to provide travel to the venue or any nearby areas.

Bicycle -

As some attendees will be local to the area, we have set up a biking facility for individuals who wish to travel to the festival this way. This facility will be placed outside of the festival venue, and no bicycles will be permitted inside the premises for safety purposes.

Campsites

This rural environment has the perfect base for individuals who wish to camp or travel with caravans as it an award winning campsite and has been rated as one of the best campsites in the UK, making it extremely suitable for individuals of all ages and family sizes to come join our festival (SiteFinder, 2019). Please see *Appendix A* to locate the field that is used as the camping site.

We have a separate area located for tourers, these are hard surfaced pitches and provide an all weather surface. Please note that some have shared illuminated electrical hook up bollards with drinking water and some have individual electrical hook up points. Tourers will be unable to be pitched in the camping fields, and are only permitted to be booked in the touring pitches. Please be aware that tents are unable to be pitched next to caravans, as there is a separate field for this.

Bins will be placed along the pathways at regular intervals. Lighting will be placed in a similar matter, especially in all designated footpath areas and will turn on at exactly 21:00 both nights of the festival in order to prevent risk of injury and crime. Please note that dogs are not permitted on the campsites or during festival hours.

Licensing

The Licensing Act 2003, is a primary legislation of the Parliament of the United Kingdom. This primary legislation, also known as an Act, establishes a single integrated scheme for licensing premises located only in England and Wales. The Licensing Act 2003 states that there are four licensable activities, these include:

- (a) The sale by retail of alcohol.
- (b) The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club.
- (c) The provision of regulated entertainment.
- (d) The provision of late night refreshment.

(Licensing Act, 2003)

Events with a capacity of 500 people or less have the ability to issue a Temporary Event Notice (TENs) from the council that has jurisdiction over the area. Applications for this are allowed to be filed up-to 10 days in advance of the event. However, Booners Festival 2020 has a capacity of 3000 people and permission to carry out some or all of the the licensable activity listed above, a premises licence is required.

All these activities are now contained in a single licence, making it easier for organisers to obtain this. In order for Booners Festival to gain a premise license we must apply to the Derbyshire Dales District Council, which is the licensing authority for the Matlock premise. Please refer to *Appendix B*, to see the Derbyshire Dales District Council Licensing Policy regarding alcohol, entertainment, and late night refreshments.

Licensing Objectives

The Licensing Authority has a duty under the Act to carry out its functions with a view to promoting the licensing objectives:

- (a) Prevention of Crime and Disorder
- (b) Public Safety
- (c) Prevention of Public Nuisance
- (d) Protection of Children From Harm

The following objectives listed above, are of equal importance and are the only matters that go into account when determining license applications.

(Derbyshire Dales District Council, 2016)

These objectives will be considered when determining applications for any of the licensable activities listed in the Act, and will be summarised as follows (Derbyshire Dales District Council, 2016):

- Retail sale of alcohol
- Supply of alcohol to club members
- Supply of hot food and / or drink from any premises between 11pm and 5am.
- Provision of regulated entertainment – to the public, to club members, or with a view to profit:
 - A performance of a play
 - An exhibition of a film
 - An indoor sporting event
 - Boxing or wrestling entertainment
 - A performance of live music
 - Any playing of recorded music
 - A performance of dance

Prevention of Crime and Disorder

Trained SIA security will be placed around the entire premises. The entrances will clearly be monitored at all times, and every person entering the festival will be searched. No glass, alcohol, drugs, and weapons will be permitted inside and are prohibited items. There will be a team of 24/7 securities patrolling the venue at all times. Zero-tolerance policy on any sexual assault or harassment claims. If necessary, the Derbyshire police can and will be contacted. Searches by the security will be permitted when criminal activity such as theft occurs, and the Derbyshire police for further investigation may take CCTV footage.

The following conditions are regarded as ‘standard conditions’ which are to be automatically imposed on premises licences and certificates in all cases. The following conditions are according to the Licensing Act 2003, Pool Of Model Conditions:

Sale of Alcohol	“No sale of alcohol will be made unless the designated premises supervisor or a personal licence holder is present on the premises. The premises licence holder shall join the Retail Radio scheme or any similar scheme operating in the area and ensure that: (a) The communication equipment is kept in working order at all times. If the communication equipment breaks then the Police will be notified and the equipment will be repaired within a reasonable time period. (b) The communication equipment shall be activated, made available to and monitored by the designated premises supervisor or a responsible member of staff at all times that the premises are open to the public;
Sale of Alcohol	(a) Any police instructions/directions are complied with whenever given; and (b) All instances of crime and disorder are reported via the communication equipment by the designated premises supervisor or a responsible member of staff to an agreed police contact point.” (Licensing Act, 2003)

Door Supervision	"The premises licence holder shall employ a minimum of SIA licensed door supervisors for every 100 customers or part thereof to deal with any likely contingency from 12:00. SIA licensed door supervisor and security shall be on duty at the premises 24/7 SIA licensed door supervisors shall be on duty at the entrance of the premises at all times. If door supervisors are required to undertake body searches then at least one female supervisor shall be available to undertake the body searches for all female attendees. Where door supervisors are required the premises licence holder shall keep records showing the names of the supervisor, their SIA badge number and expiry date, and the date/time that they were employed." (Licensing Act, 2003)
Entry to Premises	"This condition shall not restrict the use of the doors in the event of an emergency. There shall be no entry or re-entry, other than staff members, to the premises after 17:00. Patrons may be allowed re-entry where they have left the premises for a cigarette." (Licensing Act, 2003)

Bottle Bans	“No glass bottles containing beverages of any kind, whether open or sealed, shall be given to customers on the premises whether at the bar or by staff serving away from the bar. No customers carrying open or sealed bottles shall be admitted to the premises at any time that the premises are open to the public. The premises licence holder shall ensure that no customers shall take glasses or open bottles from the premises other than into the outside area shown and edged on the plan forming part of the premises licence.” (Licensing Act, 2003)
Plastic Containers	“The premises licence holder shall ensure that only plastic containers will be used for the supply of beverages during the event.” (Licensing Act, 2003)
Crime Prevention Notices	“The premises licence holder shall ensure that suitable notices are displayed warning customers of the prevalence of crime which may target them, such as: - Pick pockets - Bag snatchers - The need to guard their property - Warning against leaving property unattended.” (Licensing Act, 2003)
Signage	“The premises licence holder shall ensure that a sign, indicating the hours during which licensable activities are permitted to take place, is displayed in, on or immediately outside the premises in a position where the notice can be conveniently read by members of the public. The premises licence holder shall ensure that a sign, detailing any restrictions on the admission of children, is displayed on or immediately outside the premises in a position where the notice can be conveniently read by members of the public.” (Licensing Act, 2003)

Drugs	STRICT NO DRUG POLICY. “The designated premises supervisor shall complete a recognised ‘drug awareness’ training course. Staff shall be provided with ‘drug awareness training’, and be briefed on the drugs policy applicable to the premises.” (Licensing Act, 2003)
CCTV	“CCTV shall be installed to specifications and in locations agreed with the Derbyshire Constabulary and maintained in accordance with the Information Commissioner's CCTV Code of Practice. The CCTV shall record during all times that the premises are open for any licensable activity. All images are to be held for a minimum of 28 days. An incident log shall be kept on the premises, and made available on request to the Police or Licensing Officer, which will record the following: (a) All crimes reported to the premises; (b) All ejections of patrons; (c) Any complaints received; (d) Any incidents of disorder; (e) All seizures of drugs or offensive weapons; (f) Any faults in the CCTV system; (g) Any refusal of the sale of alcohol; (h) Any visit by a responsible authority or emergency service.” (Licensing Act, 2003)

Public Safety

An extensive risk assessment will take place and be carried out by event safety experts. Volunteers, who are qualified and have done the required course for public health & safety, will be placed all around the venue site and stages to ensure public safety. Drinking water will be available throughout the entire site free of charge, and volunteers will be walking around with plastic bottles of water and handing them out to the attendees at all times during the day. A medical centre will be set up, and medical experts will be monitoring the public. Emergency exits will be clearly shown and made aware to the public. Signs showing directions to the medical tent will clearly be placed.

A fully comprehensive Risk assessment will be carried out for the entire site. The following conditions are according to the Licensing Act 2003, Pool Of Model Conditions:

Disables People	“The premises licence holder shall ensure that, when disabled people are present, adequate arrangements exist to enable their safe evacuation in the event of an emergency and that disabled people on the premises are made aware of those arrangements.” (Licensing Act, 2003)
First Aid	“The premises licence holder shall ensure that an adequate and appropriate supply of first aid equipment and materials is available on the premises and at least one suitably trained first aider shall be on duty when the public are present and if more than one suitably trained first aider that their respective duties are clearly defined.” (Licensing Act, 2003)
Lighting	“The premises licence holder shall ensure that, in the absence of adequate daylight, the lighting in any area accessible to the public, members or guests shall be fully operational when the public, members or guests are present.” (Licensing Act, 2003)
Special Effects	“Any special effects or mechanical installation should be arranged and stored so as to minimise any risk to the safety of the audience, performers and staff. The following special effects will only be used on 10 days prior notice being given to the Licensing Authority and Environmental Health where consent has not been previously been given: - Dry ice machines and cryogenic fog - smoke machines and fog generators - pyrotechnics including fireworks - Real flame - Fire arms - Strobe lighting - Lasers - Explosives and highly flammable substances” (Licensing Act, 2003)
Drinks	“No drinks shall be sold to or be consumed by a closely seated audience except in plastic and paper containers.” (Licensing Act, 2003)

Ceilings	“All ceilings in those parts of the premises to which the audience are admitted shall be inspected by a suitably qualified person at least once in every five years and a certificate concerning the conditions of the ceilings shall be forwarded to the Licensing Authority.” (Licensing Act, 2003)
Pre-Inspection for New Premises	“ The Health and Safety Department shall be notified 28 days prior to trading in order to make a visit to the premises so that an assessment of the adequacy of the control measures in relation to public safety can be made.” (Licensing Act, 2003)

Prevention of Public Nuisance

All amplified music from the outside stages will be shut down at 00:00 every night of the festival, music at the indoor stage (only one stage out of the three) will remain open to the festival attendees until 02:00. The music levels shall be controlled by a noise limiting device set at a level determined by the Local Authority's Authorized Office, these will be fitted in all sound systems. In order to prevent littering we will have a team of volunteers in place who will monitor the site and will ensure that everything is left as clean as possible at all times.

The following conditions are according to the Licensing Act 2003, Pool Of Model Conditions:

Noise	"The internal LAeq 15 min and the Leq 15 min for the 63Hz frequency centred octave band shall not be increased within nearby residential properties (measured with windows at the dwellings either open or closed) as a result of noise emissions from regulated entertainment at the licensed premises. The premises licence holder shall ensure that the settings of the noise limiting device will not be altered unless approval is writing by the Local Authority's Authorised Officer.
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Noise	Noise generated by amplified music, during the provision of regulated entertainment, shall be controlled by a noise limiting device set at a level determined by the Local Authority's Authorised Officer, such level being confirmed in writing to the premises licence holder." (Licensing Act, 2003)
Lighting	"Internal and external lighting provided for the purpose of customer and staff safety and for the security of the premises shall be positioned so as not to cause nuisance to neighbouring or adjoining properties. Lighting associated with regulated entertainment shall be positioned so as not to cause nuisance to neighbouring or adjoining properties. (Licensing Act, 2003)
Noxious Smells	"Suitable ventilation and extraction systems shall be provided to eliminate noxious odours. Such systems shall be maintained on a regular basis." (Licensing Act, 2003)
Litter and Waste	"Disposal of waste bottles into external receptacles where the noise will be audible to neighbouring properties must not occur between 11pm and 8am." (Licensing Act, 2003)

Protection of Children From Harm

As Booners Festival welcomes people of all ages, no child under the age of 18, unaccompanied by an adult, shall be allowed in a premise after 22:00. Under 18s are permitted onsite in the hours of the festival before this, however they are required to wear a RED coloured wristband. This will bring awareness to the fact that they are underage and will not be served any alcohol under any circumstances. Signs shall be displayed inside and outside of the premises warning adults that it is an offence to buy alcohol on behalf of anyone under the age of 18 (Licensing Act, 2003). This will be controlled through thorough ID checks when checking into the festival. If seen without wristband, seen attempting to buy alcohol, or seems intoxicated at the event, they will be asked to leave Booners Festival immediately.

Stakeholders

According to Reid and Arcodia (2002), who were involved in the Stakeholder Management Strategies of Festivals study, believed that implementing a framework in assessing stakeholder satisfaction and incorporating them in the planning process would lead to an increase in community satisfaction and support (Andersson & Getz, 2008). In a Journal of Convention & Event Tourism, published in 2008, it was written that this strategy would help prevent failure. They also proposed that a model, which demonstrated how events are linked to primary and secondary stakeholders, would lead to an overall greater chance of success.

Primary Stakeholders were defined as those on whom the festival was primarily dependant on:

- Employees
- Volunteers
- Contractors
- Sponsors
- Suppliers
- Spectators
- Attendees
- Participants

While Secondary Stakeholders include:

- Host Community
- Government
- Essential Services
- Media
- Tourist Organization
- Businesses

(Andersson & Getz, 2008)

Project Planning

Ticketing -

1500 weekend camping tickets are available at £90 per person for 16+.

500 weekend camping tickets are available at £75 for individuals below the ages of 15.

Separate 1000-day tickets are available for either the Friday or Saturday at £55.

1500 16+ weekend camping tickets at £90 = £135,000

500 15- weekend camping tickets at £75 = £37,500

1000-day tickets for Booners Day 1 at £55 = £55,000

1000-day tickets for Booners Day 2 at £55= £55,000

Toilets -

As this is a large scale event, we will be hiring portaloos-toilets. As a general rule of thumb, 1 toilet per 50 people. There are 3,000 people attending the festival, meaning we will be needing 60 toilets. Based on our audience profiling, 40 of these will be toilets and 20 will be urinals. As this is a family event we are expecting young children, and will be placing 10 children-sized toilets so children. These are only to be used for children from the ages of 4 to 17.

Rubbish -

This is vital to have under control when organising an event and has to be in accordance with The Health and Safety at Work Act 1974. This will ensure the health, safety, and protection of employees and volunteers who are handling, storing, transporting and disposing of the waste. Monitoring the build-up of waste is crucial as it presents direct and indirect risks to health and safety of anyone attending and working the festival. Waste is properly stored in designated areas with easy access for removal.

Festival Catering -

As this is a two-day festival, and majority of the attendees are camping on the festival site its essential that enough food & beverages are provided at all times. Local caterers and food trucks have agreed to work the festival and will be running from the event opening hours (12:00) to closing hours (00:00 / 02:00). We will ensure that all food and beverage operators have an appropriate written Food Safety Management System.

Weather -

Seeing as the event is held in mid-July, the weather forecast is extremely warm compared to what the average UK population is used to. Due to this, there is a high risk of sun exposure and people getting sunstroke meaning that it is essential that free water is available everywhere and that everyone is seen carrying plastic water bottle.

Safety

Health and Safety at Work etc. Act 1974

The Health and Safety at Work etc. Act 1974 (c 17) is an Act of the Parliament of the United Kingdom. This Act, as of 2011, defines the fundamental structure and authority for the encouragement, and regulation of workplace health, safety, and welfare within the United Kingdom (UK Government, 1974). This Act, defines the general duties to its employers, employees, contractors, and suppliers of goods. This Act ensures for a safe and healthy workplace for all people involved.

Risk Assessment

In order to ensure the safety and well-being of every individual involved in any event and work environment, thorough event planning needs to be carried out. A risk assessment is an essential part to the planning process, and allows for any possible risks that may occur during the planning process and during the event itself to be identified. In fact, this aspect is so important that Risk Assessment Planning has now become a legal requirement for anyone that's employing others. Please refer to *Appendix C*, to see the full extensive Risk Assessment carried out for Booners Festival 2020.

Additional Consideration

- Licensable activities intended
- A complete set up and build-down programme
- Temporary structures and equipment + risk assessment
- Campaigning & branding for Booners Festival 2020
- Expected attendance numbers & audience profiling
- Traffic and parking control
- Crew numbers & volunteers
- Child safety and protection measures as this is a family event
- Toilets and first aid facilities and medical help on site at all times
- Expected noise levels and times + control measure in place for this
- Fire and health + safety risk assessments
- Sustainability Plan
 - Litter and waste disposal arrangements during and after the festival ensuring the site will be left clean and waste free.
 - Sewage to be disposed off properly,

Appendices

Appendix A



Appendix B

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 Kyarah Boon

(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			
~~Birchover~~ Derbyshire, Central North England United Kingdom DE4 2BL			
Post town	Derbyshire	Postcode	DE4 2BL
Telephone number at premises (if any)		07948 051515	
Non-domestic rateable value of premises		£ 0	

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 Boon		First names Kyrah		
Date of birth 27/07/1998		I am 18 years old or over ☒		Please tick yes
Nationality Dutch				
Current residential address if different from premises address		103a Seven Sisters Road, Finsbury Park London N7 7QP		
Post town	London		Postcode	N7 7QP
Daytime contact telephone number		07948 051515		
E-mail address (optional)		kyarahboon@gmail.com		
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)				

SECOND INDIVIDUAL APPLICANT (if applicable)

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

(B) OTHER APPLICANTS

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

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

Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
17	07	2020

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

DD	MM	YYYY
19	07	2020

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

The location that we have chosen for ~~Booners~~ Festival 2020, is at the very top of ~~Dirchboxer~~ village, located in Derbyshire Dales District, Matlock Derbyshire, England. This location can be found in the beautiful wooden valley, on a privately owned estate, deep in the Derbyshire countryside. This location contains buildings dating back to the 1500's and is known as one of the prettiest villages in the Peak District.

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	Please give further details here (please read guidance note 4) _____		
Mon	_____	_____			
	_____	_____			
Tue	_____	_____			
	_____	_____	State any seasonal variations for performing plays (please read guidance note 5) _____		
Wed	_____	_____			
	_____	_____			
Thur	_____	_____			
	_____	_____	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) _____		
Fri	_____	_____			
	_____	_____			
Sat	_____	_____			
	_____	_____			
Sun	_____	_____			
	_____	_____			

B



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

C

Indoor sporting events Standard days and timings (please read guidance note 7)			Please give further details (please read guidance note 4) []
Day	Start	Finish	
Mon	[] []	[] []	
Tue	[] []	[] []	State any seasonal variations for indoor sporting events (please read guidance note 5) []
Wed	[] []	[] []	
Thur	[] []	[] []	
Fri	[] []	[] []	Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 6) []
Sat	[] []	[] []	
Sun	[] []	[] []	

D



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

E



Live music Standard days and timings (please read guidance note 7)			<u>Will the performance of live music 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) Live Music will be part of the festival and will be performed both inside and outside. There are a total of three stages where live music will occur.		
Mon					
Tue					
			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 5)		
Wed					
Thur					
			<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> (please read guidance note 6)		
Fri	12:00	00:00			
Sat	00:00	02:00			
	12:00	00:00			
Sun	00:00	02:00			

F

Recorded music <i>Standard days and timings (please read guidance note 7)</i>			Will the playing of recorded music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 3)		Indoors	☐
					Outdoors	☐
Day	Start	Finish	Both ☒			
Mon			<u>Please give further detail: here</u> (please read guidance note 4) Recorded music will be played at all three stages, as DJs will be performing and music will be played as bands change on stage.			
Tue						
Wed			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5) 			
Thu						
Fri	12:00	00:00	<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> (please read guidance note 6) 			
Sat	00:00	02:00				
	12:00	02:00				
Sun	00:00	02:00				

G



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

H

Anything of a similar description to that falling within (c), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing 		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	☐
Mon	 	 		Outdoors	☐
				Both	☐
Tue	 	 	Please give further details here (please read guidance note 4)		
Wed	 	 			
Thur	 	 	State any seasonal variations for entertainment of a similar description to that falling within (c), (f) or (g) (please read guidance note 5)		
Fri	 	 			
Sat	 	 	Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (c), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sun	 	 			

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	☐
				Outdoors	☐
Day	Start	Finish		Both	☒
Mon			<u>Please give further details here</u> (please read guidance note 4) All bars, and food trucks remain open until 02:00 on all event days.		
Tue					
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5) 		
Thur					
Fri	23:00	00:00	<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> (please read guidance note 6) 		
Sat	00:00	02:00			
	23:00	00:00			
Sun	00:00	02:00			

J

Supply of alcohol Standard days and timings (please read guidance note 7)			<u>Will the supply of alcohol be for consumption – please tick</u> (please read guidance note 8)	On the premises	☒
				Off the premises	☐
				Both	☐
Day	Start	Finish	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 5) 		
Mon					
Tue					
Wed					
Thur					
Fri	12:00	00:00			
Sat	00:00	02:00			
Sun	00:00	02:00			
			Non standard timings. Where you intend to use the premises for <u>the supply of alcohol at different times to those listed in the column on the left, please list</u> (please read guidance note 6) 		

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 Kyarah Boon	
Date of birth 27/07/1998	
Address 103a Seven Sisters Road, Finsbury Park London N7 7QP	
Postcode	N7 7QP
Personal licence number (if known)	
Issuing licensing authority (if known)	

K

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

The consumption and sale of alcohol on the premises during the hours of event.
Explicit language from performances / music played.

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	<u>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</u> (please read guidance note 6)
Mon			
Tue			
Wed			
Thur			
Fri	12:00	23:59	
Sat	00:00	23:59	
Sun	00:00	13:00	

M

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

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

In general a safe environment will be provided for all festival attendees, staff, and organizers. There will be constant communication between all event organizers and staff through radio, and situation that might occur will be dealt with as quick and safely as possible.

b) The prevention of crime and disorder

Trained SIA security will be placed around the entire premises. The entrances will clearly be monitored at all times, and every person entering the festival will be searched. No glass, alcohol, drugs, and weapons will be permitted inside and are prohibited items. There will be a team of 24/7 securities patrolling the venue at all times. Zero-tolerance policy on any sexual assault or harassment claims. If necessary, the Derbyshire police can and will be contacted. Searches by the security will be permitted when criminal activity such as theft occurs, and CCTV footage may be taken by the Derbyshire police for further investigation.

c) Public safety

An extensive risk assessment will take place and be carried out by event safety experts. Volunteers, who are qualified and have done the required course for public health & safety, will be placed all around the venue site and stages to ensure public safety. Drinking water will be available throughout the entire site free of charge, and volunteers will be walking around with plastic bottles of water and handing them out to the attendees at all times during the day. A medical centre will be set up, and medical experts will be monitoring the public. Emergency exits will be clearly shown and made aware to the public. Signs showing directions to the medical tent will clearly be placed.

d) The prevention of public nuisance

All amplified music from the outside stages will be shut down at 00:00 every night of the festival, music at the indoor stage (only one stage out of the three) will remain open to the festival attendees until 02:00. The music levels shall be controlled by a noise limiting device set at a level determined by the Local Authority's Authorized Office, these will be fitted in all sound systems. In order to prevent littering we will have a team of volunteers in place who will monitor the site and will ensure that everything is left as clean as possible at all times.

e) The protection of children from harm

No child under the age of 18, unaccompanied by an adult, shall be allowed in a premise after 22:00. Under 18s are permitted onsite in the hours of the festival before this, however they are required to wear a RED coloured wristband. This will bring awareness to the fact that they are underage and will not be served any alcohol under any circumstances. Signs shall be displayed inside and outside of the premises warning adults that it is an offence to buy alcohol on behalf of anyone under the age of 18. This will be controlled through thorough ID checks when checking into the festival.

 Checklist:

Please tick to indicate agreement

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

☐

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

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

Part 4 – Signatures (please read guidance note 11)

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

Declaration	• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). • The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her
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	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	27/02/2020
Capacity	Applicant

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

Signature	
Date	
Capacity	

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



Post town



Postcode



Telephone number (if any)



If you would prefer us to correspond with you by e-mail, your e-mail address (optional)



Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.

2. In terms of specific regulated entertainments please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.

- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.

- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.

- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.

- Live music: no licence permission is required for:

- a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.

- a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.

- a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.

- a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.

- a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.

- Recorded Music: no licence permission is required for:

- any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.

- any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.

- any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

•Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.

•Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:

- any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
- any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
- any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
- any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

1.Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).

2.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.

3.For example (but not exclusively), where the activity will occur on additional days during the summer months.

4.For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

5.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.

6.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'.

7.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.

8.Please list here steps you will take to promote all four licensing objectives together.

9.The application form must be signed.

10.An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.

11.Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.

12.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

Risk Assessment

Event Name: Booners Festival 2020

Event Date: 17/07/2020 - 19/07/2020

Venue Site: Birchover
Derbyshire, Central North England

Attendees: 3000

Written By: Kyarah Boon, *Booners Festival Organiser*.

What are the hazards?	Who might be harmed?	What measures are already in place?	What further actions needs to be taken?	Has the hazard been controlled?
1. Moving Vehicles and Traffic Risk of minor, serious and life threatening injury.	Staff Artists Attendees Local Community	• Volunteers and stewards are to supervise the pick up and drop off location of the bus service at all times. • Volunteers to be monitoring the route to car-park, and stewards to be monitoring the car-park / pedestrian paths. • The speed limit for moving vehicles will be 5mph on site. • Drivers are to report to the management before manoeuvres occur on site. • Drivers, volunteers and stewards to be wearing high visibility vests.	• Regarding the hourly shuttle bus to and from the station, there has to be a queue system. • Security will be placed at this location. • When onsite manoeuvres occur, communication through radios must occur to bring awareness.	Yes

2. Risk of Fire Risk of minor, serious and life threatening injury.	Staff Artists Attendees Local Community Nature Park	• Smoking, BBQs, Fire Pits are prohibited on the premises. Signs with this information will be placed all around the venue site. • Emergency exits are clearly notified to the attendees, fire extinguishers to not be blocked at any time. • Fire alarms to be placed around the site. Fire detection system to be set in place with audio alarm to alert the public. • No Fireworks permitted on the premises.	• Staff to be trained with safety procedures in case of fire. • Firefighting equipment to be placed at appropriate locations all around the venue site and looked after by trained stewards.	Yes
3. Risk of Water Hazards Could result in injuries and drowning.	Staff Artists Attendees	• Life saving equipment available for any and all water hazards. • Stewards to be monitoring all areas.	• Awareness must be brought about all Water Hazards to all stakeholders. • The wildlife to be taken into account when creating the water rescue plan.	Yes
4. Risk from Electrical Faults. Risk of minor, serious and life threatening injury.	Staff Artists Attendees Local Community	• Staff or attendees may experience electrical shocks when around or working with electrical equipment, in order to prevent this PAT tests must be carried out on all electrical equipment. • All electrical work to ONLY be executed by a qualified individual. • Visually check that all plugs and electrical circuits are done properly and out of the attendees reach. • NO water anywhere near the electrical equipment. • DO NOT overload multi-outlet devices.	• All generators to be locked away from the public and attendees. • All technical staff to work in accordance with Health & Safety officers. • Ensure all plugs and electrical circuits are covered appropriately. • All cables to be secured in order to prevent damage.	Yes

5. Risk from Slip, Trips & Falls. Risk of minor, serious and life threatening injury.	Staff Artists Attendees Local Community	• In order to reduce risk of people falling or tripping all pedestrian walkways, toilets, stages, camping sites, caravan sites will be well lit everyday starting at 21:00. • All cables to be off the ground, no where to be located on all walkways. • Keep all working area tidy in order to prevent messy area to trip. • Any identified area with water / wet floors to be cleaned and dried to prevent slips.	• Any wet or slippery surfaces to be notified through the radios, and a sign to be placed identifying the area is wet. • All staff to be trained in First Aid in order a staff member of festival attendee does get injured and needs to be taken to the medical centre.	Yes
6. Risk of Working at Heights / Objects Falling from Heights. Risk of minor, serious and life threatening injury. Risk of equipment falling, breaking, and injuring attendees, staff, or artists on and off stage.	Staff Artists Attendees	• All staff that's going to be working from any height will have to undergo the correct training. • All staff participating in working from height is required to wear the right safety gear. • The staff working below to be wearing the correct safety gear, and to be trained on emergency first aid if any staff falls. • All ladders to only be operated by competent personnel accordance with safety and good practice. • All staff to be trained with first aid in case staff member or attendee gets injured from falling object.	• All equipment to be checked if working properly before being used by the staff. • All essential equipment gear must be available to the staff: clips, clamps, hangers, harness, etc. • Working from heights to only be conducted by trained staff. • All hanging objects to be hung by qualified individuals and checked regularly if still secure.	Yes

7. Food Poisoning	Staff Artists Attendees	• All food and beverage vendors are required to be registered and have had to follow and complete the food hygiene training. Ensuring that all food is to good quality standards and hygiene standards.	• In case of food poisoning outbreak within the staff / attendees, ensuring that the medical centre has enough medication to help all individuals.	Yes
8. Crowding	Staff Artists Attendees	• Crowding to be controlled in letting no people in without a working ticket. • Queues must be put into place, but in the case of crushing, trampling, falling, tripping, etc. security will interfere. • Front of stage crowding to be controlled by security. • Identifying all entry and exit points in case of emergency exit. • Early identification of crowding must occur in order to take control of the situation. • The correct training must occur to all staff prior to the event dates.	• Trained staff is only permitted to be in charge of crowd control. • All security and stewards to wear bright visible jackets. • Use of radio communication at all times.	Yes
9. Crushing Risk of minor, serious and life threatening injury.	Staff Artists Attendees	• Barriers will be installed at the front of every stage and on the sides. Security and volunteers will be placed around these to ensure no crushing occurs. • A crowd flow plan must be created alongside a contingency plan.	• In the case of crushing, security must be notified immediately and communication must occur through radios.	Yes
10. Exhaustion	Staff Attendees	• Ensuring all staff have proper breaks, do not lift heavy things and have enough resources of food & beverages available to them.	• Shift schedule to be created, which includes all staff and staff supervisors.	Yes

11. Noise	Public Local Community Non-festival attendees	• The premises licence holder shall ensure that the settings of the noise limiting device will not be altered unless approval is first confirmed in writing by the Local Authority's Authorised Officer. • In order to prevent complaints from the public, we must ensure that all outside music is shut off at 00:00 • All indoor music is shut off at 02:00.	• It is essential that all staff, security and stewards wear earplugs throughout the duration of the two-day period.	Yes
12. Terrorism	Staff Artists Attendees Local Community	• Thorough searches to be put into place for each individual entering the premises. • Trained security patrolling the entire venue site 24/7.	• Police Involvement if necessary, all police and firearm numbers to be kept on a speed incase of emergency.	Yes
13. Weather	Staff Artists Attendees Nature Park	• Extreme weather conditions may lead to damage of structures, damage of tents, and can put staff and attendees in danger. • Incase of extremely hot weather, and risk of heatstroke, free water can be located all around the festival premises. • All food and beverage stands will contain free plastic bottles of water to give to staff and attendees. • Incase of extreme rainfall, flooding may occur. Temporary barriers are available to identify pooling and spillages.		Yes

Appendix D



LICENSING POLICY

Alcohol, Entertainment and Late Night Refreshment Licensing

This Policy will take effect from **JANUARY 2016**, for a maximum period of 5 years, and will be kept under review. If you wish to make any comments during this period please contact the Licensing Manager by:

Post : The Licensing Manager
 Regulatory Services
 Derbyshire Dales District Council
 Town Hall
 Matlock
 Derbyshire
 DE4 3NN

Email : licensing@derbyshiredales.gov.uk

This information is available free of charge in electronic, audio, Braille and large print versions, and in other languages on request. For assistance in understanding or reading this document, please call 01629 761313



2 Licensing Objectives

- 2.1 The Licensing Authority has a duty under the Act to carry out its functions with a view to promoting the licensing objectives:
- prevention of crime and disorder
 - public safety
 - prevention of public nuisance
 - protection of children from harm
- 2.2 These objectives are of equal importance and are the only matters that may be taken into account when determining licensing applications.
- 2.3 The licensing function is only one method of delivering these objectives. The Licensing Authority will continue to work in partnership with its neighbouring authorities, the police, the fire and rescue service, local businesses, licensees and local people, towards the promotion of the objectives.
- 2.4 These objectives will be considered when determining applications for any of the licensable activities listed in the Act, and summarised as follows:
- retail sale of alcohol
 - supply of alcohol to club members
 - provision of regulated entertainment – to the public, to club members, or with a view to profit:
 - a performance of a play
 - an exhibition of a film
 - an indoor sporting event
 - boxing or wrestling entertainment
 - a performance of live music
 - any playing of recorded music
 - a performance of dance
 - supply of hot food and / or drink from any premises between 11pm and 5am.
- 2.5 The licensing authority recognises there is no public health licensing objective and therefore cannot conduct its licensing function specifically with the aim of promoting public health as, the licensing function can only be carried out to promote the four licensing objectives as set out by the Licensing Act 2003. However, the licensing authority believes that public health has much to contribute to licensing and through ensuring the responsible selling of alcohol (by for example preventing drunkenness, restricting access of alcohol to underage persons etc.), this may have a positive impact on reducing a person's drinking at harmful or hazardous levels.

The licensing authority encourages individual premises to sign up to the Public Health 'Responsibility Deal'. This encourages businesses and other influential organisations to make a significant contribution to improving public health committing to taking action voluntarily through their responsibilities as employers, as well as through their commercial actions and their community activities. Further information can be found at: <https://responsibilitydeal.dh.gov.uk/>

7 Licensing Hours

- 7.1 The Licensing Authority will determine licensing hours on the individual merits of each application taking into account the operating schedule and any relevant representations. Longer licensing hours for the sale of alcohol can avoid large concentrations of customers leaving premises at the same time. This is necessary to reduce the friction at late night fast-food outlets, taxi ranks and other sources of transport which lead to disorder and disturbance.
- 7.2 The Licensing Authority will not set fixed trading hours within a designated area. This practice is known as 'zoning', and experience in Scotland suggests that it may lead to significant movement of people across boundaries resulting in greater disturbance in the streets.
- 7.3 Applicants should be aware that there are few areas in the District where licensed premises do not have the potential to impact upon residential properties and they will be expected to demonstrate how they will prevent their premises from giving rise to crime, disorder and public nuisance.
- 7.4 Generally shops, stores and supermarkets will be allowed to sell alcohol for consumption off the premises at any time when they are open for shopping, unless there are very good reasons for restricting these hours. For example, a limitation may be appropriate following police representations in respect of a shop known to be a focus of disorder and disturbance.

8 Children

- 8.1 This Policy seeks to protect children from physical, moral or psychological harm in line with the licensing objectives. Areas that will give rise to particular concern in respect of children include premises:
- where entertainment or services of an adult or sexual nature are commonly provided
 - where there have been convictions of members of the current staff at the premises for serving alcohol to minors or with the reputation for underage drinking
 - with a known association with drug taking or dealing
 - where there is a strong element of gambling on the premises (but not for example, the simple presence of a small number of cash prize gaming machines, although applicants will need to ensure that the siting of these machines is such that they minimise the potential to give rise to harm)
 - where the supply of alcohol for consumption on the premises is the exclusive or primary purpose of the services provided at the premises
- 8.2 It would be unusual for the Licensing Authority to completely prohibit children from having access to premises. A range of alternatives is available for limiting their access where that is necessary in order to protect them from harm:
- limitations on the hours when children may be present
 - exclusion of children under certain ages when particular specified activities are taking place
 - limitations on parts of premises to which children might be given access
 - age limitations (under 18)

Cultural Strategies

- 10.5 The Licensing Authority will monitor the impact of its licensing function on the provision of regulated entertainment, and particularly live music and dancing. Licensing conditions will only be used to impose restrictions on such events where they are necessary, proportionate and reasonable. Where there is an indication that these events are being deterred by licensing requirements this Policy will be reviewed to investigate how the situation may be reversed.

Transport

- 10.6 Where concerns are raised about the need to swiftly disperse people from town centres in order to prevent disorder and disturbance, the Licensing Authority will make arrangements to liaise with Derbyshire County Council's Local Transport Unit, and any other relevant organisations.

Employment, Planning and Building Control

- 10.7 Arrangements will be made for the Licensing Committee to receive reports on the following, to ensure they are reflected in their considerations:
- the needs of the local economy
 - the local employment situation and the need for new investment and employment where appropriate
- 10.8 In order to avoid duplication and inefficiency the Licensing Authority recognises that applications for licences should not be seen as a re-run of the planning application process and should not cut across planning decisions. Applications for premises licences for permanent commercial premises should normally be from businesses with planning consent for the property concerned.
- 10.9 The Licensing & Appeals Committee will, where appropriate, provide regular reports to the Planning Committees so that they may have regard to the situation regarding licensed premises in the area, including the general impact of alcohol related crime and disorder.

Promotion of Equality

- 10.10 The Licensing Authority recognises that the Equality Act 2010 places a legal obligation on public authorities to promote equality" to reflect the change whereby the 2010 Act replaced and expanded on the previous legislation.

11 Duplication

- 11.1 The Licensing Authority will ensure that in exercising its licensing function it does not duplicate other regulatory regimes, such as planning, pollution control, health & safety etc. eg. legislation governing health and safety at work or fire safety, already places duties on licensees in respect of the safety of employees and the general public.
- 11.2 Conditions in respect of public safety will only be attached to premises licences and club premises certificates where they are necessary for the promotion of that licensing objective and are not already provided for by other legislation.

MANDATORY CONDITION: PROOF OF AGE SCHEME

- (a) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
- (b) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
- (c) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either:-
 - (i) a holographic mark, or
 - (ii) an ultraviolet feature.

MANDATORY CONDITION: REQUIREMENT TO MAKE SMALL ALCOHOL MEASURES AVAILABLE

The responsible person shall ensure that:-

- (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures:
 - (i) beer or cider: ½ pint;
 - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
 - (iii) still wine in a glass: 125 ml;
- (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
- (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

MANDATORY CONDITION: SALE OF ALCOHOL - DUTY + VAT

1. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.
2. For the purposes of the condition set out in paragraph 1—
 - (a) "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979(a);
 - (b) "permitted price" is the price found by applying the formula—
$$P = D + (D \times V)$$
where—
 - (i) P is the permitted price,
 - (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
 - (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
 - (c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence—
 - (i) the holder of the premises licence,
 - (i) the designated premises supervisor (if any) in respect of such a licence, or

14 Live Music, Dancing and Theatre

- 14.1 In its role of implementing its cultural strategies, the Licensing Authority recognises the need to encourage and promote live music, dancing and theatre for the wider cultural benefit of the community, particularly for children.
- 14.2 When considering applications for such events the Licensing Authority will carefully balance the cultural needs with the need to promote the licensing objectives before imposing conditions on licences or certificates. As in all cases, conditions may only be imposed where they are consistent with an operating schedule or on receipt of relevant representations.
- 14.3 The Licensing Authority has obtained premises licences for public spaces within the community in its own name. These areas include parks and recreation grounds, leisure centres and car parks. Performers and entertainers providing only regulated entertainment do not need to obtain a licence or other form of authorisation before using these areas, although they will still need to obtain the permission of the District Council as the premises licence holder.

15 Administration, Exercise and Delegation of Functions

- 15.1 The powers and duties of the Licensing Authority in respect of licensing may be carried out by the Licensing Committee, by a sub-committee or by officers acting under delegated authority. Many of the licensing functions are administrative in nature and in the interests of speed, efficiency and cost-effectiveness the Licensing Authority supports the principle of delegating routine matters to officer level.
- 15.2 The table below sets out the delegation of functions and decisions.

Matter to be dealt with	Full Committee	Sub Committee	Officers **
Application for personal licence		If a police objection	If no objection made
Application for personal licence with unspent convictions		All cases	
Application for premises licence/club premises certificate		If a relevant representation made	If no relevant representation made
Application for provisional statement		If a relevant representation made	If no relevant representation made
Application (full) to vary premises licence/club premises certificate		If a relevant representation made	If no relevant representation made
Application for Minor Variation of premises licence/club premises certificate			All cases

Matter to be dealt with	Full Committee	Sub Committee	Officers **
Application to vary designated personal licence holder		If a police objection	All other cases
Request to be removed as designated personal licence holder			All cases
Application for transfer of premises licence		If a police objection	All other cases
Application for interim authority		If a police objection	All other cases
Application to review premises licence/club premises certificate		All cases	
Decision on whether a complaint is irrelevant, frivolous, vexatious etc			All cases
Decision to object when local authority is a consultee and not the relevant authority considering the application		All cases	
Determination of a Police or Environmental Health objection to a temporary event notice		All cases	

** Officers to be delegated by Derbyshire Dales District Council to carry out this responsibility are: the Head of Regulatory Services and the Licensing Manager.

16 Responsible Authorities

- 16.1 The Responsible Authorities are the public bodies that must be fully notified of applications, and are entitled to make representations to the Licensing Authority in relation to the application for grant, variation, or review of a premises licence or club premises certificate.
- 16.2 The Licensing Authority will include information and advice prepared by the Responsible Authorities in application packs for licences, and encourages applicants to seek early advice from the Responsible Authorities when making applications.

See following table for contact details for the Responsible Authorities for Derbyshire Dales District:

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