

**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 Media 10 Limited

(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 Gaynes Park Estate Banks Lane Coopersale			
Post town	Epping Essex	Post code	CM16 7RJ

Telephone number at premises (if any)	NONE
Non-domestic rateable value of premises	0

Part 2 - Applicant Details

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

- a) an individual or individuals * please complete section (A)
- b) a person other than an individual *
 - i. as a limited company please complete section (B)
 - ii. as a partnership 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:

Please tick yes

- 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)

<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over					<input type="checkbox"/> Please tick yes
Current postal address if different from premises address					
Post Town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	Other Title (for example, Rev)	
Surname			First names		

I am 18 years old or over		<input type="checkbox"/> Please tick yes	
Current postal 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 Media 10 Limited
Address Crown House 151 High Road Loughton Essex IG10 4LF
Registered number (where applicable) 4616235
Description of applicant (for example, partnership, company, unincorporated association etc.) Limited Company
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

Day		Month		Year	

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

Day		Month		Year	
1	5	0	7	2	0
1					2

Please give a general description of the premises (please read guidance note1)
 7th Annual Great Britain v South America polo match for the Duke of Essex polo Cup to be featured within a designated, secured area of the Gaynes Park Estate per the attached plan. Various forms of family entertainment will feature during the day/night. The events held on the 12th July 2012 will be confined to a corporate day featuring a Polo Match between Great Britain and South America

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

4999

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

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

Provision of regulated entertainment

Please tick yes

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting eventss (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 entertainment facilities:

- i) making music (if ticking yes, fill in box I)
- j) dancing (if ticking yes, fill in box J)
- k) entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K)

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

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

In all cases complete boxes N, O and P

A

Plays Standard days and timings (please read guidance note 6)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue			<u>State any seasonal variations for performing plays</u> (please read guidance note 4)		
Wed					
Thur			<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Fri					
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 6)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 4)		
Wed					
Thur			<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 5)		
Fri					
Sat					
Sun					

C

Indoor sporting eventss Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting eventss</u> (please read guidance note 4)
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting eventss at different times to those listed in the column on the left, please list</u> (please read guidance note 5)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Both	<input type="checkbox"/>				
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 4)		
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 5)		
Fri					
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 6)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 3) Live music amplified and unamplified performances of various genres of live music. Performances will take place at allocated times throughout the events in the prescribed function areas		
Tue					
Wed			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 4)		
Thur 12/7	11:00	23:00			
Fri			<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 5)		
Sat 14/7	11:00	01:30			
Sun 15/7	11:00	23:00			

F

Recorded music Standard days and timings (please read guidance note 6)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) Recorded music of all sources CD's DVD's MP3's or other such medium that allows recorded music to be played throughout the day/night when live music is not featured		
Mon					
Tue			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4)		
Wed					
Thur 12/7	11:00	23:00			
Fri			<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 5)		
Sat 14/7	11:00	01:30			
Sun 15/7	11:00	23:00			

G

Performances of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) Dance troupes, Marching Bands majorettes etc at various times throughout the day		
Mon					
Tue			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)		
Wed					
Thur 12/7	11:00	23:00			
Fri			<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 5)		
Sat 14/7	11:00	01:30			
Sun 15/7	11:00	23:00			

H

<p>Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)</p>			<p><u>Please give a description of the type of entertainment you will be providing</u></p>		
Day	Start	Finish	<p><u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)</p>	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<p><u>Please give further details here</u> (please read guidance note 3)</p>		
Wed					
Thur					
Fri			<p><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)</p>		
Sat			<p><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 5)</p>		
Sun					

1

Provision of facilities for making music Standard days and timings (please read guidance note 6)			<u>Please give a description of the facilities for making music you will be providing</u> Guests will be invited to provide unaided musical entertainment at some time during the day under an open- mic provision	
			<u>Will the facilities for making music be indoors or outdoors or both – please tick</u> (please read guidance note 2)	
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) To allow PA or other such equipment to be used by the guests to make music or sing	
Mon				
Tue				
Wed			<u>State any seasonal variations for the provision of facilities for making music</u> (please read guidance note 4)	
Thur 12/7	11:00	23:00		
Fri			<u>Non standard timings. Where you intend to use the premises for provision of facilities for making music at different times to those listed in the column on the left, please list</u> (please read guidance note 5)	
Sat 14/7	11:00	01:30		
Sun 15/7	11:00	23:00		

J

Provision of facilities for dancing Standard days and timings (please read guidance note 6)			Will the facilities for dancing be indoors or outdoors or both – please tick (see guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give a description of the facilities for dancing you will be providing Dance floor facilities will be provided during the day and evening in the marquees		
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for providing dancing facilities (please read guidance note 4)		
Thur 12/7	11:00	23:00			
Fri			Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat 14/7	11:00	01:30			
Sun 15/7	11:00	23:00			

K

Provision of facilities for entertainment of a similar description to that falling within i or j Standard days and timings (please read guidance note 6)			<u>Please give a description of the type of entertainment facility you will be providing</u>		
Day	Start	Finish	<u>Will the entertainment facility be indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 3)		
Wed					
Thur			<u>State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within i or j</u> (please read guidance note 4)		
Fri					
Sat			<u>Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within i or j at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sun					

L

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3) Hot food and Hot drinks will be provided to the guests if required	Both	<input checked="" type="checkbox"/>
Tue					
Wed			State any seasonal variations for the provision of late night refreshment (please read guidance note 4)		
Thur 12/7					
Fri			Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 5)		
Sat 14/7	23:00				
Sun 15/7		01:30			

M

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption (Please tick box) (please read guidance note 7)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4)		
Mon					
Tue					
Wed					
Thur 12/7	11:00	23:00			
Fri					
Sat 14/7	11:00	01:30			
Sun 5/7	11:00	23:00	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 5)		

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name Holly Dodgson	
Address [REDACTED]	
Postcode	[REDACTED]
Personal Licence number (if known) Pers [REDACTED]	
Issuing licensing authority (if known) London Borough Of Lambeth	

N

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 8)

None

O

Hours premises are open to the public Standard days and timings (please read guidance note 6)			<u>State any seasonal variations</u> (please read guidance note 4)
Day	Start	Finish	
Mon			<p><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 5)</p>
Tue			
Wed			
Thur 12/7	10:00	00:00	
Fri			
Sat 14/7	10:00	02:30	
Sun 15/7	10:00	00:00	

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

a) General – all four licensing objectives (b,c,d,e) (please read guidance note 9)

- This event is provided as an annual family day (incorporating a corporate event on Thursday 12th July), a maximum attendance is about 4000 persons, featuring the Duke of Essex Polo Cup match. There will be a number of supporting side shows and commercial kiosks and booths as well as other family entertainment facilities. On the Saturday family picnics will be encouraged with additional food outlets available including dining in the marquee. Admission will be by tickets only.
- The events will be covered by CCTV and SIA registered door staff.
- Bars will be operated by professional bar/drinks caterers

b) The prevention of crime and disorder

- SIA door supervisors will be employed at a ratio of 1:100 persons
- Full CCTV coverage will be maintained on each event, the recordings of which will be available for viewing and downloading to Police and other such authorized personnel upon written request.
- PA system will be working throughout the events
- The Door supervisors will be linked to a central control area via a two-way radio system.
- Only plastic drink receptacles or cans will be used to dispense and consume alcohol outside the designated marquee areas.
- A full events Management Plan will be kept on site during the events.

c) Public safety

- A full events management Plan (EMP) will be kept on site during the events
- First aid provisions on site detailed within the EMP
- Fire Fighting provisions provided on site detailed within the EMP
- Car park and traffic flow provisions detailed within the EMP
- Sufficient stewarding will be maintained throughout the events

d) The prevention of public nuisance

- Litter will be collected throughout the events
- A named person from Media 10 (to be advised) who shall be the point of contact at the events regarding the control of noise from the premises.
- The named person shall ensure that a noise propagation test is conducted prior to the commencement of the events, in order to set appropriate noise control limits at the venue.
- The sound system shall be configured and operated in a similar manner as intended for the events.
- The sound source used for the test shall be similar in character to the music likely to be produced during the events.
- The named person shall be responsible for the control of the sound system at the events and ensure that any instructions for artists and DJ's regarding the control of noise are implemented immediately.
- He shall be the point of contact for the noise patrols and responsible for maintaining and adjusting the level of music and other amplified sound at an appropriate level during the events.
- The named person on behalf of media 10, shall monitor the volume of music emanating from the premises and take such action as appropriate so as not to cause a public nuisance.
- He shall monitor the volume of music emanating from the venue at two hourly intervals from the start until 21:00hrs, and then hourly until the events finishes.
- This will occur at various locations around the events site at points agreed with the licensing authority.
- The specific locations should be agreed no later than 14 days before the events is scheduled to take place.
- A written log of site visits shall be maintained and kept for inspection by the licensing authority if requested. The log should include a record of any telephone conversations with the responsible person on site and any remedial action taken to reduce the noise level.
- If no action is taken, the reasons for this are also to be recorded.
- If the music at the set locations is found to be audible, the responsible person on behalf of Media 10 shall take appropriate action so as to ensure that no public nuisance is caused at the agreed locations.
- Amplified music from the events shall not cause a public nuisance.

- After midnight, until the events finishes, amplified music should not be audible at the façade of noise sensitive premises so as not to cause a public nuisance. (this can be achieved by the responsible person on behalf of media 10 ensuring that music from the events is not audible at the boundary of any properties where occupiers are likely to be sensitive to noise
- The responsible person on behalf of media 10 shall provide a contact telephone number at least 14 days prior to the events, to Epping Forest DC as a responsible person who can respond to complaints throughout the duration of the events.

e) The protection of children from harm

- The EMP will contain provisions for dealing with lost children
- A Challenge 25 policy will be adopted and only approved forms of ID will be accepted Passport, Photo Card Driving Licence or a PASS accredited proof of age card scheme.


Please tick yes

- 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 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

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

Part 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant’s solicitor or other duly authorised agent (See guidance note 11). **If signing on behalf of the applicant please state in what capacity.**

Signature	
Date	21 st February 2012
Capacity	Duly Authorised Agent For the Applicant

For joint applications signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent. (Please read guidance note 12). 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 13)			
James –Motion Suite 1 Essex House Station Road Upminster			
Post town	Upminster	Post code	RM14 2SJ
Telephone number (if any)	01708 229955		
If you would prefer us to correspond with you by e-mail your e-mail address (optional)			
khoddinott@james-motion.co.uk			

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. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. 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.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. 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.
7. If you wish people to be able to consume alcohol on the premises please tick on, if you wish people to be able to purchase alcohol to consume away from the premises please tick off. If you wish people to be able to do both please tick both.
8. 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, the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.

Consent of individual to being specified as premises supervisor

HOLLY DODGSON

I
[full name of prospective premises supervisor]

of [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

.....
[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

New Premises Licence

.....
[type of application]

by
Media 10 Limited

.....
[name of applicant]

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

for
Gaynes Park Estate
Banks Lane.
Coopersale.
Epping.
Essex
CM16 7RJ

.....
[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

Media 10 Limited

[name of applicant]

concerning the supply of alcohol at

Gaynes Park Estate
Banks Lane
Coopersale
Epping.
Essex
CM16 7RJ

[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

Pers. 

[insert personal licence number, if any]

Personal licence issuing authority

Lambeth Council Licensing Section. London Borough of Lambeth.
2 Herne Hill Road. London SE24 OAU. 0207 926 6108

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

Signed



Name (please print)

HOLLY DODGSON

Date

21/02/11

PREMISES LICENCE

Part A



Premises licence number:

LN/210005975

Part 1 – Premises details:

Postal address of premises, or if none, ordnance survey map reference or description:

Gaynes Park Estate,
Banks Lane,
Coopersale

Post Town: Epping

Post code: CM16 7RJ

Telephone number: n/a

Where the licence is time limited the dates: 7th July 2011 – 11th July 2011

Licensable activities authorised by the licence:

Live Music
Recorded Music
Performances of Dance
Late Night Refreshment
Supply of Alcohol

The times the licence authorises the carrying out of licensable activities:

Thursday 7th July 11.00-23.00
Saturday 9th July 11.00-01.30
Sunday 10th July 11.00-23.00

The opening hours of the premises:

Thursday 7th July 10.00-00.00
Saturday 9th July 10.00-02.30
Sunday 10th July 10.00-00.00

Where the licence authorises supplies of alcohol whether these are on and / or off supplies:

On and Off.

Name, (registered) address, telephone number and e-mail (where relevant) of holder of premises licence:

Media 10 Limited
Crown House, 151 High Road, Loughton, Essex, IG10 4LF

Registered number of holder, for example company number, charity number (where applicable):

Limited Company 4616235

Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol:

Holly Dodgson
[REDACTED]

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol:

Pers [REDACTED]
London Borough of Lambeth

2024

Annex 1 – Mandatory conditions:

1. No supply of alcohol may be made under the premises licence:-
 - a) at a time when there is no designated premises supervisor in respect of the premises licence, or
 - b) at a time when the designated premises supervisor does not hold a personal licence or when the designated supervisor has a licence suspended
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence (see section 19 Licensing Act 2003)
3. Where a condition applies requiring a person to carry out a security activity at the premises, those individuals must be licensed by the Security Industry Authority (see section 21 Licensing Act 2003)
4. Where a premises licence authorises the exhibition of films, the admission of children to the exhibition of any film is to be restricted in accordance with section 20 Licensing Act 2003.

Conditions 5, 6, 7 and 9 do not apply to premises licences where it authorises only the sale by retail off the premises.

5.—(1) The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children—

(a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—

- (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
- (ii) drink as much alcohol as possible (whether within a time limit or otherwise);

(b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);

(c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;

(d) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on—

- (i) the outcome of a race, competition or other event or process, or

(ii) the likelihood of anything occurring or not occurring;
(e) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.

6. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).

7. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.

8.—(1) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.

(2) 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 a holographic mark.

9. 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; and

(b) customers are made aware of the availability of these measures.

For the purposes of these conditions a responsible person is

- the holder of a premises licence in respect of the premises,
- the designated premises supervisor (if any) under such a licence, or
- (any individual aged 18 or over who is authorised for the purposes of this section by such a holder or supervisor,

Annex 2 – Conditions consistent with the Operating Schedule:

The Prevention of Crime and Disorder.

1. SIA door supervisors will be employed at a ratio of 1:100 persons.
2. Full CCTV coverage will be maintained on each event, the recordings of which will be available for viewing and downloading to Police and other such authorised personnel upon written request.
3. PA system will be working throughout the event.
4. The door supervisors will be linked to a central area via a two-way radio system.
5. Only plastic drink receptacles or cans will be used to consume alcohol outside the marquees.
6. See also Event Management Plan at Annex 5

Public Safety

1. Sufficient stewarding will be maintained throughout the event.
2. See also Event Management Plan at Annex 5.

Prevention of Public nuisance

1. Litter will be collected throughout the events.
2. Matt Lakein, on behalf of Media 10, shall be the point of contact at the event regarding the control of noise from the premises. He will ensure that a noise propagation test is conducted prior to the commencement of the event., in order to set appropriate noise control limits at the venue. The sound system shall be configured and operated in a similar manner as intended for the event. The sound source used for the test shall be similar in character to the music likely to be produced during the event. He shall be responsible for the control of the sound system at the event and ensure that any instructions for artists and DJs regarding the control of noise are implemented immediately. He shall be the point of contact for the noise patrols and responsible for maintaining and adjusting the level of music and other amplified sound at an appropriate level during the event.
3. Matt Lakein, on behalf of Media 10, shall monitor the volume of music emanating from the premises and take such action as appropriate so as not to cause a public nuisance. He shall monitor the volume of music emanating from the venue at two hourly intervals from the start of the event until 21.00 hours, and then hourly until the event finishes. This will occur at various locations around the event site at points agreed with the Licensing Authority. The specific locations should be agreed no later than 14 days before the event is scheduled to take place.
4. A written log of site visits shall be maintained and kept for inspection by the Licensing Authority if requested. This should include a record of any telephone conversations with the responsible person on site and any remedial action taken to reduce the noise level. If no action is taken, reasons for this shall also be recorded. If the music at the set locations are found to be audible, Matt Lakein on behalf of Media 10, shall take appropriate action so as to ensure that no public nuisance is caused at the agreed locations.
5. Amplified music from the event shall not cause a public nuisance. After 00.00, until the event finishes, amplified music should not be audible at the façade of noise sensitive premises so as not to cause a public nuisance.
Advice: The Premises Supervisor (or representative) can ensure that music from the premises does not cause a public nuisance by ensuring that the music is inaudible at the boundary of any properties where the occupiers are likely to be sensitive to noise.

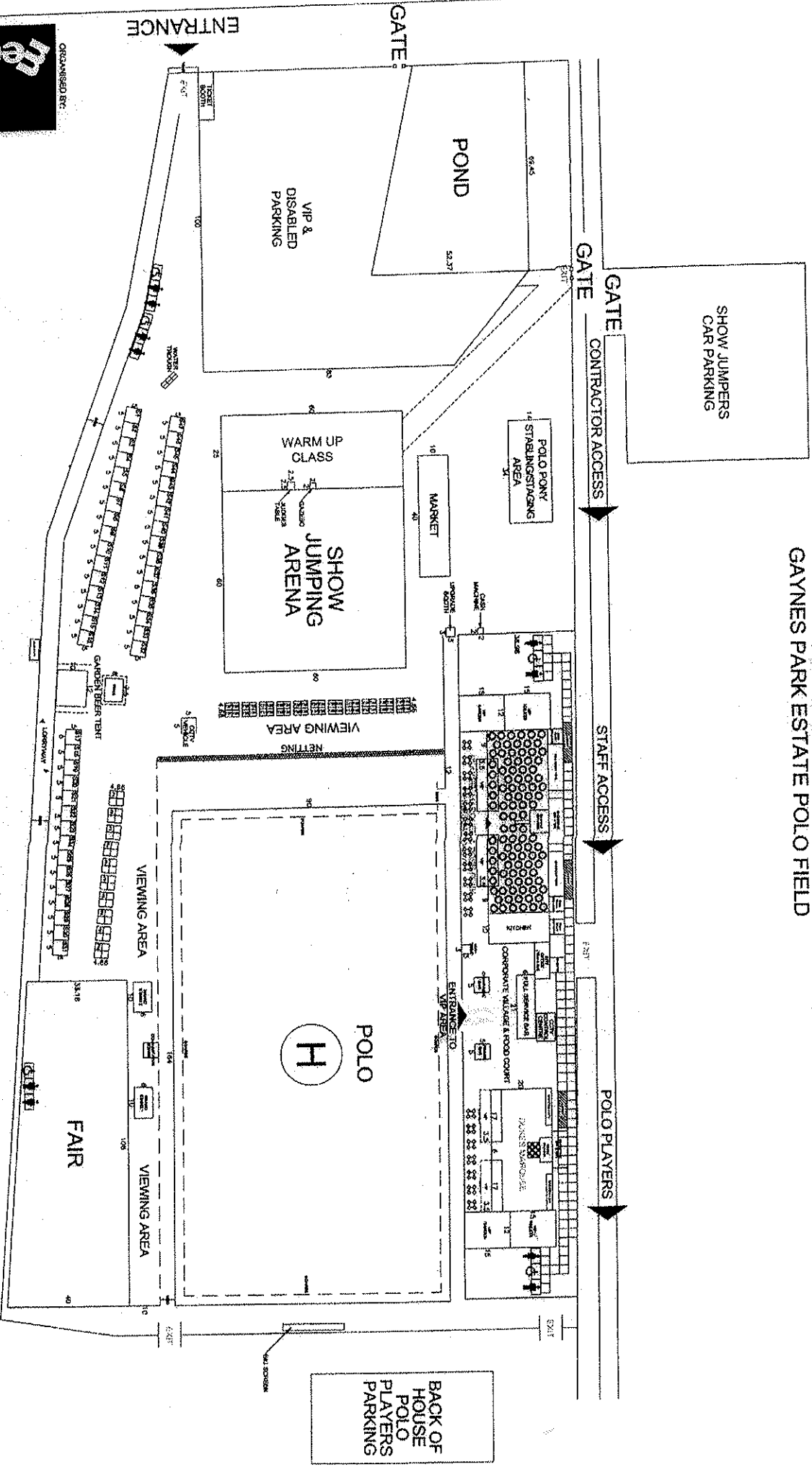
6. Matt Lakein, on behalf of Media 10, shall produce a contact telephone number at least 14 days prior to the event, to Epping Forest District Council as being the person responsible who can respond to any complaints throughout the duration of the event.
7. See also Event Management Plan at Annex 5.

The Protection of children from harm

1. A Challenge 25 policy will be adopted and only approved forms of ID will be accepted passport, photo card driving licence or a PASS accredited proof of age card scheme.
2. See also Event Management Plan at Annex 5.

DUKE OF ESSEX POLO 2012

THURSDAY 1 2 & SATURDAY 14 JULY
 GAYNES PARK ESTATE POLO FIELD



LAST AMENDED: January 2012

Date: 16 March 2012

Our Ref: WK/201206021

Your Ref:

Mr M Fish
Direct Licensing Services
2 Warner Close
Braintree
Essex
CM77 6GY

Mike Richardson (01992) 564422
email:mrichardson@eppingforestdc.gov.uk

Dear Sir or Madam:

Licensing Act 2003
Gaynes Park Estate, Banks Lane, Theydon Garnon

On behalf of the Council's Environment & Street Scene Directorate, I confirm receipt of a copy of your application dated 23 February 2012 that I received on 27th February 2012 regarding the above mentioned property, in relation to the Licensing objective the Prevention of Public nuisance.

I have made the following representation to the Council's Licensing Section with regard to the Licensing objective – Prevention of Public nuisance, as detailed in the attached memo. A number of these conditions are included in the operating schedule for the event, however a few have also been added or amended to tighten up the controls for the event.

If you would like to discuss the matter or have any written comments, please do not hesitate to contact me.

I should be happy to withdraw the representation if the operating schedule is amended accordingly or if you agree to a suitable conditions being imposed as part of the licence, or if you provide sufficient evidence to confirm that the representation can be withdrawn.

Please confirm your comments in writing (by letter or email). I will inform the Council's Licensing Section if satisfied that the representations can be withdrawn.

Yours faithfully

Mike Richardson
Environment & Neighbourhoods Officer

c.c. Mrs K Tuckey – Licensing Section

To: Corporate Support Services
Licensing Section
Kim Tuckey

From: Environment & Street Scene Directorate
Mike Richardson
Environment & Neighbourhoods Officer

Date: 7 March 2012

Your ref:

Our ref: WK/201206021



Epping Forest District Council

Licensing Act 2003 Gaynes Park Estate, Banks Lane, Theydon Garnon, Epping, Essex

I refer to an application made under the Licensing Act 2003 regarding the above mentioned premises that I received on 27 February 2012.

I would like to make the following representations with regard to the Licensing objective – prevention of public nuisance.

Summary

I would recommend that the application is refused, due to the history of the event causing disturbance in the area over the last four years. However, if the Licensing Committee are minded to grant the application, I would recommend that conditions 1-6 re included on the conditions of the licence in order to prevent a public nuisance.

Introduction:

There has been a history of allegations of noise nuisance with this event over the last 4 years, with 12 complaints being received in 2008, 5 in 2009, 3 in 2010, and a further 2 in 2011. These complaints have been as far ranging as North Weald, Tawney Common (both approx 1.5km away) and Bobbingworth (approx 5.5km away). Whilst I appreciate that the number of complaints have reduced over the last 4 years, principally due to the tightening of noise controls and more favourable weather conditions, I am still concerned regarding the event and the extent of the disturbance that can be caused to local residents.

In 2010, complainants alleged that the event continued to approximately 01.55 hours, which was 25 minutes beyond the applicant's licence. No action was taken by the Council at the time, as an officer did not witness the noise occurring. During the process of arranging the 2011 licence, I spoke with Michael Fish, who is acting on behalf of Media 10, the applicant, who indicated that there appeared to have been no absolute responsibility to control the finish time that year.

Additionally, in 2010, as part of the conditions of the licence, regular noise patrols were required. These were carried out by contractors of the applicant, and on a number of occasions a bass beat was heard (please see enclosed report provided by

Media 10 for 2010, marked Annex A). This included a position in North Weald, close to where complaints were received. There is no indication that the person on the patrol informed the people responsible on site that the music was audible and should have been turned down, and the music may have been causing some disturbance.

In 2011, tighter controls were placed on the event, and indeed the quality of the monitoring regime was improved. However, complaints were still received during the evening and the duty noise officer, Richard Gardiner, visited the North Weald area between about 23.00 hours and about midnight. His monitoring indicated that a public nuisance was occurring, and this was primarily due to what appeared to be a live music performance rather than any music played by a DJ.

Mr Gardiner contacted the designated point of contact, Matt Lakein, at the site that evening and requested that the level of music was reduced. Mr Gardiner contacted Mr Lakein again, and the volume reduced again, but this was still audible.

It was decided at that time that no further action would be taken, as it was inconclusive that following Mr Gardiner's intervention that a clear public nuisance was occurring, but that for future events the controls should be tightened even further.

The applicant was advised last year that they can ensure that music from the premises does not cause a public nuisance by ensuring that the music is inaudible at the boundary of any properties where the occupiers are likely to be sensitive to noise. As the bass beat (and other frequencies) were audible, this should have been a trigger for the volume (or bass beat) to be reduced whilst the applicant's off site monitoring was being carried out to ensure that there was not the potential for a public nuisance to be caused. Indeed, the monitoring sheets from the applicant indicate that the noise was a problem between 23.00 and midnight and therefore they should have reduced the level after this was indicated to them. (attached as Annex B)

For future events (including this year), the adjacent Gaynes Park Mansion apartment complex is likely to be occupied by residents. Therefore the likelihood of a public nuisance occurring to these residents is higher than in previous years where disturbed residents were over 1km away from the site. Gaynes Park Mansion is only 300m from the site, and therefore more likely to be affected by the event.

The Code of Practice on Environmental Noise Control at Concerts (The Noise Council, 1995) provides advice and sample conditions for large music events and other conditions provided by other local authorities who have similar events occurring within their areas. It recommends that for events "continuing or held between the hours of 23.00 and 0900, that the music noise should not be audible within noise sensitive premises with windows open in a typical manner for ventilation." This essentially means that music noise is just audible outside the noise sensitive premises.

Tighter controls need to be placed on the event this year, as it continues to be likely that a public nuisance will be caused by the event, particularly on the Saturday night when the event is programmed to finish at 01.30 hours. I would, therefore recommend that the application is refused, particularly due to the late hour of the event finishing, or restricting the time that the event occurs (such as finishing at midnight). However should the Licensing Committee consider that there is merit in the application, the following conditions could be applied:

In formulating these conditions, I have considered the Code of Practice on Environmental Noise Control at Concerts which provides advice and sample conditions for large music events and other conditions provided by other local authorities who have similar events occurring within their areas. These conditions relate to both the PA system for the evening entertainment and the PA used for the event during the day.

1) Prior to the event

The Designated Premises Supervisor (or named representative) shall appoint a suitably qualified and experienced noise control consultant, to the approval of the Licensing Authority, no later than 4 weeks prior to the event. The noise control consultant shall liaise between all parties, including the DPS, Promoter, Sound System Supplier, Sound Engineer and Licensing Authority on all matters relating to noise control prior to, and during the event.

Reason: In order to ensure that a suitably qualified person is responsible for ensuring that a public nuisance is controlled before the event occurs.

2) Setting up the sound system

A noise propagation test shall be undertaken at least 24 hours prior to the start of the event in order to set appropriate control limits at the venue. The sound system shall be configured and operated in a similar manner as intended for the event. The sound source used for the test shall be similar in character to the music likely to be produced during the event.

Reason: In order to set noise levels before the event occurs to ensure that a public nuisance does not exist.

3) Control of DJs.

The DPS shall ensure that the promoter, sound system supplier and all individual sound engineers/DJs are informed of the sound control limits and that any instructions from the noise control consultant and/or DPS (or representative) are implemented immediately.

Reason: In order to ensure adequate control over the volume of music played to prevent a public nuisance from occurring.

4) Control of music from live acts

As the live music performances appeared to be the main issue in 2011, I would recommend the following condition:

No live performed music shall be carried out after 23.00 hours.

Reason: To ensure that any music and amplified sound from the licensed premises does not cause a public nuisance.

5) Preventing public nuisance from amplified sound

5a) Overarching condition

It is important that the volume of any music including the bass content is adjusted accordingly to a level that does not cause a public nuisance. Whilst the venue is in an isolated position, with no close neighbours, the structure of the marquee cannot adequately contain any noise, especially the bass beat of the music.

I would, therefore recommend the following condition to control the overall noise from the event.

The Premises Supervisor (or representative) shall monitor the volume of music emanating from the premises and adjust the volume to ensure that any amplified sound or other music from the licensed premises does not cause a public nuisance. The Premises Supervisor (or representative) can ensure that music from the premises does not cause a public nuisance by ensuring that the music is inaudible at the boundary of any properties where the occupiers are likely to be sensitive to noise.

Reason: To ensure that any music and amplified sound from the licensed premises does not cause a public nuisance.

Adjusting the volume of music to a level that is inaudible at any properties where the occupiers are likely to be sensitive to noise is a tighter restriction than required to prevent public nuisance. However, any music that is audible at this point has the potential to cause annoyance and lead to public nuisance, especially late at night at the operational times proposed, even at a very low volume.

The advice on inaudibility at the boundary of neighbouring noise sensitive premises has been provided to try and reduce any ambiguity in the condition, and provides the Premises Supervisor with a clear benchmark for compliance.

In practical terms, it is possible that the music can be audible beyond this point and this condition still complied with, however the Premises Supervisor would be at risk of causing a public nuisance depending on the circumstances at that time.

5b) Monitoring of the noise

Whilst the above condition ensures that the applicant should not cause a public nuisance, the event needs to be monitored adequately to ensure that this does not occur. I would, therefore recommend the following conditions to ensure that adequate monitoring of the event occurs:

The Premises Supervisor (or named representative) shall monitor the volume of music emanating from the venue at two hourly intervals from the start of the event until 21.00 hours, and then hourly until the event finishes. This will occur at various locations in and around the event site at points agreed with the Licensing Authority. The specific locations should be agreed no later than 14 days before the event is scheduled to take place.

If the music is audible at the set locations the Premises Supervisor (or representative) shall contact the venue immediately discuss the matter with the person responsible on site and they shall decide if the volume of the music shall be reduced so that it does not cause a public nuisance at the monitoring points. The ultimate decision shall rest with the person responsible on the site.

A written log of site visits should be made and kept for inspection by the Licensing Authority if requested. This should include any a record of any telephone conversations with the responsible person on site and any remedial action taken to reduce the noise level. If no action is taken, reasons for this shall also be recorded.

Reason: To prevent a public nuisance

5c) Stringent condition, relating to noise after 23.00 hours.

The Code of Practice suggests that tighter control on the volume of music should be in place after 23.00 hours, and that the music is not audible. There are a number of issues with the standard of inaudibility with its suitability, particularly before 23.00 hours. Whilst the Code of Practice recognises its limitations, it recognises that inaudibility is the best current tool as there is insufficient evidence available to provide more precise guidance with determining public nuisance. The advice on inaudibility at the boundary of neighbouring noise sensitive premises has been provided to try and reduce any ambiguity in the condition, and provides the Premises Supervisor with a clear benchmark for compliance.

Amplified music shall not be audible at the façade of noise sensitive premises after 23.00 hours.

Reason: To prevent a public nuisance

6) Contact for complaints

At least 14 days prior to the event, the licence holder shall provide Epping Forest District Council with a name and telephone number for a responsible person who can respond to any complaints throughout the duration of the event. This person shall also be the point of contact for the noise patrols and be responsible for maintaining the level of music and other amplified sound at an appropriate level.

Reason: To provide a point of contact should the Council receive complaints.

7) Absolute noise limits

If the Licensing Committee are minded to grant the application, and would prefer specific noise limits, I would suggest the following conditions. However, such conditions will require the applicant to employ a dedicated noise consultant on the nights of the events, as it is not be the responsibility of the Local Authority to monitor the noise as a consultant. Spot checks may be carried out on the night, by the duty noise officer, but the Council should not be expected to act as a consultancy service for the event.

7a) Between 11:00 hours and 23:00 hours music noise levels (LAeq,15mins) shall not exceed the background noise level (LA90, 15min) by more than 15dB(A) over any 15 minute period when measured at 1 metre from the façade of any noise sensitive premises. The specific locations of such monitoring points shall be agreed no later than 14 days before the event is scheduled to take place with the Licensing Authority.

Reason: To control the overall noise level before 23.00 hours

7b). Between 23:00 and 02:00 hours the music noise level (LAeq,5min) shall not exceed the background noise level (LA90, 5min) by more than 5dB(A) over any 5 minute period when measured at 1 metre from the façade of any noise sensitive premises. The specific locations of such monitoring points shall be agreed no later than 14 days before the event is scheduled to take place with the Licensing Authority.

Reason: To control the overall noise level after 23.00 hours

7c). Between 11:00 hours and 23:00 hours the music noise levels for 63HZ and 125HZ octave bands shall not exceed 65dB over any 1 minute period measured at 1 metre from the façade of any noise sensitive premises. The specific locations of such monitoring points shall be agreed no later than 14 days before the event is scheduled to take place with the Licensing Authority.

Reason: To control the bass content of the noise before 23.00 hours

7d). Between 23:00 and 02:00 hours the music noise levels for 63HZ and 125 HZ octave levels shall be inaudible within noise sensitive premises. The test for this will be that music shall be just audible at the boundary of noise sensitive premises. The specific locations of such monitoring points shall be agreed no later than 14 days before the event is scheduled to take place with the Licensing Authority.

Reason: To control the bass content of the noise after 23.00 hours

I recommend that the conditions imposed are not those which use absolute noise levels, as they are time consuming to implement and will need a degree of technical expertise. The use of the generic conditions allows any person to assess if they are complying with the conditions, however the person monitoring the noise should have an understanding of Public Nuisance.

Should the panel wish to consider specific noise levels, I would welcome a mixture of the two types of condition, using absolute noise levels before 23.00 hours, and the inaudibility criteria after 23.00 hours (conditions 5a, 5b, 7b and 7d).

If you wish to discuss any of my comments please contact me on (01992) 564422.


Mike Richardson
Environment and Neighbourhood Officer



Licensing Department, Harlow Police Station
South Gate, Harlow, CM20 1HG
Telephone 01279 625 405 Facsimile: 01279 625 476
Website: www.essex.police.uk Email: Peter.Jones@essex.pnn.police.uk

Mrs Kim Tuckey
Licensing Department
Epping Forest District Council
Civic Offices
High Street
Epping
CM16 4BZ

16 March 2012

Dear Kim,

LICENSING ACT 2003 – GRANT OF PREMISES LICENCE SECTION 17
NEW PREMISE: Gaynes Park Estate
DPS: Holly Dodgson
APPLICANT: Media 10 Ltd, Via Mr M Fish

Further to the above application for the Grant of a Premises Licence received on 27 February 2012. I can now confirm that all my checks have been carried out and It has been agreed that under Crime and Disorder Essex Police will **NOT** be making representations or objections to this Licence.

I trust the aforementioned will assist and look forward to receiving a copy of the Licence, if/when processed, in due course.

Yours sincerely,

Mr Peter Jones ABII
Divisional Licensing Officer – Epping Forest District
West LPA

Cc. 1) Mr M Fish, Dirrect Licensing Service
2) James-Motion Solicitors

