

* required information

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You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference

Not Currently In Use

This is the unique reference for this application generated by the system.

Your reference

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

Yes No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

Samuel

* Family name

Cottrell

* E-mail

Main telephone number

Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

Applying as a business or organisation, including as a sole trader
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is your business registered in the UK with Companies House?

Yes No

Note: completing the Applicant Business section is optional in this form.

Registration number

11468448

Business name

Uncle Ivan Limited

If your business is registered, use its registered name.

VAT number

- none

Put "none" if you are not registered for VAT.

Legal status

Private Limited Company

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

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PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 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.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

Address OS map reference Description

Premises OS Map Reference

OS map reference

Further Details

Telephone number

Non-domestic rateable value of premises (£)

Section 3 of 21**APPLICATION DETAILS**

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company / limited liability partnership
- A partnership (other than limited liability)
- An unincorporated association
- Other (for example a statutory corporation)
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales

Confirm The Following

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

Section 4 of 21**NON INDIVIDUAL APPLICANTS**

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

Non Individual Applicant's Name

Name

Samuel Cottrell

Details

Registered number (where applicable)

11468448

Description of applicant (for example partnership, company, unincorporated association etc)

Continued from previous page...

Director

Address

Building number or name
Street
District
City or town
County or administrative area
Postcode
Country

Contact Details

E-mail
Telephone number
Other telephone number
* Date of birth / /

* Nationality Documents that demonstrate entitlement to work in the UK

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

Director

Continued from previous page...

Address

Building number or name	Bishop's Court
Street	Main Road
District	Margaretting
City or town	Ingatestone
County or administrative area	Essex
Postcode	CM4 0HD
Country	United Kingdom

Contact Details

E-mail	<input type="text"/>
Telephone number	<input type="text"/>
Other telephone number	<input type="text"/>
* Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/> dd mm yyyy

* Nationality	<input type="text"/>
<input type="button" value="Remove this applicant"/>	

Documents that demonstrate entitlement to work in the UK

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OPERATING SCHEDULE

When do you want the premises licence to start?	<input type="text"/> 31 / <input type="text"/> 08 / <input type="text"/> 2019 dd mm yyyy
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If you wish the licence to be valid only for a limited period, when do you want it to end	<input type="text"/> 31 / <input type="text"/> 08 / <input type="text"/> 2019 dd mm yyyy
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Provide a general description of 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.

The premises is a field situated on High Ongar Road, just off the old A414 turn-off - CM5 9LZ. An exact premises plan to be attached.
There will be licensable activities taking place such as the playing of recorded music in the form of DJ's, the buying or selling of alcohol and dancing.
The main area where these activities will be taking place is around 400m away from the entrance to the field. The area around it is built up with a wooded area surrounding it. This will allow us to contain the sound effectively and stop it

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spreading far. The playing of recorded music will be via a PA system which will have different speakers located at certain points around the main arena, they will be short throw speakers which will further contain the sound, as well as sound monitoring checks being taken every couple of hours. The buying and selling of alcohol will be from the bars located on our premises plan, as will all the areas dancing will be taking place.

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

1300

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PROVISION OF PLAYS

See guidance on regulated entertainment

Will you be providing plays?

Yes No

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PROVISION OF FILMS

See guidance on regulated entertainment

Will you be providing films?

Yes No

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PROVISION OF INDOOR SPORTING EVENTS

See guidance on regulated entertainment

Will you be providing indoor sporting events?

Yes No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

See guidance on regulated entertainment

Will you be providing boxing or wrestling entertainments?

Yes No

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PROVISION OF LIVE MUSIC

See guidance on regulated entertainment

Will you be providing live music?

Yes No

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PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Will you be providing recorded music?

Yes No

Continued from previous page...

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the playing of recorded music take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other
structure tick as appropriate. Indoors may
include a tent.

State 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.

The music will be amplified through a Short-throw PA system. We will liaise with a noise consultant to minimise noise
disturbance and also gladly follow and regulations advised by the Environment & Neighbourhood officers.

State any seasonal variations for playing recorded music

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

Continued from previous page...

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

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

The music will be played the day before briefly, while we test it to make sure everything is working.

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PROVISION OF PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing performances of dance?

Yes

No

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PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing anything similar to live music, recorded music or performances of dance?

Yes

No

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

Yes

No

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

Yes

No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

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.

Continued from previous page...

Name

First name

Family name

Date of birth / /
dd mm yyyy

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

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ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

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 etc gambling machines etc.

There will be regulated consumption of alcohol on site.

Continued from previous page...

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

- On the premises Off the premises Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

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

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

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

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

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LICENSING OBJECTIVES

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

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

We will promote all four licensing objectives by building a strong events management plan. Which we will then segment & delegate to the relevant members of our management team. Making sure every member of staff knows exactly what is going on before the event has even begun. We will build a strong EMP by liaising with all the relevant professionals, council members & officers as well as referring to the purple guide.

b) The prevention of crime and disorder

We will stick firmly to all the information we supply to the council including sticking to all the times & licensable activities we have submitted. We will work closely and openly with all the relevant individuals (i.e police officers) who will need to know what measures we are putting in place to prevent any crime or disorder. If anything is not to their liking we will gladly amend anything so it suits.

c) Public safety

Public safety will be insured by abiding by the rules and regulations that we must follow. We will ensure this by referring to the purple guide, working with relevant professionals (such as health & safety advisors) & council officials, as well as having a strong EMP ensuring in depth fire safety & health and safety risk assessments are completed. By doing this we can prevent any over crowding, fire safety issues & also prevent anyone being hurt or having an accident on the premises. Every relevant staff member will have any required training and certificates for their purpose. We will also ensure that all food providers have all the correct insurance and licensing & that they abide with all food safety regulations.

d) The prevention of public nuisance

Public nuisance will be prevented by conducting assessments on anything that could cause nuisance & preventing it as much as we can. Noise & Light pollution will be contained as the surrounding area is built up with trees and bushes, as well as this we are using short throw speakers and lighting will be directed towards the crowd. Community safety will be ensured by working with our head of security and his team, using information we have gathered from our assessments we will ensure that we have strict policies in place to ensure that any threats to staff, locals or attendees is minimized. Litter is kept on top of by ensuring staff are vigilant keep on top of any rubbish created throughout the duration of setting up, during and after the event. There will be plenty of rubbish bins located on site and visitors will not be allowed to leave with any bottles cans or anything else that can create litter. The day after we will have a team of professional cleaners on site to litter pick. There will be a staffed car-park with enough room for all visitors. We are more than willing to discuss any matters with any local residents concerning any issues they have with any of our plans.

e) The protection of children from harm

The event will be 18+ only and will be ensured by the security team we will have on the entrance. Also the whole area will be fenced off with relevant security members on all accessible entrances. This will prevent any children coming on site. The fencing will be heras fencing, but will have covers on all the panels. This aids us in keeping areas secure and to keep everything out of view of any children around the area who may be able to see adults drinking at the bar.

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

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

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

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

There will be some guests arriving on the morning of the event to help with any last minute set-up that may be needed.

Continued from previous page...

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 by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

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 full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **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.

Continued from previous page...

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

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

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

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

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

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

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NOTES ON REGULATED ENTERTAINMENT

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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:
 - o a performance of unamplified live music between 08:00 and 23:00 on any day, on any premises.
 - o 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.
 - o 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.
 - o 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.
 - o 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:
 - o 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.
 - o 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.
 - o 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.

Continued from previous page...

- 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:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o 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;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o 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.

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PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00*

Band E - £125001 and over £635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

100.00

DECLARATION

Continued from previous page...

[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. The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name
* Capacity
* Date / /
dd mm yyyy

Full name
* Capacity
* Date / /
dd mm yyyy

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/epping-forest/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

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

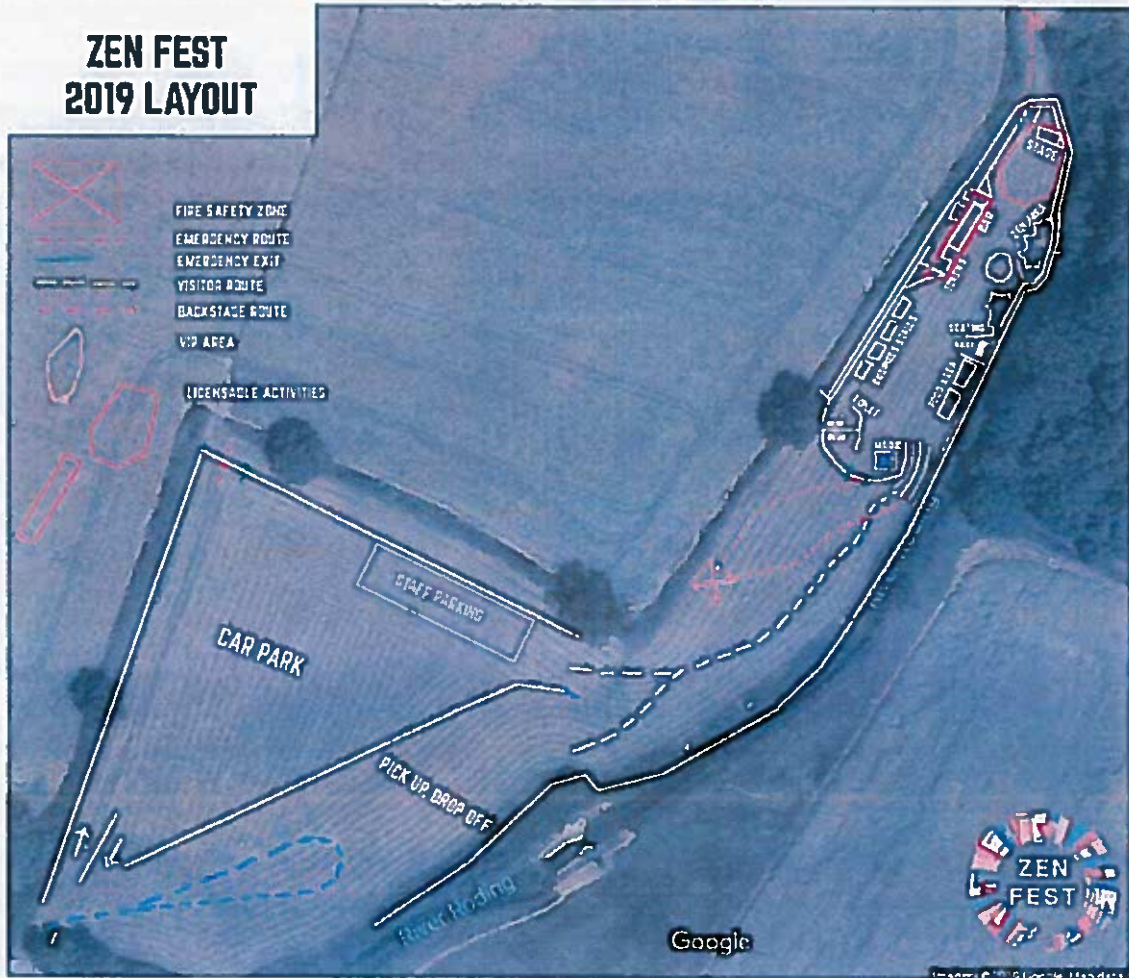
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Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
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Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
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ZEN FEST 2019 LAYOUT





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LICENSING ACT 2003
APPLICATION FOR GRANT BY PREMISES LICENCE
SAMUEL COSTRELL & STEPHAN FOKELMAN have
 applied to **EPPING FOREST DISTRICT COUNCIL**
 for the grant of a premises licence, in respect of the
 following premises: The Field, End of High Dinger
 Road, Epping, Ch16 9LZ, which would authorise the
 following licensable activities: Sale by retail of alcohol,
 provision of regulated entertainment - including
 recorded music. On Saturday the 31st August 09:00-23:00
 between the hours of 12:00-23:00. Any person wishing
 to make representations to this application may do so
 by writing to The Licensing Manager, Epping Forest
 District Council, 313 High Street, Epping, Ch16 9BE
 not later than 28 days after the date of this notice.
www.eppingforest.gov.uk. It is an offence knowingly
 or recklessly to make a false statement in connection
 with this application, the maximum fine on summary
 conviction being £5,000.
 Dated: 30/04/2019

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Whether you are on your home computer, or out and about with your smartphone, you can access click2find 24/7 - so if you're craving a late night pizza, looking for a shoe repairer on the High Street to mend your broken heel, or are at the office and need a suit picked up and dry cleaned, you can see exactly what's on offer in your area.

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Debbie Houghton

From: philip taylor [REDACTED]
Sent: 27 April 2019 19:18
To: Licensing
Subject: Licence Application

Dear Licencing Officers

Re: Application by Uncle Ivan Ltd Zen Fest - Field off High Ongar Road - Saturday 31.8.2019

Further to your letter dated 9 April 2019 we should like to make representations regarding the above event on the grounds of public safety and public nuisance:

High Ongar Road has only one means of entry and exit. (The alternative entry/exit was closed in 2016 due to structural weaknesses on the bridge spanning the River Roding). Entry is from a section of the A414 that is busy and fast-moving. The organisers will hope to attract large numbers of visitors to the event, resulting in vast increase to the volume of traffic slowing down to enter the road via a junction that is obscure, not very wide and bends sharply to the right within 20 metres of the A414.

Exiting High Ongar Road also presents a hazard. The hedgerow on the Chelmsford side of the junction of High Ongar Road with the A414 is overgrown, considerably reducing the ability to see traffic approaching from Chelmsford toward the Four Wantz roundabout on a section of road where the speed limit is 60mph. These examples demonstrate that traffic congestion is a certainty, vehicle collisions a possibility.

Since the closure of the bridge High Ongar Road has become a little-used, residential country lane. There are just two street lights, no white road markings and poorly maintained footpaths. Typical traffic movements consist of residents and their visitors' vehicles, delivery drivers and refuse collection trucks (who because of space limitations usually reverse the length of the road once they have finished collecting). The anticipated increase in traffic-flow up and down the road will disrupt the lives of all the residents. Gridlock is possible as visitors double-park on the road, impeding residents' ability to access their properties likely to cause conflict and disturbance. Visitors to the event returning to their cars in the dark risk injury due to inadequate lighting.

Please note, we do not object to the event taking place, our representations highlight the inadequacies of access to the venue via High Ongar Road. Is it possible to access the field via the Leisure Centre on Fyfield Road?

Yours sincerely

Caroline & Philip Taylor
[REDACTED]
High Ongar Road

LICENSING ACT 2003

APPLICATION FOR GRANT OF PREMISES LICENCE

SAMUEL COTTRELL & STEFAN POELMAN have applied to
EPPING FOREST DISTRICT COUNCIL for the grant of a
premises licence, in respect of the following premises:
The Field, End of High Ongar Road, Ongar, CM5 9LZ

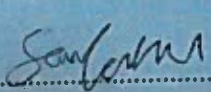

Which would authorise the following licensable activities:
Sale by retail of alcohol, provision of regulated entertainment
– including recorded music.
On Saturday the 31st August ONLY between the hours of 12.00-23.00

Any person wishing to make representations to this application may do so by
writing to The Licensing Manager, Epping Forest District Council, 323 High
Street, Epping, CM16 4BZ

not later than 28 days after the date of this notice.

www.eppingforestdc.gov.uk

It is an offence knowingly or recklessly to make a false statement in connection
with this application, the maximum fine on summary conviction being £5,000

Signed  

Dated 2/4/2019

Debbie Houghton

From: Shirley Fuller [REDACTED]
Sent: 23 April 2019 17:14
To: Licensing
Subject: From Shirley Fuller Re Event 31 August 2019, The Field, High Ongar Road, Ongar

Dear Licensing Officer,

I am making a written representation regarding the application for a music and alcohol licence for an event on 31 August 2019 in The Field, High Ongar Road, Ongar, Essex, CM5 9LZ.

Please see below my comments on the grounds that were set out in your letter to me dated 12 April 2019.

Prevention of crime and disorder

I believe there is expected to be in the region of 1300 people attending the proposed music event on the field at the end of High Ongar Road. This high influx of people could pose a threat to the residents in High Ongar Road of crime and disorder. Intoxicated revellers could potentially damage cars and property when leaving the event late at night.

The parking will cause disorder in the road, especially now it is blocked to traffic on the bridge, effectively making High Ongar Road a no through road other than on foot or by bicycle. Whilst I am aware there are no parking restrictions in High Ongar Road, so people attending the event can lawfully park, has there been any consideration to the amount of cars that will be parked in the road which could cause disorder if any of the emergency services were needed to attend? Will residents be able to get out of their drives as we know too well people do not park with any thought to residents.

I have recently contacted EFDC about the litter problem at the end of High Ongar Road and am delighted to say this litter has been cleared up and the area by the closure section is now a much cleaner and nicer place. The amount of people attending the proposed event will no doubt cause a litter problem which I class as a disorder. Who will be cleaning it up?

There could be drug abuse at the event. There is evidence of drugs by the closed off section on a weekly basis.

Public Safety

Will there be adequate safety in the field as it is not clear where the grass and vegetation stops and the river bank starts? It is vastly overgrown by the river bank and without proper barriers in place there could be a safety problem to revellers, who will be drinking alcohol, falling into the river.

Again the amount of cars that will be parked in High Ongar Road could cause a safety issue to public and residents.

Will there be adequate toilet facilities at the event? Urinating etc in the field is a risk to public health.

Again, the amount of cars that will be parked in High Ongar Road could obstruct emergency vehicles from getting down the road.

The Prevention of Public Nuisance

This type of music event will be a huge public nuisance with the noise of the music and the vast amount of people attending. If the level is too high then EFDC Noise Abatement Officers will need to be called. There has been a problem in the past with Mulberry House and music noise from their wedding venue marquee. I had to call the officers out many times because the level of noise and vibration was intolerable.

This event, whilst not wanting to be a spoilsport for people having fun, is just not suitable for the field at the end of High Ongar Road. It is a ludicrous site and will cause a total nuisance to everyone in the vicinity.

I look forward to your confirmation of receipt of my representations.

Kind regards

SHIRLEY FULLER

[REDACTED] HIGH ONGAR ROAD, ONGAR, ESSEX, [REDACTED]

Mob: [REDACTED]

Debbie Houghton

From: Jennifer Davis [REDACTED]
Sent: 24 April 2019 21:06
To: Debbie Houghton
Subject: Re: FIELD OFF HIGH ONGAR ROAD HIGH ONGAR CM5 9LZ LICENSE APPLICATION FOR AUGUST 31ST 2019 /SALE OF ALCOHOL/PROVISION OF RECORDED MUSIC

This Message originated outside of Epping Forest District Council.

Hi Debbie,
Yes I'm sorry I should have made it clearer!
Regards
Jennifer Davis

Sent from my iPhone

On 23 Apr 2019, at 11:09, Debbie Houghton <dhoughton@eppingforestdc.gov.uk> wrote:

Good morning Jennifer,

Thank you for your email, can I just confirm that this email you have sent is an objection to the application,

Regards
Debbie

*Miss Debbie Houghton
Licensing Officer
Neighbourhoods Directorate
Tel: 01992 564336
E-mail: dhoughton@eppingforestdc.gov.uk*

From: Jennifer Davis [REDACTED]
Sent: 23 April 2019 11:04
To: Licensing <Licensing@eppingforestdc.gov.uk>
Subject: FIELD OFF HIGH ONGAR ROAD HIGH ONGAR CM5 9LZ LICENSE APPLICATION FOR AUGUST 31ST 2019 /SALE OF ALCOHOL/PROVISION OF RECORDED MUSIC

[REDACTED]
High Ongar Road,
Ongar
Essex
[REDACTED]

Re:Application for 'UNCLE IVAN LTD ZEN FEST' ON 31ST AUGUST 2019

Dear Licensing Team,

I am writing in regard to the above application as my husband and I have some concerns.

The Prevention of Crime and Disorder

We understand that there will be no policing on the day. That in itself is worrying with alcohol available from 12noon until 11.00pm.

Public Safety

There is also the river that runs along the entire field!! A hot day in August who will stop people from jumping in to cool off? especially after the consumption of alcohol!

It is dangerous, an accident waiting to happen!!

The Prevention of Public Nuisance

Our properties are exposed at the back as we look out onto fields, and unless the entire field is being fenced off (as there are gaps in the hedge the whole length of all three fields) I can't see how they will be able to stop anyone without a ticket just walking in! As well as giving anyone the opportunity to gain access to our gardens!!

Kind regards,

John and Jennifer Davis

Sent from my iPad



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Epping Forest District Council
Postmaster@Eppingforestdc.gov.uk

Civic Offices

High Street

Epping

Essex

CM16 4BZ

[REDACTED]
Post Office Cottages

The Street

High Ongar

[REDACTED]
16th April 2019

Re: Register of Licence Application.

Dear Sirs

I would like to oppose against the Licence Application of Uncle Ivan Ltd Zen Fest at Church Field, High Ongar Road, High Ongar, Essex CM5 9LZ on Saturday 31st August 2019 on the grounds of The Prevention of Public Nuisance, and The Prevention of crime and disorder.

We had this Fest last year in our rural village with no notification from the council or the promoters, and what a nightmare it was for all residents. What with the constant base thump from the music all day long and through the night, calls were made to environmental health by residents, but the noise level remained the same. The day after residents had to remove broken glass, rubbish and lots of laughing gas canisters from the field and village areas. There are still signs of the fest in the field now, even though a so called clean up was done.!!

With all the remote fields around the area, why does it have to be in a village location?

[REDACTED]
Kevin Speck.

JACKY HIGGINS AND ROBIN GAYLARD

[REDACTED]
HIGH ONGAR ROAD
HIGH ONGAR
ESSEX
[REDACTED]

THE LICENSING TEAM
EPPING FOREST DISTRICT COUNCIL
CIVIC OFFICES
HIGH STREET
EPPING
ESSEX
CM16 4BZ

22ND APRIL 2019

Dear Sirs

**Re:- REPRESENTATION AGAINST THE APPLICATION IN RESPECT OF PREMISES LICENCES
UNCLE IVAN LTD ZEN FEST.**

Thank you for the notification of application for the one day event at the field off High Ongar Road CM5 9LZ.

I wish to make representation against the application on the following grounds.

High Ongar road is a no through road, accessed by road only. There are no bus stops or train stations within the area. All visitors to the event will come by private coach, bus or car. There is no adequate parking, we feel the whole road will be full of cars etc preventing ambulances, paramedics and fire engines from attending, if called. This is not in the interest of public safety. Such crowds Are notorious for leaving litter and petty crime is also associated with such events. This is a public nuisance.

It is likely that the public footpath will be blocked, this is also a public nuisance.

The river runs alongside this field and we wonder if it could be polluted during this event.

If any damage/pollution were to occur would Uncle Ivan Ltd be responsible for rectifying the situation or would they go bankrupt again.

Residents of High Ongar Road do not want loud music or crowds. We do not want people under the influence of drink wandering round high Ongar road or the very near A414. Surely this is a public safety issue.

We look forward to your response.

Yours sincerely

[REDACTED]

✓ Jacky Higgins and Robin Gaylard

[REDACTED]

Mr J Alderson

High Ongar Road

Ongar

Essex

22 April 2019

Dear Sir/Madam,,

Re;Music Festival HighOngarRoad

I would hope that the EFD Council would refuse any application for such an event as that of the festival above with all its noise and disturbance not only to people living close by but also to the wildlife and our country side.

Should the applicant be successful I would expect the Council to be able to assure us that either they or those holding the festival will be having all the necessary insurances to cover any damages to property or persons caused by this event

It may appear a short period of entertainment but the preparation before and clearing up after will take time hampering those who want to use the footpath which should remain open.

Yours Sincerely

A large black rectangular redaction box covering the signature area.

The Licensing Team
Epping Forest District Council
Civic Offices
High Street
Epping
Essex
CM16 4BZ

The Residents Of
High Ongar Road
Ongar
Essex
CM5 9LZ

Residents of High Ongar Road Representation/Objection

RE: - Register of Licence Application Received

Applicant: - Uncle Ivan Zen Fest

Address of Event: - Field Off High Ongar Road – High Ongar – Essex – CM5 9LZ

Re: - One day event on Saturday 31st August 2019 – 12.00-23.00pm – Alcohol & Music

To whom it may concern

We the residents of High Ongar Road wish to bring to your attention that we all strongly object to the above Zen Fest going ahead for the reasons outlined below.

1. Residents will be subjected to high levels of public nuisance, noise disruption, vandalism and crime to public and private properties.
2. High Ongar Rd will become the festival car park generating congestion, restricted access to properties restricting access to emergency services, if required at any one of the private properties within the road.
3. The junction from the A414 into High Ongar Road would not be able to cope with the addition of 1300+ people, as this is a renowned accident blackspot.
4. The field itself where the proposed event is stated to take place, has a river running through it which is easily accessible by the public, and could also be used as a public convenience. There is also a public footpath running through the field which is for the public to use at all times, and is the Essex walk way, this would not be able to be used and would restrict entry during the day to the general public.
5. Residents and children have the right to be protected from harm, and with a high injection of strangers travelling in being fuelled with drink / drugs for 12 hours plus, and the possibility of weapons, you cannot guarantee our safety.

We have been carrying out some investigation work with regards to Uncle Ivan Ltd, it is clear to see that they have gone bankrupt on multiple occasions, and will it happen again? With this in mind, and if subsequently anything went wrong where Zen could be potentially prosecuted, what would happen?

On behalf of the residents we hope the council see common sense and reject this ridiculous application, for the safety of the residents and the damage it will cause to our lovely town and community name.

HIGH ONGAR PARISH COUNCIL

www.highongarpc.co.uk

Parish Clerk: Ernie Fenwick

Telephone: 01279 730770

Email : clerk@highongarpc.co.uk

Lea Hall Bungalows
Dunmow Road
Hatfield Heath
Herts

place and 1,350 try to exit at the same time. This council would prefer not to imagine it and certainly not to bear witness to it.

The current plan shows that all traffic, both entering and leaving the site, will be via High Ongar Road. Firstly, High Ongar Road is closed at its eastern end as the bridge across the River Rodling is deemed unsafe. As a result all traffic in both directions will have to use the eastern junction to the A414. A fast stretch of road where vehicles accelerate from the speed restriction at the Four Wantz roundabout.

The High Ongar Road is narrow, with some 23 properties along it. The gate to the field is relatively narrow, some seven metres, so might not be appealing to some less experienced drivers on the basis that a vehicle is some 2.5 metres wide so one entering and exiting at the same time leaves little room for error. If drivers choose to park in the road, especially on both sides of it, it is debatable whether emergency vehicles would be able to access the site. This lack of access to emergency vehicles would be exacerbated if an incident on site – such as a fire – resulted in perhaps hundreds of vehicles exiting at the same time. It should also be noted that cars exiting in such circumstances would make it impossible for emergency vehicles to access the event site itself.

3. Public nuisance

The application states "The main area where these activities will be taking place is around 400m away from the entrance to the field ...". Not so. 400 metres from the gate is through the event area completely, and into the woods. Perhaps the promoters should be asked what they deem is the 'main area' for 1,300 people.

23 properties will be affected directly by traffic. More, including Mulberry House will be affected by noise. The application states that the trees and wooded area acts as a barrier to any noise generated, noise being their choice of words not ours. The application states that the trees are behind the stage and speakers will be projecting noise forward.

A public right of way goes through the field. The plan does not reflect the space occupied by the right of way, potentially reducing the useable size of the site still further.

4. Protection of children

This is a given but how do the promoters ensure that children, i.e. those under 18, are not admitted to the site unless they intend to check all IDs before allowing entry?

Notification

There is one other issue it is important to raise. This notification was initially sent to properties in The Street and a few days later to properties in High Ongar Road. Our conversations with residents in both locations suggest to us that they are to a large part scared of "repercussions" should their personal details be disclosed to the applicant. We do not share their fears, but that doesn't make their fears any less real. It is obvious that anyone living in High Ongar Road can be in any way happy about this.

You must gather that the Parish Council is unhappy about this event both in detail and in concept. It should be moved to somewhere more suitable, such as the grounds of Hylands House, or perhaps closer to where the applicants live. There are two fields directly opposite the applicants address which would be more appropriate.

The District Council should represent the interests of its residents, not those of outsiders.

HIGH ONGAR PARISH COUNCIL

www.highongarpc.co.uk

Parish Clerk: Ernie Fenwick

Telephone: 01279 730770

Email : clerk@highongarpc.co.uk

Lea Hall Bungalows
Dunmow Road
Hatfield Heath
Herts

We look forward to hearing from you on this matter.
Yours sincerely



Ernie Fenwick
Clerk to High Ongar Parish Council

cc: Mrs Maggie McEwan
Mr Alex Burghart MP

Debbie Houghton

From: Chris Funnell [REDACTED]
Sent: 25 April 2019 13:00
To: Licensing
Subject: Uncle Ivan Ltd Zen Fest 31st August 2019

Dear Sir or Madam,

I would like to object in the strongest possible terms to the granting of a licence for the purposes of a music festival, namely Zenfest.

The proposed area where this event is to held is wholly unsuitable as it is very close to residential housing. Where I live in The Street, High Ongar, we had the full force of the noise last year. Although I am grateful that the event has moved, the people of High Ongar Road do not deserve this to be foisted upon them.

Indeed when this was held last year, in the field behind the church, my family were driven to go out as the deafening nature of the music was more than we could stand. This village should not be a place where people have to leave their homes in order to safeguard their hearing and indeed sanity. I politely approached one of the organizers when the music started, in an attempt to ask for it to be reduced, and was met with open aggression. I terminated the conversation at that point. My neighbours witnessed the use of drugs in the car parking area and the church graveyard was openly used as a toilet. These are not things which I would want the children of this village to have to witness.

Although the area where the proposed event has changed, the nature of the event has not. I therefore urge EFDC to refuse this application.

Yours

Chris Funnell

Sent from Mail for Windows 10

Good morning Sam / Stefen,

Thank you for your time attending the SAG on 18th April and answering a number of questions posed by myself and the other attendees. I look forward to receiving the amended event management plan, along with full performer details in due course.

In respect of the Premises Licence, I have attached a schedule of conditions that Essex Police recommend and seek to agree with you. Please have a look and advise whether you are happy to accept these as part of the licence.

Kind regards,

Peter

Peter Jones (7706) MIOL, MBII
Essex Police Licensing Officer

Epping Forest | Brentwood | Harlow
Direct Tel. 01279 625405 | Internal. 313604
Mob 

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Debbie Houghton

From: Licensing Epping and Brentwood
<licensing.epping.and.brentwood@essex.pnn.police.uk>
Sent: 26 April 2019 13:11
To: Sam Cottrell
Cc: Licensing
Subject: RE: Zen Fest 2019
Attachments: Zen Fest 2019 - Conditions - Amended 26-04-2019.pdf

Sam,

Thank you for your response. I am happy to negotiate this point and amend to read,
'There shall be a 30 minute period where lighting is increased before the end of the provision of live or recorded music.'

With this amendment; and your agreement to the other measures proposed; Essex Police make no representations to the application.

The full 'agreed and amended' schedule is attached

Kind regards,

Peter
Peter Jones (7706) MIOL, MBII
Essex Police Licensing Officer
Epping Forest | Brentwood | Harlow
Direct Tel. 01279 625405 | Internal. 313604
M [REDACTED]

From: Sam Cottrell [REDACTED]
Sent: 26 April 2019 13:00
To: Licensing Epping and Brentwood <licensing.epping.and.brentwood@essex.pnn.police.uk>
Subject: Re: Zen Fest 2019

Hi Peter

We are happy to agree and accept these as part of the license. The only part I would like to mention is this part

"There shall be a 30 minute period where music volume is reduced and lighting increased before the end of the provision of live or recorded music."

From last year we didn't have much trouble at the end clearing people out, I would be happy to increase the lighting I just feel like if we turn the music down right at the end it might cause frustration with the customers. Let me know if you are happy to agree to this.

Kind Regards

Sam

On Wed, Apr 24, 2019 at 11:39 AM Licensing Epping and Brentwood
<licensing.epping.and.brentwood@essex.pnn.police.uk> wrote:

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Zen Fest 2019 – Essex Police Recommended Conditions

General – all four licensing objectives

<p>The premises licence holder/operator or their agent shall complete an Event Management Plan in respect of the time limited event/licensed event.</p> <p>This EMP must be first submitted to the licensing authority no later than 12 weeks before the event.</p> <p>No later than 3 weeks before the intended first day of the event, the licensing authority or Safety Advisory Group shall be provided with a final version of the EMP for consideration.</p>
<p>There shall be a personal licence holder on duty on the premises at all times when alcohol is offered for sale.</p>
<p>No alcohol may be supplied by an individual unless that individual has the written consent of the Designated Premises Supervisor or other employed Personal Licence Holder. A written record of this consent must be retained on the premises at all times when such an individual supplies or proposes to supply alcohol and be made available immediately upon reasonable request of the police or licensing authority.</p>
<p>In addition to water, other non-alcoholic beverages shall be available at all times whilst alcohol sale or supply takes place.</p>

Prevention of Crime and Disorder

<p>An incident log shall be kept at the premises, and made immediately available to police or licensing authority staff upon reasonable request. The log must be completed as soon as is possible and within any case within 1 hour of the occurrence and shall record the following:</p> <ul style="list-style-type: none">(a) all crimes reported to the venue(b) all ejections of patrons(c) any complaints received concerning crime and disorder(d) any incidents of disorder(e) all seizures of drugs or offensive weapons <p>The incident log shall either be electronic or maintained in a bound document with individually numbered pages and be retained by the premises licence holder for at least 6 months from the date of the last entry.</p>
<p>A minimum of 4 SIA licensed door supervisors (of which at least one must be female) must be provided throughout the event and for at least 30 minutes after the event has closed.</p>
<p>Where SIA licensed door supervisors are used at the premises a record shall be maintained (on the premises) which is legible and details:</p> <ul style="list-style-type: none">i. The day and date when door supervisors were deployed;ii. The name and full SIA registration number of each door supervisor on duty at the premises; andiii. The start and finish time of each door supervisor's worked duty period. <p>This record shall be retained by the premises licence holder for 6 months and be immediately provided to police or licensing authority staff upon reasonable request.</p>
<p>Where SIA licensed door supervisors are employed at the premises (either directly or via a third party) a check of the current validity of each door supervisor's licence shall be conducted via the SIA website at the commencement of employment. This log shall be retained by the premises licence holder for at least 6 months after the last recorded check.</p>
<p>All persons entering or re-entering the event shall at all times be searched by SIA licensed door supervisor for drugs and concealed weapons. Prominent signs (minimum size 200 x 148 mm) to this effect shall be displayed at all entrances and be legible to prospective patrons whilst the event is open.</p>
<p>All SIA licensed door supervisors must wear high visibility jackets or vests.</p>
<p>The premises shall have in place, and operate, a zero tolerance policy with regard to the use/possession of controlled drugs and psychoactive substances and advertise the same within the premises on posters and similar means. This policy shall specifically include but not be limited to:</p> <ul style="list-style-type: none">i. Searching practices upon entry;ii. Dealing with patrons suspected of using drugs on the premises;iii. Scrutiny of spaces including toilets or outside areas;iv. Clear expectations of staff roles (including the DPS, managers/supervisors and door supervisors);v. Staff training regarding identification of suspicious activity and what action to take;vi. The handling of items suspected to be illegal drugs or psychoactive substancesvii. Steps taken to discourage and disrupt drug use on the premisesviii. Steps to be taken to inform patrons of the premises drug policy/practices <p>A copy of this policy document shall be lodged with the police and licensing authority.</p>
<p>During the period in which the event is open for licensable activities, toilets shall be checked on at least an hourly basis for the purpose:</p> <ul style="list-style-type: none">a) of detecting and deterring the use of controlled drugs and psychoactive substances; andb) maintaining public safety. <p>A record of these checks shall be maintained with the date, time, and condition of the toilets and staff member conducting the check. These records shall be made contemporaneously, retained by the premises licence holder for at least 6 months and made available immediately upon demand to police or licensing authority staff.</p>

Public Safety

At all times no persons shall be permitted to bring bottles or glasses into the event. Conspicuous signage (of a minimum size of 200mm x 148 mm) shall be displayed, at each ingress point explaining this policy.

At all times drinks must only be served in polycarbonate, plastic or paper containers.

Qualified first aiders shall be employed at the event when the premises is open for licensable activities. The first aiders must have a valid (non-expired) qualification in Emergency First Aid at Work or higher.

Prevention of Public Nuisance

Clear and legible notices must be prominently displayed at all exits requesting customers to respect local residents and leave the area quietly. These signs shall be a minimum size of 200 x 150 mm.

There shall be a 30 minute period where lighting is increased before the end of the provision of live or recorded music.

A written dispersal policy will be formulated and provided to the police and licensing authority which amongst other things details:

- How patrons leaving the premises shall be directed away from the premises;
- How patrons will be informed of the services of taxi and private hire operators;
- What staff will be responsible for supervising those leaving the premises and how they will supervise such persons;
- Any 'wind' down periods;
- Methods to prevent re-entry to the premises;
- How bottles and glasses will be prevented from being removed from the premises at closing time.

Protection of Children from Harm

The premises shall display prominent signage indicating at any point of sale and at the entrance that it is an offence:

- for a person under the age of 18 to buy or attempt to buy alcohol; or
- buy, or attempt to buy, alcohol for a person under the age of 18.

A Challenge 25 scheme shall be operated, whereby any person who appears to be under the age of 25 years of age is required to produce on request an item which meets the mandatory age verification requirement and is either a:

- Proof of age card bearing the PASS Hologram;
- Photocard driving licence;
- Passport; or
- Ministry of Defence Identity Card.

The premises shall clearly display signs at the each point of sale and in areas where alcohol is displayed advising customers that a 'Challenge 25' policy is in force. At the point of sale, such signs shall be a minimum size of 200 x 148mm.

A refusals record shall be maintained at the premises which details all refusals to sell alcohol. Each entry shall, as a minimum, record the date and time of the refusal and the name of the staff member refusing the sale. All entries must be made as soon as possible and in any event within 1 hour of the refusal and the record must be made immediately available to police, trading standards or licensing authority staff upon reasonable request. The refusals record shall either be electronic or maintained in a bound document and retained by the premises licence holder for at least 6 months from the date of the last entry.

Persons under the age of 18 years shall not be allowed entry to the event.