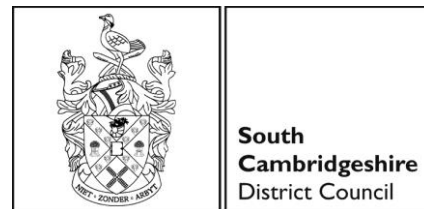


South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

t: 01954 713000
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www.scambs.gov.uk



Wednesday 6 December 2023

To:

Members of the Licensing (2003 Act) Sub-Committee – Councillors
Anna Bradnam, Sunita Hansraj and Peter Sandford

Applicant and Representee(s)

Dear Sir/Madam

You are invited to attend the next meeting of **Licensing (2003 Act) Sub-Committee** of the application to Grant a Premises Licence for Childerley Orchard. The hearing will be held in the **F2 - South Cambs Hall** meeting room at South Cambridgeshire Hall on **Thursday, 14 December 2023 at 10.30 a.m.**

Please note that this meeting will not be streamed live, anyone wishing to view this meeting will need to be present in person.

Yours faithfully
Liz Watts
Chief Executive

Requests for a large print agenda must be received at least 48 hours before the meeting.

Agenda		Pages
1. Appointment of Chair		
2. Introductions / Procedure	The Chairman will introduce the members of the Sub-Committee and the officers in attendance at the meeting. A copy of the Licensing (2003 Act) Committee procedure is attached.	3 - 4
3. Declarations of Interest		
4. Application for the Grant of a Premises Licence		5 - 240

Guidance For Visitors to South Cambridgeshire Hall

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Agenda Item 2

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

LICENSING ACT 2003 COMMITTEE

HEARING PROCEDURE

1. Introduction

- The Chairman of the sub-committee will welcome and introduce everyone present, giving explanations of roles where necessary, and outline the procedure to be followed.
- The hearing will take the form of a discussion to be led by the sub-committee.
- Members of the sub-committee will be able to ask questions of any party, or the Licensing Officer, at the hearing. They will try, so far as possible, to ask their questions at the conclusion of each party's submission.
- The sub-committee will consider any requests for permission to ask questions of other parties. It will decide if questions are required in order for it to consider the case properly. If permission is given to one party, it will usually be given to all other parties.
- The Chairman may ask any person behaving in a disruptive manner to leave and may refuse to permit that person(s) to return or may permit them to return with specified conditions. Such a person may, before the end of the hearing, submit to the authority in writing any information which they would have been entitled to give orally had they not been required to leave.
- Members of the sub-committee will be asked to make any Declaration of Interests.

2. Witnesses

The sub-committee will consider any requests from any of the parties to call witnesses.

3. New evidence/information

The sub-committee will consider any requests for permission to present new evidence or information not previously disclosed to all the parties and the sub-committee prior to the hearing. The general rule is that such information or evidence must not be considered unless all parties at the hearing agree to it being considered on the day of the hearing. A request may be made for a short adjournment to allow time for everyone to receive copies of the extra information and time to read it.

4. Allocation of time

Each party will be asked for a time estimate for the presentation of their case. The sub-committee will hear all estimates and then allocate each party an equal amount of time to speak.

5. Licensing Officer's report

The Council's Licensing Officer will outline details of the application and representations received by the council. No recommendation to members will be made.

6. Applicant's case

The applicant will present their case first. They have a right to:

- address the sub-committee on any points of clarification the council has sought;
- address the committee generally; and
- call any witnesses that they have been given permission to call. Witnesses may be cross-examined if permission is granted. If this happens, the time taken for questions will count towards the allocated time of the party asking the questions, not the party answering them.

Members of the sub-committee may ask questions of the applicant.

7. Police representations

The Police will make any representations about the application, with the same rights as listed at s.6.

Members of the sub-committee may ask questions of the police representative.

8. "Responsible authorities" representations

Other "responsible authorities" (Police/Fire/Environmental Health Officer/Social Services/Trading Standards/Planning Directorate) will then make representations, with the same rights as listed at s.6.

Members of the sub-committee may ask questions of those authorities represented.

9. Any other representations

Anybody else making representations will go last, with the same rights listed at s.6.

Members of the sub-committee may ask questions of any person who has made a representation.

10. Legal advice

Once all parties have presented their cases to the sub-committee, and the members of the sub-committee have no more questions for any of the parties, the Council's Legal Officer will be asked to outline any relevant legal guidance.

11. Decision-making

The sub-committee will then retire to another room to make its decision. The Council's Legal Officer and Clerk will accompany members to advise where necessary and take notes of the decision.

12. Notification of decision

Depending on the nature of the application, a determination of the case will either be made at the conclusion of the hearing, or within 5 working days. In most cases, all parties will be notified of the decision in writing.

Agenda Item 4



**South
Cambridgeshire
District Council**

Report to:	Licensing Sub-Committee (Licensing Act 2003)
Lead Cabinet Member:	Cllr Henry Batchelor
Lead Officer:	Natasha Wade-Guest

Application for the Grant of a Premises Licence:

Land to the South of Childerley Farm known as Childerley Orchard, Childerley, Cambridgeshire

Executive Summary

1. The Committee is asked to determine an application for the Grant of a Premises Licence under section 17 and 18 of the Licensing Act 2003, which has been subject to representation from residents and Caldecote Parish Council.

Recommendations

2. It is recommended that the Committee determine the application for the grant of a premises licence at a hearing pursuant to section 18(3) Licensing Act 2003.
3. The Council, the applicant and all persons who made valid representations may agree to dispense with the hearing provided notice is given in accordance with The Licensing Act 2003 (Hearings) Regulations 2005 regulation 9.

Details

4. On 24 October 2023, an application for the grant of a premises licence for Land to the South of Childerley Farm known as Childerley Orchard, Childerley, Cambridgeshire was submitted to the Licensing Authority by S&C Productions Ltd and advertised and consulted upon.
5. The licensable activities proposed under the authorisation of a Premises Licence are as follows:
 - **Hours Open to the Public**
Monday to Sunday: 00:00 – 00:00
 - **Supply of Alcohol**
The sale by retail of alcohol for consumption on the premises.
Monday to Thursday: 12:00 – 22:30
Friday: 12:00 – 02:30
Saturday: 11:00 – 02:30
Sunday: 11:00 – 00:00

- **Late Night Refreshment (indoors and outdoors)**
Monday to Thursday: 23:00 – 00:00
Friday to Sunday: 23:00 – 03:30
- **Provision of Live Music (indoors and outdoors)**
Monday to Thursday: 11:00 – 23:00
Friday: 10:00 – 03:00
Saturday: 11:00 – 03:00
Sunday: 11:00 – 00:30
- **Provision of Recorded Music (indoors and outdoors)**
Monday to Thursday: 11:00 – 23:00
Friday: 10:00 – 03:00
Saturday: 11:00 – 03:00
Sunday: 11:00 – 00:30
- **Provision of films (indoors and outdoors)**
Monday to Thursday: 11:00 – 23:00
Friday: 10:00 – 03:00
Saturday: 11:00 – 03:00
Sunday: 11:00 – 00:30
- **Provision of plays (indoors and outdoors)**
Monday to Thursday: 11:00 – 23:00
Friday: 10:00 – 03:00
Saturday: 11:00 – 03:00
Sunday: 11:00 – 00:30
- **Provision of performances of dance (indoors and outdoors)**
Monday to Thursday: 11:00 – 23:00
Friday: 10:00 – 03:00
Saturday: 11:00 – 03:00
Sunday: 11:00 – 00:30
- **Provision of anything of a similar description to live music, recorded music or performances of a dance (indoors and outdoors)**
Monday to Thursday: 11:00 – 23:00
Friday: 10:00 – 03:00
Saturday: 11:00 – 03:00
Sunday: 11:00 – 00:30

The premises licence is to operate for up to eight days each calendar year between 1 May and 30 September annually. Live and recorded music constituting regulated entertainment shall take place no more than 4 consecutive event days. Where the fourth and final event day concludes after midnight, live and recorded music shall be permitted until the end time stated on the premises licence for that given day of the week.

Notice of the proposed event days for that year will be provided by the Premises Licence Holder to the Licensing Authority and Responsible Authorities at least 6 months prior to the first event day or such lesser period as the Licensing Authority may deem reasonable in the circumstances.

6. The application form is attached as **Appendix A**, the plan of the premises is attached as **Appendix B** and a draft Event Management Plan is attached as **Appendix C**.
7. The applicant does currently hold a premises licence SDCDCPL0549 for Childerley Orchard attached as **Appendix I**. If this application is granted, a decision will be made by the applicant regarding surrendering the existing licence.
8. A statutory 28-day consultation period started on 25 October 2023 and ended on 22 November 2023. This enabled Responsible Authorities and 'Other Persons' to make representations towards the application. 'Other Persons' includes any individual, body or business whether or not they live in the vicinity.
9. The application was advertised in the Cambridge News on 31 October 2023 and the site notice displayed on the premises as required. A copy of the advertisement, blue notice, and map detailing where the notices were displayed (indicated by red dots) is attached as **Appendix D**.
10. Trading Standards have no objection to the application. A copy of their response is attached at **Appendix E**.
11. The Environmental Health Officer has confirmed that complaints were received due to events held in the past two years however, following discussions with the applicant they have included some agreed conditions within their application. Environmental Health have no objection to the application.
12. There were no responses from other Responsible Authorities.
13. Representations have been received from Caldecote Parish Council (attached as **Appendix F1**) and eleven residents (attached as **Appendices F2-F12**).
14. A location plan indicating the location of the residents who submitted representations is attached as **Appendix G**.
15. There were two further representations received from residents, one which was rejected as it did not relate to one or more of the four licensing objectives and another who upon being provided with a copy of the application has confirmed they withdraw their representation. Dry Drayton Parish Council also lodged a representation, but after being provided with a copy of the application they have now confirmed that they are in support of the application, the emails withdrawing the representations are attached as **Appendix H**.
16. The applicant drafted responses to all objectors, and these were emailed out to everyone on 5 December 2023 by the Licensing Team, the responses are attached as **Appendices J1-J12**.
17. The applicant has provided a Noise Management plan in support of their application, and this is attached as **Appendix K**.
18. There are no policy presumptions within the Council's Statement of Licensing policy, against the grant of the licence unless it can be shown that the application would undermine or prejudice the licensing objectives.

Options

19. The Sub-Committee in determining the application will consider the steps set out in section 18(4) Licensing Act 2003.
20. The Sub-Committee will decide whether to grant the licence (imposing all mandatory conditions) in the terms set out in the application or take any of the following steps before granting the licence:
 - a. To refuse to grant the application
 - b. To grant the application with (or without) conditions in full (or in part)
21. The Sub-Committee must give the reasons for the decision.

Implications

22. In the writing of this report, taking into account financial, legal, staffing, risk, equality and diversity, climate change, and any other key issues, the following implications have been considered: -

Legal

23. The Council, the applicant and all persons who made valid representations may agree to dispense with the hearing provided notice is given in accordance with The Licensing Act 2003 (Hearings) Regulations 2005 regulations.
24. When determining applications, the Sub-Committee recognises the Council as the licensing authority is required to carry out its functions with a view to promoting the licensing objectives;
 - the prevention of crime and disorder;
 - public safety;
 - the prevention of public nuisance; and
 - the protection of children from harm.
25. In considering the licensing objections the Council must have regard to its statement of Licensing Policy, and to the statutory guidance (Revised Guidance April 2018) issued under section 182 Licensing Act 2003. The application process is considered at section 8 of that Guidance. The procedure and information on hearings starts at 9.31 of that Guidance.
26. Any party aggrieved by the decision of the Sub-Committee has the right of appeal to the Magistrates' Court.

Risks/Opportunities

27. The decision creates no additional risks or opportunities in the context of the Council's risk management.

Background Papers

South Cambridge Council Statement of Licensing Policy (Licensing Act 2003)
<https://www.scambs.gov.uk/licensing/alcohol-and-premises/premises-and-club-licences/>

Guidance Issued under Section 182 of the Licensing Act 2003 (**Revised guidance issued under section 182 of Licensing Act 2003 - GOV.UK (www.gov.uk)**)

Licensing Act 2003 **Licensing Act 2003 (legislation.gov.uk)**

The Licensing Act 2003 (Hearings) Regulations 2005 **The Licensing Act 2003 (Hearings) Regulations 2005 (legislation.gov.uk)**

Appendices

Appendix A:	Application form
Appendix B:	Plan
Appendix C:	Draft Event Management Plan
Appendix D:	Site notice and advert
Appendix E :	Trading Standards response
Appendix F1:	Caldecote Parish Council representation
Appendices F2 – F12:	Eleven residents representations
Appendix G:	Location plan of residents addresses
Appendix H:	Emails withdrawing representations
Appendix I:	Current Childerley Orchard premises licence
Appendices J1-J12:	Responses to objectors from applicant
Appendix K:	Noise Management Plan

Report Author:
Natasha Wade-Guest – Licensing Technical Officer
Telephone: (01954) 713000

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* required information

Section 1 of 21

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

Yes No

Applicant Details

* First name

* Family name

* E-mail

Main telephone number Include country code.

Other telephone number

Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

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 the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is the applicant's business registered in the UK with Companies House? Yes No

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

Registration number

Business name If the applicant's business is registered, use its registered name.

VAT number Put "none" if the applicant is not registered for VAT.

Legal status

Continued from previous page...

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Agent Details

* First name

* Family name

* 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:

- An agent that is a business or organisation, including a sole trader
- A private individual acting as an agent

A sole trader is a business owned by one person without any special legal structure.

Agent 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

Business name

If your business is registered, use its registered name.

VAT number

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

Legal status

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Agent Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 21

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

Address Description

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 His 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

Details

Registered number (where applicable)

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

Continued from previous page...

Private Limited Company

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 / /
dd mm yyyy

* Nationality [Documents that demonstrate entitlement to work in the UK](#)

Add another applicant

Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start? / /
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end / /
dd mm yyyy

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 number of fields comprising of flat grass land which can be identified from OS map reference TL3555760586 known as Childerley Orchard.
Temporary infrastructure will be brought onto site and as part of the application a full site plan will be provided showing stages, bars, concessions, offices and other temporary infrastructure.

Continued from previous page...

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

19999

Section 6 of 21

PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

Yes No

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 performance of a play 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.

Continued from previous page...

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.

Plays may be performed in a temporary structure such as a Marquee. Associated voice and music may be amplified.

State any seasonal variations for performing plays

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

Events may take place between May and September each year. Event dates will be agreed at least 6 months before the events each year.

Non standard timings. Where the premises will be used for the performance of a play 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.

Section 7 of 21

PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

- Yes No

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

Continued from previous page...

THURSDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="03:00"/>
Start	<input type="text" value="11:00"/>	End	<input type="text" value="00:00"/>

SUNDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="03:00"/>
Start	<input type="text" value="11:00"/>	End	<input type="text" value="00:00"/>

Will the exhibition of films 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 showing of films, including short films, may be performed in a temporary structure such as a marquee. Film sound may be amplified.

State any seasonal variations for the exhibition of film

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

Events may take place between May and September each year. Event dates will be agreed at least 6 months before the events each year.

Non standard timings. Where the premises will be used for the exhibition of film 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.

Section 8 of 21

PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Continued from previous page...

Will you be providing indoor sporting events?

- Yes No

Section 9 of 21

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

- Yes No

Section 10 of 21

PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

- Yes No

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

Continued from previous page...

SUNDAY

Start

End

Start

End

Will the performance of live 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.

Live music, including performances by DJs, may take place between 11:00 and 02:00. Performances may be amplified.

Live music on the main stage will cease at 23:00

State any seasonal variations for the performance of live music

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

Events may take place between May and September each year. Event dates will be agreed at least 6 months before the events each year.

Non-standard timings. Where the premises will be used for the performance of live 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.

Section 11 of 21

PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

- Yes
 No

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

Continued from previous page...

WEDNESDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="03:00"/>
Start	<input type="text" value="11:00"/>	End	<input type="text" value="00:00"/>

SUNDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="03:00"/>
Start	<input type="text" value="11:00"/>	End	<input type="text" value="00:00"/>

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.

Recorded music, including performances by DJs may be performed.

Recorded music played on the main stage will cease at 23:00

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.

Events may take place between May and September each year. Event dates will be agreed a least 6 months before the events each year.

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.

Continued from previous page...

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

- Yes No

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 performance of dance 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.

Performances of dance may be performed. Accompanying music may be amplified.

Continued from previous page...

State any seasonal variations for the performance of dance

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

Events may take place between May and September each year. Event dates will be agreed at least 6 months before the events each year.

Non-standard timings. Where the premises will be used for the performance of dance 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.

Section 13 of 21

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

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

Continued from previous page...

FRIDAY

Start End

Start End

SATURDAY

Start End

Start End

SUNDAY

Start End

Start End

Give a description of the type of entertainment that will be provided

Events may include for example, roaming performers and performances of comedy.

Will this entertainment 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.

Events may include for example, roaming performers and performances of comedy or live podcasts. Voice and music may be amplified.

State any seasonal variations for entertainment

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

Events may take place between May and September each year. Event dates will be agreed at least 6 months before the events each year.

Non-standard timings. Where the premises will be used for entertainment 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.

Continued from previous page...

Will you be providing late night refreshment?

Yes No

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 provision of late night refreshment 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.

Event may include late night refreshment between 23:00 - 03:30.

Continued from previous page...

State any seasonal variations

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

Events may take place between May and September each year. Event dates will be agreed at least 6 months before the events each year.

Non-standard timings. Where the premises will be used for the supply of late night refreshments 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.

Section 15 of 21

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

Yes No

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

Continued from previous page...

SATURDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="02:30"/>
Start	<input type="text" value="11:00"/>	End	<input type="text" value="00:00"/>

SUNDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="02:30"/>
Start	<input type="text" value="11:00"/>	End	<input type="text" value="00:00"/>

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.

Challenge 25 will be in operation for events where alcohol is served.

The Event Management and Safety Plan will have a schedule of the phased closure of bars onsite.

Events may take place between May and September each year. Event dates will be agreed at least 6 months before the events each year.

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

Name

First name

Family name

Date of birth / /

Continued from previous page...

Enter the contact's address

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>
Personal Licence number (if known)	<input type="text" value="Per4845"/>
Issuing licensing authority (if known)	<input type="text" value="Lambeth Council Licensing Team"/>

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'.

Section 16 of 21

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.

Plays and films for restricted age groups may be shown. Age related entry restrictions will be in place for any such performances.

Section 17 of 21

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.

Continued from previous page...

TUESDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

WEDNESDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

State any seasonal variations

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

Events may take place between May and September each year. Event dates will be agreed at least 6 months before the events each year.

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.

Section 18 of 21

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)

Continued from previous page...

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

The applicant is an experienced event promoter and organiser of outdoor music festivals.

The applicant has a highly experienced management team and has good working relationships with expert specialist contractors to provide the professional services, infrastructure and equipment to deliver highly professional and safe events.

Planning of the Events

The applicant proposes a premises licence to operate for up to eight days each calendar year between 1 May and 30 September annually. Live and recorded music constituting regulated entertainment shall take place on no more than 4 consecutive event days. Where the fourth and final event day concludes after midnight, live and recorded music shall be permitted until the end time stated on the premises licence for that that given day of the week.

Notice of the proposed event days for that year will be provided by the Premises Licence Holder (PLH) to the Licensing Authority and the Responsible Authorities at least 6 months prior to the first event day or such lesser period as the Licensing Authority may deem reasonable in the circumstances.

The Premises Licence Holder will liaise with the Licensing Authority and with their agreement attend the Safety Advisory Group (or other body nominated by the Licensing Authority) to present an Event Management Plan.

The Event Management Plan shall be presented to the Safety Advisory Group in a draft, working document form, no later than six months prior to the date of the first event day of each year. The Safety Advisory Group will be provided with details of the planning and approach to the events and will be a forum to review progress and raise any concerns to be addressed by the Premises Licence Holder.

The Event Management Plan shall comprise of, but not limited to:

- Event Management Structure
- Event Risk Assessment
- Operational Management Plan (including camping operations)
- Site Plan
- Construction Phase Plan, Risk Assessments and Method Statements
- Fire Risk Assessment
- Major Incident Plan (including counter terrorism measures)
- Security and Crowd Management Plan
- Medical Risk Assessment and Plan
- Adverse Weather Plan
- Children and Vulnerable Adults Safeguarding Policy
- Traffic and Transport Management Plan
- Alcohol Management Plan
- Sanitation Plan
- Waste Management Plan
- Health and Safety Policy
- Alcohol and Drug Use Policy
- Coronavirus Risk Assessment and Controls (as required)
- Programme of Regulated Entertainment
- Counter Terrorism Plan

The Premises Licence Holder will implement the final Event Management Plan for each event.

Management of the Events

The Premises Licence Holder will appoint an Event Manager who will lead an Event Management Team. The Event Management Structure will set out the responsibilities of the Event Management Team and be included in the Event

Continued from previous page...

Management Plan.

The final draft of the Event Management Plan shall be submitted by the Premises Licence Holder to the SAG for approval 28 days before the relevant event day. Thereafter any further changes to the Event Management Plan must be approved by the Licensing Authority.

Throughout an event the Premises Licence Holder shall establish an Event Control to include the Event Liaison Team (ELT) comprising representatives of the Premises Licence Holder, Security and nominated representatives of the Licensing Authority and Responsible Authorities. During event days the ELT shall manage operation of the event. Any necessary changes to the Event Management Plan may only be made with the consent of the ELT.

A review of the events will take place annually and within three months of the date of the last event. At least one review of the events to take place with the Licensing Authority and Responsible authorities, within a Safety Advisory Group meeting within three months of the date of the last event of each year.

Any authorised officer of the Licensing Authority and the Responsible Authorities, shall have access to the licensed site at all reasonable times for the purposes of ensuring compliance with the Premises Licence Conditions and the promotion of the licensing objectives.

b) The prevention of crime and disorder

The Premises Licence Holder will liaise with the Cambridgeshire Constabulary (the Police) on procedures, crime prevention advice and other relevant matters, including counter terrorism measures. Guidance provided by the Police shall be considered and implemented by the Premises Licence Holder.

The Premises Licence Holder will arrange regular meetings with the Police to ensure liaison and co-operation at all stages of the planning, during the event itself and post event to debrief. Crime reporting and handover procedures will be agreed with the Police no later than 28 days prior to the first event day.

The Police will be notified at the earliest opportunity by the Head of Security in the case of any incidents of serious crime and disorder where the victim consents and where the victim does not consent, where an intervention is required to maintain wider public safety at the discretion of the Head of Security or Premises Licence Holder.

A suitable and experienced security and crowd management contractor will be appointed which will hold relevant industry accreditation. The appointed contractor will produce and implement a Security and Crowd Management Plan which will include appropriate risk assessments, method statements, deployment schedules and dot and grid plans.

The Security and Crowd Management Plan will be included in the Event Management Plan and shall be agreed by the Licensing Authority and the Responsible Authorities via the SAG at least 28 days prior to the first event day each year.

The Security and Crowd Management Plan shall include measures as follows:-

- To deter and prevent crime and disorder;
- To detail the security arrangements to keep attendees, staff and performers, visitors contractors and traders safe and secure;
- To detail the security arrangements for protecting assets within the premises;
- To detail the security arrangements to prevent unauthorised access to the premises; To detail procedures for managing exclusion and eviction from the premises;
- To set out procedures for managing incidents of disorder and anti-social behaviour.

Security Operation

The security and stewarding companies contracted for each event will be notified in the Event Management Plan.

Security Personnel will be present on site 24 hours a day during the events and the build and break of the event site.

Continued from previous page...

An incident reporting and recording procedure will be in place, details will be included within the Event Management Plan. All entry, refusals and evictions will be recorded by Event Control and a copy of the Event Control Log will be maintained and made available for inspection by the Licensing Authority and the Responsible Authorities on request.

All security and stewarding staff will receive a briefing, which will include suitable information and instructions relevant to the event, from the appointed security and crowd manager prior to each event. All security and stewarding staff will be easily identifiable and registered Security Industry Security (SIA) shall wear visible SIA badges at all times when on duty.

Security will be deployed in sufficient numbers and in an appropriate mix of genders for each event based on assessment of attendance and duties. Deployment schedules for each event day will be included in the Event Management Plan and agreed with the Licensing Authority and Responsible Authorities via the SAG prior to each event.

Controlling Access to the Premises

The area to be used for the event, including the public arena, camping areas and work areas will be enclosed by a secure perimeter with defined and controlled entry points and exits, including emergency exits. Details of the secure perimeter shall be agreed with the Licensing Authority and Responsible Authorities via the SAG prior to each event.

All entry to the premises for events will be controlled and managed by SIA security employed by the security contractor. Security staff will be briefed on the entry conditions, search procedures and any other relevant policies, procedures or requirements for each event.

Entry conditions will be displayed at all entrances to the premises, including entry to work areas. Patrons will not be allowed to re-enter the premises after they have left (unless at the discretion of the Head of Security re-entry is considered appropriate) or after they have been ejected.

Patrons, contractors, workers, volunteers, artists and their guests may be searched on entry to the premises in accordance with the search policy and procedure contained in the Security and Crowd Management Plan. Patrons camping on the premises may be searched on entry to the campsite and each time they enter the campsite. Children will be accompanied by a responsible adult during any search.

Controlling Access of Prohibited Items to the Premises

The search policy and searching procedure will be included in the Event Management Plan as part of the Security and Crowd Management Plan which shall be agreed with the Licensing Authority and Responsible Authorities via the SAG prior to each event.

The Premises Licence Holder will agree a list of prohibited items that cannot be brought into the premises with the Licensing Authority and Responsible Authorities via the SAG prior to each event.

Details of prohibited items will be included in the conditions of entry to the event, will be available on the event's website and will be clearly displayed at all entry points. Patrons will not be allowed to bring glass or open bottles into the Licensed Premises.

Patrons with a valid ticket for camping will be allowed to bring a designated quantity of alcohol for personal consumption into the designated camping areas only. The quantities of alcohol allowed to patrons with a valid camping ticket will be agreed by the Licensing Authority and Responsible Authorities via the SAG prior to each event.

Secure amnesty bins will be provided at designated entry points agreed with the Police. Items surrendered or confiscated will be held and disposed of by the security and crowd manager in accordance with procedures agreed with the Police. A log will be maintained of confiscation, seizures and disposals by the security and crowd manager and will be made available for inspection by the Licensing Authority and the Police on reasonable request.

Controlling Access Within the Premises

A system of secure ticketing and accreditation will be in place throughout the premises and only patrons in possession of a

Continued from previous page...

valid ticket or valid accreditation will be allowed access to the premises. All access points will be controlled by SIA staff.

Staff, contractors, volunteers, visitors, artists and guests shall wear a form of secure accreditation within the premises. Accreditation will be the responsibility of the Premises Licence Holder.

Use of CCTV

CCTV of a suitable standard will be installed throughout the premises in accordance with the Plan agreed by the Licensing Authority and Responsible Authorities via the SAG prior to each event. CCTV operations will be located in Event Control and will be operated by a competent operator holding an Award for Working as a CCTV Operator (Public Space Surveillance) qualification or equivalent.

Body worn video cameras will be worn by designated SIA security response teams when responding to alleged incidents. The numbers of body worn video cameras shall be agreed with the Police prior to each event.

Effective Communication

The Public Licence Holder will ensure that there is an effective means of two-way communication in place between designated staff. General event communication will be managed by Event Control.

Reducing the Risk & Harm from Drugs

Illegal drugs and psychoactive substances will be prohibited items. The drugs policy will be agreed in advance of the relevant event with the Police and submitted with the Event Management Plan. Anyone under the influence of illegal drugs or psychoactive substances who is vulnerable will be managed through the process set out in the Children and Vulnerable Adults Policy included in the Event Management Plan.

Adequate Night-time Lighting

The Premises Licence Holder shall ensure adequate lighting is provided throughout the premises and within the vicinity of the premises' footprint including public areas for entry, exit and emergency egress routes details of which will be included on the Site Plan.

Preventing Underage Alcohol Consumption

The Premises Licence Holder will operate a challenge 25 policy. Bar staff will require a valid proof of ID from any patron seeking to make a purchase of alcohol for themselves or anyone else appearing to be under 25 years old.

Each bar will be managed by a Personal License Holder. All bar staff will undertake mandatory licensing training before operating at a bar. A record of this training and those attending will be kept by the appointed bar operator and will be made available for inspection to the Licensing Authority and Responsible Authorities. All bar staff must be over 18 years of age.

Patrons unable to provide a valid proof of age will be refused service and a record of the refusal will be kept. A copy of the refusals log will be made available for inspection by the Licensing Authority and the Police on request.

Prominent, clear and legible information shall be displayed at all bars indicating that it is an offence to buy, or attempt to buy, alcohol by or for a person under the age of 18.

Counter Terrorism Measures

The Premises Licence Holder will liaise with the Licensing Authority and the Police to make a risk assessment and put in place reasonable and proportionate measures to reduce risk. Risk assessment, measures and plans in the event of a major incident will be included in the Event Management Plan and will be agreed by the with the Licensing Authority and the Police prior to each event.

Continued from previous page...

Lost Property

Lost property will be retained by Event Control and a log of items will be kept. Where information about the owner is available, the customer services team will make attempts to contact the patron concerned and return their item(s). A contact email address for information about lost property will be provided by the Premises Licence Holder.

c) Public safety

Premises Capacity

The maximum capacity permitted under this Premises Licence is 19,999 including all patrons, guests, staff, contractors, volunteers and artists.

Health and Safety

The security of the Licensed Premises and the safety of persons within it under the Licensing Act 2003 will be the responsibility of the Premises Licence Holder during the period of licensable activities on the site each year.

A suitably experienced and qualified Health and Safety Consultant will be appointed. The Health and Safety Consultant will undertake risk assessments and produce appropriate method statements that will be included within the Event Management Plan and will review risk assessments and method statements of suppliers and contractors and make recommendations to the Premises Licence Holder regarding any additions and amendments.

All risk assessments and method statements submitted by suppliers and contractors, shall be made available for inspection by the Licensing Authority and South Cambridgeshire District Council's Waste and Environment Commercial Team on request.

The Health and Safety Consultant will attend site during the build and break of the events. It will monitor and assess the implementation of safe working practices and method statements and will advise the site management and production team on any changes to improvements.

The Health and Safety Consultant will attend events and be a member of the Event Liaison Team and will provide advice and guidance to the Premises Licence Holder during the operation of the event relating to the management of the health and safety patrons, guests, staff, contractors, traders, visitors and artists.

Managing and Coordinating the Event

The Premises Licence Holder will liaise with the Licensing Authority and with their agreement attend the Safety Advisory Group (or other body nominated by the Licensing Authority) to present an Event Management Plan.

The Event Management Plan shall be presented to the Licensing Authority and Safety Advisory Group in a draft, working document form, no later than six months prior to the date of the first event day. The Licensing Authority and Safety Advisory Group will be provided with details of the planning and approach to the events and will be a forum to review progress and raise any concerns to be addressed by the Premises Licence Holder.

Managing Crowds

The Premises Licence Holder has overall responsibility for crowd management safety. The Security & Crowd Manager will prepare a Security & Crowd Management Plan that will include the crowd management operation to:

- Maintain a safe environment for members of the public, staff, contractors, visitors and artists working at the events;
- Ensure only authorised ticket and pass holders gain access to relevant areas;

Continued from previous page...

- Monitor crowd movements, identify and deal promptly and effectively with any identified crowd control issues;
- Oversee the safe ingress and egress to and from the events, including the event of an incident or major incident.

The premises will be designed and laid out to manage the flow and movements of crowds accessing, leaving and within the premises. Infrastructure will be deployed to support the management of crowds including queuing and fencing to secure areas. Lighting will be provided to illuminate entry and exits, including emergency exits, ingress and egress routes and to facilitate safe movement within the premises. Infrastructure, perimeter and security fencing will be clearly indicated on the Site Plan.

Security and stewarding staff will be deployed throughout the premises to facilitate ingress and egress and safe movement around the premises.

Major Incidents and Evacuation

A Major Incident Plan will be included within the Event Management Plan. The Major Incident Plan will be agreed in advance with the Licensing Authority and Responsible Authorities prior to the first event of each year via the SAG (or other body nominated by the Licensing Authority). The Major Incident Plan will include details of coordination with the emergency services and how the premises will be evacuated. The Event Management Plan will contain the contact details of those nominated by the Premises Licence Holder to manage any major incident.

Access for the Emergency Services

The Premises Licence Holder will ensure the provision of and maintain suitable access to the site at all times during the build, break and live events, for emergency services including the Police, ambulance and fire and a rescue, including during the departure and arrival of patrons and adverse weather. Details of the emergency access routes, including their specification, shall be contained in the Major Incident Plan within the Event Management Plan. These routes will be designated as the 'Blue Routes'.

The Premises Licence Holder will agree Emergency Services Rendezvous Points with the emergency services. Details of the Blue Routes and Emergency Services Rendezvous Points will be detailed within the Event Management Plan and on the Site Plan.

First Aid and Medical Provision

The Premises Licence Holder will appoint a suitably qualified and experienced medical and first aid contractor to provide medical services at the events. The contractor will undertake a risk assessment and produce a Medical Management Plan both of which will be included in the Event Management Plan and shall be agreed at least 28 days in advance with the Licensing Authority and Responsible Authorities prior to the first event of each year. The medical and first aid contractor will attend the SAG meetings and liaise with the relevant Ambulance Service when required.

Fire Safety

The Health and Safety Consultant or another suitably qualified person will undertake a Fire Risk Assessment on behalf of the Premises Licence Holder. The Fire Risk Assessment will be contained within the Event Management Plan and Safety Plan and made available to the Licensing Authority and Responsible Authorities at least 28 days prior to the first event of each year discussed with the SAG.

Fire safety equipment, including but not limited to portable firefighting equipment, fire notices and other resources will be located at suitable locations throughout the premises and clearly sign-posted. Positions for firefighting and alarm raising equipment will be agreed with the Licensing Authority and Cambridgeshire Fire and Rescue Service at least 28 days prior to the first event of each year.

All marquee structures used at the events shall be of proven fire performance and linings must be of inherently flame retarded fabric or durably flame retarded fabric and certification of fire performance shall be provided to the Fire Service on request.

Continued from previous page...

All floor coverings, wall coverings, curtains, drapes, fabric, artificial or dried foliage, decorations, art work, art installations and filling materials used in furnishings supplied and used on the premises will carry flame retardancy certification to the relevant British Standards or will be inherently flame retardant. The details of all such materials will be held on site and will be available for inspection by Cambridgeshire Fire and Rescue Service and the Licensing Authority on request.

The siting of all vehicles, mobile catering vans, trailers, stalls, generators, tents, marquees, dressing rooms etc., will be arranged so as to provide fire breaks. All food, bar and other traders are required to provide fire safety risk assessments which will be checked when onsite by the Health and Safety Consultant and supplied to the Fire Service on request.

No petrol generators or portable BBQs will be allowed onto the site. Any petrol generators and portable BBQs found on site will be removed from site or stored away from ignition sources, remote from the event and any accommodation until they can be removed.

Hay and straw bales will not be used on site and Chinese lanterns shall be a prohibited item in order to reduce the risk of fire.

Campsite stewards/fire marshalls shall be instructed to be alert for campfires/bonfires and BBQs on the campsite, which will be extinguished, when discovered.

Fire Exits and Means of Escape

Fire exits will be provided at designated points around the perimeter and within any structures erected or used for the event. All means of escape and fire exits will be clearly signed. Exit capacities will be calculated and contained within the Fire Risk Assessment contained within the Event Management Plan. Details of fire exits and means of escape routes will be agreed with the Licensing Authority and Cambridgeshire Fire and Rescue Service at least 28 days prior to the first event of each year.

Security and stewarding staff will guide all patrons, staff, contractors and artists to designated places of safety away from the premises and identified on the Site Plan and within the Fire Risk Assessment contained within the Event Management Plan in the event of an emergency.

LPG Used by Traders

Traders requiring the use of LPG will be required to bring the minimum necessary quantity to site and provide a notification to the Event Manager that they will have LPG equipment. A register of the location of LPG equipment and number and size of LPG containers will be maintained within the Site Office and made available to Cambridgeshire Fire and Rescue Service and the Licensing Authority on request. All LPG storage locations will be secure and with no public or unauthorised access. These areas will all be designated as 'no smoking areas'.

Excess LPG cylinders brought to site will be removed from site or stored away from ignition sources, remote from the event and any accommodation.

All traders will be required to provide Gas Safe certification for their LPG equipment. All equipment will be subject to periodic inspection during the events by the Health and Safety Consultant.

Pyrotechnics and Special Effects

In the event that pyrotechnics or special effects are to be used, an experienced and competent contractor will be employed to undertake an assessment and manage the use of these. The contractor will be required to provide risk assessments, method statements and demonstrate compliance with all necessary regulations and legislation and this documentation will be reviewed by the Health and Safety Consultant and will be made available to the Licensing Authority and Cambridgeshire Fire and Rescue Service at least 28 days prior to each event.

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The Premises Licence Holder's Health and Safety Consultant will be in direct liaison with the Licensing Authority, Cambridgeshire Fire and Rescue Service and the pyrotechnic and special effects contractors and will carry out an additional check once any pyrotechnics and special effects are installed to check compliance with agreed positions and the effects list.

Temporary Structures

The Premises Licence Holder will appoint suitably experienced and qualified suppliers and installers of temporary structures. Copies of plans and any necessary calculations will be submitted to the South Cambridgeshire District Council, including Building Control as required or requested.

The Site Manager and Health and Safety Consultant on behalf of the premises licence holder will take all reasonable steps to ensure any temporary structure are suitable for their intended purposes and installed in accordance with the contractor's plans. Installation and completion certificates will be provided by the relevant contractor prior to their use and copies will be held in the Site Office for inspection on request by the Licensing Authority and South Cambridgeshire District Council, including Building Control when required.

Drinking Water and Food Safety

The premises licence holder will ensure the adequate provision of a tested, safe and reliable source of potable drinking water for use at the premises for drinking, the preparation of food and sanitation. Tests of drinking water will be carried out in accordance with current regulations and by an accredited testing facility in advance of the events and at agreed intervals during and between events.

The premises licence holder will ensure appropriate and suitable checks are carried out on food vendors to ensure, so far as is reasonably practicable, they meet current food safety and health and safety legislation. Details of all food and drink vendors will be provided to the Licensing Authority no less than 6 weeks prior to the first event of each year.

d) The prevention of public nuisance

Display of the Premises Licence

Copies of the Premises Licence summary will be displayed within the premises. Copies will be displayed at, but limited to, the following locations: Main Entrance, Event Control, each stage and performance areas, all bars.

A full copy of the Premises Licence will be contained within the Event Management Plan which is issued to all members of the Event Management Team and Event Liaison Team. All artists and performers will be made aware of relevant licensing conditions.

Engagement with Residents and Businesses

The Premises Licence Holder is committed to ongoing engagement with residents and local businesses.

The Premises Licence Holder will notify local residents businesses and parish councils at defined locations at least 2 months prior to the first event of each year, of the dates of all events each year once agreement has been reached with the Responsible authorities and Licensing Authority through the Safety Advisory Group. The defined locations will be agreed with the Licensing Authority prior to the first event of each year. The Premises Licence Holder may also choose to notify residents, businesses and parish councils in additional locations.

Resident Complaint & Information Service

A dedicated resident complaint and information phone line and email service will be established and operational throughout each event. Residents and local businesses will be able to use the service to report their concerns regarding noise, antisocial behaviour, litter, etc.

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Information about how to use the service will be provided to local residents via a leaflet drop to properties within an agreed vicinity from the premises and parish councils by email. The phone line and email service will be staffed throughout the duration of events. A log will be kept of all communications received via the phone and email service along with a record of any actions taken. The log will be made available for inspection by the Licensing Authority on request.

Management of Noise

The premises licence holder shall appoint a suitably qualified and experienced noise consultant who is a member of the Institute of Acoustics and/or the Association of Noise Consultants to produce and fully implement a noise management plan for each event. The Licensing Authority and Council's Noise Control Officer shall be advised of the name and contact details of this person/company no later than three (3) months prior to the commencement of each event or such agreed period agreed in writing by the Council's Noise Control Officer.

(a) A noise management plan shall be submitted to and approved in writing by the Council's Noise Control Officer no later than six (6) weeks prior to the commencement of each event or such other period as is agreed in writing with the council's noise control officer. The plan shall include, but not be limited to, the following unless otherwise agreed in writing by the Council's Noise

Control Officer:

(i) details of all music sources and other significant noise sources within the licensed area, their timings and a site plan of their location and orientation;

(ii) comprehensive sound level predictions at agreed representative noise sensitive locations based on the type of event proposed within the licensed area;

(iv) a scheme designed to minimise the impact of music noise from the event at agreed representative noise sensitive locations;

(v) specification of appropriate music noise levels that shall be achieved during the event;

(vi) details of the how music noise levels will be monitored, communicated and managed at the event and by whom, including on-site and off-site music noise monitoring schedules and locations and the procedure for reducing music noise levels if the noise criteria are exceeded;

(vii) details of proposed sound tests, rehearsals and music noise propagation tests, the dates and timings of which are to be agreed by the Council's Noise Control Officer;

(viii) details of a dedicated 24 hour telephone complaint line and the procedure for dealing with music noise complaints received about the event;

(ix) a scheme designed to notify occupiers of nearby noise sensitive premises, including information on the nature, date and timings of the event and the dedicated telephone complaint line number.

(b) Where the requirements of condition (a) above have been met, if there are any subsequent proposed changes to the event which may impact on music noise levels following the approval of the noise management plan, the premises licence holder shall ensure their noise consultant liaises with the Council's Noise Control Officer to ascertain if any additional measures are required.

If the Council's Noise Control Officer or the premises licence holder's noise consultant determines that additional measures are required they will form part of the revised noise management plan.

The premises licence holder shall ensure the Licensing Authority and the Council's Noise Control Officer shall have access to the results of any music noise monitoring at all times during the event.

The premises licence holder shall ensure that a post event report is provided to the Licensing Authority and the Council's Noise Control Officer no later than thirty-one (31) days after each event or such other period as agreed with the Council's Noise Control Officer. The report shall include the results of all music noise monitoring carried out during the event indicating whether or not compliance to all the music noise criteria was achieved, details of all noise complaints.

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The premises licence holder will include a programme of regulated entertainment in the Event Management Plan. The plan which will include details of the proposed programme for each stage and performance area. The programme will be submitted with the final version of the Event Management Plan 28 days prior to each event. Any subsequent changes of artists or artists' line up timings, will be provided to the Licensing Authority, and Responsible Authorities as required, when changes or additions are contractually confirmed, or as soon as is reasonably practicable.

Programme of Entertainment

The Premises Licence Holder will prepare a programme of regulated entertainment that will be included in the Event Management Plan. The plan will include details of the proposed programme for each stage and performance area. The plan will be submitted with the final draft version of the Event Management Plan 28 days prior to each event.

Regulated entertainment within the main event will cease at 23:00 for all ticket holders save that, regulated entertainment after 23:00 may continue until 03:00 the following day where it is provided for campers and designated patrons agreed with the licensing authority no less than 28 days in advance.

Traffic and Transport Management

The premises licence holder will ensure a Traffic and Transport Management Plan is produced and implemented. The Traffic and Transport Management Plan will be included in the Event Management Plan and will be agreed with the Licensing Authority and Responsible Authorities via the SAG prior to the first event of each year.

Car Parking, Taxi and Public Transport Operations

Attendance at the event by car, taxi or public transport will be via parking, taxi and transport hubs at designated locations. These hubs will be connected to the site for ingress and egress via a dedicated transport shuttle service provided by a competent transport operator. Patrons will be advised in the conditions of entry to the event, on tickets and through the event's website, that access to the premises will only be allowed via designated transport hubs with the exception of patrons with accessibility requirements.

The Event Manager will ensure the coordination of services provided by the transport providers, Traffic Management and Security and Crowd Management contractors. Access to and from the site will be managed by a competent and experienced Traffic Management contractor who will be responsible for maintaining the flow of event traffic to and from the site to minimise the impact on the public highway.

The Traffic and Transport Management Plan will include plans for car parking, taxi pick up and drop off and public transport use, which will be agreed with the Licensing Authority and Responsible Authorities via the SAG.

Local taxi firms will be contacted and informed to use transport hubs as drop off and pick up points.

Transport hubs will be staffed by SIA security and stewards. Car parking management, taxi pick up and drop off management and transport shuttle loading and unloading will be managed by competent stewards.

Managing Waste and Litter

A waste management plan designed to minimise the impact of litter associated with an event shall be submitted to and approved in writing by the Council's Environmental Protection Team no later than six (6) weeks prior to the commencement of each event. The premises licence holder shall ensure that the measures agreed in the plan are fully implemented. This timescale shall remain in place unless otherwise agreed in writing by the Council's Environmental Protection Team.

The plan will include the placement and management of waste receptacles and skips shall not be placed near temporary structures or vehicles. Litter picking services and the removal and management of all waste generated by the events, including ingress and egress routes to and from the premises, shall be designed to mitigate risk of fire and pollution.

A responsive litter picking service will be provided to deal with any complaints from local residents or businesses about

Continued from previous page...

litter arising from the event. Waste removed from site will be undertaken by a certified operator and all waste will be tracked.

Provision and Management of Sanitation Facilities

The premises licence holder will produce a Sanitation Plan to be included within the Event Management Plan. The plan will include the provision and maintenance of adequate number of toilets, urinals, accessible toilets and showers of patrons (including those camping), staff, contractors, trader and artists based on an assessment of requirements.

A constant supply of clean water, or alternative hand cleansing sanitiser will be maintained at all sanitation positions throughout the event.

Reducing Light Pollution

The premises licence holder will take all reasonable steps to minimise pollution from light sources associated with the events. Light sources will be directed inwards towards the premises and on ingress and egress routes for public safety.

e) The protection of children from harm

Safeguarding of Children and Vulnerable Adults

A Safeguarding of Children and Vulnerable Adults Policy will be included in the Event Management Plan and agreed with the Licensing Authority and Responsible Authorities prior to each event via the SAG

All members of the Event Liaison Team will be briefed on the safeguarding measures and all operational staff will follow the procedures set out in the Policy.

No alcohol will be served for consumption of young people under the age of 18 years old and a Challenge 25 policy will operate at all bars.

Welfare for Children and Vulnerable Adults

The welfare service provider will be provided for children, including lost and unaccompanied children and vulnerable adults. Welfare provider and those with significant access to children vulnerable adults will be subject to a Disclosure and Barring check. A Lost Children policy will be included in the Event Management Plan and agreed with the Licensing Authority and Responsible Authorities prior to each event via the SAG.

Details of the welfare service provider and welfare facilities will be provided to the Licensing Authority no less than 2 months prior to the first event each year.

Admission of Children

Children will be allowed access to the Licensed Premises if accompanied by a responsible adult aged 18 years or over, unless an age related entry restriction applies to the event. Certain events may be subject to age restrictions, for example, based on a film classification.

Children shall remain the responsibility of their responsible adult at all times.

For events that an age restriction applies information will be provided within the ticket conditions, entry requirements and advertised for the relevant events. Where an age restriction applies proof of age may be required as a condition of entry.

NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

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

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

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

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

Documents which demonstrate entitlement to work in the UK

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

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

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

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

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

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

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

Home Office online right to work checking service

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

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

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

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

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NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

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.

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- 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.

Section 21 of 21

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 your 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 (£)

4,100.00

DECLARATION

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* I/we understand 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.

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

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/south-cambridgeshire/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

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

OFFICE USE ONLY

Applicant reference number	<input type="text" value="S&C Productions"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
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"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

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	STAGE
	MARQUEE
	CABIN
	STORE
	TOILET TRAILER
	TOILET BLOCK
	SKIP
	TRAKWAY
	TRAKMAT
	FDS BARRIER
	SHIELD
	HERAS FENCING
	SCRIM FENCING
	CROWD BARRIER
	EMERGENCY EXIT
	PICNIC TABLE
	FESTOON
	SPONSOR
	CONCESSION
	FERRIS WHEEL
	DODGEMS
	NEW LICENCE

PROUD
EVENTS

EVENT
THE CAMBRIDGE CLUB 2024

CLIENT
S & C

DRAWING
AB

DRAWING REF
FULL SITE

VERSION 2	DATE 12/10/2023
SCALE 1:1	PAPER A3

Proud Events Limited is a company registered in England and Wales with company number 09399702, Registered Office Unit 14, Shakerstone Business Centre, 245A Cuckfield Lane, London SW9 8HR. VAT No. 254 378492

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The Cambridge Club Event Management & Safety Plan

Event Dates:

The Cambridge Club – 7th, 8th & 9th June 2024



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Privacy Statement

This document has been prepared by Proud Events Ltd on behalf of S&C Productions Ltd. for the specific purpose of delivering The Cambridge Club Festival.

The information contained within the document should be treated by all recipients as private and confidential and for their professional use in connection with the delivery of The Cambridge Club only. It should not be circulated without the express permission of either Proud Events or S&C Productions Ltd. (Proud Events as the controller of the data within this document should be notified).

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This document contains the names, job titles and contact details of S&C Productions Ltd and professional personnel involved in the delivery of the event. This is deemed necessary for the planning and delivery of both events. Every recipient of this document has a duty to treat this information as confidential and not to circulate it without the express permission of Proud Events or S&C Productions Ltd.

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Introduction to S&C Productions Ltd.

S&C Productions Limited is a company registered in England and Wales with company number 09441818. Registered Office 2 Canal Reach, London, England, N1C 4DB. Telephone (+44) 7875230297

S&C Productions Limited are the founders of The Cambridge Club and have recently partnered with Senbla, who are part of the Sony Live group. Senbla have recently acquired a majority shareholding in S&C Productions and are supporting the future development and professional growth of both events.

The Cambridge Club was first created in 2017, founded on a love for feel good music and on wanting to bring families and friends together, for an event that not only celebrates good and enjoyable music but that also celebrates a love for good food.

2024 will be the fourth year that The Cambridge Club returns to its home of Childerley Orchard in the format of a multi-day camping festival.

Introduction to Proud Events Ltd.

Proud Events Ltd is an experienced event design, production and management agency delivering, mainly outdoor events across the UK and Europe.

Established in 2014 the company is owned and operated by Ben Whur, Harry Feigen and Joe Sheals who between them have over 50 years of experience working in the live events industry.

Proud Events design, deliver and manage events in green field and urban locations, including major city centres. Their work includes work on some of the UK's major festivals, creating temporary touring arenas in stadiums and greenfield locations for leading international artists and designing and operating concerts in unique and protected locations.

Proud Events have a long track record delivering large scale events including the delivery of Lighttopia Festival, the Afronation series and Lytham Festival. Prior to the establishment of Proud Events, Ben and Harry both had major roles delivering Pride in London, Ben as Operations Director, overseeing the design, delivery and operation of the Capital City's second largest one day event requiring the management and closure of much of Central London.

Proud Events are rightly proud of their safety record, stakeholder engagement and providing events to clients that build a platform for long term success.





About This Plan

Proud Events Ltd has prepared this Event Management & Safety Plan on behalf of S&C Productions Ltd, with the support of specialist event advisors, and as part of the planning process to support the safe and successful operation of The Cambridge Club Festival.

The Event Management & Safety Plan is part of how the event organisers demonstrate their commitment to meet the objectives of the Licensing Act 2003 and their obligations in ensuring the health, safety and welfare of the customers and of everyone involved in the event. It is shared with the licensing authorities in the planning stages of the event and is used as the operational plan for the delivery of the event.

About the Events

The Premises

Childerley Orchard, Childerley, Cambridge, CB23 8BA

Event Dates and Timings

The Cambridge Club (7th – 9th June)

Friday	10:00 (open for campervan customers)
Friday	12:00 (open for campers)
Friday	15:00 (open for main event)
Saturday	12:00 – 23:00
Sunday	12:00 – 23:00
Monday	Campsite closes 12:00

**All timings subject to change*

Summary of the event

The Cambridge Club is a feel-good family festival which celebrates the most creative minds across Music, Arts and Culture and has been operating since 2017. Historically the event has mainly attracted an audience between 35-65 but following its transition into a weekend camping festival in 2021, we expect it to continue to expand and appeal to an audience that attracts more families and customers of all ages.



In 2021, The Cambridge Club took the next step and transitioned to a 3-day event with camping across the weekend, compared to having previously operated as a one-day festival. Following the success, this format will continue to be the case for 2024 with The Cambridge Club running across Friday 7th – Monday 10th June.

The event will take place at Childerley Orchard with Cambridge North as it's transport hub.

The events programme for the event will feature a mixture of live and recorded music across one main stage and a further few smaller ancillary performance spaces within the festival site. In addition to this other activity onsite will include live podcast performances, educational talks, bars, street food, and street performers.

Venue and Site Design

The main event site is located at Childerley Orchard within the Childerley Estate. The site compromises of a green field within the Estates footprint. See Appendix 5 – Site Plan.

The event will comprise: (These are detailed with the site plan – See Appendix 5)

- We will operate different entrances for Staff, Production, Artists and Contractors, and ticket holders with all access points requiring the correct accreditation.
- Main arena – The main event site consists of a Main Stage, food village, VIP area, Hospitality area, a back of house compound, medical tent, bars & funfair rides.
- The Orchard – The Orchard is a beautiful addition to the main event site and will offer a chilled-out area for customers during the Cambridge Club. It will include 3 small ancillary performance spaces and bars. It will also be part of the campsite facilities space for campers to enjoy, once the main events have finished.
- Campsite – A camping area will be provided as an option for customers at the festival. A camping provider will operate and run an offering which will allow customers to experience the whole event weekend with pre-pitched tents, an area for self-pitch customers and the option to bring campervans. There is a co-located area for staff camping.
- Campsite Facilities Zone / After Dark – After the main event ends, entertainment will continue for camping customers which will be within the Orchard and is identified in the site plan (Appendix 5). A dedicated entrance to this space from the campsite will be in place.



- Car Parks - Car parking will be provided in the car park field adjacent to the event site for 2024. Full details of this can be found in the Transport Plan and Traffic Management Plan of this document (Appendix's 17 & 18).
- Pick Up & Drop Off – PUDO will be operated in the car park field adjacent to the event site.
- Coach & Shuttle Zone – The coach and shuttle zone shall operate from the main festival site running three services (pre-booked coaches, shuttles to/from a central Cambridge location, shuttles to/from Cambridge North Station)

The site has been designed to provide a location in which the audience can enjoy the entertainment in a safe and comfortable atmosphere, and to ensure that the health, safety and welfare of those within the site is safeguarded. Consideration has been given to the local residents and the operation of businesses and facilities within and surrounding the site.

Proud Events Ltd, have carried out an assessment of the site with specialist companies in health and safety, security, stewarding, medical, traffic and transport, staging, lighting, sound, production and infrastructure to determine the most appropriate layout and site design to facilitate the needs of the Event Organiser, health and safety of the audience and impact on the local business and residential community. Capacity assessments have been undertaken by the Health and Safety provider.

The main areas for consideration are space for the audience to enter and exit the site, suitability of exit routes in the event of an emergency, the positioning of temporary structures, support facilities, campsites, carparks, vehicle access, rendezvous points, surrounding communities, road networks and the logistics of the build and break period.

Event Capacity

Main Arena & Orchard Zone

Our Main Arena is 22,362m² and Orchard Zone is 13,720m² after deductions for infrastructure have been made. Based on an average crowd density of 0.5 m² per person in the main event, it gives an available capacity of 72,164, well above the planned capacity for the event.

Viewing capacities for each of the stages is based upon an average crowd density of 0.4m² per person. This allows for a higher density of 0.3 m² at the front of stage and 0.5 m² towards the rear of the viewing area and again with 20% of the available area is deducted to allow for infrastructure.

All exits widths from our structures will at the very least be in accordance with MUTA guidance which allows for 30 persons per 525mm with a maximum exit time of 2 minutes.

Campsite



The Customer Campsite is 35,032² and we are working towards a capacity of between 1,500 – 2,000 after the success of camping in 2023.

Campsite

The camping offer will be available for customers at The Cambridge Club from Friday – Monday across the event weekend.

Our camping provider will operate and run an offering which will allow customers to experience the whole event weekend with pre-pitched tents. The event organisers will also operate and run an area for self-pitch customers and an area of up to 250 campervans.

A dedicated 24hr management team will be appointed to oversee the campsite operations and a fully functional Event Control will run alongside.

For 2024, the expected number of campers across the weekend is between 1,500 – 2,000 customers.

Car Parking

All car parking for the event will be held in the field which is adjacent to the event site (see appendix 5 – Site plan). The car park field can comfortably park in excess of 1200 cars which is much higher than the expected number of cars for 2024.

Please see appendix 5 – Site Plan

Tickets will be sold in advance of the event to the below the maximum provision above. The remaining provision will be held back for on the day sales.

Full details into car parking provision and traffic management can be found in the Traffic Management Plan and Transport Plan of this document (Appendix's 17 & 18).

Access

The Cambridge Club Festival is committed to delivering an event that is accessible for all and will make the below provisions for guests with access requirements.

- Accessible parking on site
- Disabled access toilets
- Accessible routes through the event site
- Adequate signage for those with impaired hearing and/or vision
- Free carer ticket per guest



- Lowered access counters and priority queueing at festival bars and concessions (where possible)
- Accessible viewing platform

Geographical Location

The main event site is located within Childerley Orchard which sits just off the A428 and provides great links from the wider Cambridge and London. The event site is 10 minutes from Cambridge, 50 minutes from London and within 2 hours of some other major cities such as Norwich, Leicester and Peterborough.

The event will offer a pre-booked car park options for attendees travelling by car, coach packages, shuttle busses and we will be working with Greater Anglia to advise customers on the best routes for customers travelling by rail to the event.

Cambridge North Station will be the primary station link for customers travelling to and from site by National Rail. A shuttle bus service will be running from Cambridge North during ingress and egress. See Appendix 19 – Shuttle Schedule

Access to and from the event including emergency access

Access to and from the site, including the routes to be used to bring people into the site or exit them from it, including in emergencies has been assessed.

There is an emergency vehicle route (Blue Route A) which follows the main access to the event site off of St Neots Road via the A428 and a second emergency vehicle route (Blue Route B) which allows an alternative access point from the event traffic for emergency services. Along Blue Route B is an access gate which will be staffed throughout the duration of the event weekend and is identified on Appendix 5a - Blue Routes.

Both Blue Routes will allow access to the event site via either Gate A or Gate D which are identified on the site plan. See Appendix 5 – Site Plan

(What3Words reference for access gate: Pamplins.Childerley.Peacocks.)

Two Rendezvous points have been indicated on the plan.

RVP1: Bourn Airfield Entrance

RVP2: Childerley Staff Controlled Access Gate

See Appendix 5a – Blue Routes



Availability of services L SEP

Adequate welfare facilities will be provided on site for the audience, campers, staff and contractors.

Addenbrooke’s Hospital is the closest 24hr hospital at 7.9 miles away from the festival site. All local services will be notified of the event beforehand.

Noise Management

Noise management will be strictly controlled and the event will only operate within the licensed times.

An experienced acoustic consultant will be appointed to develop and monitor a robust Noise Management Plan. The Noise Management Plan will contain the maximum noise levels permitted and the acoustic consultant’s management strategy and measures to control noise levels during the events.

The acoustic consultant will assess the positioning of sound sources pre-event and liaise with the Licensing Authority’s noise consultants throughout the event. Sound checks will take place the day prior to the event as well as on the day of the event. Times for these checks are to be notified in advance.

The acoustic consultant will be available throughout the duration of the events, as required, and will have complete authority to ensure compliance with the Noise Management Plan. They will hold regular meetings with representatives of the Licensing Authority as required.

Noise disruption will be kept to a reasonable minimum during the build and break periods.

Please see Appendix 21 – Noise Management Plan

Outline Planning & Event Schedule

Date (timeframe)	Output/Outcome	Period/Phase
September 2023	2022 Debrief	Planning
	Draft Operating Schedule for 2022	Planning
October 2023	New Licence Application submitted	Planning
December 2023	Delivery of EM&SP (Draft)	Planning
March – May 2024	SAG meeting	Planning
	Delivery of EM&SP – FINAL	Planning



May 2024	Tabletop Test Event	Planning
29 th May 2024	Site build	Build
7 th June 2024 (08:00)	Site sign off (all)	Build
7 th June 2024 (10:00)	Gates open to public (Campervans only)	Live Event
7 th June 2024 (12:00)	Gates open to public (Campers)	Live Event
7 th June 2024 (15:00)	Gates open to public (all)	Live Event
9 th June 2024 (23:00)	Main arena close	Live Event
10 th June 2024 (12:00)	Full event close	Live Event
10 th June – 14 th June 2024	Site Break	Breakdown
14 th June 2024	Site Handback	Breakdown
September 2024	Full Event Review	Debrief

Strategic policy, event objectives & venue licensing

The Event Organiser undertakes to deliver and manage The Cambridge Club in accordance with the objectives of the Licensing Act 2003, South Cambridgeshire District Council licensing policy and all relevant health, safety and environmental legislation.

The Event Management & Safety Plan sets out how S&C Productions intend to meet the licensing objective of the prevention of crime and disorder, prevention of public nuisance, ensuring the safety of the public and protecting children from harm. It provides the operational overview and plans for how S&C Productions will meet the licensing objectives and comply with conditions set out in the licence.

Venue licensing

S&C Productions currently have a Premises Licence that allows the premises to operate for a period of eight days split over two weekends, which allows for The Cambridge Club to take place annually. See Appendix 3 – Event Licence.

The Event Organisers are in the process of applying for a new Premises Licence for Childerely Orchard which will remove the second festival weekend, as Strawberries & Creem will no longer be returning, and allow for the option to host concert evenings in its replacement.

This Event Management & Safety Plan has been prepared by Proud Events, on behalf of S&C Productions, to support the objectives and conditions of the licence and the safe delivery and management of the event.



Community engagement

The Event Organiser is committed to minimising the impact of the event on local residents and the business community. S&C Productions and Proud Events will lead resident and business engagement with the aim of providing advance information about the event so that local residents and businesses can prepare and where necessary provide their feedback.

Please see Appendix 24a – Resident Communications Plan

Requirements of the 2003 Licensing Act

The event organisers are applying for a new licence for the event which will be held by South Cambridgeshire District Council and once granted, S&C Productions will have permission to operate the event.

Should this new licence not be granted, S&C Productions will still be able to run The Cambridge Club under their current licence.

The Designated Premises Supervisor will be: Ben Whur – Proud Events

The Event Organiser will have in place systems, measures and resources to (in so far as reasonably practicable) to:

- Prevent instances of crime and disorder
- Prevent nuisance to the public
- Ensure the safety of the public
- Protect children and vulnerable adults from harm

S&C Productions recognise that safe and successful events require a team approach and have appointed appropriately qualified and experienced advisors and suppliers to support planning and delivery. In addition, the Event Organisers will work closely with all relevant agencies and stakeholders to achieve the aims and objectives of the licence and conditions.

S&C Productions are committed to the safety of attendees, staff and contractors, and recognise that this shall be a result of the safety of the event space and the management arrangements implemented and take all reasonable steps to ensure that the event site is free from undue risks to the health, safety and welfare of attendees and working personnel.

The premises will be defined by three areas:

1. Main Festival Site open to all patrons with a valid ticket, staff, contractors and artists
2. Festival Camping & Facilities including the main campsite, food, beverage, entertainment and welfare facilities open to patrons with a valid ticket for camping and to designated staff and contractors



3. Work and accommodation areas for staff and contractors

Licensable activities for The Cambridge Club, operational timings and certain licensing conditions will be defined by the area in which the activities take place.

Main Festival Site

- Licensable activities
 - Monday – Thursday 11:00 to 23:00 (sale of alcohol to finish at 22:30)
 - Friday 10:00 to 23:00 (sale of alcohol to finish at 22:30)
 - Saturday & Sunday 11:00 to 23:00 (sale of alcohol to finish at 22:30)

Festival Camping & Associated Facilities

- Licensable activities
 - Friday 10:00 to 03:00 (sale of alcohol to finish at 02:30)
 - Saturday 11:00 to 03:00 (sale of alcohol to finish at 02:30)
 - Sunday 11:00 to 00:30 (sale of alcohol to finish at 00:00)
 - Monday 11:00 to 12:00 (no sale of alcohol)

- Late Night Refreshments
 - Friday 23:00 to 03:30
 - Saturday 23:00 to 03:30
 - Sunday 23:00 to 03:30

Please see Appendix 3 – Event Licence

Approach to Risk Assessment

The event organiser takes a proactive approach to the assessment, mitigation and management of risk. The Event Safety & Management Plan is a key document that identifies risks associated with the event through the construction phases of building and break and the live operations. Early identification of the risks associated with the delivery of the event, combined with an assessment of who is at risk, the likelihood of the risk materialising and the impact of the risk, allows for the planning of actions to mitigate both the risk and factors leading to it. These mitigation measures are detailed in Method Statements.

Risk is assessed across the event as a whole through and process of event profiling (see Event Profile – Appendix 1) and a full event risk assessment (see Event Risk Assessment – Appendix 6 and Fire Risk Assessment – Appendix 6a). Key activities are also risk assessed.



COVID-19

The event organisers are very aware of the impact of the COVID-19 pandemic and the risk of mass gathering associated with an increase in transmission and will play close attention to current guidelines throughout the planning process.

The Government restrictions have been removed and large scale events are allowed to progress. The Event Organisers will continue to work closely with the Local Authority and Public Health in the planning phases of the events for 2024.

See Appendix 6 – Event Risk Assessments

Crowd management

Overall co-ordination of event security and stewarding

FGH Security have been appointed by S&C Productions to deliver their security and stewarding service. They shall take overall command of event crowd management resources and will be responsible for managing capacity within the main event site for The Cambridge Club.

FGH Security will undertake a risk assessment and have developed a robust Security & Crowd Management Plan which details the management of crowds at both Events (see Appendix 13 – Security & Crowd Management Plan)

Only persons licensed by the Security Industry Authority shall undertake roles identified as requiring licensing under the SIA.

Security personnel will be deployed wherever the nature of the location or role has been risk assessed as requiring personnel licensed under the SIA. A full log of contracted SIA personnel shall be kept onsite and available for inspection on request. Security personnel duties at the event shall include the following:

- Working at access points.
- Recognising crowd conditions and advising their controller.
- Attending incidents and emergencies.
- Understanding the requirements/implementation of the emergency and major incident plan.
- Providing a visual deterrent against crime and disorder.
- Securing mission critical technical infrastructure

All security and stewards shall:



- Be individually and readily identifiable by wearing reflective tabards and any PPE required for the role they are performing.
- Be over 18 years of age
- Not consume or be under the influence of alcohol or drugs
- Not leave their assigned location or task without permission from a supervisor or controller.

Crowd safety and dynamics

The event site (excluding the campsite) has an estimated 36,082m² of usable outdoor space for the event excluding that assumed to be for event infrastructure. The maximum capacity for the event has been agreed at 19,999 for 2024 onsite at any one time. It is noted that a holistic approach will be taken in assessing the capacity on site, supported by information from ticket scanning and sales. The security team will take direction on this and will follow the lead between the event organiser, health and safety advisor and security management to ensure that the licensed capacity is not exceeded and that the capacity flow within individual areas will be managed in accordance with the crowd safety management plan.

The capacity has been calculated and will be monitored through ticket sales prior to the event and the main customer gates to ensure that there is no overcrowding. High densities will be seen at the front of stage, but there should be adequate 'breathing' room the greater distance from the main stage.

The two most important aspects to be considered in crowd management are:

1. Audience profile
2. Crowd Dynamics

The way that a crowd behaves and responds is a combination of factors and will depend on the activities of that crowd, which is influenced in turn by the character of the crowd and attraction performing.

This means that factors such as the following must be addressed:

- The character of the acts i.e. crowd diving and throwing items into the crowd
- Audience profile i.e. gender split, age, alcohol/drug consumption and likely activities such as crowd surfers and moshing

These are the factors that we have considered and included with other information such as attendance figures and venue design / capacities to set staffing levels for this event.

The Risk of Crowd disorder for both The Cambridge Club has been assessed as Low due to:

- The nature of the music being played with ethos and 'fun vibe'.



- Crowd demographic of gender split and wide age range.
- Relatively 'early' finish time of 23:00.
- Strict door policy with regards to searching and competency checks.
- Experience seen at previous events as discussed with organisers.
- Alcohol only being purchased responsibly at a clearly identified bar being run by a reputable and specialist outside bar agency.
- Reassuring and friendly Hi-Viz security patrols throughout the site.

Site Security

The event will take place at Childerley Orchard.

FGH Security will provide a presence to secure the main arena overnight.

It is anticipated that with the nature of the event along with proper marshalling of pedestrian traffic, as well as good communication outside the event site and with mobile patrol teams monitoring the inside of the event site, coupled with the T-Hoard fencing itself that will surround the arena, those gaining unauthorised entry should be kept to a minimum. Weak points will be identified and staffed with static stewards.

Any areas of concern during the event will be radioed through to Security Control. More detailed information is available in the Security & Crowd Management Plan and the Transport Management Plan regarding local traffic.

Event Security

The main arena itself is held on a free-flow site with little areas of restricted access other than the production, VIP, Hospitality and backstage areas.

The Orchard zone will be accessible to all within the event site but access will be monitored by security as a one in-one out policy will be introduced when capacity is reached.

Event security will be maintained by mobile (on foot) patrols that will maintain constant contact with Event Control and all static positions in order to respond to incidents as required.

Any areas of restricted access (Production, Guest Areas, VIP.) will be staffed on a static basis and controlled via the pass system implemented by the Event Organisers.

CCTV



CCTV will be positioned throughout the site monitoring all major ingress / egress points and high density crowd locations. The CCTV will be monitored in Event Control throughout the event and will be controlled by an experienced and trained SIA licensed CCTV operator.

Site Access

Full vehicle site access will be detailed in the Traffic Management Plan (TMP).

During the build a vehicle brief will be in place for all vehicles accessing site.

All vehicles will be off site 1 hour before the event opens on festival days. No access to the main arena area will be granted to any vehicles except the emergency services in response to an incident.

Everyone on site will be accredited. Site access will then only be granted to those with the correct accreditation. All persons will be directed to the appropriate facility to gain accreditation before entering.

Accreditation

Accreditation for customers, contractors and authorities will be planned and managed by the Event Organiser who will request all access information in advance of the event and also have a presence onsite to administer onsite.

Access to areas of the site will be controlled by the security and stewarding team who will be briefed by the Accreditation Manager on what accreditation gets access to what areas. In addition to this the Accreditation Manager will be responsible for creating and deploying pass sheets around the site which the security and stewarding team will use to refer to when monitoring access.

Accreditation will either be a cloth wristband, vinyl wristband, paper wristband or pass on a lanyard and will be signed out on entry to the site.

Search and Illegal Substances

Search Procedures

Certain property is designated as 'contraband good and prohibited articles' by the Event License holder to:

1. Comply with certain license conditions Maintain public health and safety
2. Prevent the Personal License holder being liable to prosecution
3. Adhere to the wholesalers' and traders' agreements



4. A random search will be in place upon entry to the event.

Main Events

Drug and Amnesty bins will be in place at the entrance for customer use. The following items are prohibited and will be liable to confiscation:

- Alcohol
- Soft drinks
- Food
- Any glass containers
- Potential harmful fluids (for example paint stripper)
- Weapons – bladed or pointed
- Umbrellas or chairs
- Flags or banners
- Marker pens
- Laser pens
- Non-prescription drugs, including the previously described 'legal highs'
- Professional photography or recording equipment sound systems
- Fireworks/Flares/Laser candle lights/Gas canisters/BBQ's/
- Sparklers
- Any other type of explosive
- Windbreakers/tents
- Dogs (except guide/service dogs)
- Bicycles
- Aerosols, gas canisters or air horns
- Drones
- Gazebos

If the above items are found either of the following may take place:

- Allow the person to leave the site of their own accord
- Refuse entry
- The person to surrender the items and allows to remain on site
- The person has the items confiscated and is also evicted from site

Unmanned aircraft – drones

Authorised aircraft

The authorised use of drones is planned for the event in relation to marketing activity.

Approval must be given by the Event Manager for the use of drones.

Prior to approval being given the following paperwork must be received and reviewed by the Event Safety Advisor.



- An operations manual outlining all company training, policies, maintenance and procedures;
- A CAA Permission document, in date, describing the allowed flight parameters;
- Evidence of flight specific insurances compliant with EC785/2004;
- A pre-flight location survey and flight planning records specific to the proposed flight;
- Risk assessments and method statements specific to the flight plan under discussion;
- Aircraft maintenance, repair and battery cycle records demonstrating good condition of the equipment.

The drone pilot is responsible for requesting permission from event control prior to any flight and must notify the event control once the flight has been concluded. Event control will then notify all necessary parties including security and health and safety.

Drone flights are not permitted within 150m of the festival site.

Weather conditions must be assessed prior to the flight commencing, in the event of inclement weather the flight must be cancelled.

Any authorised drone activity must follow the guidance within the Purple Guide. [27. Unmanned Aircraft \(Drones\) \(thepurpleguide.co.uk\)](#)

A specific policy will be put into place for the use of drones on the event site.

Camping Customers

Patrons with a valid ticket for camping will be allowed to bring food for personal consumption and a designated quantity of alcohol for their personal consumption within the designated camping areas only.

For 2024, a limit of 18 cans and a litre of spirit or wine in a plastic bottle per person will be allowed into the campsite at the entry of the licenced premises and customers will be advised of this in the terms and conditions.

Any persons entering the site are liable to be searched including crew and traders (this includes personal and vehicle searches). If there is intelligence to suspect that a person may be in possession of contraband items a search will be requested. If refused this could lead to eviction.

Camping Customers may also bring in portable camping stoves with Disposable Gas Canisters for personal use.

Drug Handling Procedure



Full details of our drug handling procedure can be found in the Security & Crowd Management Plan of this document (**Appendix 13**).

Medical Provision

The medical provider appointed by S&C Productions is MET Medical. They will supply the required human resources and medical infrastructure required for The Cambridge Club. They will develop a robust medical operational plan for the event that takes into account the geography and specific layout of the event site. See Appendix 15 – Medical Plan

Under the new guidance within the Purple Guide all medical provisions are now based on a risk assessment produced by a suitably qualified and competent person.

First aid facilities will be provided on site for all staff and audience members during the show period. There will be a designated first point in the main arena. For the build and breakdown periods, there will be a medic onsite throughout and each contractor will provide first aid kits and a nominated first aider. In addition, there will be first aid kits and a nominated first aider in event control during all on site activities.

All local hospitals will be given prior notification of the show, following the consultation process. Prior to the show commencing, all on site ambulance staff and the head of security will be briefed and made aware of any contingency plans, including evacuation points, designated ambulance loading points (Emergency Vehicle Rendezvous Point) and forward ambulance aid points. RV's will be reviewed by the Event Safety Manager and designated depending on the location and type of emergency.

The first aid point will be provided with contingency plans and site contact numbers, together with site plans.

A Medical team will be on-site a minimum of two hours prior to gates opening to deal with any incidents relating to the queuing public. All medical teams will remain on-site until the site is clear of patrons. All medical staff will wear identified uniforms.

A record of all people requiring first aid treatment will be kept by MET Medical on site and figures will be made available following the event for analysis.

Medical Deployment

The proposed deployment based on the risk assessment is as follows:

The following has been as the agreed level of staffing between MET Medical and S&C Productions in line with previous event data and the HSE Purple Guide.

Build / Break



1 x Emergency Medical Technician / HCP

The Cambridge Club

TBC

Clinical waste

The first aid point shall be the designated collection point for all clinical waste and sharps. As such it will have a suitable container for sharps, marked 'Bio Hazard' and yellow bags. In accordance with their normal procedures the contracted event medical provider shall be responsible for the carriage and disposal of all such waste.

Welfare

S&C Productions recognises the need for a specific welfare service at The Cambridge Club Festival to support the onsite medical teams and security and stewarding teams. Events Wellbeing Limited will be operational onsite and work alongside MET Medical but with a focus on supporting customers onsite who need time, reassurance and non-medical interventions.

The welfare team will provide:

- A supportive, non judgmental environment for anyone in need of shelter, rest or recuperation
- Health promotion advice in relation to illegal drugs, NPS, alcohol, tobacco/nicotine-related products, dehydration, sunstroke, sexual health and general health and well being at the event
- Care of people who are intoxicated (whether through illegal drugs, NPS or alcohol) and who are assessed as requiring a safe place for a few hours by the medical services on site
- Availability of plasters for uncomplicated blisters and other minor ailments but not wound dressing – those requiring any level of treatment will be referred to the medical facility.
- Emotional and psychological support for those who have lost friends, are upset or have minor mental health issues
- A friendly face and welcoming space to just listen or chat
- Distribution of water to combat dehydration and sunblock if required
- Cold weather provision including hot drinks, foil blankets and waterproof coverings.

Please see attached Welfare Plans for the event – Appendix 15a



Traffic Management

SEP will prepare and will operate the Traffic Management Plan for the event and has liaised with the relevant public and private transport providers (Appendix 17 – Traffic Management Plan).

There will be one main vehicle access point for customers and one for production vehicles into the site.

- Gate A: Ingress point for shuttles and production vehicles
- Gate B: Blue Route for Medical Vehicles only
- Gate D: Ingress/egress point for emergency vehicles and for the Orchard bar artic
- Gate K: Egress point for shuttles, campervans and production vehicles

There will be no access to customer vehicles via these gates. All customer and blue badge holders who hold a valid parking ticket will park in the car park field adjacent to the festival site.

The gates shall be manned and managed by Traffic Management provider SEP and full details of which can be found in the Traffic Management Plan (Appendix 17 – Traffic Management Plan).

The event will be signposted during the build/break and live periods to direct contractors into the correct entrances to the site to keep traffic in the local area to a minimum.

An additional implementation of a no waiting zone further along the St Neots will help deter event customers from attempting to drop off close to the site. See Appendix 17 – Traffic Management Plan

Car Parking

Car parking on the event site will be managed by SEP as part of their Traffic Management service which is covered off in the Traffic Management Plan.

Car parking tickets will be pre-purchased to the event to manage the expected numbers expected over the weekend. There will be a small provision of car parking tickets kept behind for any on the day sales.

Production parking will be available to key members of the Event Production Team, Promoter team and contractors and will be applied for to the Event Manager in advance of the event. Production parking shall be accessed by the car parking field and all production vehicles will require accreditation to park.



Transport Planning & Management

Customers will travel to the festival via a range of methods of transport including car parking, pick up and drop off and trains to a local station.

A number of local taxi companies will be engaged with as part of the Transport Plan with full details of the event and instruction on taxi's picking up and dropping of customers at the event site car park.

A shuttle service will be run from the festival site to Cambridge North station throughout the event days to transport customers to and from the event. On ingress shuttles will run back and forth when they are full. On the egress shuttles will be released from the site once filled up. Full information into the number of shuttles and coaches, locations and timings will be detailed in the Transport Plan (Transport Plan – Appendix 18).

Fire Safety Management

The event organisers have overall responsibility for fire safety at the event. A Fire Management Supplier will be appointed to provide the equipment and fire response team across the events and the Event Health & Safety Advisor will provide competent advice in assisting them in discharging their duties. See Appendix 6 – Event Risk Assessment and Appendix 6a – Fire Risk Assessment.

Fire prevention

All contractors, caterers, traders and personnel operating at the event shall be reminded and monitored to ensure that they conduct their operations in a manner to minimise the risk of fire in so far as is reasonably practicable.

During the construction and live phases of the event portable fire-fighting equipment will be located at key positions around the site identified through the risk assessment process.

The Concessions Manager shall ensure that comprehensive (see Appendix 25 - Trader & Concessions Information Pack) is supplied to all prospective caterers and traders. This shall include details of what equipment is permitted onsite, power supply, details with regard to keeping to safe distances between stalls and the consequences of not complying to these general terms and conditions of trading.

Fire risk assessments

An assessment of fire risk will be conducted during the planning stages of the event and will be attached as Appendix 6 – Event Risk Assessment and Appendix 6a – Fire Risk Assessment.



The risk assessment will identify the location of portable fire-fighting equipment for both the construction and live phases of the event.

Prior to opening the event to the public the Fire Marshals and Health & Safety Advisor will undertake an inspection of the site to ensure the risk assessments accurately reflect the built site and advise on any changes to the risk mitigation measures, including the addition or repositioning of portable fire fighting equipment.

Fire service access

The Major Incident Plan (see Appendix 12) for the event takes account of incidents related to the event and incidents that take place within the event footprint but that may be causally unrelated. This includes fires in or surrounding the event, including the municipal and civil buildings within the event footprint but not directly involved in the event.

LPG safety

The trading conditions for the event shall set out the policy on LPG safety. All traders at the event shall have valid Gas Safety Register certification for their gas appliances.

Traders will be allowed to hold sufficient gas for day's trading at their concession. All other gas cylinders, full or empty, will be stored in a secure gas compound. The Concessions Manager will have a record of the location of all LPG. These plans will be held in Event Control.

Flammability certification

All stage surrounds and elements of stage dressings should have appropriate flammability certification.

Smoking

Smoking will not be permitted in any wholly or substantial enclosed structure.

Construction, Design and Management (CDM)

Organising for Safety

A detailed event management structure is shown in Appendix 2 – Event Management Structure. Below is a summary of the main roles and responsibilities of the companies



involved and their respective teams.

To satisfy the Construction (Design and Management) Regulations 2015 (CDM2015) we have defined here the perceived titles and duties under this regulation. It should also be noted that this applies mainly to the construction, use and deconstruction of temporary demountable structures throughout the event site. See Appendix 7 – Construction Phase Plan.

Client – S&C Productions Ltd

Are the promoters for the event and will utilise the planning and organisation stages of the event management process to ensure the safety of the general public, contractors and staff, to minimise hazards and prevent accidents, and as far as possible to minimise nuisance and disruption to businesses and other users of the wider community surrounding the event arena.

Principal Designer – Proud Events Ltd

Principal designers have an important role in influencing how risks to health and safety are managed throughout a project. Design decisions made during the pre-construction phase have a significant influence in ensuring the project is delivered in a way that secures the health and safety of everyone affected by the work.

In line with the HSE guidance for the entertainments industry for festivals and concerts both Proud Events as the overall site designer and IPS, the staging supplier, are identified as Principal Designers.

Staging design, including the necessary structural calculations is considered a significantly specialist skill for the staging supplier to be identified as a separate Principal Designer.

Principal Contractor – Proud Events Ltd & Staging

Principal contractors have an important role in managing health and safety risks during the construction, use and de-construction phases so they must have the skills, knowledge, experience and, where relevant, organisational capability to carry out this work.

As staging is considered such a specialist area of skills, knowledge and expertise within the events industry, IPS are also identified as a Principal Contractor alongside the Event Production supplier.

Health & Safety Advisor – Harrier UK Ltd



The role of the Health & Safety Advisor is to act in accordance with the instruction of the Principal Contractor and assist in the planning, managing, monitoring and coordination of the health and safety in the construction phase of the event.

The Health & Safety Advisor will liaise with the Client and the Principle Designer throughout the planning and construction phase and ensure that suitable site inductions are provided and adhered to.

Contractors

A contractor is anyone who directly employs or engages workers or manages work at this event. Contractors include sub-contractors, any individual self-employed worker or business that carries out, manages or controls work at this event. They must have the skills, knowledge, experience and, where relevant, the organisational capability to carry out the work safely and without risk to health.

The legal obligations of companies are set out in the Health and Safety at Work etc. Act 1974 and its associated regulations and the above-named guidance seek neither to replace nor to encompass the full range of obligations for the sector. Special attention should be directed, but not limited, to the Construction Design and Management Regulations 2015, the Work at Height Regulations 2005, Lifting Operations and Lifting Equipment Regulations 1998, and the Management of Health and Safety at Work Regulations 1999. Relevant codes and standards should be adhered to.

Workforce

The workforce will be any member of the client's staff or any contractor or sub-contractor employed on the event and must cooperate with their own employer, fellow workers, contractors and other duty holders on their health and safety and others who may be affected by their actions.

Event Management

Operational management

Ultimate responsibility for the event, under normal operating conditions, will reside with the Event Organisers. They will devolve operational management to the Event Manager who will work alongside the Health & Safety Advisor to manage the overall event.

The Event Manager and Health & Safety Advisors will devolve and delegate operational authority to a series of managers such as: The Security & Stewarding Manager, Site Manager, etc. known as the Event Management Team.



The Event Management Team have operational decision-making authority defined by the EM&SP within their areas of operation and will communicate key decisions or escalate through Event Control.

Event management team roles

Details of each manager and lead supplier are contained within the Key Contacts

Promoter: S&C Productions Ltd

The Board of S&C Productions Ltd, the Event Organiser, carry overall responsibility for the event and the delivery of the Event Management & Safety Plan. The Board will appoint an Operations Director who will be the representative of the Event Organiser on the day and work with the Designated Premises Supervisor and Event Manager to ensure the delivery of a safe event that meets the licensing objectives.

The Board of S&C Productions Ltd is accountable for ensuring the Designated Premises Supervisor has access to the planning and delivery resources to meet the licensing objectives.

Operations Director: Louise Young – S&C Productions

The Operations Director is appointed by S&C Productions Ltd to provide strategic management and oversight of the planning and delivery of the event. They represent the Event Organiser throughout the process and at key planning and delivery meetings. They will provide strategic direction to the Event Manager with the support of the specialist advisors and suppliers. They will attend the Event Liaison Team (ELT). The Operations Director may call a Show Stop through Event Control.

Designated Premises Supervisor (DPS): Ben Whur – Proud Events

The DPS is the licence holder for the event and has overall responsibility for ensuring the licensing objectives and the conditions of the licence are met during the event. They will be part of the ELT. The DPS may call a Show Stop through Event Control.

Event Manager: Aisha Francis – Proud Events

The Event Manager is responsible for the operational delivery of the event. They manage the team on site, including all the heads of departments and are responsible for the proper operation of the Event Control. The Event Manager will chair and lead the ELT and be the lead for the Event Organiser in the event of a major incident or emergency. The Event Manager may call a Show Stop through Event Control.



Health and Safety Advisor: Helen McCabe – Harrier UK

The Event Safety Advisor is responsible for planning, coordinating and advising on safety measures employed at the event both in terms of its physical design and its management arrangements in relation to the event site capacity, security and stewarding arrangements. The Health and Safety Advisor is also responsible for these measures throughout the construction and live operation of the event, including undertaking the event risk assessments and reviewing relevant risk assessments and method statements from suppliers. They will be the key point of liaison with the licensing authorities and support the Event Organiser. They will be part of the ELT. The Event Safety Advisor may call a Show Stop through Event Control.

Security & Stewarding Manager: Tom Sharman - FGH Security

The Security & Stewarding Manager is responsible for strategically planning and coordinating the security and stewarding resources onsite to ensure that the teams work cohesively to provide for a holistic approach to event crowd management. The Security Manager may call a Show Stop through Event Control.

Medical Manager: Dave Hawkins - MET Medical

The Medical Manager is responsible for undertaking the event medical risk assessment, planning the medical provision and the management of the medical service during the construction phase and live event. They will provide management and clinical leadership throughout the event. They will be part of the ELT.

Transport Manager: Kevin Green – Big Green Coach

The Transport Manager is responsible for the planning and management of the transport logistics on site and at collection and drop off points. This includes coordination and management of coach, shuttle, private charter, taxi and public transport providers both on and off the event site. They will be part of the ELT.

Traffic Manager: Tom Sturmy – SEP

The Traffic Manager is responsible for the planning, preparation and implementation of the Traffic Management Plan and submission of the relevant applications to put in place the required Temporary Traffic Orders and road closures. They are part of the ELT.

Site Manager: Annette Blair – Proud Events

The Site Manager is responsible of all the construction phases of the site build and break and for overseeing all the site services during live operations. They will oversee all site operations ensuring they comply with the site rules and the identified risk assessments and associated



mitigating methods statements are implemented. They are part of the ELT. The Site Manager may call a Shop Stow through Event Control.

Production Manager: Richard Cheetham

The Production Manager is responsible ensuring the delivery and operation of all the performance spaces and areas on the event site. This includes the construction phases of the stage, light and sound load in and load out. They will work closely with the Site Manager during the build and break of the event and the lead Stage Manager during live shows. They will join the ELT as required. The Production Manager may call a Show Stop through Event Control.

Accreditation Manager: TBC - Proud Events

The Accreditation Manager will be responsible for issuing all accreditation for the event including customer, contractor and management. The Accreditation Manager will be responsible for the security of all event wristbands, collecting all accreditation information from the teams onsite, administering onsite and ensuring the stewarding team are wristbanding customers correctly into the event. The Accreditation Manager reports to the Event Manager and is not part of the ELT.

Event Control Managers: Mike Chalmers (DAY) & Scott Davies (NIGHT) – Proud Events

The Event Control Manager will run the Event Control operation on behalf of the Event Organiser. They will be managed by the Event Manager and will act as a conduit for all communication and decision-making between the Event Organiser and the licensing authorities. They are part of the ELT and will provide the main briefing at ELT meetings.

Stage Managers

The Stage Manager is responsible for managing all the artist performance areas across the footprint including the main stage and secondary stages. They are responsible for all programming and the timely operation of all performances. They are not part of the ELT. The Stage Manager may call a Show Stop through Event Control.

Bars Operations Manager: TBC – One Circle

The Bars Operations Manager is responsible for ensuring an Alcohol Management Plan is prepared in advance of the event and is fully implemented during the event. They will be a Personal Licence Holder and will ensure that they or a suitably appointed deputy is on site throughout the period the event is open to the public. They will ensure all staff have received training and that there is a Personal Licence Holder present at each point alcohol is being provided across the event. They are not part of the ELT.

Concession Manager: TBC



The Concessions Manager is responsible for safe and proper operation of the food and retail concessions including compliance with their risk assessments and hygiene practices. They will ensure staff have received proper training and supervision. They are also responsible for ensuring liaison between the event management team and the food concessions. They are not part of the ELT.

Event Liaison Team

The Event Liaison Team (ELT) will be specified as below. The ELT will comprise of the Event Management Team and nominated individuals from the Licensing Authorities and Emergency Services.

- Operations Director
- Event Director
- Event Manager & DPS
- Event Control Manager
- Licensing Authorities representative (if required)
- Police representative (if required)
- Health & Safety Advisor
- Security & Stewarding Manager
- Medical Provider Manager
- Production Manager
- Site Manager

To assist with the smooth running of the event a minimum of four ELT meetings will be held throughout the day. The purpose of these meetings is to provide a forum for key members of the event management team and licensing authorities to meet, provide updates and if necessary collectively develop plans to deal with incidents. The ELT times will be circulated to the ELT members closer to the event and shall be centred around the below principles. Additional ELT meetings may be held in the event of specific incidents occurring onsite.

- Pre doors being open to customers
- Mid ingress
- Pre egress
- Post egress

Event Control

A fully functional Event Control will be provided by Event Organisers. It will be staffed by key agencies as well as key suppliers (Health & Safety, Security & Stewarding and First Aid) and managed on behalf of the Event Organisers by the Event Control Manager reporting to the Event Manager.



Event Control will be contactable by radio and phone and will log all key communications and decisions. All decisions outside the EM&SP and escalation will be routed through Event Control to the Event Manager and they will track all key event activities. Each organisation involved in the event will have their own chain of command and communication arrangements.

The Event Control facility will begin full-scale operations not less than 2 hours before the event is open to the public. Following the end of the event will begin a phased shut down unless there is an incident that requires it to remain at full operating capability.

Notification of an incident may need to be reported to the police, they may not always be able to be resolved in house. A log will be kept of any incidents (assaults, large drug seizures, etc). The log should include names, phone numbers personal details, locations of the incident, incident type, any witness names, etc). This log will be submitted to the police within 24 hrs.

In the event of an emergency Event Control will operate to support the designated representative from the emergency services who assumes control of the event and dealing with the incident. This is subject to ensuring the safety of those providing Event Control.

Please see Appendix 31 – Event Control Procedures and Protocols

Event communications

Communications across the event will be facilitated through Event Control who will keep a log of all key communications, events and incidents. The primary route for communication will be via a radio system divided into an appropriate number of designated channels either operating across the footprint or designated to a locality.

All key staff will be provided with full contact details of all other key staff, agencies and event suppliers. Where possible communications over specific issues that don't need to be logged via Event Control should be made by phone so as to reduce unnecessary radio usage.

Radio channels will be designated as follows and all key teams onsite will be able to apply for a radio and accessories via the event management team. Radios will not be given out to anyone who has not applied for a radio and been approved by Event Management.

All security and medical communications outside of the security and medical teams should be communicated via Event Control.

Radio Channel List

Channel 1	Event Control
Channel 2	Event Management
Channel 3	Security (Internal)



Channel 4	Medical (Internal)
Channel 5	Promoter
Channel 6	Site
Channel 7	Production
Channel 8	Artist Liaison
Channel 9	Box Office/Accreditation
Channel 10	Bars
Channel 11	Concessions & Merchandise
Channel 12	Traffic and Transport
Channel 13	Spare

Major Incident & Emergency Planning

All Emergency Services will be informed of the event and will be made aware of the emergency access and exit routes.

A major emergency situation will require a multi-agency approach in which the event manager, the police, ambulance service, fire service and stewards all play a part. A clear demarcation of duties and responsibilities will be agreed and understood at the planning stage. Agreed emergency procedures will be issued in writing to all relevant parties.

Emergency Procedures

This section is a brief overview of the initial actions to be taken in the event of an emergency occurring at the event. It is a quick reference summary of the important aspects of the Major Incident Plan. It does not replace the Major Incident Plan and the event organisers should ensure that they understand the plan and the arrangements contained within it.

Definitions

For the purposes of this document, the definition of a major incident is "an event or situation with a range of serious consequences which requires special arrangements to be implemented by one or more emergency responder agency". They are likely to be larger, more complex, endanger more people or threaten larger areas, and will require additional levels of command, control and co-ordination.

An emergency is defined as "a dangerous or serious situation that happens unexpectedly and needs fast action in order to avoid harmful results."



Alert & Activation

Emergencies demand a co-coordinated, multi-agency approach. Major incidents may require the participation of multiple services, agencies, authorities and Central Government Departments.

Staff on duty and involved with the event will have been fully briefed by the Event Manager and provided with written instructions on their roles and responsibilities in the event of a major incident (Appendix 12 – Major Incident Plan).

What Three Words

What Three Words will be used to identify a number of key locations across the event site and details of these will be completed once the event build has been signed off and all key structures are in their final locations.

The locations will be:

- RVP1
- RVP2
- Main Vehicle Entrance to site
- Main Customer Entrance
- Main Production Entrance
- Event Control
- Main Stage
- Stage 2
- Stage 3
- The Orchard
- The centre of the Campsite
- Central concessions

Incidents

Incident management

All incidents are reported to and managed through Event Control by the Event Manager working with the Event Health & Safety Advisor. An incident management procedure is contained within Appendix 8 – Incident Reporting Procedure.

A table-top planning exercise will test the effectiveness of the EM&SP and will include the management of incidents and emergencies.



In respect of any incident the priority of any personnel at the scene will be to advise Event Control by the quickest available means (which will normally be radio). The Event Manager, with the support of then Event Health & Safety Advisor, will determine the appropriate course of action and issue instructions accordingly. A detailed event incident log shall be completed throughout the duration of the event.

The number of variables associated with any incident is such that whilst it is important to have an established framework it is nevertheless crucial to retain a degree of flexibility. The event management team shall assess any incident or potential incident and agree the best means of tackling it.

To facilitate operational debriefing and to provide evidence for enquiries, comprehensive records shall be kept of all events, decisions and actions taken. The Event Organisers shall maintain records and shall brief contractors that they themselves are required to maintain records.

Crisis Communication Plan

In the event of a critical incident, for example a death on site, cancellation of an Artist etc. the event liaison team, working with the crisis communication team will implement the Crisis Communications Plan set out in Appendix 10.

Where an incident impacts external resources or is being dealt with by the emergency services, the Event Liaison Team and Crisis Communications Teams will work with the leads of those organisations to ensure a clear and consistent message. No public communications relating to a major incident will be relayed to the public without the prior authorisation of the Event Liaison Team and Crisis Communications Team and all external communications will be handled through the Crisis Communications Team.

Major Incidents

Major incidents and emergencies

Whether an incident is categorised as a major incident is entirely a matter for the emergency services or in certain circumstances the local authority. Should a major incident be declared the Event Organiser will place the resources of the event management team at the disposal of the lead emergency service who will assume overall control (see Appendix 12 – Major Incidents Plan)

Threat of Terror



At the time of writing this document there is no intelligence to suggest a specific threat to the event. The event organisers will request regular updates from the Police.

The following procedures will be put in place to ensure the security of the event;

- Police to provide regular threat level updates.
- All staff and stewards to be extra vigilant.
- Stewards to carry out searches on entry to the arena.

Procedures and security measures will be routinely evaluated and reviewed and in the event of a change to the threat level, appropriate and proportionate action will be taken.

Emergency Radio Codes

Emergency radio codes will be used in emergency situations via radio communication in order to not concern that of the public.

Action Codes

Code Red	Decision to evacuate the event site or area of incident on the event site
Code Amber	Standby for egress of the event site or area of incident on the event site
Code Green	Stand down for egress of the event site or area of incident on the event

Incident Codes

Code A	Medical
Code B	Fire/Smoke related incident
Code C	Suspect package
Code D	Lost child
Code E	Found child
Code F	Crowd disorder
Code G	Knife incident
Code H	Gun incident

Emergency Access and Rendezvous Points

A major incident plan has been developed in accordance with the Health and Safety Advisor, the Event Organiser and the Security and Stewarding provider in advance of the event (Appendix 12 – Major Incident Plan). The major incident plan will detail rendezvous points within the site, emergency services access routes, evacuation procedures and responses to



activation codes and calculations and plans/procedures to follow in the event of a major incident

The key principles of the Major Incident plan are;

- Emergency service vehicles will have clear access to the site and clear routes throughout the site.
- Emergency services that have conveyance vehicles onsite will have clear routes out of the site that cannot be obstructed throughout the event.
- Multiple rendezvous points will be established throughout the site where people can be relocated within the site rather than relocated externally of the site.
- All agencies working on the event will be briefed on the plan with a clear demarcation of duties and responsibilities agreed in advance of the event.

Wind and adverse weather

The event organiser will monitor the weather conditions in the run up to and on operational days of the event (including the build and break periods). If adverse weather conditions are identified all contracts, suppliers and staff will be briefed with any specific action or risk mitigations that are agreed. In the event that adverse weather represents a risk the health and safety of attendees, staff or contractors the Adverse Weather Plan (see Appendix 23 – Adverse Weather Plan) will be implemented.

Wind remains a risk and an action plan is in place in the event of strong winds or gusts. All suppliers of temporary structures will have supplied information about the wind tolerance and loading of their structures. These will be built into the Adverse Weather Plan.

In the event of strong consistent winds or gusts, Event Control will monitor the wind conditions and call the Event Liaison Team to meet to agree to activate the management steps within the plans. This may result in the clearing of areas within the event site or in extreme situations, a complete site evacuation. Remediation and risk mitigation measures for each temporary structure (or type of structure) are detailed within the plan.

Sun Exposure

All event staff, crew and volunteers shall be briefed to wear appropriate clothing and bring sun block / cream.

Attendees of the festival will be reminded via social media, signage and the stage, in the event of extreme sun exposure, to take shelter from the sun in the numerous marquees around site.



Temporary electrical installations and site lighting

Design and coordination of distribution

Temporary power is required to support the construction and live phases of the event. In particular power will be required for offices, stages, bars, concessions and other elements right across the event site.

Pearce Hire have been appointed to design, install, operate and monitor a series of temporary power networks across the event site. They are a qualified and experienced provider of temporary power solutions to the events and entertainments industry.

The installation will be powered by a series of diesel generators located around the site in secured compounds. Cabled distribution networks will be set up and operated off these generators. All distribution networks will be subject to required earthing and all circuits will be protected by appropriate breakers to prevent accidental electric shock or electrocution.

If required temporary Electrical Installations should be designed, installed, tested and maintained in accordance with the provisions of BS 7909: 2011 Code of practice for temporary electrical systems for entertainment and related purposes. Sign off certification will be supplied and copies retained in the Site Office for inspection.

Cabling

Cables will be routed or covered so that they will not cause a tripping hazard or be crushed by vehicular traffic. Cables carrying hazardous voltages e.g. those that could cause electrical shock if damaged, will be protected against contact with sharp edges or crushing by heavy loads. All temporary overhead cables will be securely fixed in position out of reach of the public.

Portable appliance testing

Advance documentation should make it clear to both contractors and traders that all portable electrical equipment brought onto the event site shall have been subject to a robust PAT testing regime. PAT certificates or PAT test tags will be required to be held on site for inspection.

Petrol generators

The event organisers shall ensure that all relevant parties are notified that petrol generators are prohibited within the event site.



Site lighting

Adequate lighting is required for both the construction phase and live operation of the event. Safe lighting levels are required for safe working and to support customer navigation around the site and any emergency egress required.

Independently powered, diesel generator, telescopic high luminosity lights will be installed at key locations around the site to provide supplementary lighting to support areas on the site with low light, to provide safe working light or to support an emergency site egress.

Lights will be subject to periodic test operation throughout both the construction and live phases of the event to ensure they are operating as required and that coverage is adequate.

Barriers

Barriers will be used extensively around the site to provide security and to manage and direct crowds.

The site has been designed to ensure maximum safety for customers and keep the festival contained within the designated perimeter.

The barrier types intended for this event are as follows:

T-Hoard will be used to create a perimeter around the main event site and campsites where high level secured fencing, privacy and reduced visibility is required.

Heras barrier connected with clips and supported by blocks and stays will be used to create perimeter fencing where T-Hoard is not necessary but fencing barriers still need to be highly secured.

Front of Stage Barrier (commonly known as Mojo) will be used across the stages in the arena where we will see the highest density of customers to provide protection to the artists and stage and create a safe working area for security to operate.

Pedestrian barrier will be used largely to form queuing lanes and create defined areas within and outside the event. Pedestrian barrier is an effective way to provide direction and guide customers.

Met or GT barrier will be used to create a more robust barrier line where it is important to keep a separation between areas or activities i.e. along the edge of a road to keep pedestrians away from moving vehicles. It may also be used to supplement hostile vehicle mitigation measures, but not as a measure in itself.



Drinking water provision and arrangements for grey water

During the first few days of the construction phase bottled drinking water for the welfare of crew, contractors and staff will be provided.

The water management supplier will install in accordance with the most up to date site plan for the event.

The water management supplier will tap into the venue's water supply, which can be located near Gate D, to source water across the site. All water points shall be tested by the water contractor, to ensure they are potable, well in advance of the event and again at least seven days prior to the build commencing onsite. All certification will be held in the Site Office and can be requested from the onsite Site Manager.

Water pipework will be blue to make it easily identifiable.

The water contractor will fill water tanks from the water points from the first day of build which they will then position around the site to feed the required areas. Provisions will be made for contractors, concessions, customers and campsite showers. The water tanks will be connected to Electric Pumps to increase the pressure of distribution around site.

All equipment should be cleaned and disinfected prior to delivery onsite, keeping clean the internals of the piping and utilising chlorine spray where required. Plumbing tools should be regularly disinfected with the use of chlorine spray.

In addition to the above customers will be able to request drinking water from the bars.

Should for any reason the water become unsafe during the festival the event organiser will liaise with the water supplier to replenish and restock with a tankered water supplier should the contamination not be remediable which will be the primary goal if the situation arises.

Grey water collected from trader and concession activity will be stored in waste water IBCs and removed from site at the end of the event and disposed off via a certified grey water disposal point.

Sanitary facilities

Sanitary facilities will be provided in various locations around the site. Care has been taken when planning their location to ensure these are areas that will encourage their use and discourage antisocial behaviour.

The number of toilets required has been assessed using both the 'Purple Guide' and the knowledge and expertise of the supplier, based on anticipated capacities and customer footfall.



Toilets will comprise urinals, contained individual units with lockable doors, accessible units and one fully accessible toilet/changing unit with powered access. Toilets will be clearly signed and where required compounds will be screened.

Cleaning and servicing will happen daily and there will be a standby facility on site to tackle any urgent issues.

Toilet locations and quantities are identified on the site plan (Appendix 5 – Site Plan)

Waste management

The Event Organiser is committed to delivering a safe and clean event and the active management of waste during the construction and live event phases is delivered through the waste management supplier.

During the construction phase bins will be provided for the collection, containment and disposal of related waste. All contractors will be informed during the advancing stage that they are responsible for maintaining a safe and clean site. There may be penalties for contractors who fail to comply with these requirements. In addition to this during the build phase in the days running up to the event litter pickers will be onsite to collect any rubbish that needs disposing of throughout the build.

During the live event the waste management supplier will provide supplementary bins for public use and also for the use of traders and concessions.

Public bins will be emptied throughout the event to and there will be an active litter picking services throughout the live show. Following live show days there will be a full site cleanse.

Traders and concessions will be responsible for bagging and disposing of their waste at pre-agreed collection points. The Site Office will deal with any capacity issues during live events.

Towards the end of the construction phase cleansing of the site will be undertaken so that as the final construction activities are completed the site has been fully cleansed ready for the site to be handed back.

A Waste Management Plan provided by the supplier can be found in Appendix 22 of this document.

Bars



Once Circle will operate 2 main bars and a number of smaller sponsor activation bars, a bar in the Orchard, one in the VIP area and the other in the Hospitality area under the premises licence. Their Alcohol Management Plan is contained within Appendix 20.

One Circle will provide a Bars Project Manager and operations team to deliver the bars operation. The Bars Project Manager will report into the Event Manager and Designated Premises Supervisor.

Each will be fully staffed with a personal licence holder, bar team and additional security. All staff will receive licensing training as part of their recruitment process for the event. All bars will operate a Challenge 25 scheme.

Please see Appendix 20 for the Alcohol Management Plan.

Concession Management

Concessions will either rent a pre-built marquee pitch from the Event Organiser or will apply to bring their own.

Event Live will be appointed by S&C Production Ltd to manage all food concessions onsite. They are the primary suppliers of food and soft drinks for consumption on site. Pre-assessment paperwork will be submitted to South Cambridgeshire District Council. The concession supplier will appoint a concessions manager whose details will be contained within this document.

Please see Appendix 25a – Trader Management Process

Event Live will advise on the appropriate number of concessions for each area in regard to the expected attendance which will offer a high quality range of cuisines.

The Site Manager will work with the Concessions Manager to manage traders on site and throughout the event. All traders will submit applications and will be assessed by the event organiser and be given an allocated a pitch location.

Prior to arriving to site all traders will be sent a copy of the Concessions and Traders pack which will be produced by the Concessions Management Company and checked by the Event Manager. A copy of this can be found in Appendix 25 of this document.

Notification of food traders and required supporting documentation will be provided by the local authority no later than 28 days in advance of the event.

Concession planning



Concession areas should be configured with due regard to maximizing thoroughfare widths and not adversely impacting crowd dynamics.

Concessions Access

During the event the Concessions Manager will be supported by the site team to monitor and oversee legal traders and report illegal traders to trading standards for removal.

There will be designated times of arrival for legal traders and the security contractor will be well briefed on preventing illegal traders entering the footprint.

Where caterers are deemed by Licencing to be in breach of regulations, laws or issued terms and conditions they will be closed down and removed from the premises. However, this will only be done if licencing together with the police consider it is safe to do so.

Community and business engagement

S&C Productions are committed to ensuring that both the community and local businesses are informed of the plans and are given the opportunity to ask any questions they may have.

Appendix 24 – Community Engagement

Funfairs

We will have two rides at both The Cambridge Club which will be provided by Irvin Leisure Entertainment Ltd.

- Ferris Wheel
- Dodgems

Irvin Leisure Entertainment will provide the required level of public, product and employer's liability cover which shall be submitted to the Local Authority.

Irvin Leisure Entertainment shall provide adequate risk assessments and method statements and each ride shall have an ADIPS certificate to ensure operational compliance.

All documentation shall be submitted to the Local Authority no later than 28 days in advance of the event.

Marketing and promotion



The Cambridge Club is a long running and well-established events with a robust marketing plan which has been operated by the Promoter team.

Media and press

The Promoter will be responsible for handling all media and press enquiries for the festival. The Promoter shall be responsible for all public relations and media interaction throughout the planning process in line with the creative direction of the event and artistic programming. They shall facilitate positive working relationships and links between all internal and external parties involved in the presentation of the event and shall be in charge of all ticketing and manage the ticket agents for the event.

Onsite at the event there will be an onsite marketing team such as videographers, photographers and social media staff who will post to the festival social media channels. There will be interviews with the artists back of house and all press must apply to attend the festival via the Festival Promoter team.

The main platforms used for media and promotion for both festivals are,

- Social media – Facebook, Twitter, Instagram, Tik Tok, YouTube
- Website – content pages and blog posts (hosted by Squarespace)
- Ticket agents – Ticketmaster, Big Green Coach, Festicket (TBC)
- PR – press/media coverage and editorial, paid media partnerships

Artists & performance management

Artist and Performance Areas

The Cambridge Club Festival comprises a number of performance areas as follows:

Stage/Performance Area	Location	Operating Days
Main Stage	Main Arena	Friday, Saturday & Sunday
Children’s Area	Orchard Zone	Saturday & Sunday
The Orchard / Podcast Stage / After Dark	Orchard Zone	Friday, Saturday & Sunday

Each will be programmed over their operating times with a combination of live and recorded music. A Performance Programme is attached in Appendix 27 – Performance Programme



Artist Management

S&C Productions have appointed an Artist Liaison Team, MVMNT, who will provide artists with all the necessary advance information, deal with artist accreditation and be the Artist Liaison point of contact on site for The Cambridge Club.

Once an Artist has been contracted by the Promoter the Management of this Artist will be handed over to MVMNT who will liaise with the Production Manager to ensure that the Artist has everything that is required.

Stage Management

Proud Events have appointed a Production Manager who will have overall responsibility for the management and timing on all stages across the event who will be supported by a team of Stage Managers.

The Stage Manager has responsibility for delivering the entertainment programme on each stage to time. They will inform the Production Manager who in turn will inform Event Control in the event of any programme changes or any expected delays to timings to assist with operational planning.

It is the Stage Manager's responsibility to ensure that all stages run to time, operate within the licence conditions and do not exceed noise and performance time limits.

The running order is contained within Appendix 27 – Performance Programme.



- Appendix 1: Event Profile - *Being developed***
- Appendix 2: Event Management Structure - *Being developed***
- Appendix 3: Event Licence**
- Appendix 4: Event Insurance – In progress***
- Appendix 5: Site Plan**
- Appendix 5a: Blue Route - *Being developed***
- Appendix 6: Event Risk Assessments - *Being developed***
- Appendix 6a: Fire Risk Assessments - *Being developed***
- Appendix 7: Construction Phase Plan (CDM) - *Being developed***
- Appendix 8: Incident Management & Reporting Procedure - *Being developed***
- Appendix 9: Incident Report Form - *Being developed***
- Appendix 10: Communications Plan – Being developed***
- Appendix 11: Show Stop Procedure - *Being developed***
- Appendix 12: Major Incidents Plan - *Being developed***



Appendix 13: Security & Crowd Management Plan - *Being developed*

Appendix 13a: S&C Security Risk Assessment – Being developed

Appendix 13b: TCC Security Risk Assessment – Being developed

Appendix 13d: Security Roles & Responsibilities – Being developed

Appendix 13e: Dot Plan – Being developed

Appendix 13f: Security Staff Handout (being developed) – Being developed

Appendix 14a: Ejection Form – Being developed

Appendix 14b: Refusal Letter - Being developed

Appendix 15: Medical Plans - *Being developed*

Appendix 15a: Welfare Plans - *Being developed*

Appendix 16: Lost & Found Children - *Being developed*

Appendix 17: Traffic Management Plan - Being developed

Appendix 18: Transport Plan - *Being developed*

Appendix 19: Shuttle Schedule - being developed



- Appendix 20: Alcohol Management Plan - *Being developed***
- Appendix 21: Noise Management Plan - *Being developed***
- Appendix 22: Waste Management Plan - *Being developed***
- Appendix 22a: RAMS Event Sanitation Clean - *Being developed***
- Appendix 23: Adverse Weather Plan - *Being developed***
- Appendix 24: Resident Communications Plan - *Being developed***
- Appendix 25: Trader & Concessions - *Being developed***
- Appendix 26: Staff Health & Safety Briefing - *Being developed***
- Appendix 27: Performance Programme - *Being developed***
- Appendix 28: Lost Property - *Being developed***
- Appendix 29: Supplier Documents (Insurances and RAMS) [Held Electronically]**

- Appendix 31: Event Control Procedure and Protocols - *Being developed***

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'Don't let this tragedy happen again'



Naomi and Alex Moris-Patto's son William died due to 'neglect' after hospital staff failed to give him a routine injection, an inquest ruled
NAOMI MORIS-PATTO/SWNS

DEVASTATED PARENTS SPEAK OUT AFTER LOSING BABY SON THROUGH ADDENBROOKE'S HOSPITAL'S 'GROSS FAILURE' **P5**

Public Notices

Planning

LONDON LUTON AIRPORT LIMITED
SECTIONS 91, 92 AND 93 OF THE
PLANNING ACT 2008
RULE 13(6) OF THE INFRASTRUCTURE PLANNING
(EXAMINATION PROCEDURE) RULES 2010
NOTICE OF HEARINGS RELATING TO THE
PROPOSED LONDON LUTON AIRPORT EXPANSION
DEVELOPMENT CONSENT ORDER
PLANNING INSPECTORATE REFERENCE: TR020001

NOTICE IS HEREBY GIVEN that, at the dates, times and places set out below, Issue Specific Hearings, a Compulsory Acquisition Hearing and an Open Floor Hearing will be held by the Examining Authority (appointed by the Secretary of State) for the examination of the application made by London Luton Airport Limited ("LLAL"), trading as Luton Rising, (Company Number 02020381) of Hart House Business Centre, Kimpton Road, Luton, LU2 0LA ("the Applicant") for a Development Consent Order ("DCO") for the London Luton Airport Expansion Development Consent Order ("the Application").

The Application was made to the Secretary of State (via the Planning Inspectorate) under section 37 of the Planning Act 2008 ("the 2008 Act") on 27 February 2023 and was accepted by the Planning Inspectorate for examination on 27 March 2023. The Application has been given the Planning Inspectorate reference number TR020001.

SUMMARY OF THE PROPOSED DEVELOPMENT

The Application seeks development consent to authorise the expansion of London Luton Airport ("the airport") in south east Luton and will extend the current operational airport with the construction of a new passenger terminal and additional aircraft stands to the north east of the runway. This will take the overall passenger capacity from its current permitted cap of 19 million passengers per annum to 32 million passengers per annum. In addition to the above and to support the initial increase in demand, the existing infrastructure and supporting facilities will be improved in line with the phased growth in capacity of the airport ("the Proposed Development").

Key elements of the Proposed Development would include—

- (a) extension and remodelling of the existing passenger terminal (Terminal 1) to increase its capacity;
- (b) new passenger terminal building and boarding piers (Terminal 2);
- (c) earthworks to create an extension to the current airfield platform; the vast majority of material for these earthworks would be generated on site;
- (d) airside facilities including new taxiways and aprons, together with relocated engine run-up bay and fire training facility;
- (e) landside facilities, including buildings which support the operational, energy and servicing needs of the airport;
- (f) enhancement of the existing surface access network, including a new dual carriageway road accessed via a new junction on the existing New Airport Way (A1081) to the new passenger terminal along with the provision of forecourt and car parking facilities;
- (g) extension of the Luton Direct Air-Rail Transit (Luton DART) with a station serving the new passenger terminal;
- (h) landscape and ecological improvements, including the replacement of existing open space; and
- (i) further infrastructure enhancements and initiatives to support the target of achieving zero emission ground operations by 2040, with interventions to support carbon neutrality being delivered sooner including facilities for greater public transport usage, improved thermal efficiency, electric vehicle charging, on-site energy generation and storage, new aviation fuel pipeline connection and storage facilities, and sustainable surface and foul water management installations.

The Application will also seek authorisation for the compulsory acquisition of land and interests in land, the temporary use of land, and the overriding of easements and other rights for the construction, operation and maintenance of the Proposed Development.

The Proposed Development is a nationally significant infrastructure project (NSIP) for the purposes of the 2008 Act. This is because the Application consists of airport-related development (section 14(1)(i) of the Act), specifically the alteration of, and an increase in the permitted use of, an airport in England in excess of the relevant thresholds (section 23(1)(b), (c) and (4)-(8) of the Act).

A map showing the location of the Proposed Development can be viewed online on the London Luton Airport Expansion page of the Planning Inspectorate's National Infrastructure Planning website at the web address set out below.

HEARINGS

The Examining Authority's letter dated 30 October 2023 contains a programme for the examination of the Application, including a number of Hearings detailed in the table below which will be held during week commencing 27 November 2023.

If you intend to participate in virtual events please read the Planning Inspectorate's Advice Note 8.6: Virtual Examination Events which can be found at:

<https://infrastructure.planninginspectorate.gov.uk/legislation-and-advice/advice-notes/advice-note-8-6-virtual-examination-events/>

Date	Hearing	Start Time	Venue and joining details
Monday 27 November 2023	Open Floor Hearing 2	Registration and seating available at venue from 18:00 Virtual Registration process from 18:00 Event starts at 18:30	All hearings will be blended events at: The Shires, Hilton Garden Inn Luton North, Butterfield Business Park, Hitchin Road, Luton, LU2 8DL and By virtual means using Microsoft Teams Full instructions on how to join online or by telephone will be provided in advance to those who have pre-registered
Tuesday 28 November 2023	Compulsory Acquisition Hearing 2	Registration and seating available at venue from 09:30 Virtual Registration process from 09:30 Event starts at 10:00	
Tuesday 28 November 2023	Issue Specific Hearing 7 (Traffic and Transport, including surface access)	Registration and seating available at venue from 13:30 Virtual Registration process from 13:30 Event starts at 14:00	
Wednesday 29 November 2023	Issue Specific Hearing 8 (Environmental Matters including but not limited to biodiversity, water, health and communities, noise, impact on the AONB)	Registration and seating available at venue from 09:00 Virtual Registration process from 09:00 Event starts at 09:30	
Thursday 30 November 2023	Issue Specific Hearing 9 (Green Controlled Growth)	Registration and seating available at venue from 09:00 Virtual Registration process from 09:00 Event starts at 09:30	
Friday 1 December 2023	Issue Specific Hearing 10 (Draft Development Consent Order)	Registration and seating available at venue from 09:00 Virtual Registration process from 09:00 Event starts at 09:30	

If you wish to attend and/or participate in any or all of the above hearings, you must register by completing the Planning Inspectorate's event participation form. If you simply wish to observe the hearings virtually then you do not need to register as you will be able to watch a livestream of the events. The physical venue above will also be open to the public.

ARRANGEMENTS CONFERENCE — All virtual participants will be required to attend an Arrangements Conference before each session of the Hearing. This will be held with the Case Team before the start of each session. This gives time for the Case Team to admit everyone to the Hearing.

CANCELLATION OF HEARING — If any of the Hearings are no longer required, reasonable notice will be provided of the Planning Inspectorate's decision to cancel them by the posting of a banner on the project website.

Any Hearings further to those listed will be advertised by one or more further notices. In accordance with Rule 13(3) of the Infrastructure Planning (Examination Procedure) Rules 2010, as amended, the Planning Inspectorate will also notify interested parties of the date, time and place fixed for each hearing.

For more information on the Hearings, the examination of the Application and full timetable (and any amendments to it), including how and when to register to speak at the Hearings and how and when to make written submissions, please contact the Planning Inspectorate using the details below, or visit its website where procedural decisions and notices of Hearings, including the Examining Authority's letter dated 30 October 2023, are available to download:

<https://infrastructure.planninginspectorate.gov.uk/projects/eastern/london-luton-airport-expansion/>

COPIES OF THE APPLICATION DOCUMENTS

Copies of the Application documents, including the draft Development Consent Order, the compulsory acquisition information (including the Land Plans, Book of Reference, Funding Statement and Statement of Reasons) and the Environmental Statement can be viewed and downloaded online at the Planning Inspectorate's project website:

<https://national-infrastructure-consenting.planninginspectorate.gov.uk/projects/TR020001/documents>

All further documents submitted in the course of the examination of the Application will also be published in the Examination Library which can be found on the project page of the Planning Inspectorate's website via a blue button under the "Documents" tab. The Examination Library is updated regularly throughout the examination.

Documents can also be viewed electronically at the venues shown in the table below, free of charge. If you have difficulty accessing any documentation please contact the Case Team using the details provided at the end of this notice.

Document inspection venue	Opening hours* (Correct at the time of publication)
Harpenden Library* 27 High Street, Harpenden AL5 2RU 0300 123 4049	Mondays: 09:00–18:00; Tuesdays & Fridays: 13:00–18:00; Thursdays: 09:00–19:00; Saturdays: 09:00–17:00; Wednesdays & Sundays: Closed
Hertford Library* Dolphin Yard, Maidenhead Street, Hertford SG14 1DR 0300 123 4049	Mondays & Fridays: 09:30–17:30; Tuesdays: 13:00–18:00 Thursdays: 09:30–18:00 Saturdays: 09:30–17:00 Wednesdays & Sundays: Closed
Hitchin Library* Paynes Park, Hitchin SG5 1EW 0300 123 4049	Mondays: 13:00–18:00; Tuesdays: 10:00–19:00; Thursdays & Fridays: 10:00–18:00; Saturdays: 10:00–17:00; Wednesdays & Sundays: Closed
Luton Central Library* St George's Square, Luton LU1 2NG 01582 547 418	Mondays: 09:00–19:00; Tuesdays to Fridays: 09:00–18:00; Saturdays: 09:30–17:00; Sundays: 11:00–17:00
Stevenage Central Library* Southgate, Stevenage SG1 1HD 0300 123 4049	Mondays: 10:00–19:00; Tuesdays to Fridays: 10:00–18:00; Saturdays: 10:00–17:00; Sundays: 12:00–16:00
Stopsley Library* Hitchin Road, Luton LU2 7UG 01582 706 368	Mondays, Tuesdays, Thursdays & Fridays: 09:00–17:00; Wednesdays: 13:00–18:00; Saturdays 09:30–13:00; Sundays: Closed

* Please contact the venues in advance to arrange an appointment for computer access to view the documents electronically. The details of the opening hours above are correct at the time of this notice. You are advised to call a venue in advance before attending to confirm internet availability, opening hours and any restrictions in place.

FURTHER INFORMATION

Further information about the Application, the Hearings, how to take part in the Examination and any other matters covered in this notice may be obtained from the Planning Inspectorate or the Applicant using the following contact details—

The Planning Inspectorate
The Planning Inspectorate should be contacted in written form via the following email address: lutonairport@planninginspectorate.gov.uk
Telephone: 0303 444 5000
Website: https://infrastructure.planninginspectorate.gov.uk/projects/eastern/london-luton-airport-expansion/
Post: The Planning Inspectorate, Major Applications & Plans, 3D, Temple Quay House, Temple Quay, Bristol, BS1 6PN
Please quote the Application reference number TR020001 in any correspondence with the Planning Inspectorate about this DCO.
Correspondence about this DCO should be marked: FAO London Luton Airport Expansion
The Applicant
The Applicant would request that written correspondence should be directed to the following email address: futurelton@lutonrising.org.uk
Telephone: Leave a voicemail message on 0800 538 5203
Post: Luton Rising, Hart House Business Centre, Kimpton Road, Luton LU2 0LA
Correspondence about the Application should be marked: FAO London Luton Airport Expansion DCO
Any details you provide to the Applicant via telephone or e-mail will be subject to its privacy policy and will be treated confidentially and processed and handled in accordance with the Data Protection Act 2018. The information may be disclosed to or shared with the Applicant's connected companies, agents, contractors and advisors who provide services to the Applicant in connection with the Application.

London Luton Airport Limited
31 October 2023

Alcohol & Licensing

LICENSING ACT 2003
NOTICE OF APPLICATION FOR A PREMISES LICENCE

Notice is given that I, S&C Productions Ltd, 2 Canal Reach, London, England, N1C 4DB have on the 25/10/2023 applied to South Cambridgeshire District Council as the Licensing Authority for a Premises Licence for OS map reference TL3555760586 known as Childerley Orchard, Cambridge, CB23 8BA to include Regulated Entertainment including Plays, Films, Live Music, Recorded Music, Performances of Dance and Similar Activities Monday, Tuesday, Wednesday and Thursday 11:00 - 23:00; Friday 10:00 - 03:00; Saturday 11:00 - 03:00; Sunday 11:00 - 00:30.

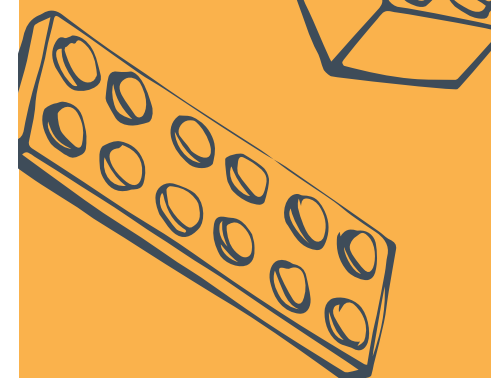
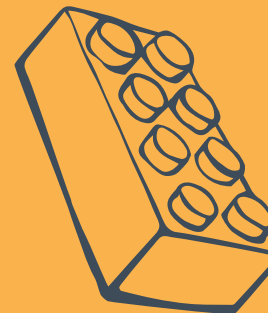
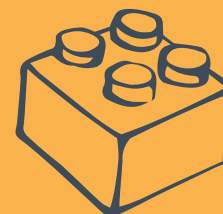
Supply of Alcohol
 Monday, Tuesday, Wednesday and Thursday 12:00 - 22:30;
 Friday 12:00 - 02:30; Saturday 11:00 - 02:30; Sunday 11:00 - 00:00.

Late Night Refreshment
 Monday, Tuesday, Wednesday and Thursday 23:00 - 00:00;
 Friday, Saturday and Sunday 23:00 - 03:30.
 Hours Premises will be open to the Public
 Daily 00:00 - 00:00.

Anyone wishing to make representations concerning this application should do so in writing to South Cambridgeshire District Council, Licensing section, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, CB23 6EA. Representations in respect of this application must reach the Licensing Authority by 22/11/2023. Persons wishing to inspect the register or the record of this application may do so by attending the office of the Licensing section, during office hours Monday to Friday inclusive.

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

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LICENSING ACT 2001
 NOTICE OF APPLICATION FOR A PREMISES
 LICENCE

Notice is given that I, **DAVID DOUGLAS**, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.

Monday	11:00 - 23:00
Tuesday, Thursday, Friday and Saturday	11:00 - 03:00
Sunday	11:00 - 04:00
Public	11:00 - 04:00
Length of licence	12:00 - 22:00
Monday, Tuesday, Wednesday and Thursday	11:00 - 02:00
Friday	11:00 - 02:00
Saturday	11:00 - 04:00
Letting of premises	11:00 - 04:00
Monday, Tuesday, Wednesday and Thursday	11:00 - 02:00
Friday, Saturday and Sunday	11:00 - 04:00
Hours of operation of premises for public	11:00 - 04:00
Hours	11:00 - 04:00

Any person wishing to make representations concerning this application should do so in writing to:

South Cambridgeshire Council, Licensing Services, South Cambridgeshire, Cambridge, CB3 0BA or
 Email: licensing@scambs.gov.uk. Representations in respect of this application must be received by 11:00 AM.

There is a charge for the grant of this licence and this should be sent to the office of the Licensing Services, during office hours, Monday to Friday, before 4.30pm. There is also a charge for the grant of this licence and this should be sent to the office of the Licensing Services, during office hours, Monday to Friday, before 4.30pm.

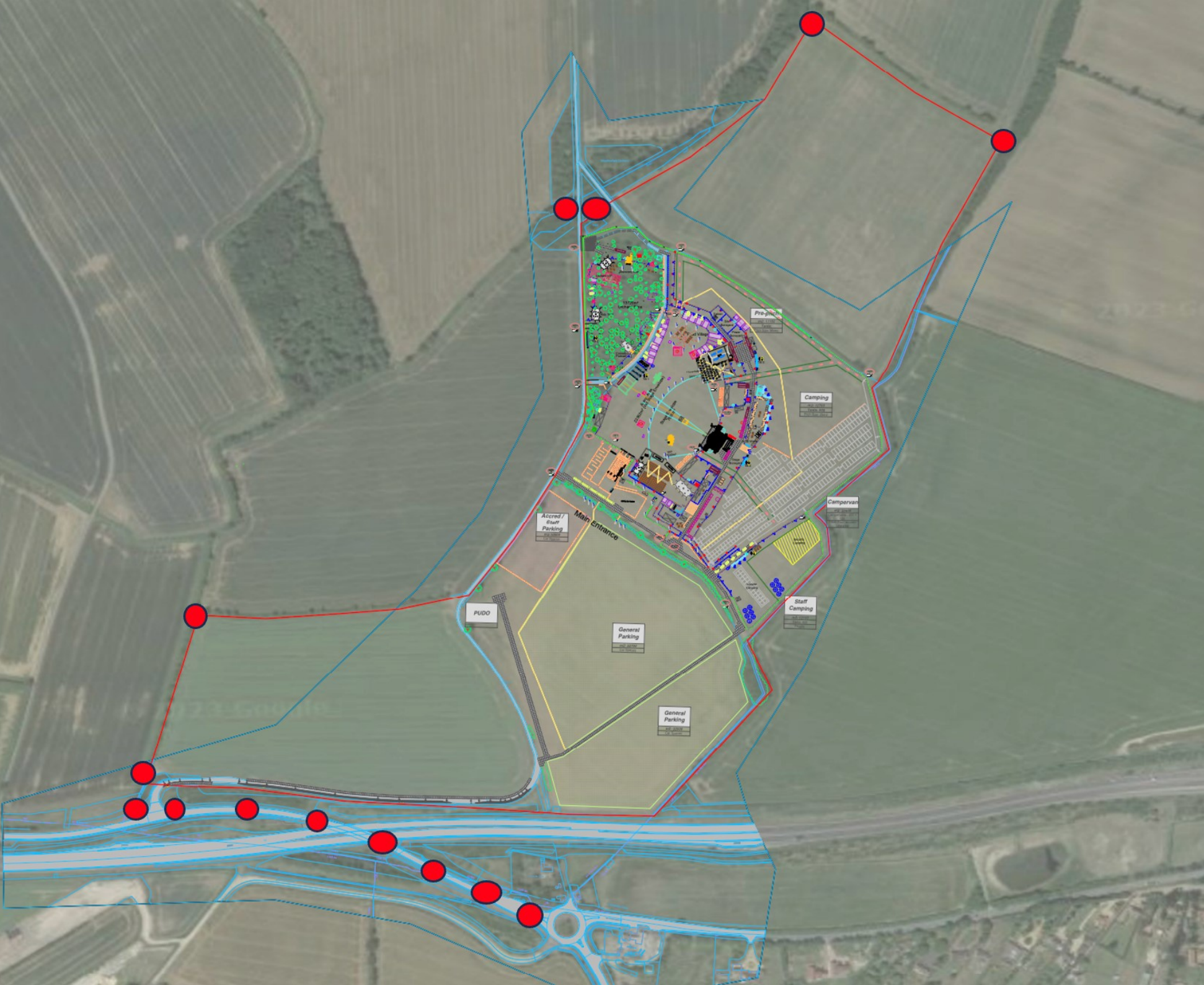












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From: [Licensing \(SCDC\)](#)
To: [Jessica Knight](#)
Cc: [Natasha Wade-Guest](#)
Subject: FW: New Premises Licence Application
Date: 31 October 2023 14:40:58
Attachments: [image001.png](#)

From: Kirsty Draycott [REDACTED]
Sent: 31 October 2023 14:32
To: Licensing (SCDC) <Licensing@scambs.gov.uk>
Subject: RE: New Premises Licence Application

Hi Jess

I can confirm that we have received the below email regarding the application for a new premises licence for S&C Productions Ltd. We have provided the applicant with Challenge 25 information and have no other comments to make.

Kind regards

Kirsty

Kirsty Draycott

Senior Trading Standards Officer

Cambridgeshire & Peterborough Trading Standards

Mobile: [REDACTED]

Email: [REDACTED]

Address:

Trading Standards

South Cambridgeshire Hall

Cambourne Business Park

Cambourne

CB23 6EA

From: Licensing (SCDC) <Licensing@scambs.gov.uk>

Sent: Wednesday, October 25, 2023 1:57 PM

To: TS Administration [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Subject: New Premises Licence Application

CAUTION: This email originates outside of Cambridgeshire County Council's network. Do NOT click on links or open attachments unless you recognise the sender and know the content is safe. If you believe this email to be spam please visit the CCC Intranet and search for 'SPAM' for instructions on how to report it.

Good afternoon,

Please find attached a new Premises Licence application, please send any representations by the 22 November 2023.

Kind regards,

Jess Knight | Business Support Officer | **Licensing**

Personal Pronouns: She/Her



South Cambridgeshire Hall | Cambourne Business Park | Cambourne | Cambridge | CB23 6EA

t: 01954 713000

www.scambs.gov.uk | facebook.com/south-cambridgeshire | twitter.com/SouthCambs

Please note that the Council is currently trialling a four-day week to improve recruitment, retention and wellbeing, I am also a part-time worker. My working days are therefore Tuesday to Friday between 12pm and 5pm. On my non-working day, you can still contact the Licensing Team on licensing@scambs.gov.uk instead. Find out about our latest job opportunities on our website.

Disclaimer

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From: [Licensing \(SCDC\)](#)
To: [Natasha Wade-Guest](#)
Subject: FW: New Premises License.
Date: 20 November 2023 10:58:41

From: parishclerk@caldecote.gov.uk <parishclerk@caldecote.gov.uk>

Sent: 20 November 2023 10:57

To: Licensing (SCDC) <Licensing@scambs.gov.uk>

Subject: New Premises License.

Good morning,

Ref: S&C Productions Ltd, - Land South of Childerley Farm, Childerley, Cambs – Grid reference TL3555760586.

On behalf of Caldecote Parish Council, please note our comments regarding the above application.

- It is unreasonable to allow 3.00-3.30am on a Friday, Saturday, and Sunday night through until Monday.
- We live in a rural environment, the noise from the event carries right through to the bottom end of our village, 1am is sufficient.
- There is no information regarding the number of events planned in a calendar year.
- The application if approved in its present form will result in inconvenience to our residents.
- We strongly object to this application/proposal.

Yours

Alan (M)

Alan Melton

Clerk and RFO

Caldecote Parish Council

parishclerk@caldecote.gov.uk



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From: [Licensing \(SCDC\)](#)
To: [Natasha Wade-Guest](#)
Subject: FW: childerley orchard
Date: 22 November 2023 07:29:36

-----Original Message-----

From: [REDACTED]
Sent: 21 November 2023 21:23
To: Licensing (SCDC) <Licensing@scambs.gov.uk>
Subject: childerley orchard

Childerley orchard proposal;

We have only just heard about this.

We are completely against this license. As we live in Knapwell, we can hear all the noise in childerley. Its bad enough for the Cambs fest.

With alcohol being served and the extended hours, this like a large entertainment area , with effectively bars and clubs at long hours.

It is set within open country side so the sound will carry and into the late evening.

There is likely to be increased traffic and on verge parking with people seeking alternative parking.

We Strongly disagree with the application.

Regards

Sean & Christina Grainger.

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APPENDIX F3

From: [Licensing \(SCDC\)](#)
To: [Natasha Wade-Guest](#)
Subject: FW: Childerley Orchard Application
Date: 22 November 2023 07:31:52

From: [REDACTED]
Sent: 21 November 2023 18:37
To: Licensing (SCDC) <Licensing@scambs.gov.uk>
Cc: [REDACTED]
Subject: Childerley Orchard Application

Without Prejudice

To whom it may concern

Re Application for a licence at Childerley Orchard, by S&C Productions Ltd.

I am most probably the nearest house to the proposed venue and I object in the most strongest terms to this application.

It is bad enough to tolerate having the noise over the weekends when events are held and for an alcoholic licence to be granted

from 12.00 until 22.30 during the week and from 11.00 until 02.30 over the weekend is totally unacceptable.

Best Wishes

Adrian

Adrian M Peck

Cherrytree Cottage

Scotland Road

Dry Drayton

Cambridge

CB23 8AX

[REDACTED]

[REDACTED]

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APPENDIX F4

From: [Licensing \(SCDC\)](#)
To: [Natasha Wade-Guest](#)
Subject: FW: Childerley Orchard alcohol licence
Date: 22 November 2023 07:31:39

-----Original Message-----

From: Susan Anne Papworth [REDACTED]
Sent: 21 November 2023 19:02
To: Licensing (SCDC) <Licensing@scambs.gov.uk>
Subject: Childerley Orchard alcohol licence

To whom it may concern

Having only just been notified of a local sign and there being no application posted on south cambs planning website, I am writing to you to strongly voice my objection . Living locally at Cold Harbour Farm it is bad enough to have to listen to the noise transmitted from the two festivals Friday to Sunday and dread the thought of an alcohol licence and change of use to Childerley Orchard to holding events 7 days a week .

I sincerely hope you consider this application and the effect this will have on local people.

I look forward to hearing response.

Best regards

Sue Papworth DVSA ADI
Toads School of Driving
[REDACTED]

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The Licensing Act 2003

Representation form for 'Interested Person/Body'

Your Name/ Company Name	Stephen Matthews
Full Postal Address	Dairy Field House Scotland Road Dry Drayton
Post Code	CB238AX
Telephone number	██████████
Email address	██

Name of premises you are making a representation about	S&C Productions LTD
Address of premises you are making a representation about	Land south of Childerley Farm, Childerley, Cambs. Grid reference TL3555760586

Name of body you represent (please tick one)	
1. A person living in the vicinity of the Premises	<input checked="" type="checkbox"/>
2. A body representing persons who live in the vicinity of the Premises	<input type="checkbox"/>
3. A person involved in a business in the vicinity of the Premises	<input type="checkbox"/>
4. A body representing persons involved in businesses in the vicinity of the Premises	<input type="checkbox"/>

Licensing Objectives

To be deemed valid, a representation **must** relate to one or more of the licensing objectives, namely:

Prevention of Crime and disorder - This relates to any crime, disorder or anti-social behaviour related to the management of the premises. The licence-holder cannot be responsible for the conduct of individuals once they leave the vicinity of the premises.

Public safety - This relates to the safety of the public on the premises, such as fire safety, lighting and fire exits.

Prevention of public nuisance - This can relate to noise and vibration, noxious smells, light pollution and litter.

Protection of children from harm - This relates to protecting children from the activities carried out on the premises whilst they are on the premises. The law does provide specific protection for children, such as making it illegal for children under 18 to buy alcohol.

Please detail the evidence supporting your representation under the relevant headings below. It is important that you detail all matters that you wish to be considered.

When considering Representations, the Local Authority may consider documentary or other information produced by the party either before the hearing or, with the consent of all parties, at the hearing.

Your representation, including your name and address will be supplied to the applicant, and will be made public in any report agenda that may be produced. Your signature and email address will not be publicised.

The Prevention of Crime and Disorder


The Prevention of Public Nuisance

I am concerned as to why as it directly impacts on our peace.

I am objecting to this license being granted due to the intolerable noise we have already experienced.

Public Safety

Protection of Children from Harm

Print Name	Stephen Matthews
Signed	
Date	22/11/2023

Please return this form with any additional sheets to licensing@scambs.gov.uk

Or by post to:

Licensing
South Cambridgeshire District Council
South Cambridgeshire Hall
Cambourne Business Park
Cambourne, Cambridge
CB23 6EA

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APPENDIX F6

From: [Licensing \(SCDC\)](#)
To: [Natasha Wade-Guest](#)
Subject: FW: Premises Licence at Childerly Orchard.
Date: 22 November 2023 17:11:09

-----Original Message-----

From: Neil Kocks [REDACTED]
Sent: 22 November 2023 14:57
To: Licensing (SCDC) <Licensing@scambs.gov.uk>
Subject: Premises Licence at Childerly Orchard.

Dear Sirs.

I note from the premises licence application that you have invited comments & those comments need to be submitted on or before 22.11.23.

As a resident in Caldecote backing onto or near the Childerly Estate, we would wish to make an objection to the Licence application on the basis of noise & anti social behaviour associated with alcohol consumption & late activities.

If the location was further into the Estate, then the effect of any noise pollution would be contained within the curtilage of Childerly & not to the more densely condensed population in & around Caldecote & especially Highfields.

I know that my concerns are echoed by residents in our location & hope that this potential noise & nuisance contamination can be considered fully when looking at the application.

Many thanks.

Neil Kocks.
West Drive, Highfields, Caldecote. CB23 7NY.

Sent from my iPhone

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From: [Licensing \(SCDC\)](#)
To: [Natasha Wade-Guest](#)
Subject: FW: Licensing objection
Date: 23 November 2023 06:58:14

From: Dave Watson [REDACTED]
Sent: 22 November 2023 20:10
To: Licensing (SCDC) <Licensing@scambs.gov.uk>
Subject: Licensing objection

Ref:

Type of application: New Premises Licence

Applicant: S&C Productions Ltd

Location: Land south of Childerley Farm, Childerley, Cambs. Grid reference TL3555760586

As a local resident I object to this application on account of the public nuisance/noise disturbance these events cause.

Regards

David Watson

22 Scotland Road, Dry Drayton. CB238BN

Sent from my iPhone

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The Licensing Act 2003

Representation form for 'Interested Person/Body'

Your Name/ Company Name	Mr Christopher Amery & Mrs Gillian Amery
Full Postal Address	Bronydd Farmhouse, High Street, Knapwell, Cambridge
Post Code	CB23 4NR
Telephone number	██████████
Email address	██████████████████

Name of premises you are making a representation about	Childerley Orchard Field
Address of premises you are making a representation about	Land south of Childerley Farm, Childerley, Cambs. Grid reference TL3555760586

Name of body you represent (please tick one)	
1. A person living in the vicinity of the Premises	<input checked="" type="checkbox"/>
2. A body representing persons who live in the vicinity of the Premises	<input type="checkbox"/>
3. A person involved in a business in the vicinity of the Premises	<input type="checkbox"/>
4. A body representing persons involved in businesses in the vicinity of the Premises	<input type="checkbox"/>

Licensing Objectives

To be deemed valid, a representation **must** relate to one or more of the licensing objectives, namely:

Prevention of Crime and disorder - This relates to any crime, disorder or anti-social behaviour related to the management of the premises. The licence-holder cannot be responsible for the conduct of individuals once they leave the vicinity of the premises.

Public safety - This relates to the safety of the public on the premises, such as fire safety, lighting and fire exits.

Prevention of public nuisance - This can relate to noise and vibration, noxious smells, light pollution and litter.

Protection of children from harm - This relates to protecting children from the activities carried out on the premises whilst they are on the premises. The law does provide specific protection for children, such as making it illegal for children under 18 to buy alcohol.

Please detail the evidence supporting your representation under the relevant headings below. It is important that you detail all matters that you wish to be considered.

When considering Representations, the Local Authority may consider documentary or other information produced by the party either before the hearing or, with the consent of all parties, at the hearing.

Your representation, including your name and address will be supplied to the applicant, and will be made public in any report agenda that may be produced. Your signature and email address will not be publicised.

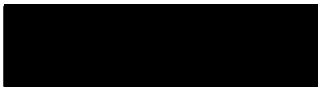
The Prevention of Crime and Disorder

The Prevention of Public Nuisance

We object on the grounds that noise nuisance and light pollution are likely to be a very significant disturbance and nuisance to us as residents of Knapwell. Our small village is very close to Childerley. A single musical event for a few days at Childerley in the last few years has produced serious noise nuisance in the evening and late into the night. This has been intrusive and made it difficult to sleep from 10.30pm to 3am but only for a limited number of days. The new license is for events potentially to be carried out on 365 days of the year specifically for concerts, music, dancing and films. With music from Mon to Thu up to 11pm, Fri & Sat up to 3am and Sun up to 12:30am. This would be completely unacceptable and constitute a serious public nuisance for residents of Knapwell. Even if the operators propose only a few events, issuing this license would allow no control of the number, frequency or duration of these events.

Public Safety

Protection of Children from Harm

Print Name	Christopher Amery
Signed	
Date	22/11/2023

Please return this form with any additional sheets to licensing@scambs.gov.uk

Or by post to:

Licensing
South Cambridgeshire District Council
South Cambridgeshire Hall
Cambourne Business Park
Cambourne, Cambridge
CB23 6EA

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APPENDIX F9

From: [Licensing \(SCDC\)](#)
To: [Natasha Wade-Guest](#)
Subject: FW: Childerley Orchard
Date: 22 November 2023 13:45:44

From: James Peck [REDACTED]
Sent: 22 November 2023 13:35
To: Licensing (SCDC) <Licensing@scambs.gov.uk>
Cc: [REDACTED]
Subject: Childerley Orchard

Good afternoon

We have been sent a picture of a licensing application which today is the last day on a footpath. As the adjoining land owner we have not been notified directly nor has the Parish council, which we are concerned as to why as it directly impacts on our peace.

We own 22 properties adjoining this site and I am objecting to this license being granted due to the intolerable noise we have already experienced.

If you require a form signing by each house hold then please send one and I shall return forthwith with the objections from each household.

Yours sincerely

James S. Peck

Managing Director

P.X. Farms Limited, Estate Office, Scotland Farm, Dry Drayton, Cambridge, Cambridgeshire CB23 8AU

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Registered Office: Co No. [4767822](#), Vat No. [816126644](#), TASCX YX2175
EORI GB816126644000



Farms Agri Business

This communication is for the attention of the named recipient only, and should not be passed on to any other person. It is sent in good faith, in confidence, and without legal responsibility.

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APPENDIX F10

From: [Licensing \(SCDC\)](#)
To: [Natasha Wade-Guest](#)
Subject: FW: Childerley orchard licence application
Date: 23 November 2023 07:00:01

From: simon worboys [REDACTED]
Sent: 22 November 2023 20:07
To: Licensing (SCDC) <Licensing@scambs.gov.uk>
Subject: Childerley orchard licence application

Hi

I'd like to object to the granting of a premises alcohol licence to Childerley orchard. On the grounds of public nuisance. I live close to this venue and I'm already disturbed in the summer by loud music and would rather this didn't become a regular occurrence. Live music and alcohol consumption can often become a nuisance for nearby residents.

Regards

Simon Worboys

Scotland road

Dry drayton.

Sent from Samsung Mobile on O2

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APPENDIX F11

From: [Licensing \(SCDC\)](#)
To: [Natasha Wade-Guest](#)
Subject: FW: Licensing Objection
Date: 23 November 2023 09:08:08
Attachments: [We sent you safe versions of your files.msg](#)
[representation-form-201022.pdf](#)

From: [REDACTED]
Sent: 22 November 2023 18:30
To: Licensing (SCDC) <Licensing@scams.gov.uk>
Subject: Licensing Objection
Mimecast Attachment Protection has deemed this file to be safe, but always exercise caution when opening files.

Please find attached my objection
Regards
Gordon

The Licensing Act 2003

Representation form for 'Interested Person/Body'

Your Name/ Company Name	Gordon Carson
Full Postal Address	Hen House Rectory Farm, Scotland Road Dry drayton
Post Code	CB23 8AS
Telephone number	[REDACTED]
Email address	[REDACTED]

Name of premises you are making a representation about	S&C Productions LTD
Address of premises you are making a representation about	Land south of Childerley Farm, Childerley, Cambs. Grid reference TL3555760586

Name of body you represent (please tick one)	
1. A person living in the vicinity of the Premises	<input checked="" type="checkbox"/>
2. A body representing persons who live in the vicinity of the Premises	<input type="checkbox"/>
3. A person involved in a business in the vicinity of the Premises	<input type="checkbox"/>
4. A body representing persons involved in businesses in the vicinity of the Premises	<input type="checkbox"/>

Licensing Objectives

To be deemed valid, a representation **must** relate to one or more of the licensing objectives, namely:

Prevention of Crime and disorder - This relates to any crime, disorder or anti-social behaviour related to the management of the premises. The licence-holder cannot be responsible for the conduct of individuals once they leave the vicinity of the premises.

Public safety - This relates to the safety of the public on the premises, such as fire safety, lighting and fire exits.

Prevention of public nuisance - This can relate to noise and vibration, noxious smells, light pollution and litter.

Protection of children from harm - This relates to protecting children from the activities carried out on the premises whilst they are on the premises. The law does provide specific protection for children, such as making it illegal for children under 18 to buy alcohol.

Please detail the evidence supporting your representation under the relevant headings below. It is important that you detail all matters that you wish to be considered.

When considering Representations, the Local Authority may consider documentary or other information produced by the party either before the hearing or, with the consent of all parties, at the hearing.

Your representation, including your name and address will be supplied to the applicant, and will be made public in any report agenda that may be produced. Your signature and email address will not be publicised.

The Prevention of Crime and Disorder


The Prevention of Public Nuisance

I am concerned as to why as it directly impacts on our peace.

I am objecting to this license being granted due to the intolerable noise we have already experienced.

Public Safety

Protection of Children from Harm

Print Name	Gordon A G Carson
Signed	
Date	

Please return this form with any additional sheets to licensing@scambs.gov.uk

Or by post to:

Licensing
South Cambridgeshire District Council
South Cambridgeshire Hall
Cambourne Business Park
Cambourne, Cambridge
CB23 6EA

APPENDIX F12

From: [Licensing \(SCDC\)](#)
To: [Natasha Wade-Guest](#)
Subject: FW: Premises License OBJECTION - Childerley Orchard for S&C Productions Ltd
Date: 23 November 2023 09:07:02
Attachments: [image001.png](#)

From: Andy Irvine [REDACTED]
Sent: 22 November 2023 18:53
To: Licensing (SCDC) <Licensing@scamb.gov.uk>
Subject: RE: Premises License OBJECTION - Childerley Orchard for S&C Productions Ltd

Dear Natasha,

Thank you for the further information, which clarifies things somewhat. I do struggle to believe that the Licensing Act was followed, as the only signage was displayed on a dangerous main road verge and “around the premises”, which is private land not accessible to those affected by the application.

I DO wish, to submit my objection, please, but in light of the information you have supplied, I would like to amend the text. I include it below.

Best wishes,

Andy

(Revised objection, 22/11/2023 follows)

19 High Street

Knapwell

Cambridge

CB23 4NR

22nd November 2023

RE: Notice of Application For A Premises License – Childerley Orchard, for S&C Productions Ltd (dated 25/10/2023) (South Cambs Council)

Dear Sir/Madam,

I am writing to **object** to the above application.

Specific objection:

Noise disturbance on an unfairly prolonged basis to residents of surrounding villages. The license application seeks alcohol-selling events to be permitted eight days of the May-Sept period, mainly summer (when windows would normally be open), and the events are open-air at a (locally) elevated position where noise carries long distances. The events held previously give a clear example of the events which would be held under the new application, and the disruption to neighbours is extreme (our house is 1.8 miles away as the crow flies, and I was able to identify songs easily from my bed on the far side of our house late at night during the last Cambridge Club festival at the Childerley Orchard). Loud music from that event carried to Bourn as well, and the villages of Hardwick and Highfields Caldecote are much closer than either Knapwell or Bourn. Worst of all is the plight of the (mercifully few) residents of Childerley itself, which is a stone’s throw from the partying and has only one exit – via the site. The burden in 2023 of three nights is (borderline) tolerable only because it is a single (though multi-night) event and thus not regular, and I consider it to be a sacrifice in the interest of others’ enjoyment, but to have to put up with potentially eight days’ stress and anxiety seems to be entirely unfair. One event we can tolerate, two, three or more – just very, very unfair.

Personal background - I moved to Knapwell in order to mitigate ongoing problems with trauma following regular exposure to noise from a poorly-controlled licensed premises. The Childerley Orchard festivals in June (which I didn’t know about when I moved) make me chronically anxious

for many weeks beforehand and frantic during. I would add the awful panic the noise causes our pet, but I imagine you might find that trivial. We try to consider the people who are having fun, but my mental and physical health (and that of anyone else with similar issues) declines sharply during and leading up to the noise-suffering.

I would also like to make known my concern at the positioning of the application notices, which meant I barely heard about this application within the deadline (from a neighbour). It was necessary to cross a fast road on a blind crest/corner, and to stand on the grass verge within a couple of feet of passing traffic in order to read the notice. I believe this must have been deliberate obstruction – the large number of notices is irrelevant as all presented the same hazard. I am informed by South Cambs that further notices were placed “around the premises”, which is entirely useless as the premises are on private land, inaccessible to the general public. I note also that the notice printed on a single day in the Cambridge News will have been seen by vanishingly few readers given the obscure placing in the small print and the historically low readership of the print CN. Further, I am told by its Chair that Hardwick Parish Council, representing the very adjacent large village, had not heard about this application as the objection period expired. This echoes our experience in Knapwell. At the very least there should be a new objection window, with adequate dissemination of information.

Please, please don't do this to so many of your residents. I beg you to reject the application, recognise that it is of modest benefit to South Cambs residents and of grievous harm to many. We are happy to make a gesture and put up with a single event for the sake of others, and I think that's absolutely plenty.

Yours sincerely,
Andrew Irvine

[REDACTED]

From: Licensing (SCDC) <Licensing@scambs.gov.uk>

Sent: Wednesday, November 22, 2023 2:41 PM

To: Andy Irvine [REDACTED]

Subject: Premises License OBJECTION - Childerley Orchard for S&C Productions Ltd

Dear Andrew,

Thank you for your email.

This application has been advertised in accordance with the Licensing Act 2003, it is on our website <https://www.scambs.gov.uk/licensing/licensing-public-notices-licensing-act-2003/> and was also advertised in the Cambridge News on the 31 October and blue notices have been displayed accordingly around the premises.

I can confirm that the application is for a premises licence to operate for up to eight days each calendar year between 1 May and 30 September annually, with notice of the proposed event days being provided to the Licensing Authority and Responsible Authorities at least 6 months prior to an event.

I have attached a copy of the application form, if you have a look at Section 18 licensing objectives, it provides details of all the steps that would be taken in order to promote the four licensing objectives.

Please can you confirm if you wish your representation to remain.

If you have any questions, please let me know.

Kind regards

Natasha

Natasha Wade-Guest | Licensing Technical Officer

Pronouns: She/Her



South Cambridgeshire Hall | Cambourne Business Park | Cambourne | Cambridge | CB23 6EA

t: 01954 713000

www.scambs.gov.uk | facebook.com/south-cambridgeshire | twitter.com/SouthCambs

From: Andy Irvine [REDACTED]

Sent: 21 November 2023 21:31

To: Licensing (SCDC) <Licensing@scambs.gov.uk>

Subject: Premises License OBJECTION - Childerley Orchard for S&C Productions Ltd

19 High Street

Knapwell

Cambridge

CB23 4NR

21st November 2023

RE: Notice of Application For A Premises License – Childerley Orchard, for S&C Productions Ltd (dated 25/10/2023) (South Cambs Council)

Dear Sir/Madam,

I am writing to **object** in the strongest terms to the above application.

Specific objections:

- Noise disturbance on a regular basis to residents of surrounding villages – it is noted that the license application seeks alcohol-selling events to be permitted every day of the year, and the events are open-air at a (locally) elevated position where noise carries long distances (our house is 1.8 miles away as the crow flies, and I was able to identify songs from my bed on the far side of our house late at night during the last Cambridge Club festival at the Childerley Orchard). Loud music from that event carried to Bourn as well, and the villages of Hardwick and Highfields Caldecote are much closer than either Knapwell or Bourn. Worst of all is the plight of the (mercifully few) residents of Childerley itself, which is a stone's throw from the partying and has only one exit – via the site. The current burden of three or six nights in summer (when windows would otherwise be open for comfort) is (borderline) tolerable only because it is not regular.
- Danger from the public due to early-hours drinking. The exit to the site is on the crest of a rise and on a bend, offering limited visibility of (and to) passing traffic. The danger from inebriated drivers and drunk pedestrians is obvious. After the last bus, there is no practical way for drinkers to get home other than by car.
- The site is set back from the road, and ongoing breaches of regulations will not be visible to passing Police Officers on patrol. With the best will in the world, enforcement resources are tight and a drinking hotspot additional to the city centre will not be controlled adequately.

Personal background - I moved to Knapwell in order to mitigate ongoing problems with trauma following regular exposure to noise from a poorly-controlled licensed premises. The Childerley Orchard festivals in June (which I didn't know about when I moved) make me chronically anxious for many weeks beforehand and frantic during. I would add the awful panic the noise causes our pet, but I imagine you might find that trivial. We try to consider the people who are having fun, but I know my mental and physical health (and that of anyone else with similar issues) would crash if exposed to this on a regular basis.

I would also like to make known my concern at the positioning of the application notices, which meant I barely heard about this application within the deadline (from a neighbour). It was necessary to cross a fast road on that blind crest/corner mentioned, and to stand on the grass verge within a couple of feet of passing traffic in order to read the notice. I believe this must have been deliberate obstruction – the large number of notices is irrelevant as all presented the same hazard.

Please, please don't do this to so many of your residents. I beg you to reject the application, and to make clear that you won't tolerate a degradation of your residents' lives.

Yours sincerely,

Andrew Irvine



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APPENDIX G



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APPENDIX H

From: [Licensing \(SCDC\)](#)
To: [Natasha Wade-Guest](#)
Subject: FW: Type of application: New Premises Licence Applicant: S&C Productions Ltd Location: Land south of Childerley Farm, Childerley, Cambs. Grid reference TL3555760586
Date: 24 November 2023 10:22:08
Attachments: [image001.png](#)

From: Mark Cullum <[REDACTED]>
Sent: 24 November 2023 09:08
To: Licensing (SCDC) <Licensing@scambs.gov.uk>
Subject: Re: Type of application: New Premises Licence Applicant: S&C Productions Ltd Location: Land south of Childerley Farm, Childerley, Cambs. Grid reference TL3555760586

Hello,

Thanks for confirming.

If this is only 8 days a year this is tolerable

Best Regards
Mark

On Wed, Nov 22, 2023 at 2:43 PM Licensing (SCDC) <Licensing@scambs.gov.uk> wrote:

Dear Mark,

Thank you for your email.

I can confirm that the application is for a premises licence to operate for up to eight days each calendar year between 1 May and 30 September annually, with notice of the proposed event days being provided to the Licensing Authority and Responsible Authorities at least 6 months prior to an event.

I have attached a copy of the application form, if you have a look at Section 18 licensing objectives, it provides details of all the steps that would be taken in order to promote the four licensing objectives.

Please can you confirm if you wish your representation to remain.

If you have any questions, please let me know.

Kind regards
Natasha

Natasha Wade-Guest | Licensing Technical Officer

Pronouns: She/Her



South
Cambridgeshire
District Council

South Cambridgeshire Hall | Cambourne Business Park | Cambourne | Cambridge | CB23 6EA

t: 01954 713000

www.scambs.gov.uk | facebook.com/south-cambridgeshire | twitter.com/SouthCambs

From: Mark Cullum <[REDACTED]>

Sent: 22 November 2023 12:16

To: Licensing (SCDC) <Licensing@scambs.gov.uk>

Subject: Type of application: New Premises Licence Applicant: S&C Productions Ltd Location: Land south of Childerley Farm, Childerley, Cambs. Grid reference TL3555760586

Dear Sir/ Madam,

We wish to make a representation against the above application at Childerley Farm.

The application will create public nuisance, significant noise, vibration and light pollution to those villages within several miles of Childerley. Knapwell will be impacted significantly.

The current annual music festival creates significant noise and public safety highway risks because of the single entrance to Childerley. The event also increases traffic through Knapwell as its used as a rat run for festival goers approaching from A14 East and West through Boxworth.

Multiple late night or early morning events over spring into summer will cause significant blight to residents and their families.

Yours faithfully

Mark Cullum

Withypool, Church Lane, Knapwell, Cambridge, CB23 4NW

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From: [Licensing \(SCDC\)](#)
To: [Natasha Wade-Guest](#)
Subject: FW: Childerley Orchard, Cambridge - Application For A Premises Licence
Date: 23 November 2023 13:19:17
Attachments: [image001.png](#)

From: [REDACTED] <[REDACTED]>

Sent: 23 November 2023 13:15

To: Licensing (SCDC) <Licensing@scams.gov.uk>

Cc: [REDACTED]

Subject: RE: Childerley Orchard, Cambridge - Application For A Premises Licence

Dear Natasha

Many thanks for your email and for confirming the details of the premises licence application. As I stated in my previous email, the details of the actual application are different to what have been posted on both the notice portal and South Cambs site (<https://www.scams.gov.uk/licensing/licensing-public-notice/licensing-act-2003>) and it is this confusion which has caused concern. As there is no significant change in the proposed licence, Dry Drayton PC will support this application.

Regards

Stephen
Councillor Aldersley
Chairman, Dry Drayton Parish Council

From: Licensing (SCDC) <Licensing@scams.gov.uk>

Sent: Tuesday, November 21, 2023 1:53 PM

To: [REDACTED]

Cc: [REDACTED]

Subject: Childerley Orchard, Cambridge - Application For A Premises Licence

Good afternoon,

Thank you for your email.

I can confirm that the application is for a premises licence to operate for up to eight days each calendar year between 1 May and 30 September annually, with notice of the proposed event days being provided to the Licensing Authority and Responsible Authorities at least 6 months prior to an event.

I have attached a copy of the application form, if you have a look at Section 18 licensing objectives, it provides details of all the steps that will be taken in order to promote the four licensing objectives.

If you have any questions, please let me know.

Kind regards

Natasha

Natasha Wade-Guest | Licensing Technical Officer

Pronouns: She/Her



From: [REDACTED]

Sent: 20 November 2023 19:49

To: Licensing (SCDC) <Licensing@scamb.gov.uk>

Cc: Clerk <[REDACTED]>

Subject: Childerley Orchard, Cambridge - Application For A Premises Licence

To: South Cambridgeshire District Council, Licensing section, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, CB23 6EA

The Parish Council of Dry Drayton has been made aware of the application for a premises licence for Childerley Orchard, CB23 8BA, <https://publicnoticeportal.uk/notice/probate-and-trustee/653f8e8d4395dd50bbcc64c9>.

Previous events which have been the subject of licencing applications for Childerley Orchard have been "Strawberries and Creem" and "The Cambridge Club". Both of these events were held over weekends and were the subject of prior scrutiny by the Parish Council due to the proximity of the premises to the village and the potential disruption which could be caused to residents.

The details of the latest licence application call for the following:

Recorded Music, Performances of Dance and Similar Activities Monday, Tuesday, Wednesday and Thursday 11:00 - 23:00; Friday 10:00 - 03:00; Saturday 11:00 - 03:00; Sunday 11:00 - 00:30.

Supply of Alcohol

Monday, Tuesday, Wednesday and Thursday 12:00 - 22:30; Friday 12:00 - 02:30; Saturday 11:00 - 02:30; Sunday 11:00 - 00:00.

Late Night Refreshment

Monday, Tuesday, Wednesday and Thursday 23:00 - 00:00; Friday, Saturday and Sunday 23:00 - 03:30.

Hours Premises will be open to the Public Daily 00:00 - 00:00

In essence, if this premises licence were to be granted, there is the potential for disturbance and disruption to residents of Dry Drayton and neighbouring villages seven days a week, 365 days a year.

It should also be noted that it is likely that more events would result in an increase in traffic levels through Dry Drayton. The village already suffers from unacceptable levels of traffic and weekly events at Childerley Orchard are only likely to result in an increase, which will be potentially hazardous to pedestrians, cyclists, horse riders and children (there is a school in the centre of the village). Whilst the planning for "Strawberries and Creem" and "The Cambridge Club" has included traffic management, these were held at weekends. For these events, the organisers provided parking locations and the buses from Milton Park & Ride. There is no provision for traffic management within the licencing application as it stands, and it is imperative that traffic management is provided for festival events. Further, traffic levels need to be monitored and controlled as a condition of any premises licence application for Childerley Orchard which is a rural location.

Similarly, previous applications for activities at Childerley Orchard have proactively included noise measurement to assess the impact of any event on the local communities. Again, this has not been included in the current premises application licence.

The Parish Council is also concerned about the possible impact of an extended alcohol licence on struggling local village pubs which are crucial to their village communities.

The above notwithstanding, I have been in contact with the Senior Event Manager at Proud Events, the company which has made the application for a premises licence at Childerley Orchard. She advised me of the following:

The new licence application only allows for up to 8 days of events between May and September annually.

This is the same amount of days as what our current licence allows, however, rather than this being two event weekends of 4 days each, the new licence allows for 8 days: one of which would be the 4 days for The Cambridge Club and then for up to 4 additional days. We've also included in our licence that there can be no more than 4 consecutive days without a break.

This is very different to what is detailed in the application and, therefore, clarity is sought on the precise nature of the application as this will affect the decision of Dry Drayton Parish Council.

The Parish Council supports local businesses and local opportunities for businesses and residents alike, but it cannot support the application for a premises licence as it appears to stand. Hence the Parish Council requests that it is not granted. However, if the application is for a total of eight days as per the current licence and as referenced by the representative of Proud Events, then it would be supported subject to the requirements for traffic management and noise control/measurement.

I look forward to hearing from you.

Regards

Councillor Aldersley

Chairman, Dry Drayton Parish Council

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This licence is issued by :- South Cambridgeshire District Council, Cambourne Business Park, Cambourne, Cambridgeshire, CB23 6EA. Contact t: 03450 450 500 f: 01954 713149 e: scdc@scambs.gov.uk dx: 729500 Cambridge 15 www.scambs.gov.uk

Licensing Act 2003

SCDCPL0549

Premises Licence

Part 1 - Premises Details

POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDNANCE SURVEY MAP REFERENCE OR DESCRIPTION

TL3555760586 known as Childerley Orchard

Ordnance Survey Map Reference: E, N

WHERE THE LICENCE IS TIME LIMITED THE DATES

Commences **21/04/21**

LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE

- a performance of a play
- an exhibition of a film
- a performance of live music
- any playing of recorded music
- a performance of dance
- entertainment of a similar description to that falling within a performance of live music, any playing of recorded music or a performance of dance
- provision of late night refreshment
- the sale by retail of alcohol

THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES

Activity (and Area if applicable)	Description	Time From	Time To
A. Performance of a play (Indoors & Outdoors)	Monday	Midnight	12:30am
	Friday	3:00pm	Midnight
	Saturday	Midnight	2:00am
	Saturday	11:00am	Midnight
	Sunday	Midnight	2:00am
	Sunday	11:00am	Midnight
B. Exhibition of films (Indoors & Outdoors)	Monday	Midnight	12:30am
	Friday	3:00pm	Midnight
	Saturday	Midnight	2:00am
	Saturday	11:00am	Midnight
	Sunday	Midnight	2:00am
	Sunday	11:00am	Midnight
E. Performance of live music (Indoors & Outdoors)	Monday	Midnight	12:30am
	Friday	3:00pm	Midnight
	Saturday	Midnight	2:00am
	Saturday	11:00am	Midnight
	Sunday	Midnight	2:00am
	Sunday	11:00am	Midnight
F. Playing of recorded music (Indoors & Outdoors)	Monday	Midnight	12:30am
	Friday	3:00pm	Midnight

Licensing Act 2003

SCDCPL0549

Premises Licence

THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES continued ...

Activity (and Area if applicable)	Description	Time From	Time To
F. Playing of recorded music (Indoors & Outdoors) continued ...	Saturday	Midnight	2:00am
	Saturday	11:00am	Midnight
	Sunday	Midnight	2:00am
	Sunday	11:00am	Midnight
G. Performance of dance (Indoors & Outdoors)	Monday	Midnight	12:30am
	Friday	3:00pm	Midnight
	Saturday	Midnight	2:00am
	Saturday	11:00am	Midnight
	Sunday	Midnight	2:00am
	Sunday	11:00am	Midnight
H. Entertainment of a similar description to that falling within E, F, or G (Indoors & Outdoors)	Monday	Midnight	12:30am
	Friday	3:00pm	Midnight
	Saturday	Midnight	2:00am
	Saturday	11:00am	Midnight
	Sunday	Midnight	2:00am
	Sunday	11:00am	Midnight
L. Late night refreshment (Indoors & Outdoors)	Monday	Midnight	3:00am
	Friday	11:00pm	Midnight
	Saturday	Midnight	3:00am
	Saturday	11:00pm	Midnight
	Sunday	Midnight	3:00am
	Sunday	11:00pm	Midnight
M. The sale by retail of alcohol for consumption ON the premises only	Friday	3:00pm	Midnight
	Saturday	Midnight	1:30am
	Saturday	11:00am	Midnight
	Sunday	Midnight	1:30am
	Sunday	11:00am	Midnight

THE OPENING HOURS OF THE PREMISES

Description	Time From	Time To
Monday	Midnight	Noon
Friday	Noon	Midnight
Saturday	Midnight	Midnight
Sunday	Midnight	Midnight

WHERE THE LICENCE AUTHORISES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND / OR OFF SUPPLIES

- M. The sale by retail of alcohol for consumption ON the premises only

Licensing Act 2003

SCDCPL0549

Premises Licence

Part 2

NAME, (REGISTERED) ADDRESS, TELEPHONE NUMBER AND EMAIL (WHERE RELEVANT) OF HOLDER OF PREMISES LICENCE

S&C Productions Ltd
[REDACTED]

Senbla Limited, 3rd Floor, 17-21 Emerald Street, London, WC1N 3QN.
Telephone [REDACTED]

REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER (WHERE APPLICABLE)

S&C Productions Ltd

09441818

NAME, ADDRESS AND TELEPHONE NUMBER OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORIZES THE SUPPLY OF ALCOHOL

Ben WHUR
[REDACTED]

PERSONAL LICENCE NUMBER AND ISSUING AUTHORITY OF PERSONAL LICENCE HELD BY DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORIZES FOR THE SUPPLY OF ALCOHOL

Licence No. [REDACTED]

Issued by [REDACTED]

ANNEXES

GENERAL

1. This Premises Licence authorises licensable activity on two weekends, Friday to Monday, each calendar year between 1 May and 30 September annually.
2. Each year the following conditions apply.
3. Notice of the proposed event days for that year will be provided by the Premises Licence Holder (PLH) to the Licensing Authority and the Responsible Authorities at least 6 months prior to the first event day or such lesser period as the Licensing Authority may deem reasonable in the circumstances.
4. A draft Event Management Plan (EMP) will be submitted by the PLH to the Safety Advisory Group (SAG) (or other body nominated by the Licensing Authority) for comment and discussion at least 6 months prior to the relevant event day or such lesser period agreed by the SAG. The draft EMP shall contain, but not be limited to:-
 - Event Management Structure
 - Event Risk Assessment
 - Operational Management Plan (including camping operations)
 - Site Plan
 - Construction Phase Plan, Risk Assessments and Method Statements
 - Fire Risk Assessment
 - Major Incident Plan (including counter terrorism measures)
 - Security and Crowd Management Plan

Licensing Act 2003

SCDCPL0549

Premises Licence

ANNEXES continued ...

- Medical Risk Assessment and Plan
- Adverse Weather Plan
- Children and Vulnerable Adults Safeguarding Policy
- Traffic and Transport Management Plan
- Alcohol Management Plan
- Sanitation Plan
- Waste Management Plan
- Health and Safety Policy
- Alcohol and Drug Use Policy
- Coronavirus Risk Assessment and Controls (as required)
- Programme of Regulated Entertainment

5. The PLH shall liaise with the SAG at meetings to scrutinise plans for the management of the events authorised by this Premises Licence.

6. The PLH will appoint an Event Manager who will lead an Event Management Team. The Event Management Structure will set out the responsibilities of the Event Management Team and be included in the EMP.

7. The final draft of the EMP shall be submitted by the PLH to the SAG for approval 28 days before the relevant event day. Thereafter any further changes to the EMP must be approved by the Licensing Authority.

8. Throughout an event the PLH shall establish an Event Control to include the Event Liaison Team (ELT) comprising representatives of the PLH, Security and nominated representatives of the Licensing Authority and Responsible Authorities. During event days the ELT shall manage operation of the event. Any necessary changes to the EMP may only be made with the consent of the ELT.

9. The PLH will implement the final EMP for each event.

10. A Multi Agency debrief shall be held within 3 months of the last event day each year.

11. Any authorised officer of the Licensing Authority and the Responsible Authorities, shall have access to the licensed site at all reasonable times for the purposes of ensuring compliance with the Premises Licence Conditions and the promotion of the licensing objectives.

12. No licensable activity shall be permitted within the work and accommodation areas for staff and contractors.

PREVENTION OF CRIME AND DISORDER

Cambridgeshire Constabulary

13. The PLH will liaise with the Cambridgeshire Constabulary (the Police) on procedures, crime prevention advice and other relevant matters, including counter terrorism measures. Guidance

Licensing Act 2003

SCDCPL0549

Premises Licence

ANNEXES continued ...

provided the Police shall be considered and implemented by the PLH.

14. The PLH will arrange regular meetings with the Police to ensure liaison and co-operation at all stages of the planning, during the event itself and post event to debrief. Crime reporting and handover procedures will be agreed with the Police no later than 28 days prior to the first event day.

15. The Police will be notified at the earliest opportunity by the Head of Security in the case of any incidents of serious crime and disorder where the victim consents and where the victim does not consent, where an intervention is required to maintain wider public safety at the discretion of the Head of Security or PLH.

Security and Stewarding

16. A suitable and experienced security and crowd management contractor will be appointed which will hold relevant industry accreditation. The appointed contractor will produce and implement a Security and Crowd Management Plan which will include appropriate risk assessments, method statements, deployment schedules and dot and grid plans.

17. The Security and Crowd Management Plan will be included in the EMP and shall be agreed by the Licensing Authority and the Responsible Authorities via the SAG at least 2 months prior to the first event day each year.

18. The Security and Crowd Management Plan shall include measures as follows:-

- To deter and prevent crime and disorder;
- To detail the security arrangements to keep attendees, staff and performers, visitors contractors and traders safe and secure;
- To detail the security arrangements for protecting assets within the premises;
- To detail the security arrangements to prevent unauthorised access to the premises;
- To detail procedures for managing exclusion and eviction from the premises;
- To set out procedures for managing incidents of disorder and anti-social behaviour.

19. The security and stewarding companies contracted for each event will be notified in the EMP.

20. Security Personnel will be present on site 24 hours a day during the events and the build and break of the event site.

21. An incident reporting and recording procedure will be in place, details will be included within the EMP. All entry, refusals and evictions will be recorded by Event Control and a copy of the Event Control Log will be maintained and made available for inspection by the Licensing Authority and the Responsible Authorities on request.

22. All security and stewarding staff will receive a briefing, which will include suitable information and instructions relevant to the event, from the appointed security and crowd manager prior to each event. All security and stewarding staff will be easily identifiable and registered Security Industry Security (SIA) shall wear visible SIA badges at all times when on duty.

Premises Licence

ANNEXES continued ...

23. Security will be deployed in sufficient numbers and in an appropriate mix of genders for each event based on assessment of attendance and duties. Deployment schedules for each event day will be included in the EMP and agreed with the Licensing Authority and Responsible Authorities via the SAG prior to each event.

Controlling Access to the Premises

24. The area to be used for the event, including the public arena, camping areas and work areas will be enclosed by a secure perimeter with defined and controlled entry points and exits, including emergency exits. Details of the secure perimeter shall be agreed with the Licensing Authority and Responsible Authorities via the SAG prior to each event.

25. All entry to the premises for events will be controlled and managed by SIA security employed by the security contractor. Security staff will be briefed on the entry conditions, search procedures and any other relevant policies, procedures or requirements for each event.

26. Entry conditions will be displayed at all entrances to the premises, including entry to work areas. Patrons will not be allowed to re-enter the premises after they have left (unless at the discretion of the Head of Security re-entry is considered appropriate) or after they have been ejected.

Searching on Accessing the Premises

27. Patrons, contractors, workers, volunteers, artists and their guests may be searched on entry to the premises in accordance with the search policy and procedure contained in the Security and Crowd Management Plan. Patrons camping on the premises may be searched on entry to the campsite and each time they enter the campsite. Children will be accompanied by a responsible adult during any search.

28. The search policy and searching procedure will be included in the EMP as part of the Security and Crowd Management Plan which shall be agreed with the Licensing Authority and Responsible Authorities via the SAG prior to each event.

Prohibited Items

29. The PLH will agree a list of prohibited items that cannot be brought into the premises with the Licensing Authority and Responsible Authorities via the SAG prior to each event.

30. Details of prohibited items will be included in the conditions of entry to the event, will be available on the event's website and will be clearly displayed at all entry points. Patrons will not be allowed to bring glass or open bottles into the Licensed Premises.

31. Patrons with a valid ticket for camping will be allowed to bring a designated quantity of alcohol for personal consumption into the designated camping areas only. The quantities of alcohol allowed to patrons with a valid camping ticket will be agreed by the Licensing Authority and Responsible Authorities via the SAG prior to each event.

32. Secure amnesty bins will be provided at designated entry points agreed with the Police. Items surrendered or confiscated will be held and disposed of by the security and crowd manager in accordance with procedures agreed with the Police. A log will be maintained of confiscation, seizures and disposals by the security and crowd manager and will be made available for inspection by the Licensing Authority and the Police on reasonable request.

Premises Licence

ANNEXES continued ...

Ticketing and Accreditation

33. A system of secure ticketing and accreditation will be in place throughout the premises and only patrons in possession of a valid ticket or valid accreditation will be allowed access to the premises. All access points will be controlled by SIA staff.

34. Staff, contractors, volunteers, visitors, artists and guests shall wear a form of secure accreditation within the premises. Accreditation will be the responsibility of the PLH.

CCTV

35. CCTV of a suitable standard will be installed throughout the premises in accordance with the Plan agreed by the Licensing Authority and Responsible Authorities via the SAG prior to each event. CCTV operations will be located in Event Control and will be operated by a competent operator holding an Award for Working as a CCTV Operator (Public Space Surveillance) qualification or equivalent.

36. Body worn video cameras will be worn by designated SIA security response teams when responding to alleged incidents. The numbers of body worn video cameras shall be agreed with the Police prior to each event.

Communications

37. The PLH will ensure that there is an effective means of two-way communication in place between designated staff. General event communication will be managed by Event Control.

Drugs Policy

38. Illegal drugs and psychoactive substances will be prohibited items. The drugs policy will be agreed in advance of the relevant event with the Police and submitted with the EMP. Anyone under the influence of illegal drugs or psychoactive substances who is vulnerable will be managed through the process set out in the Children and Vulnerable Adults Policy included in the EMP.

Adequate Night-time Lighting

39. The PLH shall ensure adequate lighting is provided throughout the premises and within the vicinity of the premises' footprint including public areas for entry, exit and emergency egress routes details of which will be included on the Site Plan.

Preventing Underage Alcohol Consumption

40. The PLH will operate a challenge 25 policy. Bar staff will require a valid proof of ID from any patron seeking to make a purchase of alcohol for themselves or anyone else appearing to be under 25 years old.

41. Each bar will be managed by a Personal License Holder. All bar staff will undertake mandatory licensing training before operating at a bar. A record of this training and those attending will be kept by the appointed bar operator and will be made available for inspection to the Licensing Authority and Responsible Authorities. All bar staff must be over 18 years of age.

42. Patrons unable to provide a valid proof of age will be refused service and a record of the

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ANNEXES continued ...

refusal will be kept. A copy of the refusals log will be made available for inspection by the Licensing Authority and the Police on request.

43. Prominent, clear and legible information shall be displayed at all bars indicating that it is an offence to buy, or attempt to buy, alcohol by or for a person under the age of 18.

Counter Terrorism Measures

44. The PLH will liaise with the Licensing Authority and the Police to make a risk assessment and put in place reasonable and proportionate measures to reduce risk. Risk assessment, measures and plans in the event of a major incident will be included in the EMP and will be agreed by the with the Licensing Authority and the Police prior to each event.

Lost Property

45. Lost property will be retained by Event Control and a log of items will be kept. Where information about the owner is available, the customer services team will make attempts to contact the patron concerned and return their item(s). A contact email address for information about lost property will be provided by the PLH.

PUBLIC SAFETY

Premises Capacity

46. The maximum capacity permitted under this Premises Licence is 24,999 including all patrons, guests, staff, contractors, volunteers and artists. However, this maximum number is subject to the following conditions:

- In the first year of the events, the maximum capacity for the premises will be 14,999 including all including all patron, guests, staff, contractors, volunteers and artists.

- In the second year of the events, the maximum capacity for the premises may be increased to 19,999 including all patrons, guests, staff, contractors, volunteers and artists, if agreed in writing by the Licensing Authority.

- In the third year of the events and thereafter, the maximum capacity for the premises may be increased to 24,999 including all patrons, guests, staff, contractors, volunteers and artists, if agreed in writing by the Licensing Authority

Health and Safety

47. A suitably experienced and qualified Health and Safety Consultant will be appointed. The Health and Safety Consultant will undertake risk assessments and produce appropriate method statements that will be included within the EMP and will review risk assessments and method statements of suppliers and contractors and make recommendations to the PLH regarding any additions and amendments.

48. All risk assessments and method statements submitted by suppliers and contractors, shall be made available for inspection by the Licensing Authority and South Cambridgeshire District Council's Waste and Environment Commercial Team on request.

49. The Health and Safety Consultant will attend site during the build and break of the events. It

Premises Licence

ANNEXES continued ...

will monitor and assess the implementation of safe working practices and method statements and will advise the site management and production team on any changes to improvements.

50. The Health and Safety Consultant will attend events and be a member of the Event Liaison Team and will provide advice and guidance to the PLH during the operation of the event relating to the management of the health and safety patrons, guests, staff, contractors, traders, visitors and artists.

Managing Crowds

51. The Security and Crowd Manager will prepare a Security and Crowd Management Plan that will include the crowd management operation to :

- Maintain a safe environment for members of the public, staff, contractors, visitors and artists working at the events;
- Ensure only authorised ticket and pass holders gain access to the relevant areas;
- Monitor crowd movements, identify and deal promptly and effectively with any identified crowd control issues;
- Oversee the safe ingress and egress to and from the events, including the event of an incident or major incident.

52. The premises will be designed and laid out to manage the flow and movements of crowds accessing, leaving and within the premises. Infrastructure will be deployed to support the management of crowds including queuing and fencing to secure areas. Lighting will be provided to illuminate entry and exits, including emergency exits, ingress and egress routes and to facilitate safe movement within the premises. Infrastructure, perimeter and security fencing will be clearly indicated on the Site Plan.

53. Security and stewarding staff will be deployed throughout the premises to facilitate ingress and egress and safe movement around the premises.

Major Incidents, Evacuation and Emergency Access

54. A Major Incident Plan will be included within the EMP. The Major Incident Plan will be agreed in advance with the Licensing Authority and Responsible Authorities prior to the first event of each year via the SAG (or other body nominated by the Licensing Authority). The Major Incident Plan will include details of coordination with the emergency services and how the premises will be evacuated. The EMP will contain the contact details of those nominated by the PLH to manage any major incident.

55. The PLH will ensure the provision of and maintain suitable access to the site at all times during the build, break and live events, for emergency services including the Police, ambulance and fire and a rescue, including during the departure and arrival of patrons and adverse weather. Details of the emergency access routes, including their specification, shall be contained in the Major Incident Plan within the EMP. These routes will be designated as the 'Blue Routes'.

56. The PLH will agree Emergency Services Rendezvous Points with the emergency services. Details of the Blue Routes and Emergency Services Rendezvous Points will be detailed within the EMP and on the Site Plan.

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ANNEXES continued ...

First Aid and Medical Provision

57. The PLH will appoint a suitably qualified and experienced medical and first aid contractor to provide medical services at the events. The contractor will undertake a risk assessment and produce a Medical Management Plan both of which will be included in the EMP and shall be agreed at least 2 months in advance with the Licensing Authority and Responsible Authorities prior to the first event of each year. The medical and first aid contractor will attend the SAG meetings and liaise with the relevant Ambulance Service when required.

Fire Safety

58. The Health and Safety Consultant or another suitably qualified person will undertake a Fire Risk Assessment on behalf of the PLH. The Fire Risk Assessment will be contained within the EMP and Safety Plan and made available to the Licensing Authority and Responsible Authorities at least 2 months prior to the first event of each year discussed with the SAG.

59. Fire safety equipment, including but not limited to portable firefighting equipment, fire notices and other resources will be located at suitable locations throughout the premises and clearly sign-posted. Positions for firefighting and alarm raising equipment will be agreed with the Licensing Authority and Cambridgeshire Fire and Rescue Service at least 2 months prior to the first event of each year.

60. All marquee structures used at the events shall be of proven fire performance and linings must be of inherently flame retarded fabric or durably flame retarded fabric and certification of fire performance shall be provided to the Fire Service on request.

61. All floor coverings, wall coverings, curtains, drapes, fabric, artificial or dried foliage, decorations, art work, art installations and filling materials used in furnishings supplied and used on the premises will carry flame retardancy certification to the relevant British Standards or will be inherently flame retardant. The details of all such materials will be held on site and will be available for inspection by Cambridgeshire Fire and Rescue Service and the Licensing Authority on request.

62. The siting of all vehicles, mobile catering vans, trailers, stalls, generators, tents, marquees, dressing rooms etc., will be arranged so as to provide fire breaks. All food, bar and other traders are required to provide fire safety risk assessments which will be checked when onsite by the Health and Safety Consultant and supplied to the Fire Service on request.

63. No petrol generators or portable BBQs will be allowed onto the site. Any petrol generators and portable BBQs found on site will be removed from site or stored away from ignition sources, remote from the event and any accommodation until they can be removed.

64. Hay and straw bales will not be used on site and Chinese lanterns shall be a prohibited item in order to reduce the risk of fire.

65. Campsite stewards/fire marshalls shall be instructed to be alert for campfires/bonfires and BBQs on the campsite, which will be extinguished, when discovered.

Fire Exits and Means of Escape

66. Fire exits will be provided at designated points around the perimeter and within any structures erected or used for the event. All means of escape and fire exits will be clearly

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signed. Exit capacities will be calculated and contained within the Fire Risk Assessment contained within the EMP. Details of fire exists and means of escape routes will be agreed with the Licensing Authority and Cambridgeshire Fire and Rescue Service at least 2 months prior to the first event of each year.

67. Security and stewarding staff will guide all patrons, staff, contractors and artists to designated places of safety away from the premises and identified on the Site Plan and within the Fire Risk Assessment contained within the EMP in the event of an emergency.

LPG Used by Traders

68. Traders requiring the use of LPG will be required to bring the minimum necessary quantity to site and provide a notification to the Event Manager that they will have LPG equipment. A register of the location of LPG equipment and number and size of LPG containers will be maintained within the Site Office and made available to Cambridgeshire Fire and Rescue Service and the Licensing Authority on request. All LPG storage locations will be secure and with no public or unauthorised access. These areas will all be designated as 'no smoking areas'.

69. Excess LPG cylinders brought to site will be removed from site or stored away from ignition sources, remote from the event and any accommodation.

70. All traders will be required to provide Gas Safe certification for their LPG equipment. All equipment will be subject to periodic inspection during the events by the Health and Safety Consultant.

Pyrotechnics and Special Effects

71. In the event that pyrotechnics or special effects are to be used, an experienced and competent contractor will be employed to undertake an assessment and manage the use of these. The contractor will be required to provide risk assessments, method statements and demonstrate compliance with all necessary regulations and legislation and this documentation will be reviewed by the Health and Safety Consultant and will be made available to the Licensing Authority and Cambridgeshire Fire and Rescue Service at least 2 months prior to each event.

72. The PLH's Health and Safety Consultant will be in direct liaison with the Licensing Authority, Cambridgeshire Fire and Rescue Service and the pyrotechnic and special effects contractors and will carry out an additional check once any pyrotechnics and special effects are installed to check compliance with agreed positions and the effects list.

Temporary Structures

73. The PLH will appoint suitably experienced and qualified suppliers and installers of temporary structures. Copies of plans and any necessary calculations will be submitted to the South Cambridgeshire District Council, including Building Control as required or requested.

74. The Site Manager and Health and Safety Consultant on behalf of the PLH will take all reasonable steps to ensure any temporary structure are suitable for their intended purposes and installed in accordance with the contractor's plans. Installation and completion certificates will be provided by the relevant contractor prior to their use and copies will be held in the Site Office for inspection on request by the Licensing Authority and South Cambridgeshire District Council, including Building Control when required.

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ANNEXES continued ...

Drinking Water and Food Safety

75. The PLH will ensure the adequate provision of a tested, safe and reliable source of potable drinking water for use at the premises for drinking, the preparation of food and sanitation. Tests of drinking water will be carried out in accordance with current regulations and by an accredited testing facility in advance of the events and at agreed intervals during and between events.

76. The PLH will ensure appropriate and suitable checks are carried out on food vendors to ensure, so far as is reasonably practicable, they meet current food safety and health and safety legislation. Details of all food and drink vendors will be provided to the Licensing Authority no less than 6 weeks prior to the first event of each year.

PREVENTION OF PUBLIC NUISANCE

Display of the Premises Licence

77. Copies of the Premises Licence summary will be displayed within the premises. Copies will be displayed at, but limited to, the following locations: Main Entrance, Event Control, each stage and performance areas, all bars.

78. A full copy of the Premises Licence will be contained within the EMP which is issued to all members of the Event Management Team and Event Liaison Team. All artists and performers will be made aware of relevant licensing conditions.

Engagement with Residents and Businesses

79. The PLH will notify local residents, business and parish councils at defined locations at least 2 months prior to the first event of each year, of the dates of all events each year once agreement has been reached with the Responsible Authorities and licensing Authority through the SAG. The defined locations will be agreed with the Licensing Authority prior to the first event of each year. The event website will provide specific information for local residents and businesses including contact details.

Resident Information and Complaint Service

80. A dedicated resident complaint and information phone line and email service will be established and operational throughout each event. Residents and local business will be able to use the service to report their concerns regarding noise, antisocial behaviour, litter etc.

81. Information about how to use the service will be provided to local residents via a leaflet drop to properties within an agreed vicinity from the premises and Parish Councils by email. The phone line and email service will be staffed throughout the duration of the events. A log will be kept of all communications received via the phone and email service along with a record of any actions taken. The log will be made available for inspection by the Licensing Authority on request.

Programme of Entertainment

82. The PLH will include a programme of regulated entertainment in the EMP. The plan which will include details of the proposed programme for each stage and performance area. The programme will be submitted with the final version of the EMP 2 months prior to each event. Any subsequent changes of artists or artists' line up timings, will be provided to the Licensing

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ANNEXES continued ...

Authority, and Responsible Authorities as required, when changes or additions are contractually confirmed, or as soon as is reasonably practicable.

Management of Noise

83. An experienced acoustic consultant will be appointed to produce, implement and monitor a robust Sound Management Plan that will be included in the EMP. The Sound Management Plan will contain the maximum music noise levels permitted at identified locations and the acoustic consultant's management strategy and measures to control music noise levels during the events.

84. The acoustic consultant will assess the positioning of sound sources pre-event and liaise with the Licensing Authority and South Cambridgeshire District Council's Environment and Waste Commercial Team throughout the event, as required. Sound checks will take place the day prior to the event as well as on the day of the event. Times for these checks are to be notified to the Licensing Authority and designated Parish Councils in advance.

85. The acoustic consultant will be available throughout the duration of the performance of regulated entertainment at each event, as required and will have complete authority to ensure the event complies with the Sound Management Plan. It will hold regular meetings with representative of the Licensing Authority as required.

86. Regulated entertainment within the main festival site will cease at 23:00 save that, regulated entertainment provided for campers after 23:00 may continue until 02:00 the following day.

87. The sound amplification systems will not be used after the permitted hours of entertainment on day of events for the relaying of music or other content or for any purpose except for emergency announcements relating to public order and safety. Traffic and Transport Management.

88. The PLH will ensure a Traffic and Transport Management Plan is produced and implemented. The Traffic and Transport Management Plan will be included in the EMP and will be agreed with the Licensing Authority and Responsible Authorities via the SAG prior to the first event of each year.

89. Patrons will be required to access and leave the site via designated transport services provided by the PLH. Transport services will operate from designated pick up and drop off points away from the site. Patrons will be advised in the conditions of entry to the event, on tickets and through the event's website, that access to the premises will only be allowed via designated transport hubs with the exception of patrons with accessibility requirements.

90. The Event Manager will ensure the coordination of services provided by the transport providers, Traffic Management and Security and Crowd Management contractors. Access to and from the site will be managed by a competent and experienced Traffic Management contractor who will be responsible for maintaining the flow of event traffic to and from the site to minimise the impact on the public highway.

Car Parking, Taxi and Public Transport Operations

91. The Traffic and Transport Management Plan will include plans for car parking, taxi pick up and drop off and public transport use, which will be agreed with the Licensing Authority and Responsible Authorities via the SAG.

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ANNEXES continued ...

92. Attendance at the event by car, taxi or public transport will be via parking, taxi and transport hubs at locations away from the site. These hubs will be connected to the site for ingress and egress via a dedicated transport shuttle service provided by a competent transport operator.

93. Local taxi firms will be contacted and informed to use transport hubs as drop off and pick up points.

94. Transport hubs will be staffed by SIA security and stewards. Car parking management, taxi pick up and drop off management and transport shuttle loading and unloading will be managed by competent stewards.

Managing Waste and Litter

95. The PLH is responsible for the production of a Waste Management Plan that will include litter, waste from traders, bars and production activities will be included in the EMP.

96. The plan will include the placement and management of waste receptacles and skips shall not be placed near temporary structures or vehicles. Litter picking services and the removal and management of all waste generated by the events, including ingress and egress routes to and from the premises, shall be designed to mitigate risk of fire and pollution.

97. A responsive litter picking service will be provided to deal with any complaints from local residents or businesses about litter arising from the event. Waste removed from site will be undertaken by a certified operator and all waste will be tracked.

Provision of Management of Sanitation Facilities

98. The PLH will produce a Sanitation Plan to be included within the EMP. The plan will include the provision and maintenance of adequate number of toilets, urinals, accessible toilets and showers of patrons (including those camping), staff, contractors, trader and artists based on an assessment of requirements.

99. A constant supply of clean water, or alternative hand cleansing sanitiser will be maintained at all sanitation positions throughout the event.

Reducing Light Pollution

100. The PLH will take all reasonable steps to minimise pollution from light sources associated with the events. Light sources will be directed inwards towards the premises and on ingress and egress routes for public safety.

THE PROTECTION OF CHILDREN FROM HARM

Safeguarding of Children and Vulnerable Adults

101. A Safeguarding of Children and Vulnerable Adults Policy will be included in the EMP and agreed with the Licensing Authority and Responsible Authorities prior to each event via the SAG.

102. All members of the Event Liaison Team will be briefed on the safeguarding measures and all operational staff will follow the procedures set out in the Policy.

103. No alcohol will be served for consumption of young people under the age of 18 years old and a Challenge 25 policy will operate at all bars.

Welfare of Children and Vulnerable Adults

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Premises Licence

ANNEXES continued ...

104. The welfare service provider will be provided for children, including lost and unaccompanied children and vulnerable adults. Welfare provider and those with significant access to children vulnerable adults will be subject to a Disclosure and Barring check. A Lost Children policy will be included in the EMP and agreed with the Licensing Authority and Responsible Authorities prior to each event via the SAG.

105. Details of the welfare service provider and welfare facilities will be provided to the Licensing Authority no less than 2 months prior to the first event each year.

Admission of Children

106. Children will be allowed access to the Licensed Premises if accompanied by a responsible adult aged 18 years or over, unless an age-related entry restriction applies to the event.

107. Children shall remain the responsibility of their responsible adult at all times.

108. For events where an age restriction applies information will be provided within the ticket conditions, entry requirements and advertisement for the relevant events. Where an age restriction applies proof of age may be required as a condition of entry.

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Premises Licence Summary

Premises Details

POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDNANCE SURVEY MAP REFERENCE OR DESCRIPTION

TL3555760586 known as Childerley Orchard

Ordnance Survey Map Reference: E, N

WHERE THE LICENCE IS TIME LIMITED THE DATES

Commences **21/04/21**

Fee due date **20/04/22**

LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE

- a performance of a play
- an exhibition of a film
- a performance of live music
- any playing of recorded music
- a performance of dance
- entertainment of a similar description to that falling within a performance of live music, any playing of recorded music or a performance of dance
- provision of late night refreshment
- the sale by retail of alcohol

THE TIMES THE LICENCE AUTHORIZES THE CARRYING OUT OF LICENSABLE ACTIVITIES

Activity (and Area if applicable)	Description	Time From	Time To
A. Performance of a play (Indoors & Outdoors)	Monday	Midnight	12:30am
	Friday	3:00pm	Midnight
	Saturday	Midnight	2:00am
	Saturday	11:00am	Midnight
	Sunday	Midnight	2:00am
	Sunday	11:00am	Midnight
	B. Exhibition of films (Indoors & Outdoors)	Monday	Midnight
Friday		3:00pm	Midnight
Saturday		Midnight	2:00am
Saturday		11:00am	Midnight
Sunday		Midnight	2:00am
Sunday		11:00am	Midnight
E. Performance of live music (Indoors & Outdoors)	Monday	Midnight	12:30am
	Friday	3:00pm	Midnight
	Saturday	Midnight	2:00am
	Saturday	11:00am	Midnight
	Sunday	Midnight	2:00am
	Sunday	11:00am	Midnight
F. Playing of recorded music (Indoors & Outdoors)	Monday	Midnight	12:30am
	Friday	3:00pm	Midnight

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Premises Licence Summary

THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES continued ...

Activity (and Area if applicable)	Description	Time From	Time To
F. Playing of recorded music (Indoors & Outdoors) continued ...	Saturday	Midnight	2:00am
	Saturday	11:00am	Midnight
	Sunday	Midnight	2:00am
	Sunday	11:00am	Midnight
G. Performance of dance (Indoors & Outdoors)	Monday	Midnight	12:30am
	Friday	3:00pm	Midnight
	Saturday	Midnight	2:00am
	Saturday	11:00am	Midnight
	Sunday	Midnight	2:00am
	Sunday	11:00am	Midnight
H. Entertainment of a similar description to that falling within E, F, or G (Indoors & Outdoors)	Monday	Midnight	12:30am
	Friday	3:00pm	Midnight
	Saturday	Midnight	2:00am
	Saturday	11:00am	Midnight
	Sunday	Midnight	2:00am
	Sunday	11:00am	Midnight
L. Late night refreshment (Indoors & Outdoors)	Monday	Midnight	3:00am
	Friday	11:00pm	Midnight
	Saturday	Midnight	3:00am
	Saturday	11:00pm	Midnight
	Sunday	Midnight	3:00am
	Sunday	11:00pm	Midnight
M. The sale by retail of alcohol for consumption ON the premises only	Friday	3:00pm	Midnight
	Saturday	Midnight	1:30am
	Saturday	11:00am	Midnight
	Sunday	Midnight	1:30am
	Sunday	11:00am	Midnight

THE OPENING HOURS OF THE PREMISES

Description	Time From	Time To
Monday	Midnight	Noon
Friday	Noon	Midnight
Saturday	Midnight	Midnight
Sunday	Midnight	Midnight

WHERE THE LICENCE AUTHORISES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND / OR OFF SUPPLIES

- M. The sale by retail of alcohol for consumption ON the premises only

NAME, (REGISTERED) ADDRESS OF HOLDER OF PREMISES LICENCE

S&C Productions Ltd

Senbla Limited, 3rd Floor, 17-21 Emerald Street, London, WC1N 3QN.

This licence is issued by :- South Cambridgeshire District Council, Cambourne Business Park, Cambourne, Cambridgeshire, CB23 6EA. Contact t: 03450 450 500 f: 01954 713149 e: scdc@scambs.gov.uk dx: 729500 Cambridge 15 www.scambs.gov.uk

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Premises Licence Summary

REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER (WHERE APPLICABLE)

S&C Productions Ltd

09441818

NAME OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES THE SUPPLY OF ALCOHOL

Ben WHUR

STATE WHETHER ACCESS TO THE PREMISES BY CHILDREN IS RESTRICTED OR PROHIBITED

Not applicable

APPENDIX J1

Dear Sean & Christina Grainger,

Thank you for your representation in relation to the application for a premises licence to hold events at Childerley Orchard. The Licensing team at South Cambs have passed on your representation and we wanted to follow up to offer some further detail in regards to your concerns in relation to our new licence application.

We currently have a Premises Licence for Childerley Orchard that we have been operating under for the last 3 years. This allows us to operate events for up to 8 days between May and September each year, across Fridays to Mondays. This licence was granted to allow for The Cambridge Club Festival and Strawberries & Creem Festival to take place on consecutive weekends.


Strawberries & Creem Festival will not be returning to Cambridge. This provided an opportunity to review and update some conditions of the current licence. The existing licence remains in force and we are making an application for a new licence with some different conditions. If granted the existing, operational licence, will be relinquished.

The new licence, if granted, remains for up to 8 days between May and September each year. The change will be to allow for events to take place on other days of the week to allow for the inclusion of other events such as a classical concert that is currently being explored. Out of the 8 event days no more than 4 days can take place consecutively without a break.

As part of the licence application, we posted blue notices around the premises in locations that were agreed with licensing in line with the guidelines, the licence was advertised on the council's website and we posted an advert in Cambridge News on Tuesday 31st October 2023.

In addition, we also sent a letter out to 10,000 properties, during the week commencing 6th November, to notify local residents and businesses of the new application and reasoning for this new application. Within this letter we also offered consultation sessions on zoom, should residents wish to get in touch and discuss anything further.

Councillors and Parish councils were also written to (via email) on 1st November 2023. We notified them of the new licence application and again offered zoom consultations.

Our consultation is ongoing as part of the licence application and we would be very happy to arrange a meeting to run through any concerns you have on a Zoom meeting or telephone call if you prefer? If you would like to arrange a meeting please let us know via email to 

Your representation raises a number of concerns. For clarity we have set these out below and then provided a response to each.

- Event Days and Times
- The Management of Noise
- Provision of Alcohol
- Parking and the Management of Traffic

Event Days and Times

Under our current licence, the condition that is set out to restrict the amount of event days we can operate is as follows:

“This Premises Licence Authorises licensable activity on two weekends, Friday to Monday, each calendar year between 1 May and 30 September annually”

Regulated entertainment for our current licence is between 15:00 - 02:00 on Fridays, 11:00 - 02:00 on Saturdays, 11:00 - 00:30 on Sundays.

Before submitting the new Licence application, we consulted with Environmental Health to agree on a condition that would allow us to operate up to the same number of days but to also allow for weekdays. This is because weekdays allow us to be more flexible with Artist touring schedules, in particular for a concert show, whilst still ensuring there would be a reasonable break in the number of consecutive days. The condition we have submitted with our new licence application is as follows:

“The applicant proposes a premises licence to operate for up to eight days each calendar year between 1 May and 30 September annually. Live and recorded music constituting regulated entertainment shall take place on no more than 4 consecutive event days. Where the fourth and final event day concludes after midnight, live and recorded music shall be permitted until the end time stated on the premises licence for that given day of the week”

This condition means that as per our current licence, we can only operate up to 8 event days each year. The Cambridge Club festival will operate across 4 of those available event days.

In order to have the ability to operate an event on a weekday, we are applying for our regulated entertainment times to cover weekdays too. We have also extended our regulated entertainment for campers by 1 hour on a Friday and Saturday night until 03:00.

Following the principle of conditions in our current licence we have included a condition that restricts us to ensuring the main event will cease at 23:00. This applies on all days, Monday to Sunday.

Lower noise level entertainment is allowable to our campers past this time, until 02:00 with our current licence and if the new licence is granted, this will be extended until 03:00.

We have kept regulated entertainment to finish at 00:30 on a Sunday as per previous years.

The condition within our licence application that restricts this is as follows:

“Regulated entertainment within the main event will cease at 23:00 for all ticket holders save that, regulated entertainment after 23:00 may continue until 03:00 the following day where it is provided for campers and designated patrons agreed with the licencing authority no less than 28 days in advance”

In 2023, during the Cambridge Club Festival we received a total of 5 noise complaints across the 4 days and none were past 23:00 when the main event finished.

The Management of Noise

A Noise Management Plan, which is referred to within the licence conditions, is agreed with the Licensing Authorities each year. This condition requires the production of a Noise Management Plan which indicates the maximum allowed noise levels and active monitoring arrangements for the events.

All noise from the main arena stops at 23:00, Monday to Friday, and it is only significantly reduced levels that are allowed to continue for those camping past this time.

As per our conditions, we are required to submit an Event Management Plan each year which is reviewed by the Licence Authorities which confirms that all of our timings are in line with our licence.

Provision of Alcohol

Our current licence for the site allows for the supply of alcohol between 15:00 and 01:30 on a Friday, 11:00 and 01:30 on a Saturday and 11:00 and Midnight on a Sunday.

In line with us extending provision for campers by 1 hour on a Friday and Saturday, we are seeking to extend these operating times in the new licence application. These are as follows:

The addition of 1 hour from 1:30 to 2:30 on Fridays and Saturdays

For the operation of events on weekdays to be included in the new licence we are applying for the following:

12:00 to 22:30 - Mondays to Thursdays

The above timings will only apply on the days in which an event takes place, which is a maximum of 8 event days per calendar year between May and September.

Provision of Parking and Management of Traffic

In 2023, we introduced car parking onsite. In previous years this was provided at a nearby location, Bourn Airfield. The onsite provision delivers a safer, more secure and more manageable solution than offsite without the need to transfer between the two locations.

For the Cambridge Club Festival, we also provide both a main station and local shuttle service. These services are safe, secure and significantly reduce the amount of traffic at this event with close to 50% of all customers using the shuttle service.

I hope that the above has provided further detail and clarity to your concerns but I would be more than happy to arrange a zoom call should you wish to find out more or discuss any queries you have in more detail.

Kind regards,

Aisha Francis

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APPENDIX J2

Dear Adrian M Peck,

Thank you for your representation in relation to the application for a premises licence to hold events at Childerley Orchard. The Licensing team at South Cambs have passed on your representation and we wanted to follow up to offer some further detail in regards to your concerns in relation to our new licence application.

We currently have a Premises Licence for Childerley Orchard that we have been operating under for the last 3 years. This allows us to operate events for up to 8 days between May and September each year, across Fridays to Mondays. This licence was granted to allow for The Cambridge Club Festival and Strawberries & Creem Festival to take place on consecutive weekends.

Strawberries & Creem Festival will not be returning to Cambridge. This provided an opportunity to review and update some conditions of the current licence. The existing licence remains in force and we are making an application for a new licence with some different conditions. If granted the existing, operational licence, will be relinquished.

The new licence, if granted, remains for up to 8 days between May and September each year. The change will be to allow for events to take place on other days of the week to allow for the inclusion of other events such as a classical concert that is currently being explored. Out of the 8 event days no more than 4 days can take place consecutively without a break.

As part of the licence application, we posted blue notices around the premises in locations that were agreed with licensing in line with the guidelines, the licence was advertised on the council's website and we posted an advert in Cambridge News on Tuesday 31st October 2023.

In addition, we also sent a letter out to 10,000 properties, during the week commencing 6th November, to notify local residents and businesses of the new application and reasoning for this new application. Within this letter we also offered consultation sessions on zoom, should residents wish to get in touch and discuss anything further.

Councillors and Parish councils were also written to (via email) on 1st November 2023. We notified them of the new licence application and again offered zoom consultations.

Our consultation is ongoing as part of the licence application and we would be very happy to arrange a meeting to run through any concerns you have on a Zoom meeting or telephone call if you prefer? If you would like to arrange a meeting please let us know via email to

[REDACTED]

Your representation raises a number of concerns. For clarity we have set these out below and then provided a response to each.

- Event Days and Times
- The Management of Noise
- Provision of Alcohol

Event Days and Times

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This condition means that as per our current licence, we can only operate up to 8 event days each year. The Cambridge Club festival will operate across 4 of those available event days.

In order to have the ability to operate an event on a weekday, we are applying for our regulated entertainment times to cover weekdays too. We have also extended our regulated entertainment for campers by 1 hour on a Friday and Saturday night until 03:00.

Following the principle of conditions in our current licence we have included a condition that restricts us to ensuring the main event will cease at 23:00. This applies on all days, Monday to Sunday.

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Kind regards,

Aisha Francis

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APPENDIX J3

Dear Sue Papworth,

Thank you for your representation in relation to the application for a premises licence to hold events at Childerley Orchard. The Licensing team at South Cambs have passed on your representation and we wanted to follow up to offer some further detail in regards to your concerns in relation to our new licence application.

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Strawberries & Creem Festival will not be returning to Cambridge. This provided an opportunity to review and update some conditions of the current licence. The existing licence remains in force and we are making an application for a new licence with some different conditions. If granted the existing, operational licence, will be relinquished.

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Our consultation is ongoing as part of the licence application and we would be very happy to arrange a meeting to run through any concerns you have on a Zoom meeting or telephone call if you prefer? If you would like to arrange a meeting please let us know via email to

[REDACTED]

Your representation raises a number of concerns. For clarity we have set these out below and then provided a response to each.

- Event Days and Times
- The Management of Noise
- Provision of Alcohol

Event Days and Times

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Kind regards,

Aisha Francis

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APPENDIX J4

Dear Stephen Matthews,

Thank you for your representation in relation to the application for a premises licence to hold events at Childerley Orchard. The Licensing team at South Cambs have passed on your representation and we wanted to follow up to offer some further detail in regards to your concerns in relation to our new licence application.

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Our consultation is ongoing as part of the licence application and we would be very happy to arrange a meeting to run through any concerns you have on a Zoom meeting or telephone call if you prefer? If you would like to arrange a meeting please let us know via email to

[REDACTED]

Your representation raises a number of concerns. For clarity we have set these out below and then provided a response to each.

- Event Days and Times
- The Management of Noise

Event Days and Times

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Kind regards,

Aisha Francis

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APPENDIX J5

Dear Neil Kocks,

Thank you for your representation in relation to the application for a premises licence to hold events at Childerley Orchard. The Licensing team at South Cambs have passed on your representation and we wanted to follow up to offer some further detail in regards to your concerns in relation to our new licence application.

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Kind regards,

Aisha Francis

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APPENDIX J6

Dear David Watson,

Thank you for your representation in relation to the application for a premises licence to hold events at Childerley Orchard. The Licensing team at South Cambs have passed on your representation and we wanted to follow up to offer some further detail in regards to your concerns in relation to our new licence application.

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Our consultation is ongoing as part of the licence application and we would be very happy to arrange a meeting to run through any concerns you have on a Zoom meeting or telephone call if you prefer? If you would like to arrange a meeting please let us know via email to

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Your representation raises a number of concerns. For clarity we have set these out below and then provided a response to each.

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Kind regards,

Aisha Francis

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APPENDIX J7

Dear Mr Christopher Amery & Mrs Gillian Amery,

Thank you for your representation in relation to the application for a premises licence to hold events at Childerley Orchard. The Licensing team at South Cambs have passed on your representation and we wanted to follow up to offer some further detail in regards to your concerns in relation to our new licence application.

We currently have a Premises Licence for Childerley Orchard that we have been operating under for the last 3 years. This allows us to operate events for up to 8 days between May and September each year, across Fridays to Mondays. This licence was granted to allow for The Cambridge Club Festival and Strawberries & Creem Festival to take place on consecutive weekends.

Strawberries & Creem Festival will not be returning to Cambridge. This provided an opportunity to review and update some conditions of the current licence. The existing licence remains in force and we are making an application for a new licence with some different conditions. If granted the existing, operational licence, will be relinquished.

The new licence, if granted, remains for up to 8 days between May and September each year. The change will be to allow for events to take place on other days of the week to allow for the inclusion of other events such as a classical concert that is currently being explored. Out of the 8 event days no more than 4 days can take place consecutively without a break.

As part of the licence application, we posted blue notices around the premises in locations that were agreed with licensing in line with the guidelines, the licence was advertised on the council's website and we posted an advert in Cambridge News on Tuesday 31st October 2023.

In addition, we also sent a letter out to 10,000 properties, during the week commencing 6th November, to notify local residents and businesses of the new application and reasoning for this new application. Within this letter we also offered consultation sessions on zoom, should residents wish to get in touch and discuss anything further.

Councillors and Parish councils were also written to (via email) on 1st November 2023. We notified them of the new licence application and again offered zoom consultations.

Our consultation is ongoing as part of the licence application and we would be very happy to arrange a meeting to run through any concerns you have on a Zoom meeting or telephone call if you prefer? If you would like to arrange a meeting please let us know via email to

[REDACTED]

Your representation raises a number of concerns. For clarity we have set these out below and then provided a response to each.

- Event Days and Times
- The Management of Noise

Event Days and Times

Under our current licence, the condition that is set out to restrict the amount of event days we can operate is as follows:

"This Premises Licence Authorises licensable activity on two weekends, Friday to Monday, each calendar year between 1 May and 30 September annually"

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Before submitting the new Licence application, we consulted with Environmental Health to agree on a condition that would allow us to operate up to the same number of days but to also allow for weekdays. This is because weekdays allow us to be more flexible with Artist touring schedules, in particular for a concert show, whilst still ensuring there would be a reasonable break in the number of consecutive days. The condition we have submitted with our new licence application is as follows:

"The applicant proposes a premises licence to operate for up to eight days each calendar year between 1 May and 30 September annually. Live and recorded music constituting regulated entertainment shall take place on no more than 4 consecutive event days. Where the fourth and final event day concludes after midnight, live and recorded music shall be permitted until the end time stated on the premises licence for that given day of the week"

This condition means that as per our current licence, we can only operate up to 8 event days each year. The Cambridge Club festival will operate across 4 of those available event days.

In order to have the ability to operate an event on a weekday, we are applying for our regulated entertainment times to cover weekdays too. We have also extended our regulated entertainment for campers by 1 hour on a Friday and Saturday night until 03:00.

Following the principle of conditions in our current licence we have included a condition that restricts us to ensuring the main event will cease at 23:00. This applies on all days, Monday to Sunday.

Lower noise level entertainment is allowable to our campers past this time, until 02:00 with our current licence and if the new licence is granted, this will be extended until 03:00.

We have kept regulated entertainment to finish at 00:30 on a Sunday as per previous years.

The condition within our licence application that restricts this is as follows:

"Regulated entertainment within the main event will cease at 23:00 for all ticket holders save that, regulated entertainment after 23:00 may continue until 03:00 the following day where it is provided for campers and designated patrons agreed with the licencing authority no less than 28 days in advance"

In 2023, during the Cambridge Club Festival we received a total of 5 noise complaints across the 4 days and none were past 23:00 when the main event finished.

The Management of Noise

A Noise Management Plan, which is referred to within the licence conditions, is agreed with the Licensing Authorities each year. This condition requires the production of a Noise Management Plan which indicates the maximum allowed noise levels and active monitoring arrangements for the events.

All noise from the main arena stops at 23:00, Monday to Friday, and it is only significantly reduced levels that are allowed to continue for those camping past this time.

As per our conditions, we are required to submit an Event Management Plan each year which is reviewed by the Licence Authorities which confirms that all of our timings are in line with our licence.

I hope that the above has provided further detail and clarity to your concerns but I would be more than happy to arrange a zoom call should you wish to find out more or discuss any queries you have in more detail.

Kind regards,

Aisha Francis

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APPENDIX J8

Dear James Peck,

Thank you for your representation in relation to the application for a premises licence to hold events at Childerley Orchard. The Licensing team at South Cambs have passed on your representation and we wanted to follow up to offer some further detail in regards to your concerns in relation to our new licence application.

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Strawberries & Creem Festival will not be returning to Cambridge. This provided an opportunity to review and update some conditions of the current licence. The existing licence remains in force and we are making an application for a new licence with some different conditions. If granted the existing, operational licence, will be relinquished.

The new licence, if granted, remains for up to 8 days between May and September each year. The change will be to allow for events to take place on other days of the week to allow for the inclusion of other events such as a classical concert that is currently being explored. Out of the 8 event days no more than 4 days can take place consecutively without a break.

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Our consultation is ongoing as part of the licence application and we would be very happy to arrange a meeting to run through any concerns you have on a Zoom meeting or telephone call if you prefer? If you would like to arrange a meeting please let us know via email to

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Your representation raises a number of concerns. For clarity we have set these out below and then provided a response to each.

- Event Days and Times
- The Management of Noise

Event Days and Times

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In order to have the ability to operate an event on a weekday, we are applying for our regulated entertainment times to cover weekdays too. We have also extended our regulated entertainment for campers by 1 hour on a Friday and Saturday night until 03:00.

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Kind regards,

Aisha Francis

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APPENDIX J9

Dear Simon Worboys,

Thank you for your representation in relation to the application for a premises licence to hold events at Childerley Orchard. The Licensing team at South Cambs have passed on your representation and we wanted to follow up to offer some further detail in regards to your concerns in relation to our new licence application.

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Our consultation is ongoing as part of the licence application and we would be very happy to arrange a meeting to run through any concerns you have on a Zoom meeting or telephone call if you prefer? If you would like to arrange a meeting please let us know via email to

[REDACTED]

Your representation raises a number of concerns. For clarity we have set these out below and then provided a response to each.

- Event Days and Times
- Management of Noise
- Provision of Alcohol

Event Days and Times

Under our current licence, the condition that is set out to restrict the amount of event days we can operate is as follows:

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As per our conditions, we are required to submit an Event Management Plan each year which is reviewed by the Licence Authorities which confirms that all of our timings are in line with our licence.

Provision of Alcohol

Our current licence for the site allows for the supply of alcohol between 15:00 and 01:30 on a Friday, 11:00 and 01:30 on a Saturday and 11:00 and Midnight on a Sunday.

In line with us extending provision for campers by 1 hour on a Friday and Saturday, we are seeking to extend these operating times in the new licence application. These are as follows:

The addition of 1 hour from 1:30 to 2:30 on Fridays and Saturdays

For the operation of events on weekdays to be included in the new licence we are applying for the following:

12:00 to 22:30 - Mondays to Thursdays

The above timings will only apply on the days in which an event takes place, which is a maximum of 8 event days per calendar year between May and September.

I hope that the above has provided further detail and clarity to your concerns but I would be more than happy to arrange a zoom call should you wish to find out more or discuss any queries you have in more detail.

Kind regards,

Aisha Francis

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APPENDIX J10

Dear Gordon Carson,

Thank you for your representation in relation to the application for a premises licence to hold events at Childerley Orchard. The Licensing team at South Cambs have passed on your representation and we wanted to follow up to offer some further detail in regards to your concerns in relation to our new licence application.

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Our consultation is ongoing as part of the licence application and we would be very happy to arrange a meeting to run through any concerns you have on a Zoom meeting or telephone call if you prefer? If you would like to arrange a meeting please let us know via email to 

Your representation raises a number of concerns. For clarity we have set these out below and then provided a response to each.

- Event Days and Times
- Management of Noise

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Kind regards,

Aisha Francis

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APPENDIX J11

Dear Andrew Irvine,

Thank you for your representation in relation to the application for a premises licence to hold events at Childerley Orchard. The Licensing team at South Cambs have passed on your representation and we wanted to follow up to offer some further detail in regards to your concerns in relation to our new licence application.

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Our consultation is ongoing as part of the licence application and we would be very happy to arrange a meeting to run through any concerns you have on a Zoom meeting or telephone call if you prefer? If you would like to arrange a meeting please let us know via email to

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- Event Days and Times
- Management of Noise

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APPENDIX J12

Dear Alan Melton,

Thank you for your representation in relation to the application for a premises licence to hold events at Childerley Orchard. The Licensing team at South Cambs have passed on your representation and we wanted to follow up to offer some further detail in regards to your concerns in relation to our new licence application.

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- Management of Noise

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In 2023, during the Cambridge Club Festival we received a total of 5 noise complaints across the 4 days and none were past 23:00 when the main event finished.

The Management of Noise

A Noise Management Plan, which is referred to within the licence conditions, is agreed with the Licensing Authorities each year. This condition requires the production of a Noise Management Plan which indicates the maximum allowed noise levels and active monitoring arrangements for the events.

All noise from the main arena stops at 23:00, Monday to Friday, and it is only significantly reduced levels that are allowed to continue for those camping past this time.

As per our conditions, we are required to submit an Event Management Plan each year which is reviewed by the Licence Authorities which confirms that all of our timings are in line with our licence.

I hope that the above has provided further detail and clarity to your concerns but I would be more than happy to arrange a zoom call should you wish to find out more or discuss any queries you have in more detail.

Kind regards,

Aisha Francis

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Noise Management Strategy

The Cambridge Club

Childerley, Cambridgeshire, 2024



JOYNES NASH
ENVIROMENTAL CONSULTANTS

Client: Proud Events
Date: 2nd December 2023
Author: Simon Joynes
Status: Client Draft
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Signature:



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An introduction to Joynes Nash

Joynes Nash is a leading consultancy for the live events industry. We have extensive experience of live music events and a proven track record of working with event organisers to enhance the audience's experience, whilst preserving the image of events and venues.

Our consultants experience has ranged from relatively small scale to major events staged both in urban and residential environments, providing for tens of thousands of people. Projects and clients have included Junction 2, Carfest (North and South), Garage Nation Festival, BBC Introducing, Guards Polo Club, Tramlines Festival, Liverpool Sound City, Red Bull Music Academy. We are also responsible for looking after the interests of venues such as Donington Park Racing Circuit, Saracens Rugby Club and Tobacco Dock with respect to live events.

We consider despite the many technical challenges that events bring, that relationships between all interested parties are of paramount importance and that each and every one of these understands situations clearly. We therefore approach each event not in isolation, but carefully consider the public image of events, the venues and the thoughts of the wider community to make events successful and to secure venues for future years.

About The Team

Pete Nash BSc (Hons), MSc, CEnvH, MCIEH, MIOA

Peter Nash has 16 years' experience as a Local Authority Environmental Health Officer, up to Technical Manager Level and has 9 years of Professional Practice within the Environment Industry. He holds a BSc(Hons) in Environmental Health, the IOA Diploma in Acoustics and Noise Control and an MSc in Applied Acoustics. He is a Chartered Environmental Health Practitioner and registered with the Environmental Health Registration Board. Peter is a Member of the Chartered Institute of Environmental Health, and a Member of the Institute of Acoustics. He has appeared as an expert witness in a number of significant noise nuisance and planning cases, public enquiries and appeals.

Simon Joynes BSc(Hons), MSc, CEnvH, MCIEH, AMILM

Simon Joynes has over 17 years' experience in both Private Sector and Local Government. He has acted as a senior advisor and has significant experience in the technical aspects and practical application of environmental law, including acting as an expert witness in courts and planning enquiries and the preparation and reviewing of environmental reports and mitigation strategies. (Air Quality, Land Contamination, Acoustics, Water Quality, Odour Management & Industry Regulation). He holds a BSc (Hons) Environmental Health, MSc in Contaminated Land Remediation, Certificates of Competence in Environmental Noise Assessment and Environmental Impact Assessments. He also holds affiliations with the Chartered Institute of Environmental Health and is an Associate Member of the Institute of Leadership and Management.

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1. Introduction

Joynes Nash has been tasked to consider the approach to noise management, for The Cambridge Club Festival 2024, Gaylors Field, Childerley, Cambridgeshire. It follows a similar successful offerings between 2021 and 2023 for which we provided similar services, including for Strawberries & Creem which did not take place in 2023 and is not due to place in 2024 at the site.

2. About the Noise Management Strategy

The event promoters and their advisors are committed to proactively manage noise and have successfully held events of a similar nature for many years throughout the UK. This Strategy looks to consider the feasibility of the venue, outline mechanisms for the control of noise during any event, ensure that any event accords with relevant guidance, does not cause a Public Nuisance and ensure that mechanisms are in place to effectively manage complaints.

3. Event Outline

The Festival, a successful event which has established Childerley Orchards as their home at is due to take place between the 7 – 10th June 2024 . The Cambridge Club was first created in 2017, founded on a love for feel good music and on wanting to bring families and friends together, for an event that celebrates good and enjoyable music and a love for good food.

The timings for 2024 are Friday 15.00 to 23.00 and 12.00 to 23.00 on Saturday & Sunday. The After Dark stage in the Orchard for campers will run similar to last year but extended for a further 1 hour until 03.00hrs and 00.30hrs on Sunday.

There is also provision for a further limited number of music concerts to take place on individual evenings up to 23.00hrs utilising the main stage but such proposals remain indicative at this time.

4. Site Context

Gaylors Field is located to the south of Childerley, Cambridgeshire in a largely rural area albeit one which is dominated by traffic noise from the A428 Trunk Road to the south of the site. There are a number of villages and residential properties in the locality the most sensitive one's which are used in this feasibility study being identified below.



5. Premises Licences

The organisers has previously held appropriate licences (Premises License SCDCPL0549) and permissions for the site and revisions to such are currently being sought by the client. This strategy looks to fulfil part of the due diligence being conducted by our clients into the feasibility of the site for 2024 and to support an appropriate license application.

6. Permitted Noise Levels

The main guidance for any festival was historically contained within the Code of Practice for Concerts 1995 and whilst this has been withdrawn (and no replacement is currently available) the approach detailed in this strategy and to be adopted throughout is consistent with such.

Regarding permitted levels, in 2021 the event operated to a Target of 65dB(A) during the period 12.00 to 23.00hrs and 45dB(A) 23.00 to 02.00hrs and this remains suitable for 2024.

Our approach as always is to seek a relaxation only where it is necessary and ensure that during any such event any exceedance of a permitted level is both justified and necessary. We always monitor front of house levels, to ensure that such remain between 95 – 100dB(A), the minimum considered necessary for an event, and then balance such with offsite observations. Control is therefore always maintained throughout and it is demonstrable that there has been no unnecessary increase or creep in noise levels.

7. Low Frequency Noise

At the time of publication of the Noise Council Code, little information on the community response to low frequency noise from concerts was available. Footnotes were included in the Code which concluded, in the absence of any precise guidance, that a level of 70dB in the 63Hz and 125Hz octave band was satisfactory and that a level of 80dB or more in either of those octave frequency bands causes significant disturbance. The study referred to in the guidance is in fact based on frequency imbalance from concerts and relates to impacts at locations 2km away.

Near to the venue, the use of the L_{Aeq} index will adequately take account of the low frequency sound as the music's frequency spectrum is dominated by the low frequency bass sounds and in these circumstances the A-weighting network is sensitive to changes in the music noise level. The L_{Aeq} criterion will therefore limit the low frequency sound adequately. This approach has been supported by research carried out on behalf of DEFRA.

What is therefore proposed, is that we deal with the low frequency element based on professional experience both onsite and offsite. Experience suggests that to maintain a satisfactory level within audience areas individual frequencies between 40 and 80Hz should be kept between 105 and 115dB. Offsite the key is to then identify and rectify any frequency imbalances between the 1:3 octaves.

8. Preliminary Site Feasibility Study

In order to evaluate the feasibility of the site, noise predictions have been carried out at the most sensitive receptor positions based on an indicative site layout shown below.



Figure 8.1 – Sound Site Proposals

The following assumptions have been made in predicting noise levels.

- An orientation correction of between 0db and 15dB is assumed for noise sensitive properties depending on the location relative to the stage location.

- Distance attenuation is based on progressive attenuation under neutral meteorological conditions
- Where appropriate, attenuation has been considered for the effect of barriers between the noise sources and noise sensitive premises. BS5228 Code of Practice for noise and vibration control of construction and open sites (2009) gives a working approximation of the effect of a barrier or other topographical feature. An attenuation of 10dB is assumed when the noise screen completely hides the source from the receiver.

Predicted Receiver Levels

The predicted receiver levels have been determined using a distance attenuation correction of $(L2=L1-20\log(r2/r1))$. The source levels utilised are based on experience from similar events.

St Neots Road	Distance	Resultant LAeq	Orientation	Orientation Correction	Barrier	Predicted LAeq
Stage 1 – 96db@40m	655	72	NW	10	5	57
Total						57

Boxworth	Distance	Resultant LAeq	Orientation	Orientation Correction	Barrier	Predicted LAeq
Stage 1 – 96db@40m	3089	58	NW	10	5	43
Total						43

Lolworth	Distance	Resultant LAeq	Orientation	Orientation Correction	Barrier	Predicted LAeq
Stage 1 – 96db@40m	3050	58	NW	12	5	41
Total						41

Scotland Road	Distance	Resultant LAeq	Orientation	Orientation Correction	Barrier	Predicted LAeq
Stage 1 – 96db@40m	1160	67	NW	12	5	50
Total						50

Two Pots Farm	Distance	Resultant LAeq	Orientation	Orientation Correction	Barrier	Predicted LAeq
Stage 1 – 96db@40m	1240	66	NW	8	5	53
Total						53

The calculations consider the main stage only as during previous years this has been the dominant source until 23.00hrs and the one which has required control. With regards to the period after 23.00hrs experience is that levels will need to be carefully, particularly in the low frequencies but this is heavily dependent on wind direction, temperature etc. In fact this is not considered a compliance issue but more subjective control requirements to minimise impacts.

The calculations are conservative, in that they do not consider any attenuation such as provided for by crowds, ground attenuation, the presence of portable structures on site etc. Neither do they consider the presence of boundary treatments which typically surround residential receptors and offer additional levels of attenuation.

Limitations

It must be noted that noise predictions have several limitations with respect to live sound and whilst providing a relatively accurate indication of noise impact at sensitive premises, final levels can vary during actual operation of the event. Meteorological conditions such as temperature inversions and wind direction may for example have a significant effect and experience suggests that noise levels may be increased by up to 10dB.

9. Sound System Design and Setup

There is significant variation in the directivity of different sound systems provided by the various manufacturers, largely around the horizontal dispersion of the loudspeaker.

Therefore, the sound systems would be designed and set up in such a way as to minimise noise impact at noise sensitive properties. Sound systems would be flown to focus the noise into the audience area, with a requirement for array style systems. Their configuration would also aim to minimise horizontal and vertical dispersion to reduce overspill from the intended coverage areas. To achieve this any hung system would be positioned as low as possible to achieve full audience cover. Consideration would be given to delay speakers to achieve satisfactory audience cover, whilst not using excessive sound power from the stage.

Sub bass systems will also be set up to provide a cardioid dispersion patterns to maximise the directivity of sound systems and minimise low frequency noise levels behind the stages.

During the event any guest engineers or individual acts would have only limited control over the main PA system in their area. The maximum level at sound sites would be directly under the control of the Festival Organiser or its contractors and adjusted only by them.

10. Sound Check and Rehearsals

Dates and timings of sound checks and rehearsals and any noise propagation checks will be agreed with the Councils Noise Control Officer in advance. Typically these would be used to calibrate levels both internally within the event site and externally at receiver positions. Such levels would then be used as a guide throughout the event and will be established using music of a similar type. The Local Authority are invited to attend such should they wish.

11. Noise Control Monitoring

Prior to any stage running, the stage manager and sound engineers would be briefed by Joynes Nash on the importance of limiting any off-site disturbance and compliance restrictions.

The engineers would be encouraged to leave some "headroom" early in the event to provide a safety margin to allow for some upward movement of levels, should that be necessary to maintain audience satisfaction or permit headline acts.

The intention would be to initially run the systems at an anticipated audience satisfaction level), based on the audience levels of 95 - 98dB(A) and to modify them should that be necessary following off-site level monitoring throughout the event. Likewise, on site levels would always reflect audience size and dynamics (for example earlier in the day overall levels may be lower to reflect smaller audience size).

Provision would be made for a fixed monitoring position at an appropriate position, either at a mid-way point between the event and receptors or at front of house position(s). This position would be used to continually monitor levels throughout the event and provide a visual reference of levels to engineers and/or consultants. Arrangements will also be made to ensure that front of house levels at each of the individual stages will be periodically monitored during the event.

Throughout any event consultants would remain responsible for proactively monitoring noise. This would be done through conducting measurements at predetermined locations both internally and externally of the arena. Such positions would be dependent on final site layout, weather conditions etc.

Typically, we'd expect measurements to be conducted over a 15 minute period, albeit shorter measurement periods may be undertaken to determine compliance in line with the code of practice (i.e. it is typical that 5 minute measurements give a good indication of compliance over 15 minutes). All measurements would be recorded and be available for inspection at any time by the local Authority during the course of any event.

The sound monitoring team will be in contact with event control should any action need to be taken during the event and have authority to instruct the sound engineers to adjust sound levels.

12. Procedure for Responding to and Dealing with complaints

Good Public relations is a key pre-requisite of any work conducted by either Joynes Nash or the organisers as it has been repeatedly proven that prior awareness of a festival is important in managing resident's expectations and allaying concerns. Surveys have even supported the fact that as prior awareness of a concert increases, the likelihood of being annoyed by noise falls.

The promoters would therefore ensure that an appropriate form of communication will be made with local residents, such as by letter or newspaper advertisement prior to the event; informing them of the details and including start and finish times of both the event and any sound checks. The form of communication will also include a dedicated number for noise complaints.

A telephone complaints line would be available for the duration of the event. Should any noise complaints be received, a consultant would investigate the complaint and if noise levels are deemed unacceptable, immediate action would be taken to reduce the levels of the noise source.

A complaints log would be maintained throughout the event, detailing addresses of complaints, times and actions. Such would also be available to the Local Authority on request along with actions taken, etc. The consultant would be contactable by officers of the Local Authority and available to deal with any matters arising at all times throughout the event.

13. Noise Management Resource

The size of any team deployed would allow for sufficient persons to conduct off-site measurements and on-site measurements to facilitate any reduction in noise levels.

All sound level meters used for the purposes of environmental monitoring would be integrating meters to Class 1 specification and subject to current calibration. At least one meter will be capable of real-time octave and/or one third octave band analyses.

Measurements within the sound sites would be made from fixed datum locations to provide representative levels against which changes can be made and measured. Where practical, meters and displays will be set up at Front of House positions with A weighted rolling 5 min $L_{Eq,5}$ as well as SPL to provide a reference points for sound engineers. All measurements will be logged.

14. Local Authority Liaison

The Local Authority will be provided with contact details of those responsible.

Acoustic Consultants would work closely with the Local Authority, agreeing any changes to off-site monitoring positions, sharing noise data observations and other information wherever possible. The role performed by consultants is to ensure that any requests by the Local Authority are actioned by the festival organisers. All requests relating to noise would be routed through them to ensure that any noise issues are properly managed and dealt with as soon as possible. Results of any investigations and actions will be fed back to the Local Authority as soon as practicable or as agreed.

References to contact with Local Authority Officers are obviously dependent upon whether they wish to attend the event and does not infer any commitment on the part of any Authority.

15. Post Event Reporting

Following completion of the event, a report would be made available to the Local Authority within 10 working days of the event, detailing the findings during the event and any recommendations.

16. Setting Up, Dismantling of Venues

During any event set up and dismantling, all works which would be likely to cause disturbance at residential properties would be conducted between the hours of 08:00 and 20.00hrs. Within these times and as so far as reasonably practicable, all measures to minimise noise would be undertaken to ensure that no undue noise disturbance is caused to residential premises.

17. People and Crowd Noise

Whilst there is no formal mechanism for evaluating or controlling crowd noise, consideration would be given to minimising such as critical points such as during arrival and dispersal from the event. This would generally be done by ensuring that queueing where possible would be conducted internally rather than externally of the venue. Likewise, appropriate mechanisms to stagger arrival and departure, temporary screening, marshalling and signage etc. would be considered for any event.

Marshals would marshal and monitor the entrance and egress from the premises including the behaviour of those within the vicinity of the premises. This would help achieve orderly arrival and departure of persons and will reduce the risk of nuisance occurring.

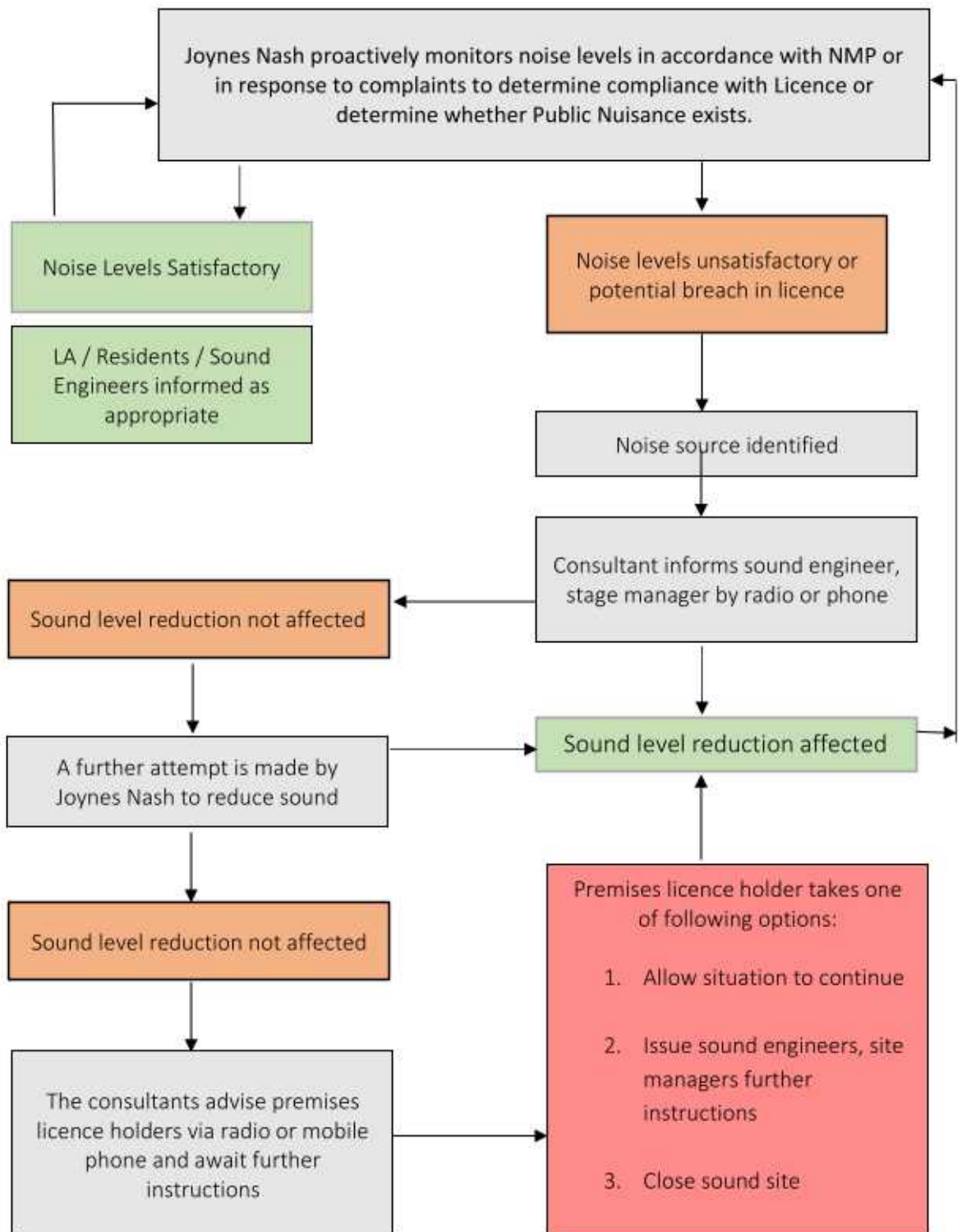
18. Conclusion

The United Kingdom has a diverse and vibrant music festival sector, which has been established for many years at numerous sites throughout the Country. The team behind this proposal have chosen to fulfil their ambitions and return this event to Childerley Orchard and accept all the challenges that go with such.

The key as always is to also engage with all stakeholders throughout the lifecycle of the event, manage their expectations and listen and learn for future years. The team are committed to making this work and would engage in a P.R campaign prior to the event and conduct a review process after the event to review the outcomes.

The noise management plan presented above aims to address all the challenges and look to ensure that an acceptable balance is maintained between the needs of the event organisers and the local residents. There is no evidence from 2021/3 that the events cannot be a success in 2024.

Appendix A – Indicative Noise Response Flowchart



Appendix B - Contact Numbers and Responsibilities

Event Hotline Number

TBC

Event Management

TBC

Noise Consultants

Simon Joynes Director

Joynes Nash

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Peter Nash Director

Joynes Nash

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Appendix C – Noise Units

1. Noise is defined as unwanted sound. The range of audible sound is from 0 dB to 140 dB. The frequency response of the ear is usually taken to be about 18 Hz (number of oscillations per second) to 18000 Hz. The ear does not respond equally to different frequencies at the same level. It is more sensitive in the mid-frequency range than the lower and higher frequencies and because of this, the low and high frequency components of a sound are reduced in importance by applying a weighting (filtering) circuit to the noise measuring instrument. The weighting which is most widely used and which correlates best with subjective response to noise is the dB(A) weighting. This is an internationally accepted standard for noise measurements.
2. For variable noise sources such as traffic, a difference of 3 dB(A) is just distinguishable. In addition, a doubling of a noise source would increase the overall noise by 3 dB(A). For example, if one item of machinery results in noise levels of 30 dB(A) at 10 m, then two identical items of machinery adjacent to one another would result in noise levels of 33 dB(A) at 10 m. The 'loudness' of a noise is a purely subjective parameter but it is generally accepted that an increase/decrease of 10 dB(A) corresponds to a doubling/halving in perceived loudness.
3. External noise levels are rarely steady but rise and fall according to activities within an area. In an attempt to produce a figure that relates this variable noise level to subjective response, a number of noise metrics have been developed. These include:

LAeq noise level - This is the 'equivalent continuous A-weighted sound pressure level, in decibels' and is defined in BS 7445 [1] as the 'value of the A-weighted sound pressure level of a continuous, steady sound that, within a specified time interval, T, has the same mean square sound pressure as a sound under consideration whose level varies with time'. It is a unit commonly used to describe community response plus, construction noise and noise from industrial premises and is the most suitable unit for the description of other forms of environmental noise. In more straightforward terms, it is a measure of energy within the varying noise.

LA90 noise level - This is the noise level that is exceeded for 90% of the measurement period and gives an indication of the noise level during quieter periods. It is often referred to as the background noise level and issued in the assessment of disturbance from industrial noise.

LA10 noise level - This is the noise level that is exceeded for 10% of the measurement period and gives an indication of the noisier levels. It is a unit that has been used over many years for the measurement and assessment of road traffic noise.

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