



**South Cambridgeshire
Application for a premises licence
Licensing Act 2003**

For help contact
licensing@scambs.gov.uk
Telephone: 01954 713000

* 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	<input type="text" value="Not Currently In Use"/>	This is the unique reference for this application generated by the system.
Your reference	<input type="text" value="S&C Productions"/>	You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

- Yes No

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

Applicant Details

* First name	<input type="text" value="Louise"/>
* Family name	<input type="text" value="Young"/>
* E-mail	<input type="text" value="[REDACTED]"/>
Main telephone number	<input type="text"/>
Other telephone number	<input type="text"/>

Include country code.

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	<input type="text" value="[REDACTED]"/>
Business name	<input type="text" value="S&C Productions LTD"/>
VAT number	<input type="text" value="GB [REDACTED]"/>
Legal status	<input type="text" value="Private Limited Company"/>

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

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

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

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PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

Premises Address

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

- Address OS map reference Description

Address Description

OS map reference TL3555760586 known as Childerley Orchard

Further Details

Telephone number

Non-domestic rateable value of premises (£)

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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

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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

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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.

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

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PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

- Yes No

Standard Days And Timings

MONDAY

Start 00:00

End 00:30

Start 11:00

End 23:00

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 11:00

End 23:00

Start

End

WEDNESDAY

Start 11:00

End 23:00

Start

End

THURSDAY

Start 11:00

End 23:00

Start

End

FRIDAY

Start 10:00

End 00:00

Start

End

SATURDAY

Start 00:00

End 03:00

Start 11:00

End 00:00

SUNDAY

Start 00:00

End 03:00

Start 11:00

End 00:00

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.

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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.

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PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Continued from previous page...

Will you be providing indoor sporting events?

Yes No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

Yes No

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PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

Yes No

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.

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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...

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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.

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

[See guidance on regulated entertainment](#)

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

- Yes No

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

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THURSDAY

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End

Continued from previous page...

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"/>

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.

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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'.

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ADULT ENTERTAINMENT

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

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

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

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

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.

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LICENSING OBJECTIVES

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

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

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.

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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

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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.

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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 the relevant areas;

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- 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.

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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 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

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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.

Continued from previous page...

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

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PAYMENT DETAILS

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

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

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

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00*

Band E - £125001 and over £635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then 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"/>