

04 DEC 2019

W. C. C.



Winchester  
City Council

Application for a

licence

new premises

- Use this form to apply for a new Premises Licence.
- The application must be accompanied by a plan of the premises to the scale of 1:100. Please see attached list of 'Requirements for Plans Submitted with Application for Premises Licence or Club Premises Certificate'.
- Enclose copies of documentation proving the applicants right to work in the UK, if applicable. Please see guidance note 15.
- If the application is to sell alcohol, the applicant does not have to hold a Personal Licence. However, the application must contain the name of the Designated Premises Supervisor (DPS), who must hold a Personal Licence and the application must be accompanied by the Vary DPS Consent form (Form of consent given by the person whom the applicant wishes to be the premises supervisor).
- Applicants should consult the Council's Licensing Policy when formulating the Operating Schedule. The Licensing Policy can be found at [www.winchester.gov.uk/licensing](http://www.winchester.gov.uk/licensing), click on Alcohol and Entertainment, then Licensing Policy and Fees.
- The application for a new Premises Licence must be advertised by placing a pale blue notice outside the premises for 28 days starting the day after the application is made and by placing an advertisement in the local paper within 10 working days of the day after the application is made. The notices are available at [www.winchester.gov.uk/licensing](http://www.winchester.gov.uk/licensing) or paper copies from the Licensing Authority.
- Copies of all documents and forms must be sent to the Responsible Authorities on the same day as making the application.
- A fee may be payable (depending on the premises and type of licensable activities applied for). Please contact the Licensing Section to discuss.
- Completed applications should be sent to:

Winchester City Council  
Licensing Department  
City Offices  
Colebrook Street  
Winchester  
SO23 9LJ

*The City Council can offer advice on the processes, policies and procedures which will be followed under the Act. They will endeavour to assist applicants as far as possible, however, officers cannot give specific legal advice. Applicants should seek their own professional advice on the Act and what action they need to take.*



# Winchester

City Council

## Requirements for Plans Submitted with Application

Below is an extract from the Licensing Act 2003 (Transitional Provisions) Order 2005 which sets out the information which must be contained in a plan of the premises.

"(2) Unless the relevant licensing authority has previously agreed in writing with the applicant following request by the applicant that an alternative scale plan is acceptable to it, in which case the plan shall be drawn to that alternative scale, the plan shall be drawn in standard scale. (*Note: the standard scale is 1:100; however Winchester City Council may accept an alternative scale on application to the Licensing Department*)

(3) The plan shall show—

- (a) the extent of the boundary of the building, if relevant, and any external and internal walls of the building and, if different, the perimeter of the premises;
- (b) the location of points of access to and egress from the premises;
- (c) if different from paragraph (3)(b), the location of escape routes from the premises;
- (d) in a case where the premises is used for more than one existing licensable activity, the area within the premises used for each activity;
- (e) fixed structures (including furniture) or similar objects temporarily in a fixed location (but not furniture) which may impact on the ability of individuals on the premises to use exits or escape routes without impediment;
- (f) in a case where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor;
- (g) in a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts;
- (h) in a case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms;
- (i) the location and type of any fire safety and any other safety equipment; and
- (j) the location of a kitchen, if any, on the premises.

(4) The plan may include a legend through which the matters mentioned or referred to in paragraph (3) are sufficiently illustrated by the use of symbols on the plan."



# Winchester City Council

## Application for a premises licence to be granted under the Licensing Act 2003

### PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We BRAND EVENTS TM LTD  
*(Insert name(s) of applicant)*

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

#### Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description <b>The Grange, New Arlesford</b>			
The Premises Licence will apply to an area of the estate shown on the plan submitted with this application.			
Post town	ARLESFORD	Postcode	SO24 9TG
Telephone number at premises (if any)			
Non-domestic rateable value of premises		£52000	

#### Part 2 - Applicant details

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

- a) an individual or individuals \*       please complete section (A)
- b) a person other than an individual \*
- i as a limited company/limited liability partnership       please complete section (B)
- ii as a partnership (other than limited liability)       please complete section (B)
- iii as an unincorporated association or       please complete section (B)
- iv other (for example a statutory corporation)       please complete section (B)
- c) a recognised club       please complete section (B)

- d) a charity  please complete section (B)
- e) the proprietor of an educational establishment  please complete section (B)
- f) a health service body  please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales  please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England  please complete section (B)
- h) the chief officer of police of a police force in England and Wales  please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

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

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

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

**SECOND INDIVIDUAL APPLICANT (if applicable)**

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

**(B) OTHER APPLICANTS**

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

<b>Name</b> BRAND EVENTS TM LIMITED
<b>Address</b> 4 VENCOURT PLACE LONDON W6 9NU
<b>Registered number (where applicable)</b> 08742448
<b>Description of applicant (for example, partnership, company, unincorporated association etc.)</b> LIMITED COMPANY
<b>Telephone number (if any)</b>  

E-mail address (optional) \_\_\_\_\_

**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD	MM	YYYY
0	1	0 8 2 0 2 0

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

DD	MM	YYYY

Please give a general description of the premises (please read guidance note 1)  
The Grange is a 19<sup>th</sup> Century country house mansion and English landscape park near Northington in Hampshire. It is currently owned by the Baring family. English Heritage have a guardianship deed on the scheduled monument and the Grade I listed building, with the Grade II listed gardens open to the public.

The venue consists of farmland, woods, private residential properties and a lake.

The site is easily accessed by road with numerous points of entry and exit into the estate. The event site proposed is accessed by the B3046 and there will be multiple access and egress routes to the event site.

The areas and boundaries where the licensable activities are to take place are shown in the submitted licence plans attached.

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

19999

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

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

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

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



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



In all cases complete boxes K, L and M

**A**

<b>Plays</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of a play take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b>Please give further details here</b> (please read guidance note 4)		
Tue					
Wed			<b>State any seasonal variations for performing plays</b> (please read guidance note 5)		
Thur					
Fri			<b>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Sat					
Sun					



**B**

<b>Films</b> Standard days and timings (please read guidance note 7)			<b>Will the exhibition of films take place indoors or outdoors or both -- please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 4) Films as regulated entertainment will take place on the site. The maximum hours applied for as shown in the left column. The license would allow for performance on Mondays in case the event date happens to be over a bank holiday weekend.		
Mon	10:00	23:30			
Tue					
Wed					
Thur					
Fri	10:00	23:30			
Sat	10:00	22:30			
Sun	10:00	22:30	<b>State any seasonal variations for the exhibition of films</b> (please read guidance note 5)		
			<b>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		

**C**

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

**D**

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

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take <u>place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	<del>10:00</del> 11:00	23:30	<p><b>Please give further details here</b> (please read guidance note 4) Live Amplified music will be provided on a main stage and potentially at other smaller venues on the event site. Full details will be provided in advance and detailed as part of the Event Management Planning Process.</p> <p>The maximum hours applied for are shown in the columns on the left but acts are likely to be programmed to finish at 23:00 to allow for any over runs due to technical issues during a performance causing a delay.</p> <p>The license would allow for performance on Mondays in case the event date happens to be over a bank holiday weekend.</p> <p><b>State any seasonal variations for the performance of live music</b> (please read guidance note 5)</p> <p><b>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</b> (please read guidance note 6)</p>	Both	<input checked="" type="checkbox"/>
Tue					
Wed					
Thur					
Fri	<del>10:00</del> 11:00	23:30			
Sat	<del>00:00</del> 11:00	23:30			
Sun	<del>00:00</del> 11:00	23:30			

Amended by BA on  
06/01/2020 as instructed by  
applicant. *[Signature]*

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take <u>place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 4) Recorded music will be provided in between live music performances as well providing stand alone entertainment during the day from the main stage and other secondary venues on the premises.  The maximum hours applied for as shown in the left column. The license would allow for performance on Mondays in case the event date happens to be over a bank holiday weekend.  Please note recorded music played after 11pm will only be within the house at The Grange		
Mon	<del>10:00</del> 1100	02:00			
Tue					
Wed			<b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 5)		
Thur					
Fri	<del>10:00</del> 1100	02:00	<b>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Sat	<del>08:00</del> 1100	02:00			
Sun	<del>00:00</del> 1100	02:00			

Amended by BA 06/01/2020 as instructed by applicant



**G**

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input checked="" type="checkbox"/>
Mon	10:00	23:30		<u>Please give further details here</u> (please read guidance note 4) Dance as a regulated entertainment will take place on the site. The maximum hours applied for are shown in the left column.  The license would allow for performance on Mondays in case the event date happens to be over a bank holiday weekend. Please note, dance performances after 11pm will only be within the house at The Grange	
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)		
Thur					
Fri	08:00	23:30	<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat	09:00	23:30			
Sun	10:00	23:30			

H

<p><b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)</p>			<p>Please give a description of the type of entertainment you will be providing</p>		
Day	Start	Finish	<p><b>Will this entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)</p>	Indoors	<input type="checkbox"/>
Mon	10:00	23:30		Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Tue			<p><b>Please give further details here</b> (please read guidance note 4) The maximum hours applied for are shown in the left hand column. The license would allow for performance on Mondays in case the event date happens to be over a bank holiday weekend. Any other entertainment taking place after 11pm would take place within the house at The Grange</p>		
Wed					
Thur			<p><b>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</b> (please read guidance note 5)</p>		
Fri	08:00	23:30			
Sat	09:00	23:30	<p><b>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</b> (please read guidance note 6)</p>		
Sun	10:00	23:30			

<b>Late night refreshment</b> Standard days and timings (please read guidance note 7)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)</b>	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	23:00	05:00	<b><u>Please give further details here</u></b> (please read guidance note 4) There may be the need for some food and non-alcoholic drink service to take place - providing late night refreshments - most likely in the campsites and or enclosed venues only.  The license would allow for this provision on Mondays in case the event date happens to be over a bank holiday weekend.		
Tue					
Wed			<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)		
Thur					
Fri	23:00	05:00	<b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat	23:00	05:00			
Sun	23:00	05:00			



J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5) The license would allow for provision on Mondays in case the event date happens to be over a bank holiday weekend.  <b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Mon	10:00	02:00			
Tue					
Wed					
Thur					
Fri	10:00	02:00			
Sat	10:00	02:00			
Sun	10:00	02:00			

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name Neil Levene	
Date of birth	
Address	
Postcode	
Personal licence number (if known) PSL0790	
Issuing licensing authority (if known) Cherwell	

**K**

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

**L**

<b>Hours premises are open to the public</b> - Standard days and timings (please read guidance note 7)			<b>State any seasonal variations</b> (please read guidance note 5) The hours applied for are maximum hours of operation of the festival site - however campsites will be operating 24hrs a day.
Day	Start	Finish	
Mon	08:00	24:00	<b>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</b> (please read guidance note 6)
Tue			
Wed			
Thur			
Fri	10:00	24:00	
Sat	00:00	24:00	
Sun	00:00	24:00	

## M

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

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

The licensee will take all reasonable steps to ensure all four licensing objectives are complied with so far as is reasonable practicable.

This licence is to cover one consecutive event running for no more than three days per year, to be either Friday, Saturday and Sunday or Saturday, Sunday and Bank Holiday Monday. This is likely to always be in July or August.

Detailed planning in full consultation with the Local Authority and Responsible Authorities will be undertaken, including attendance at SAG meetings and submitting detailed documents, plans and risk assessments in accordance with any licence conditions and operating schedule requirements.

#### Event Overview:

Brand Events are planning a brand-new addition to the British food festival scene. The event will be a high-end gourmet food festival where guests will stay the weekend with us to enjoy a selection of immersive and memorable dining options.

We will be curating a line up of the nation's most-loved chefs who will put together an array of banquets, feasts and immersive dining experiences.

Alongside the eating there will be activities such as cooking classes, foraging, food talks and Q&A's, chef demonstrations and interactive skills classes. We will be promoting this as the ultimate foodie escape. There will also be musical entertainment throughout the weekend alongside the food activities.

#### Festival Content Summary:

- \* A number of immersive dining experiences
- \* Chef cooking demonstrations
- \* Cooking classes
- \* Speeches, Q&A's
- \* Comedy
- \* Skills masterclasses
- \* Tastings and Pairings
- \* Foraging
- \* Shopping from artisanal food producers
- \* Live music and entertainment from a central festival music stage

The event is targeted at affluent couples, groups of friends and families who are food enthusiasts. Based on our audiences at similar events, we expect the age range to be 35-50 with a 50/50 male / female split.

A maximum capacity of 19,999 has been applied for to allow for future growth, but the Premises Licence Holder agree to a cap of 12,000 in year one (2020).

Tickets will be sold and distributed by a reputable ticket agency.

A detailed Event Safety Management Plan (ESMP) will be submitted in accordance with licence conditions and will include the following key plans:

- Alcohol Management

- Traffic Management Plan
- Security and Stewarding Management Plan
- Noise Management Plan
- Major Incident and Emergency Planing
- Safeguarding Policy - including Lost Children and vulnerable adults
- Health and Safety Pack including but not limited to Risk Assessments and Method Statements.
- Medical Provision

The first draft of these plans will be submitted to the Licensing Authority 90 days in advance of the event. A final version will be submitted to the Licensing Authority 30 days in advance of the event. The Licensing Authority shall confirm receipt and acceptance of said plans and safety arrangements.

The deadlines for submission of Event Management Plans may be altered in writing by the Head of Licencing following written request by the Licencee.

The ESMP will be to the satisfaction of the Licensing Authority (after the periods stated above) and the event will be run in full accordance with the Event Safety Management Plan submitted.

It is recognised that close partnership working is essential to the delivery of the event and appropriate consultation and discussion with relevant authorities and partners will be undertaken.

A team of suitably qualified professionals will be employed to delvier the Operational management of the event. Details of appointed contractors and defined roles and responsibilities will be included in the ESMP.

These include (but are not limited to)

- Licensee
- Designated Premise Supervisor (DPS)
- Operations Manager
- Site Manager
- Security Provider
- H&S Consultant
- Transport and Traffic Managment Company
- Acoustic Noise Consultant
- Medical Provider
- Fire and Rescue company

A detailed programme of all licenced and operational timings and venues will be included as part of the Event Management Plan.

The Premises Licence Holder shall ensure compliance with all aspects of the Noise Management and Community Liaison Plan. The Premises Licence Holder shall appoint a competent noise consultant to monitor and record on site and off site noise throughout the event, to ensure compliance with noise levels. All monitoring performed shall be logged and made available to the Licensing Authority upon reques.

At least 7 days prior to an event the Premises Licence Holder shall provide to the Licensing Authority a telephone number for contacting the Premises Licence Holder or a nominated representative during the course of an event.

The Premises Licence Holder shall ensure compliance with all aspects of the Noise Management and Community Liaison Plan.

Between the hours of 11:00 and 23:00 noise levels from music shall not exceed 70dB LAeq (15 minutes) and between the hours of 23:00 and 01:00 on the following day shall not exceed 45dB LAeq (15 minutes). All noise levels from music shall be measured in free field conditions, in the absence of other significant local noise sources, at locations to be agreed in writing with the Licensing Authority no later than 28 days in advance of the event.

There will be one main stage and no more than three smaller stages, likely to include a bandstand etc.

The final NMP shall contain the methodology which shall be employed to control the sound produced on the premises, in order to comply with the premises licence. The NMP must include all of the arrangements for preventing public nuisance and consultation with the local community and shall include:

- a) An inventory and location of all sound systems to be used on the site.
- b) Management command and communication structure/methods for ensuring that permitted sound system output and finish times are not exceeded.
- c) Publication and dissemination of information to the public and arrangements for provision and staffing of a hotline number for dealing with complaints.
- d) Action to be taken by the Event Organiser following complaints, which shall be logged and made available to the Licensing Authority upon request.

Site Management Plans will be fully developed in accordance with industry guidelines including

- Camping arrangements including disability camping
  - Sanitary Facilities - Including disability provision and showers
  - Water – including water testing schedule and contingency plans
  - Temporary communications infrastructure - including landline, radio and internet
- based communications will be installed to facilitate communications and information dissemination across the site
- Service routes and scheduling to ensure pedestrian and vehicle segregation
  - Suitable means of ingress and egress, including emergency routes.

Alcohol Management Plan will be submitted within the ESMP and will include:

- \* Details around documented training for all persons involved with alcohol sales
- \* Provision of a documented Ejections Policy, including who will be trained in its content
- \* Provision of a documented Welfare Policy including who will be trained in its content
- \* Provision of a Glass Policy
- \* Confirmation of a personal licence holder present at all bars during operation
- \* Details around airwaves / radio communication for all bars to communicate with SIA and Event Control
- \* Details of Refusals Register from all bars and vendors

## b) The prevention of crime and disorder

The provision of Security and Stewarding services will be undertaken by a reputable company and the proposed levels of cover for the licensable positions will be available to supply to the licensing authority and Responsible Authorities for review.

SIA qualified security teams will be deployed to key areas of site, giving particular attention to areas where there is a potential risk of confrontation or conflict including those risks associated with crowd control, and where the retail sales of alcohol will be undertaken.

Event and Traffic Marshalls will be deployed in accordance with agreed plans to deliver a range of specific services.

Policies and operational plans will be developed giving consideration to:

- Search and Entry Policy
- Drugs Policy
- Contraband and Banned Goods
- General crime prevention plans - including communication with attendees.

Given the target audience, it is anticipated that there will be minimal crime and disorder however all planning - including steps to manage and minimise alcohol intake will be developed, including the use of Challenge 25 scheme with agreed forms of documentary evidence will be undertaken in all bar outlets. Appropriate signage and briefing to bar managers will be undertaken. A refusals register will be maintained

### **c) Public safety**

All aspects of public safety will be at the forefront of operational planning considerations and subject to discussion with the Local Authority.

A competent Event Safety Professional will be employed to ensure all elements of the safety plan are delivered in accordance with best practice.

They will liaise with all relevant contractors, sub-contractors and other employees on the licensed site to ensure compliance with the site rules and Health and Safety regulation.

Detailed plans and processes will be completed to cover the following areas:

- Site and venue notional capacities
- Document collation including, certifications, supplier safety documents and risk assessments, insurance and relevant installation and sign off documents.
- Application of CDM regulations to the site construction periods including, site induction processes.
- Collation of structural sign offs and calculations provided for temporary structures
- Adherence to Noise at Work regulations

Medical and Welfare provision – A Medical Plan will be developed and submitted to the Licensing Authority. Services and medical facilities will be provided by an approved medical supplier with levels of cover based on audience profile and assessed in accordance with event safety guidelines.

Fire Safety provision - Fire Safety Equipment will be provided throughout the site in accordance with the Fire Risk Assessment. The Risk Assessment will be undertaken by the appointed Health and Safety Advisor and communicated in advance with the Fire Authority.

Emergency and Incident Procedures will be developed in consultation with the Responsible Authorities and will cover:

- Counter Terrorism Strategy
- Cancellation and evacuation procedures
- Major Incidents
- Media Management

Trader Management and Food safety: All traders and caterers on site will be required to adhere to the relevant food hygiene and food safety legislation.

**d) The prevention of public nuisance**

All necessary steps will be taken to prevent Public Nuisance and ensure minimum impact is experienced by local residences and businesses

This licence is to cover one consecutive Friday, Saturday and Sunday or Saturday, Sunday and Monday per year.

A Noise Management Plan will be developed by a qualified acoustic consultant with details including:

- A scaled plan showing the position and orientation of the main stage
- Timings of stage operations and performance times for scheduled acts.
- Agreed monitoring processes including off site noise monitoring locations.
- Publicised telephone number for residents in the event of a complaint.

All PA and other technical equipment will be supplied by reputable and professional companies

Litter and Waste will be sorted and removed from the event site by a competent contractor. This will include relevant recycling operations.

**e) The protection of children from harm**

A Safeguarding Policy will be developed to meet the duty of care to persons under the age of 18 and vulnerable adults attending the event.

This includes ticketing and admissions, and any processes relating to the management of children under 18 under the influence of drink or drugs.

A Lost children policy and protocol will be developed and agreed with the licensing authority.

Monitoring sale and supply of alcohol and use of Challenge 25 scheme with agreed forms of documentary evidence will be undertaken in all bar outlets. Appropriate signage and briefing to bar managers will be undertaken. A refusals register will be maintained

**Checklist:**

**Please tick to indicate agreement**

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.

- I understand that if I do not comply with the above requirements my application will be rejected.
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15).

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

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

**Part 4 – Signatures** (please read guidance note 11)

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

<b>Declaration</b>	<ul style="list-style-type: none"> <li>• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</li> <li>• The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)</li> </ul>
Signature	
Date	3/12/19
Capacity	OPERATIONS DIRECTOR

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



Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

#### Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:
  - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
  - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
  - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
  - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
  - Live music: no licence permission is required for:
    - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
    - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the

- organiser gets consent for the performance from a person who is responsible for the premises.
- a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
  - Recorded Music: no licence permission is required for:
    - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
    - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
  - Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
  - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
    - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
    - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
    - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
    - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
  4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
  5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
  6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
  7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
  8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.

9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
10. Please list here steps you will take to promote all four licensing objectives together.
11. The application form must be signed.
12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
14. This is the address which we shall use to correspond with you about this application.

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

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

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

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

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

**Documents which demonstrate entitlement to work in the UK**

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.

- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.

- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

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

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

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

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

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

**LICENSING AUTHORITY**

Winchester City Council, City Offices, Colebrook Street, Winchester, SO23 9LJ

**Consent of individual to being specified as Designated Premises Supervisor  
under the Licensing Act 2003**

I ... Neil Levene ..... (full name of prospective premises supervisor)

of ...  .....

..... (home address of prospective premises supervisor)

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for premises licence. (type of application)

by ... Brand Events Tm Ltd (Neil Levene) ..... (name of applicant)

relating to a premises licence ..... n/a ..... (number of existing licence, if any)

for ... The Grange, New Arlesford, Arlesford, SO24 9TG .....

..... (name and address of premises to which the application relates)

and any premises licence to be granted or varied in respect of this application made

by ... Brand Events Tm Ltd ..... (name of applicant)

concerning the supply of alcohol at ... The Grange, New Arlesford, ...

Arlesford, SO24 9TG ... (name and address of premises to which application relates).

I also confirm that I am entitled to work in United Kingdom and am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number ... PSL0790 ..... (insert personal licence number, if any)

Personal licence issuing authority ... Cherwell .....

..... (insert name and address and telephone number of personal licence issuing authority, if any)

Signed  .....

Name (please print) ... NEIL LEVENE .....

Dated ... 26/11/2019 .....

**KEY**

Boundary of Premises to be licensed

Proposed Festival Site

Possible Campsites

Entrance / Exit Routes

