

Licensing Committee Agenda

HEARING TO CONSIDER AN APPLICATION FOR A NEW PREMISES LICENCE

This meeting will consider only licensing matters delegated under the Licensing Act 2003

9 October at 11am

Remote Meeting

**MEMBERS OF COMMITTEE INVITED TO ATTEND
HEARING**

Councillor L.A. Mascot (Chair)

and Councillors A.E. Davidson, D.G. Jones and L.A. Millane

Local people are welcome to attend this meeting remotely, where your elected Councillors take decisions affecting YOU and your City. If you would like to find out more, please telephone Daniel Bird in the Democracy Team on Chelmsford (01245) 606523 or email daniel.bird@chelmsford.gov.uk.

Licensing Committee

9 October 2020

AGENDA

1. Apologies for Absence

2. Declaration of Interests

All Members are reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. If the interest is a Disclosable Pecuniary Interest they are also obliged to notify the Monitoring Officer within 28 days of the meeting.

3. Minutes

To consider the minutes of the meeting held on 25 September 2020.

4. Licensing Act 2003 – Application for a new premises licence – Land adjacent to the Margaretting Road, Chelmsford, Writtle, Essex, CM1 3HJ

A report regarding this application is attached.

MINUTES

of the

LICENSING COMMITTEE HEARING

held on 25 September 2020 at 11am

Present:

Councillor L.A. Mascot (Chair of Hearing)

Councillors, D.G. Jones and R.J. Lee

1. Apologies for Absence and Substitutions

Apologies for absence were received from Cllr Rajesh.

2. Declaration of Interests

All Members were reminded to declare any Disclosable Pecuniary interests or other registerable interests where appropriate in any items of business on the meeting's agenda. None were made.

3. Minutes

The minutes of the meeting held on 7 September 2020 were agreed as a correct record and signed by the Chair.

4. Licensing Act 2003 – Application for a Summary Review of a Premises Licence – The De Beauvoir Arms, Downham Road, Downham, Billericay, CM11 1QH

The Committee considered an application for a summary review of the premises licence relating to The De Beauvoir Arms, Downham Road, Downham, Billericay, CM11 1QH pursuant to section 53C of the Licensing Act 2003 made by Essex Police. The application was made on the following licensing objectives, the prevention of crime and disorder, public safety and the prevention of public nuisance and was accompanied by the required certificate of a senior police officer.

It was noted by the Committee that there were five options namely;

1. To Modify the conditions of the licence so as to add, amend or remove any of them
2. To exclude a licensable activity from the scope of the licence
3. Remove the Designated Premises Supervisor
4. To suspend the licence for up to three months
5. Revoke the licence

The following parties attended the hearing and took part in it:

Applicant – Mr Ronan McManus (Essex Police)

Licence holder– Mr Ali Mumin

Environmental Health Authority Representative – Mr Paul Brookes

The Chair advised that the written representations had been read and considered by the members of the Committee in advance of the meeting.

The Chair invited Essex Police as the applicant to introduce their case. The Committee heard that on Sunday 2nd of August, 16 calls were received from local residents regarding an event at the premises in question. The Committee was informed that on arrival, a marquee had been erected with an event expecting 600 people, that had been advertised as a yellow and white soiree. Tickets for the event by Pure life entertainment had been available online and it was scheduled between 1 and 10pm. Essex Police informed the Committee that the premises manager was expecting 200 people, but there were unconfirmed reports of 2000-3000 persons attending, with many avoiding security at an event of which the DPS had no control. The Committee heard that environmental health officers joined the police and agreed with the organisers that the event would end at 9pm, this had been ignored however and continued to 10pm. Essex Police informed the Committee that they were seeking the imposition of further conditions onto the licence to prevent a similar event occurring in the future. The Conditions were detailed in their application and included measures such as no events by external promoters and no sales for off premises consumption between 9pm and 1am. The Committee also heard that there had been widespread use of cannabis at the event with no effort to prevent this from the staff present. In conclusion Essex Police felt that the location had been taken over, leading to a very difficult situation for local residents.

The Committee heard from Mr Brookes who was speaking on behalf of Environmental Health, who as a responsible authority had supported the application made by Essex Police. Mr Brookes informed them that an out of hours noise arrived at 7.15pm and it was clear that a noise nuisance was being caused, with loud bass throughout the area and no sound insulation from the marquee. The Committee heard that after discussions with the owner, noise levels were reduced but then increased again straight away. Mr Brookes also informed the Committee they were happy to sit in line with the proposal from Essex police on the outdoors aspect of the licence.

At this point in the hearing the Committee heard from the Licence holder. They informed the Committee that someone had asked to use the outside space at the premises for a small family party with no alcohol involved. The Committee heard that the event quickly got out of hand and then the police arrived to assist. The Committee was informed that they had run the premises for over 17 years without any problems and they had no prior notice that the event would be on such a large scale. It was noted that this was the first time the space had been hired and due to Covid-19 they had been seeking different streams of revenue. The Committee heard that they had stressed covid guidelines to the hirer of the outside space but this had then been disregarded by the event organiser. It was noted that they had been totally unaware of what had actually been planned and that the same promoter had since tried the same at other local venues. The Licence holder stated that they were very sorry for what had happened and that they had worked closely with the police and the Council to help end the event. The licence holder informed the Committee that they had been duped by the promoter and had not wanted to cause issues in the local community.

They also stated that it was normally a quiet premises where the majority of customers were elderly and would just have one drink during a family meal.

In response to questions from the Committee, the Licence holder stated that;

- A covid-19 risk assessment had been carried out prior to the event, but on the basis that the event had been described to them, rather than what actually happened.
- The event had been a one-off and would not happen again.
- They had been informed by the promoter that no alcohol would be involved, but customers and the promoters had just supplied their own.
- They had only supplied food and none of their alcohol had been provided or purchased from them.
- As soon as it was clear the event was getting out of hand, they spoke to the promoter who informed them nobody else would arrive, however people continued to arrive, leading to the police and environmental health attending.
- They tried to slowly and gradually stop the event, to avoid huge numbers of people all leaving at once, potentially then leading to a larger problem.

Essex Police also stated that no temporary event notice had been received for the event and the proposed conditions would prevent a similar event taking place in the future.

The Chair informed those present that the Committee would now retire to deliberate on the matter. It was noted that unlike previous meetings where everyone was present, this would be held remotely and a decision would be provided to the relevant parties via email within in a few days. The decision made is detailed below and was circulated to the relevant parties.

The Committee has given careful consideration to the relevant representations both written and made in the course of the remote hearing (including the suggested revised conditions put forward by Essex Police at Appendix B to the Agenda pack at pp. 45 – 48).

RESOLVED that the Director of Public Places be authorised to permanently modify the conditions of the licence as detailed below;

The Committee has decided not to revoke the licence but instead considers it appropriate for the promotion of the relevant licensing objectives that the following steps be taken:-

1) The imposition of a condition prohibiting the sale or supply of alcohol between 21:00 hours and 01:00 hours for consumption in any external area located outside the licensed building.

2) The imposition of -

(i) a condition prohibiting the playing of recorded music in any external area located outside the licensed building after 21:00 hours; and

(ii) a condition pursuant to section 177 A (4) of the Licensing Act 2003 to the effect that section 177A (2) of the 2003 Act is to have no effect in relation to the playing of recorded music (other than incidental background music) in any external area located outside the

licensed building - that is to say, the playing of recorded music shall be treated as "regulated entertainment".

3) a condition prohibiting the taking of glass bottles or other glass drinking vessels from the licensed building or otherwise into the outside seating area after 21:00 hours. Conspicuous signage (minimum size 200 mm x 148 mm) to be displayed at each ingress / egress point notifying patrons of this rule.

4) The imposition of Essex Police's suggested revised conditions no. 5 (keeping of incident log); no. 7 (keeping of refusals record); no. 8 (staff training) – but subject to substitution of "every 12 months" for "every six months"; no. 9 (display of notices); no. 10 display of notices in any smoking area); no. 17 ("Challenge 25 scheme" to be operated); and no. 18 (display of signs re "Challenge 25").

Reasons for Decision

1. The Committee considered the incident on 02 August 2020 which gave rise to the application by Essex Police for a review of the premises licence to be appalling and completely unacceptable. Three of the licensing objectives (crime and disorder/public nuisance/public safety) had been engaged and seriously undermined. There had been a large-scale outbreak of disorder requiring a redeployment of police resources in order to respond. Several local residents had been subjected to verbal abuse - and, in one instance, physical assault - when they sought to challenge inconsiderate parking and anti-social behaviour by patrons. There had been cannabis use throughout the event. There had also been a woeful failure to implement / enforce social distancing measures, thereby increasing the risk of Covid 19 transmission. Local residents had suffered noise nuisance (e.g. loud music) in addition to other incidents of anti-social behaviour. They had, as the police aptly put it at the hearing, had a "horrible time". The Council's Public Health and Protection Services (Environment Protection) had also attended the incident and, in their capacity as a statutory Responsible Authority, had supported the Police in their review application.

2. The Committee took account of fact that prior to the incident on Sunday 02 August 2020 the premises had operated under the licence without incident. The Committee accepted the licence holder's representation that they had neither intended nor envisaged that the event would take place in the way that it did - and in particular that so many people would attend and there would be cannabis use and large scale disorder. The written representation from a longstanding local resident (Appendix D to the Agenda pack at p.50) stated that the premises had operated under the present ownership for the last 8 – 10 years as a fine dining restaurant with bar and had been enjoyed by both the local community and people from surrounding areas and further afield. The Committee was inclined to agree with the local resident's conclusion that the incident on the 02 August had

been a “one-off” - but that *“the proprietors of the De Beauvoir Arms made a big mistake allowing this event”* and *“may have been duped by the event organisers”*. It was evident to the Committee that the licence holder / management did not have full, if any, control of the events of that day - which had been organised by an external promoter, Purelife Entertainment. However, a licensing authority’s duty is to take steps with a view to the promotion of the licensing objectives in the interests of the wider community and not those of the individual licence holder. Furthermore, whilst the issue was not explored in detail at the hearing, the Committee was concerned that in the Police evidence (Appendix B to the Agenda pack at p.31 para 3.4) there was reference to staff being perceived to be “obstructive” when the community police and licensing teams attended the premises in the aftermath of the incident i.e. on Tuesday 04 August. The Committee’s expectation was that licence-holders and management would seek to co-operate fully with police / licensing officers in circumstances such as these.

3. The Committee gave considerable weight to the representations made by the two Responsible Authorities in this case, namely (i) Essex Police and (ii) the Council’s Public Health and Protection Services (Environmental Protection). The Committee also had due regard to the statutory licensing Guidance issued by the Secretary of State pursuant to section 182 of the Licensing Act 2003 – and in particular to paragraphs 2.1, 2.5; 2.23; 2.29; 9.43; 11.22; 11.23; 11.26; and 2.27 of such guidance. The Committee had to determine the steps (if any) that it was appropriate to take for the promotion of the licensing objectives and in particular to ensure so far as possible the prevention of further incidents of crime and disorder, public nuisance, and actions undermining public safety.

4. Whilst this had been a one-off incident and (in the Committee’s view) unintended and un-envisaged by the licence holder/management, the Committee considered that because of the large scale disorder that had taken place the issue of whether it was appropriate for the promotion of the licensing objectives to revoke the licence was a finely balanced one. Having regard to all the circumstances, however, the Committee took the view that with the steps set out at 1) – 4) above, together with the licence-holder’s assurances, a recurrence of the incidents which had triggered the review was unlikely.

5. If there were any further incidents of concern emanating from the operation of the premises, then the licence could be brought back to Committee for review.

The Committee’s approach towards the conditions suggested by Essex Police

6. The Committee did not consider it appropriate for the promotion of the licensing objectives to affix to the premises licence conditions nos. 2; 3; 4; 11; 12; 13; 14; and 15

which had been suggested by Essex Police. The Committee's rationale for imposing conditions had to be evidenced based and proportionate to what was intended to be achieved. In the Committee's view these suggested conditions were unnecessary or disproportionate either wholly or in part.

Specifically -

Suggested condition no. 2 (*Individual may not supply alcohol unless that individual has written consent of the Designated Premises Supervisor etc*): The Committee noted the existence of mandatory condition no. 1 which was applicable to the current premises licence and which, to a large extent, mirrored in substance the content of suggested condition no. 2. The Committee considered that this mandatory condition was sufficient.

Suggested condition no. 3 (*No events at the premises that are organised, promoted or advertised by an external promoter etc*): The Committee considered that this condition, if imposed, would have a disproportionate impact on the viability of the business.

Suggested condition no. 4 (*In addition to water, other non-alcoholic beverages shall be available at all times whilst alcohol sale or supply takes place*): The Committee noted the existence of mandatory condition no. 5 which provided for the supply of free potable water, where such was reasonably available. The Committee took the view that it would be neither appropriate nor proportionate for it to compel the licence-holder to stock and make available a range of non-alcoholic beverages. In any event, in practice it would normally be the business's own interests to stock / have available for purchase a range of non alcoholic beverages.

Suggested condition no. 11 (*Outside tables and chairs shall be rendered unusable and immovable by 21:00 hours each day*): The Committee took the view a condition of this kind would have a disproportionate impact on both patrons and the business. It would mean that patrons could not finish their drink (alcoholic or non-alcoholic) or meal after 21:00 (unless they did so standing up).

Suggested condition no. 12 (*After 21:00 no persons permitted to take bottles, glasses or drinking vessels from the premises / into the outside seating area*): The Committee considered a ban on the taking out glasses and bottles (if made of glass) to be appropriate. However, a ban which covered non glass bottles or "drinking vessels" went too far and was disproportionate. Such a ban would, for instance, prevent the supply of coca-cola sold in a plastic bottle, or the provision of orange juice in plastic drinking vessel. The Committee had, therefore, revised this suggested condition (**see 3**) above) to permit non glass containers.

Suggested condition no. 13 (*No music nor late night refreshment shall be provided to*

external areas at any time after 21:00 hours): The Committee considered that a ban on the playing of recorded music (other than incidental background music) was appropriate – hence the imposition by it of the new condition set out at **2) (i)** above. However, the Committee took the view that a ban on the provision of late night refreshment was unnecessary and disproportionate in terms of impact it could have on the viability of the business – at least in Summer months. Such a ban would, for example, preclude patrons enjoying a quiet tea or coffee after their meal or at the end of a birthday or wedding event.

Suggested condition no. 14 (*Substantial food and non-intoxicating beverages shall be available in all parts of the premises where alcohol is sold or supplied for consumption on the premises at all times up to 01:00 hours*): This condition, if implemented, would confine the licensed premises to operating as a restaurant only. Furthermore, it would require the business to have a chef and/or other kitchen staff on duty /available until up to 01:00 hours. The Committee's view was that a condition of this nature was disproportionate.

Suggested condition no. 15 (*Section 177A (2) of the Licensing Act 2003 is to have no effect and both live and recorded music are to be treated as regulated entertainment*): The Committee saw no justification for removing the deregulation provisions in relation to the performance of live music. The Committee accepted, however, that it was appropriate for the promotion of the licensing objectives to remove the deregulation provisions insofar as they permitted the playing of recorded music during 08:00 – 23:00 hours. Otherwise, notwithstanding the imposition of the new condition at **2) (i)** above, it might be argued that it would be legal for recorded music to take place in external outside areas up to 23:00 each day. The Committee had, therefore, revised this suggested condition (see **2) (ii) above**) accordingly and also to make it clear that the removal of the deregulation provisions is applicable to external areas (i.e. outside the licensed building) only.

INFORMATIVE

By law, every premises licence that authorises the sale of alcohol must specify a “designated premises supervisor” (DPS) for the premises. The purpose of the DPS is to ensure that, in the case of premises selling alcohol to the public, there is someone with overall responsibility for the sale of alcohol on the premises who can be readily identified by enforcement officers. In the light of the comments made by Essex Police at Appendix B to the Agenda pack at p.32, paragraph 3.4 the licence-holder should immediately review the current position and submit an application for variation of the DPS if appropriate.

The meeting closed at 11.32am.

Chair



Chelmsford City Council Licensing Committee

9th October 2020

Item 4 – Licensing Act 2003 – Application for a new premises licence:
Land adjacent to the Margaretting Road, Chelmsford, Writtle, Essex,
CM1 3HJ

Report by:

Director of Public Places

Officer Contact:

Lacey Latimer Licensing Officer lacey.latimer@chelmsford.gov.uk 01245 606204

Purpose

To consider an application for a new premises licence, having regard to a representation received and the requirement to promote the four licensing objectives:

- a) The prevention of crime and disorder
- b) Public safety
- c) The prevention of public nuisance
- d) The protection of children from harm

Recommendations

Members are advised that they have the following options when determining this application.

- (i) Grant the application, on the terms and conditions applied for
- (ii) Grant the application, on the terms and conditions applied for, modified to such extent as considered appropriate to promote the Licensing Objectives.
- (iii) Refuse the application in whole or in part.

The Committee is reminded that the applicant or any person making representation in relation to this matter may appeal the decision of the Council to the Magistrates' Court.

1. Background or Introduction

1.1. Members are requested to consider an application by New World Muzic, made under Section 17 of the Licensing Act 2003, for a new premises licence, in respect of Land adjacent to the Margaretting Road, Chelmsford, Writtle, Essex CM1 3HJ. Having regard to the representation received and the requirement to promote the four licensing objectives, namely;

- a) The prevention of crime and disorder
- b) Public safety
- c) The prevention of public nuisance
- d) The protection of children from harm

2. Application

2.1. An application for a premises licence was received on the 21st August 2020 in respect of the above premises and correctly advertised by the placing of blue notices at the premises, publication in a local paper and on Chelmsford City Council's website.

2.2. The public notice was correctly displayed on the premises for a period of 28 days commencing the day after the submission of the application.

2.3. The premises licence application applies for the following activities:

The provision of plays:

Thursday to Sunday 11:00 till 23:00

The provision of Live Music

Thursday to Sunday 11:00 till 23:00

The provision of Recorded Music
Thursday to Sunday 11:00 till 23:00

The provision of Performances of Dance
Thursday to Sunday 11:00 till 23:00

The provision of anything of a similar description to like music, recorded music or performances of dance
Thursday to Sunday 11:00 till 23:00

The sale of alcohol
Thursday to Sunday 11:00 till 23:00

- 2.4. The completed application form together with a plan of the site is attached as **Appendix A.**

3. Representations

- 3.1. In processing this application, Chelmsford City Council - in accordance with the Act - sent a copy to the each of the Responsible Authorities:

- Essex Police
- Essex County Fire and Rescue Service
- Head of Planning Services
- Principal Environmental Health Officer (Environmental Protection)
- Head of the Children's Safeguarding Service
- Essex Trading Standards
- Principal Environmental Health Officer (Commercial)
- Licensing Authority
- Public Health Trust

- 3.2. Responses from the consultation have been received from Essex Police who have agreed conditions with the applicant. A copy of those agreed conditions is attached as **Appendix B.** Environmental Protection have also agreed conditions with the applicant. A copy of those agreed conditions is attached as **Appendix C.**

- 3.3. One representation has been received from Writtle Parish Council. A copy of the representation is attached as **Appendix D.**

List of appendices:

Appendix A – Premises licence application and site plan

Appendix B – Conditions agreed with Essex Police

Appendix C – Conditions agreed with Environmental Health

Appendix D – Representation received from Writtle Parish Council

Corporate Implications

Legal/Constitutional: None

Financial: None

Potential impact on climate change and the environment: None

Contribution toward achieving a net zero carbon position by 2030: None

Personnel: None

Risk Management: None

Equality and Diversity: None

Health and Safety: None

Digital: None

Other: None

Consultees: As per that required by legislation

Relevant Policies and Strategies: Statement of Licensing Policy

* 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

Not Currently In Use

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

Your reference

New World Fest

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

Floyd

* Family name

Clowser

* E-mail

[REDACTED]

Main telephone number

[REDACTED]

Include country code.

Other telephone number

[REDACTED]

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

Are you:

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

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

Applicant Business

Is your business registered in the UK with Companies House?

☒ Yes ☐ No

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

Registration number

12281935

Business name

New World Muzic

If your business is registered, use its registered name.

VAT number

-

none

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

Legal status

Private Limited Company

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 21

PREMISES DETAILS

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

Premises Address

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

☐ Address ☐ OS map reference ☒ Description

Address Description

Land adjacent to the Margaretting Road
Chelmsford
Writtle
Essex
CM1 3HJ

Further Details

Telephone number

Non-domestic rateable value of premises (£)

Section 3 of 21

APPLICATION DETAILS

In what capacity are you applying for the premises licence?

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

Confirm The Following

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

Section 4 of 21

NON INDIVIDUAL APPLICANTS

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

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

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

Continued from previous page...

Company

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

E-mail

Telephone number

Other telephone number

* Date of birth / /
dd mm yyyy

* Nationality Documents that demonstrate entitlement to work in the UK

Add another applicant

Section 5 of 21

OPERATING SCHEDULE

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

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

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

We would like to have the license open from May to end of September
Land adjacent to the Margaretting Road and next to highlands park , Set back from the road and surrounded buy trees, It will be fenced of with temporary fencing with a bar tent located on the south part of the land and one on the east side
The land is clear and low cut grass

Continued from previous page...

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

14999

Section 6 of 21

PROVISION OF PLAYS

See guidance on [regulated entertainment](#)

Will you be providing plays?

☒ Yes

☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

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.

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.

Sale of alcohol
Playing amplified music
live performances

State any seasonal variations for performing plays

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

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

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

Section 7 of 21

PROVISION OF FILMS

See [guidance on regulated entertainment](#)

Will you be providing films?

☐ Yes

☒ No

Section 8 of 21

PROVISION OF INDOOR SPORTING EVENTS

See [guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

☐ Yes

☒ No

Section 9 of 21

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

See [guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

☐ Yes

☒ No

Section 10 of 21

PROVISION OF LIVE MUSIC

See [guidance on regulated entertainment](#)

Will you be providing live music?

Continued from previous page...

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the 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.

amplified music to include Signing / Rapping And Djs on stage

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.

Continued from previous page...

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

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

Section 11 of 21

PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Will you be providing recorded music?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

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 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.

playing amplified music

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.

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.

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing performances of dance?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

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

Continued from previous page...

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.

live dancing on stage and circus type acts

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.

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.

Continued from previous page...

Section 13 of 21

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

See guidance on regulated entertainment

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

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

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

Hosts / MC's on stages talking and introducing acts

Continued from previous page...

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.

--

State any seasonal variations for entertainment

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

--

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

--

Section 14 of 21

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

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...

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.

State any seasonal variations

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

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

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

Section 15 of 21

Continued from previous page...

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

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

☐ On the premises

☐ Off the premises

☒ Both

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

State any seasonal variations

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

Continued from previous page...

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 / /

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

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

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

Reference number for consent form (if known)

Continued from previous page...

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

Section 16 of 21

ADULT ENTERTAINMENT

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

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

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

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

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

State any seasonal variations

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

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

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

We would like to open 1 hour before performances to allow people to enter site to reduce cue times. And have 45 minutes to clear people from site after last performance

Section 18 of 21

LICENSING OBJECTIVES

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

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

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

Monitor All sound levels to ensure they are kept to an acceptable level in association with the production team
Ensure the site is cleaned up after the event and the pedestrian access is returned to the same as before the event.
Dispose of all waste in a correct manner and recycle as much as possible. Use reuse-able cups to cut down on waste
Work closely with a traffic management company to make sure a smooth flow of traffic in and out of the event to make sure there is no disruption to locals residents
Use the an Eco friendly fuel for all on site generators.
Employ a reputable and SIA trained security company to ensure there is no disruption caused by the event guests
Ensure all guests know the conditions of entry to the event state no tolerance for any illegal substances and promote responsible consumption of alcohol and the organizers of the event reserve the right to remove persons not abiding by these conditions.
Event policy will be an over 18 years of age on entry with an acceptable and recognized method of identification such as as passport / driving license or A card from proof of age standards scheme
Prohibit the use of glass, china or metal cutlery in all of the public areas.
Work closely with the safety advisory group to ensure that all possible measures are taken to ensure a smooth running of the event, making all parties aware of the event and working to their recommendations.
Setting a strict capacity limit to the event venue and sticking to this capacity staffing with SIA and stewards accordingly.
Identifying other ares such as specific or indoors bars which may require a capacity and managing this appropriately.

b) The prevention of crime and disorder

Liaise closely with local police and take advice as to how best to manage the crowd and where/when potential "pinch points" might occur
Employ a security firm to oversee the safety of guests and staff alike whilst both on site and on entry & egress.
Enforce responsible drinking practices.

Continued from previous page...

Use a trained dogs on the entry to ensure no illegal drugs are brought on to event site
Use a search method on every person that enters the event.
Scan all identification to ensure we know who attended the event.

c) Public safety

Execute a well planned traffic management plan to ensure minimal disruption to the local traffic
Run a shuttle bus service for a pick up point to take away the foot traffic on local path ways.
Ensure Sufficient security and stewarding personnel to monitor the crowd
Provide a car park for safe parking on site
Provide a Taxi Rank / Pick up Area to allow safe entry for taxis and vehicles and safe pedestrian queuing system
Ensure Sufficient lighting and signage throughout the event and also on pedestrian access routes to the venue
Ensure walkways are kept as pedestrian only areas wherever possible
Ensure that all exhibitors and concessions have fully up to date risk assessments and insurances.
Ensure that the site is fenced wherever necessary, that all areas with possible dangers are clearly marked and signed

d) The prevention of public nuisance

Support responsible drinking practices as outlined in section A
Support zero tolerance of illegal drug use
Ensure all entry and egress is stewarded and SIA security staff are employed where necessary
Employ a traffic management plan which avoids utilizing routes through residential areas
Identify possible pinch point areas on ingress and egress and employing additional staff accordingly.

e) The protection of children from harm

This event will be an over 18 years of age so no children will be at the event

Section 19 of 21

NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

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

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

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

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

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this 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.

Continued from previous page...

- 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.

Continued from previous page...

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.

Section 20 of 21

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.

Section 21 of 21

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.
For instructions on calculating the fee payable in respect of this licence, please refer to: <http://www.chelmsford.gov.uk/apply-new-licence>

* Fee amount (£)

DECLARATION

* 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/chelmsford/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.

Continued from previous page...

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

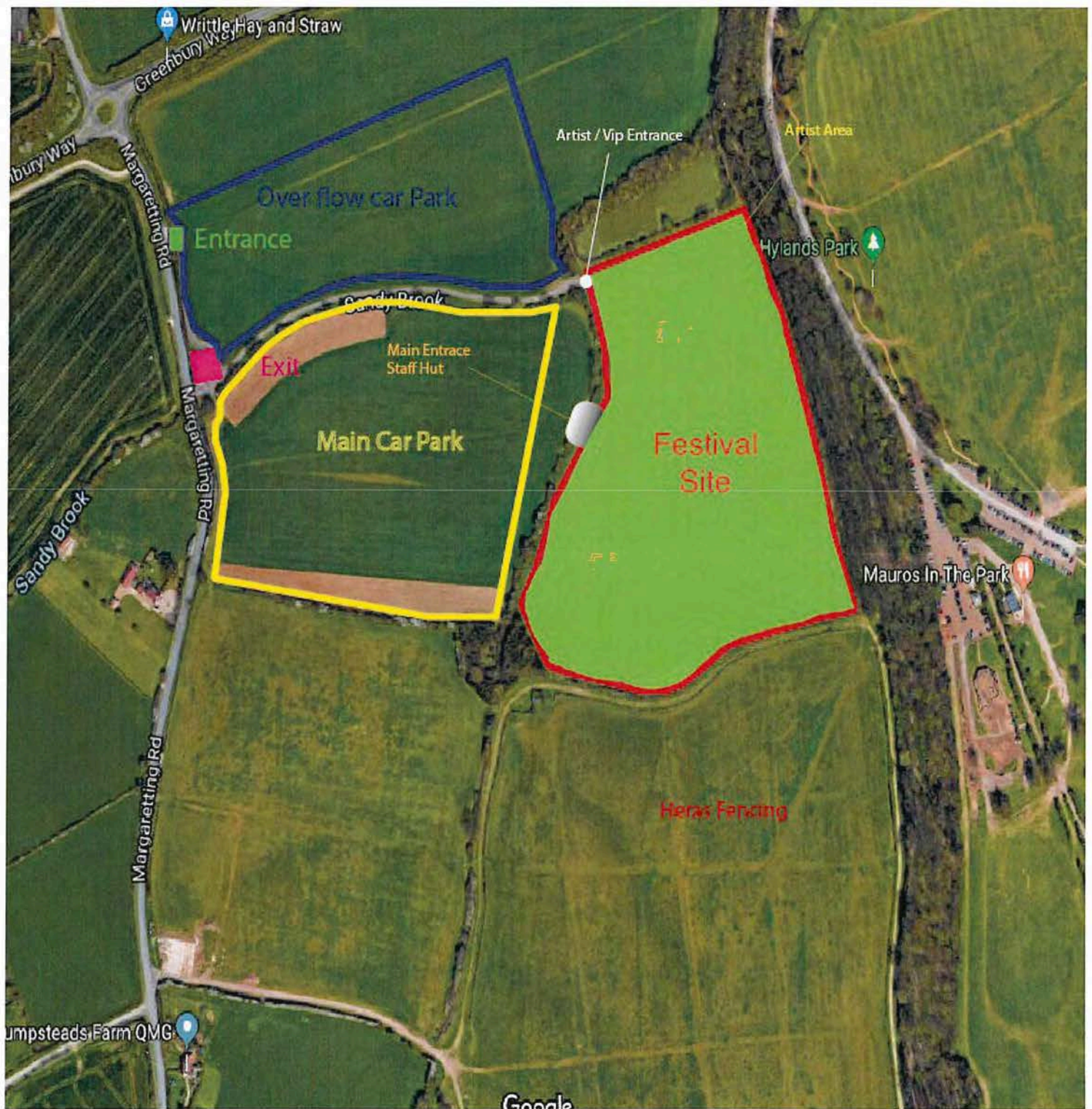
IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT 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="New World Fest"/>
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"/>

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 Next >





Appendix B

1. The licensing authority must be notified of all events 60 days before the date of the event together with any proposed event management plan.
 2. An event management plan to be agreed with the Safety Advisory Group (SAG) 30 days before any event or with Essex Police if the SAG decide that they do not need to be consulted.
 3. An incident log shall be maintained and made immediately available to police or licensing authority staff upon reasonable request. The log must be completed as soon as is possible and shall record the following:
 - (a) All crimes reported to the venue
 - (b) All ejections of patrons
 - (c) Any complaints received concerning crime and disorder
 - (d) Any incidents of disorder
 - (e) All seizures of drugs or offensive weapons
 4. SIA licensed security staff shall be used in accordance with a site security plan which will form part of the event management plan and a record shall be maintained (on the premises) which is legible and details:
 - a) The day and date when door supervisors are deployed;
 - b) The name and SIA registration number of each door supervisor on duty at the premises; and
 - c) The duty start and end time for each door supervisor.
- This record shall be retained for 31 days and be immediately provided to police or licensing authority staff upon reasonable request.
5. All security staff (and stewards) will wear high visibility clothing ensuring that they are readily identifiable.
 6. There shall be a personal licence holder on duty on the premises at all times when alcohol is being sold or offered for sale.
 7. The premises shall have in place and operate a zero tolerance policy with regard to the use/possession of controlled drugs and psychoactive substances and advertise the same within the premises on posters and similar means. This policy may form part of the event management plan.

This policy shall specifically include but not be limited to:

- i. Searching practices upon entry;
- ii. Dealing with patrons suspected of using drugs on the premises;
- iii. Scrutiny of spaces including toilets or outside areas;
- iv. Clear expectations of staff roles (including the DPS, managers/supervisors and door supervisors);
- v. Staff training regarding identification of suspicious activity and what action to take;
- vi. The handling of items suspected to be illegal drugs or psychoactive substances
- vii. Steps taken to discourage and disrupt drug use on the premises
- viii. Steps to be taken to inform patrons of the premises drug policy/practices
- viii. Patrol of perimeter (Haras) fencing to deter drug supply

Appendix B

8. All persons entering or re-entering the premises will be searched by a SIA licensed door supervisor for drugs, alcohol and concealed weapons.
Prominent signs (minimum size 200 x 150 mm) to this effect shall be displayed at all entrances.
9. In addition to water, other non-alcoholic beverages shall be available at all times whilst alcohol sale or supply takes place.
10. Customers will not be permitted to remove any alcoholic drinks purchased on the premises.
11. A 'Challenge 21' scheme shall be operated, whereby any person who appears to be under the age of 21 years is required to produce on request an item which meets the mandatory age verification requirement and is either a:
 - Passport;
 - Valid photocard driving licence;
 - Ministry of Defence Identity Card;
 - Proof of age card bearing the PASS Hologram;
 - National identity card
12. The premises shall clearly display signs at the point of sale and in areas where alcohol is displayed advising customers that a Challenge 21 policy is in force. Such signs shall be a minimum size of 200 x 150mm.
13. All staff engaged in the sale or supply of alcohol on the premises shall have received training in relation to including under-age sales, how to recognise drunkenness and the duty not to serve drunk persons, following which they will be issued with and wear a wristband whilst on duty confirming their authority to sell alcohol.
14. Training records shall be maintained and kept for a minimum of 12 months and made available to police or licensing authority staff upon reasonable request.
15. A refusals record shall be maintained at the premises, which details all refusals to sell alcohol. Each entry shall, as a minimum, record the date and time of the refusal and the name of the staff member refusing the sale. All entries must be made as soon as possible and in any event within 4 hours of the refusal and the record must be made immediately available to police or licensing authority staff upon reasonable request.

Appendix C

- The use of licence to hold the event is to be limited to once in each calendar year, over a period of a maximum of 4 consecutive days.
- The licence holder will ensure that music or amplified sound from the event (including any concert, music performance, film showing, side show, display or any other entertainment within the licensed area) is between 11:00 hours and 23:00 hours, outside of these hours any music or amplified sound will not be audible outside of the boundary of the site
- The MNL (Music Noise Level) from any event shall not exceed, at any noise sensitive location, 65dB(A) LAeq over any 15-minute period throughout the event and during any rehearsal or sound check for the event.
- The licence holder will continuously monitor noise from events at noise sensitive locations around the site and advise their sound engineers accordingly to ensure limits are not exceeded. Chelmsford City Council will be permitted access to this information on request. The noise sensitive locations will be agreed with Chelmsford City Council.
- The licence holder shall provide Chelmsford City Council, in advance of the event, contact telephone numbers members of their management team who can be contacted in the event noise complaints are received.
- During any event the licence holder will ensure there is a dedicated and continuously manned complaint telephone line that will be advertised to the public so that residents can contact organisers in the event they are disturbed by noise.

Appendix D

Dear Lacey Latimer

Writtle Parish Council would like to object to the application in respect of the premises listed above for premises licence under the Licensing Act 2003 on the basis that there have been a number of licenses allowed where the cumulative impact of events would have an adverse impact on the Parish in the following areas:

Environmental: this is harmful to the character and appearance of the area.

Crime and disorder: this application is for alcohol to be available from 11am until 11pm that could lead potentially criminal activity.

Highways/public safety: the location is accessed via a rural road which has a 60mph speed limit. The road has poor sight lines and exit from the site is likely to be in both directions. There is no footway access for pedestrians nor street lights. It is considered there is a threat to highway safety and for existing vehicles, those using the site and the pedestrians.

Public nuisance: the length of the activity, 4 day period and over 12 hours, is likely to have an adverse impact on both nearby residents, as well as users of Hylands park.

It is considered that this is severe infringement of COVID19 restrictions.

I would be grateful if you could please confirm receipt of the council's representation.