

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

12th December at 1.30pm

Remote Meeting

MEMBERS OF COMMITTEE INVITED TO ATTEND HEARING

Councillor R. Lee (Chair)
Councillor D. Clark (Vice Chair)

and Councillors A. Davidson and P. Wilson

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 Dan Sharma-Bird in the Democracy Team on Chelmsford (01245) 606523 or email dan.sharma-bird@chelmsford.gov.uk.

Licensing Committee

21st November 2023

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 meetings held on 13th and 21st November 2023

4. Licensing Act 2003 – Application for a new Premises Licence – Clockwork Orange, Boyton Hall Farm, Boyton Hall Lane, Roxwell, Chelmsford, CM1 4LN

MINUTES

of the

LICENSING COMMITTEE HEARING

held on 13th November 2023 at 2pm

Present:

Councillor R. Lee (Chair of Hearing)

Councillors A. Davidson and J. Frascona

1. [Apologies for Absence](#)

Apologies for absence were received from Cllr D. Clark.

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 on 17th October 2023 were confirmed as a correct record.

4. [Licensing Act 2003 – Application for a new Premises Licence – Old Barn, Twitty Grange, Twitty Fee, Danbury, Chelmsford, Essex, CM3 4PG](#)

The Committee considered an application for a new premises licence made under Section 17 of the Licensing Act 2003 and had regard to the representations made during the consultation period. These related to the promotion of the below 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

The application was for the below licensable activities:

Sale or supply of Alcohol Monday – Sunday 08:00 – 22:00

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

- Grant the application, on the terms and conditions applied for

- Grant the application, on the terms and conditions applied for, modified to such extent as considered appropriate to promote the licensing objectives.
- Refuse the application in whole or in part.

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

Applicant

- Mr Conisbee (Licensing Consultant)

Objector:

- Danbury Parish Council
- Members of the Public

Officers informed the Committee that during the course of the application, nine representations had been received, from local residents and Danbury Parish Council. The Chair advised that the written representations had been read and considered by the Committee in advance of the meeting.

The applicant addressed the Committee and responded to the points that had been raised in objection to their application. The applicant advised that the premises had recently opened and that they had been engaging with the Parish Council in recent weeks, including attending local meetings. They stated that the initial application had been amended and they were now only applying for hours and numbers of users of the shop, as in one with the scope of the previously agreed planning conditions. They noted that they had informed each objector of this and therefore there would only be 75 club members at any one time, opening hours would be 8am-9pm Monday to Friday, 8am-12pm on Saturdays, with no opening on Sundays or Bank Holidays.

The Parish Council noted the amendments to the hours and the limit on number of users did bring the application in line with the previously granted Planning Permission. They stated that they were therefore, happy to withdraw their representation but highlighted they had not wanted to do so before, until it was clear that the changes had been made. A member of the public also addressed the Committee and raised concerns with planning matters, that were not related to the Licensing Application and also stated that there were errors on the application form. It was noted by officers and the applicant that these had been resolved by the amendment of the application, so it sat in line with the planning permission.

In response to a question from the Committee it was confirmed that the premises would not be open on bank holidays. The Committee also noted that the application was now in line with the previously agreed Planning Permission and that this addressed many of the concerns that had been raised.

The Committee thanked the applicant, member of the public, and the officers for their input and advised that the decision would be made during the deliberation after the meeting. It was noted that due to the remote nature of the meeting, the decision would be circulated to all parties within a few working days via email.

The Committee gave careful consideration to the relevant representations both written and made in the course of the remote hearing.

RESOLVED that the Director of Public Places be authorised to grant the application on the terms applied for (including the imposition of the proposed conditions set out in Appendix C (Essex Police) but subject to the following modifications / additions:-

1) The licensing hours originally applied for (and as set out within Operating Schedule at Section 15) for the sale or supply of alcohol to be modified so that the permitted sale or supply of alcohol shall only take place on the following days and times:-

Monday to Friday: Start 08:00 End 21:00

Saturday: Start 08:00 End 12:00 (Mid-day)

2) The imposition of a condition to the effect that the supply or sale of alcohol shall be restricted to customers who belong to the members only retail club for Chelmsford Gospel Hall Trust Members in the Chelmsford / Danbury area and not available to the general public. Membership of the retail club shall be limited to no more than 75 club members at any one time (in line with condition 8 of planning permission 22/02109/FUL).

Reasons for decision

The Committee's reasons for its decision are set out below: -

1. In reaching its decision the Committee considered all representations made, including the concerns expressed at the hearing by local residents. The Committee also had due regard to the Guidance issued by the Secretary of State pursuant to section 182 of the Licensing Act 1982.
2. The Committee was, however, also mindful that Essex Police had no concerns regarding the proposed grant of the licence, subject to the imposition of the agreed conditions set out in Appendix C. Furthermore, Environmental Health had raised no objections to the application.
3. The applicant's agent had confirmed at the hearing that the applicant was happy to amend the application and agree to the imposition of conditions in the terms set out in A. above – so as to bring the licence (if granted) in line with condition 7 and condition 8 of implemented planning permission 22/02109/FUL which permitted the change of use of the premises from warehouse use (Use Class B8) to a retail members club.
4. The planning regime and the licensing regime are separate legislative regimes. However, the Committee noted and had due regard to the fact that planning condition 7, which stipulated (among other things) the permitted days and hours during which the premises could be open to members of the club had been imposed in the interests of protecting the living environment of occupiers of neighbouring dwellings. Condition 8, which restricted the use of the premises to a members only retail club for the Chelmsford Gospel Hall Trust members and which further limited the retail members club to no more than 75 members at any one time, had likewise been imposed in the

interests of protecting the environment of occupiers of neighbouring dwellings.

On balance, and having regard to all the circumstances, the Committee was of the view that it was appropriate for the promotion of the licensing objectives to grant the licence in the above terms.

The meeting closed at 2.30pm

Chair

MINUTES

of the

LICENSING COMMITTEE HEARING

held on 21st November 2023 at 1.30pm

Present:

Councillor R. Lee (Chair of Hearing)

Councillors D. Clark, A. Davidson and P. Wilson

1. **Apologies for Absence**

No apologies for absence were received.

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. **Licensing Act 2003 – Application for a new Premises Licence – 5 The Vineyards, Great Baddow, Chelmsford, Essex, CM2 7QS**

The Committee considered an application for a new premises licence made under Section 17 of the Licensing Act 2003 and had regard to the representations made during the consultation period. These related to the promotion of the below 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

The application was for the below licensable activities:

Sale or supply of Alcohol Monday – Sunday 06:00 – 23:00

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

- Grant the application, on the terms and conditions applied for
- Grant the application, on the terms and conditions applied for, modified to such extent as considered appropriate to promote the licensing objectives.
- Refuse the application in whole or in part.

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

Applicant

- Mr Green (Licensing Solicitor)

Officers informed the Committee that during the course of the application, two representations had been received, from one local resident and Great Baddow Parish Council. The Chair advised that the written representations had been read and considered by the Committee in advance of the meeting.

The applicant addressed the Committee to summarise their application and also responded to the points that had been raised in objection to their application. The Committee heard that the premises would be turning into a Morrisons Daily convenience store, with significant investment and the applied for hours were in line with standard Morrisons hours, although there was no guarantee that the premises would actually be open to 11pm every day. The applicant also referred to the security guard present at the shopping centre until midnight every day and also the additional conditions agreed with the police as detailed in Appendix C. The Committee heard that in response to the two representations, it should be noted that no responsible authorities had submitted representations against the application. The Committee heard that alcohol sales already took place nearby and that shops could open till 11pm subject to planning permission already so in terms of noise nuisance, the sale of alcohol was not a relevant factor. It was also noted that not a single local resident from the properties very close to the premises had submitted an objection. In summary the Committee heard that any decision to restrict an application should be evidence based, not speculation based and that anyone could apply for a review of a granted licence, if issues arose in the future.

The Committee thanked the applicant and the officers for their input and advised that the decision would be made during the deliberation after the meeting. It was noted that due to the remote nature of the meeting, the decision would be circulated to all parties within a few working days via email.

The Committee gave careful consideration to the relevant representations both written and made in the course of the remote hearing.

RESOLVED that the Director of Public Places be authorised to grant the application on the terms applied for but subject to the imposition of the following conditions:

- 1) The Mandatory conditions and the conditions which were set out in Appendix C to the application.

Reasons for decision

In reaching its decision, the Committee gave careful consideration to the application and relevant representations both written and made in the course of the hearing, having regard to the requirement to promote the licensing objectives. The Committee also took into account section 17 of the Licensing Act 2023, the current Statutory Guidance under section 182 effective from December 2022 and Chelmsford City Council's licensing policy.

The Committee carefully considered the written concerns expressed by the objectors but considered that there was no evidence to indicate prospective harm at this stage.

The Committee was mindful of the fact that with the imposition of the conditions referred to, none of the responsible Authorities were objecting to the application.

The meeting closed at 1.45pm

Chair



Chelmsford City Council Licensing Committee

DATE: 12th November 2023

LICENSING ACT 2003 – APPLICATION FOR A NEW PREMISES LICENCE: CLOCKWORK ORANGE, Boyton Hall Farm, Boyton Hall Lane, Roxwell, Chelmsford, CM1 4LN

Report by: Director of Public Places

Officer Contact:

Callum Roberts, Licensing Officer, Callum.Roberts@chelmsford.gov.uk, 01245 606202

Purpose

The purpose of this report is for members to consider a Premises Licence Application given by Clockwork Orange MAG Limited, made under section 17 of the licensing act 2003, for a new premise licence in respect of Boyton Hall Farm, Boyton Hall Lane, Roxwell, Chelmsford, CM1 4LN having regard to representations received and the requirement to promote the four licensing objectives. These are:

- 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.

- Grant the application, on the terms and conditions applied for
- Grant the application on the terms and conditions applied for, modified to such extent as considered appropriate to promote the licensing objectives.

- Refuse the application in whole or in part.

An appeal in respect of any determination made in connection with this application may be made to the Magistrates Court, within 21 days of the notification given by the licensing committee, by the licence holder, Chief officer of police, or any other person making relevant representation.

1. Background and Introduction

- 1.1 The area proposed is farmland located within rural Roxwell.

2. Application

- 2.1 The application has been properly given in accordance with The Licensing Act 2003 and all procedures correctly followed. The completed application form is attached as **Appendix A**.

- 2.2 A complete application was submitted on the 23rd October 2023, and correctly advertised by placing blue public notices at the premises and by publication in a local paper and on Chelmsford City Council's website.

- 2.3 The new premises licence application provides for the following licensable activities as detailed below:

Sale or supply of Alcohol	Saturday	11:00 – 23:00
	Sunday	13:00 – 19:00
Performance of Dance	Saturday	11:00 – 23:00
	Sunday	13:00 – 19:00
Performance of Live Music	Saturday	11:00 – 23:00
	Sunday	13:00 – 19:00
Performance of Recorded Music	Saturday	11:00 – 23:00
	Sunday	13:00 – 19:00

- 2.4 Mr James Hall has been nominated as the designated premises supervisor having obtained a personal licence from Chelmsford Council.

- 2.5 The applicant has provided an operating schedule which promotes all four of the licensing objectives and has agreed additional conditions with Chelmsford City Council's Environmental Services.

- 2.6 The applicant has provided a draft traffic management plan which can be seen as Appendix E.

- 2.7 Members are asked to note that as this report is available in the public domain, personal details have been redacted from some documents, however, both the Licensing Authority and the applicant have received complete copies of all documents.

3. Representations

- 3.1 During the course of the application, Chelmsford City Council, in line with the Act, sent a copy of the application to all responsible authorities.
- 3.2 During the consultation period one representation was received objecting to the application. A copy of this objection is shown as **Appendix B**.
- 3.3 Please see attached the conditions agreed Chelmsford City Council's Environmental Services as **Appendix C**.
- 3.4 Please find attached plans of the proposed licensable area as well as a key for the plans as **Appendix D**.

4. Conclusion

- 4.1 The Statement of Licensing Policy is brought to the attention of members the following policy being of particular note;:
- Section 13(Licensing Committee) - Nothing in the section affects this application.
- 4.2 This application has been correctly submitted.
- 4.3 At the conclusion of this hearing members are advised to consider the options as previously recommended at the start of this report.

Appendices:

- Appendix A – Copy of the Premises Licence Application
- Appendix B – Copy of representations received from a member of the public
- Appendix C – Conditions agreed with Chelmsford City Council's Environmental Services.
- Appendix D – Plans and Plan key
- Appendix E – Draft traffic management plan

Background reading:

Application held by licensing authority

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

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

Your reference

BHFC52024

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**Name**

First name

Family name

Contact Details

E-mail

Telephone number

Fax number

Other telephone number

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

Is the applicant:

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

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

Applicant Business

Is the applicant's business registered in the UK with Companies House?

☐ Yes ☒ No

Is the applicant's business registered outside the UK?

☐ Yes ☒ No

Continued from previous page...

Commercial register

Registration number

Business name

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

VAT number

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

Legal status

Please select...

Applicant's position in the business

Home country

United Kingdom

The country where the applicant's headquarters are.

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

United Kingdom

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

United Kingdom

User Profile

Name

First name

James

Family name

Hall

Continued from previous page...

Contact Details

E-mail

Telephone number

Fax number

Other telephone number

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

Are you:

☒ Applying as a business or organisation, including as a sole trader

☐ Applying as an individual

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

Your Business

Is your business registered in the UK with Companies House? ☒ Yes ☐ No

Is your business registered outside the UK? ☐ Yes ☒ No

Commercial register

The entity with which your business is registered, for example "Amsterdam Chamber of Commerce".

Registration number

Business name

If your business is registered, use its registered name.

VAT number

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

Legal status

Your position in the business

Home country

The country where the headquarters of your business is located.

Continued from previous page...

Address

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

Address

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

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

Continued from previous page...

Address

Building number or name	Boyton Hall Farm
Street	Roxwell Road
District	Boyton Cross
City or town	Chelmsford
County or administrative area	Essex
Postcode	CM1 4LN
Country	United Kingdom

Contact Details

E-mail	
Telephone number	
Fax number	
Other telephone number	
Non-domestic rateable value of premises (£)	0

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

INDIVIDUAL APPLICANT DETAILS

Name

Is the name the same as (or similar to) the details given in section one?

☐ Yes ☐ No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

First name

Family name

Is the applicant 18 years of age or older?

☐ Yes ☐ No

Continued from previous page...

Address

Is the address the same as (or similar to) the address given in section one?

☐ Yes

☐ No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

Are the contact details the same as (or similar to) those given in section one?

☐ Yes

☐ No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

E-mail

Telephone number

Other telephone number

Date of birth

 / /

dd mm yyyy

Nationality

Documents that demonstrate entitlement to work in the UK

Right to work share code

Right to work share code if not submitting scanned documents

Remove this applicant

Add another applicant

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

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

Private Limited Company

Continued from previous page...

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

United Kingdom

Contact Details

E-mail

Telephone number

Fax number

Other telephone number

Date of birth

/ /
dd mm yyyy

Nationality

British

Documents that demonstrate entitlement to work in the UK

Remove this applicant

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.

Continued from previous page...

Greenfield site located at Boyton Hall Farm, Roxwell Road, Chelmsford. This is the same site as used by Essex Young Farmers for their annual show. The licensed area is a field located to the North-East of the A1060 at Boyton Cross. (Entrance W3W compelled. newsreel. bond). A plan showing the perimeter of the site, access holding area, car parking area and the management/production control centre is submitted.

The licence application is for the annual 'Clockstock' two-day event to be held on 28th & 29th June 2024 and thereafter, on a weekend in June or July in subsequent years, subject to 3 months' prior notice to the Licensing Authority each year.

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

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start

End

Start

End

Will the performance of 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.

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 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

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

Continued from previous page...

WEDNESDAY

Start

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 exhibition of films take place indoors or outdoors or both?

☐ Indoors ☐ Outdoors ☐ Both

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

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

State any seasonal variations for the exhibition of film

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

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

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

Continued from previous page...

Section 8 of 21

PROVISION OF INDOOR SPORTING EVENTS

See guidance on regulated entertainment

Will you be providing indoor sporting events?

☐ 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

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 indoor sporting events

Continued from previous page...

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 indoor sporting events 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 9 of 21

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

See guidance on regulated entertainment

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

Continued from previous page...

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the boxing or wrestling 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 boxing and wrestling 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 the boxing or wrestling 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 10 of 21

PROVISION OF LIVE MUSIC

See guidance on regulated entertainment

Will you be providing live music?

☒ Yes

☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

Continued from previous page...

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 live music, community style event on Sundays intended for the main stage area only. Restricted capacity to 5,000 for Sunday only. Some recorded music may also be provided.

The Saturday performances will be principally amplified recorded 'House' genre music provided with live DJ performers.

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.

N/A

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

Continued from previous page...

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

N/A

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

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.

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.

Amplified live music, community style event on Sundays intended for the main stage area only. Restricted capacity to 5,000 for Sunday only. Some recorded music may also be provided.

The Saturday performances will be principally amplified recorded 'House' genre music provided with live DJ performers, including the playing of amplified recorded music and DJ performers on several stages.

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.

N/A

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.

N/A

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

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 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 dance presentations on-stages to accompany live or recorded music performances

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.

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

Continued from previous page...

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

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.

Continued from previous page...

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

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

Continued from previous page...

SATURDAY

Start

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

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes

☐ No

Standard Days And Timings

Continued from previous page...

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.

N/A

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

Continued from previous page...

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

N/A

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 / /
dd mm yyyy

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number
(if known)

Issuing licensing authority
(if known)

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

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

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

Reference number for consent form (if known)

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

Section 16 of 21

ADULT ENTERTAINMENT

Continued from previous page...

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.

None

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

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.

Continued from previous page...

N/A

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.

N/A

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.

Clockstock is a successful annual event, that has been held within the Chelmsford City jurisdiction for earlier years. It was formerly held at the Chelmsford City Race Course. There have been no significant concerns or breaches of the Licensing Objectives from the earlier festivals, save for concerns over public safety of patrons at the time of egress onto nearby streets. The applicant proposes a similar festival to those held in previous years, but at an alternative and tested location at Boyton Hall Farm, Boyton Cross. The Boyton Hall Farm already has a successful record of holding the Essex Young Farmers annual show, with similar numbers of patrons in attendance as the proposed 14,999 for Clockstock 2024. The licensee proposes a full range of management issues and licensing conditions that will ensure the safe provision of the event and the promotion of the four licensing objectives. To underpin the effective management of the event, the licensee will produce comprehensive Event Management Plans that address the promotion of the Objectives. The licensee will produce plans that address Event Management, Traffic Management, Security, Crowd Management and Stewarding, Emergency Evacuation, Fire Safety, Noise Management, Waste Management, Green and Environmental issues. Not less than 3 months before the date of any event, the licensee will produce and Event Management Plan and a Traffic Management Plan specific to the Boyton Hall Farm site and submit these to the Licensing Authority for consideration at the Chelmsford City Safety Advisory Group (SAG). The licensee and/or his representatives will attend the Safety Advisory Group to present plans, discuss their implementation and take advice from the Statutory Authorities represented. The applicant welcomes and will act upon any reasonable and constructive comment from the Authorities that enhances safety at the event and assists in the promotion of the licensing objectives.

Conditions proposed:

Event Management Plans -

1. Not less than 3 months before the date of any proposed event, an Event Management Plan shall be submitted to the licensing authority for consideration by the Statutory Authorities and the Council's Safety Advisory Group as may be considered necessary by the authority;

2. The Event Management Plan shall address and plan for:

- the operational management of the event;
- safe crowd management including access to and egress from the site;
- stewarding and security
- emergency site evacuation procedures
- traffic management and transport
- litter, waste management and recycling
- first aid and healthcare provision

Continued from previous page...

- drugs policy including search policy at access points
- fire safety precautions

3. The Event Management Plan shall include a detailed plan showing the location of the performance stages, all bars, food retailers and other stalls and concessions. The plan shall further show detail of the public entrance to the licensed area including access points, queuing arrangements and any facilities to support age verification and searching of patrons.

4. The matters required to be addressed in the Event Management Plans are not exclusive and the licensee shall develop plans for any other matter that may be deemed necessary to ensure a safe event and the promotion of the licensing objectives.

b) The prevention of crime and disorder

The event will be entry only by tickets to be sold online in advance. No ticket sales or access to the site will be permitted for members of the public without an advance purchase ticket.

The site will be cashless, with all bars serving alcohol to be card payment only. This will eliminate cash handling and any risk of theft.

The event will be as previously promoted, with the music, facilities and services targeted towards a mature audience. The applicant has considerable experience in operating successful events of this nature, with incidents of crime and disorder at a very low level. The stewarding and security plans that will be in place will ensure that crime and disorder incidents will not arise, or will be dealt with effectively in accordance with a pre-arranged event security plan.

To enhance security at the site and prevent illegal access, or prevent illegal items gaining access, the licensed event site will be secured by a range of security fencing, including double 'steel shield' or Heras fencing as necessary. A sterile area between security fences will be maintained and this will be patrolled by security staff to deter any attempt to access the site or bring in illegal items.

The Event Management Team on site will maintain a log to record any significant crime and disorder incidents and the log will be produced on demand to any of the statutory authorities for inspection

The Event Management Plans to be produced will ensure Security Industry Authority door supervisors/security staff at a minimum ratio of 1/100 patrons i.e. at or above the levels recommended in the 'Purple Guide' for event management produced by the Events Industry Forum.

The event will have a 'zero tolerance' drugs policy and any person attempting to access the premises, or who is on the premises in possession of any illegal drug will be denied access, or excluded immediately. There will be a search policy under which persons and bags will be searched for illegal drugs (and other items, e.g. sharps, or weapons). Any drugs or other contraband items found during searches of patrons will be seized and placed in a secure location for subsequent hand-over to Essex Police for action or disposal. SIA staff will be deployed to undertake searches and will include an adequate ratio of female door supervisors with the training and ability to search female patrons as necessary.

Security staff will be briefed and trained as necessary in the 'Ask for Angela' policy that enhances safety for any female patron who feels vulnerable or unsafe at any time.

Conditions proposed:

1. An incident log shall be maintained in which the times, dates and details of any significant incident shall be recorded, including, but not exclusive to:

- any crime noted, or reported to security staff or management at the venue
- any ejection of a patron/s
- any seizure of drugs or offensive weapons.

2. Any significant incident shall be recorded in the incident log within 2 hours of its occurrence.

3. The incident log shall be produced to an officer of the police or licensing authority upon request.

4. The premises shall have in place and operate a zero tolerance policy with regard to the use or possession of drugs or illegal psychoactive substances

5. The premises shall have in place and operate a searching policy that specifies the searching practices to be implemented at entry points to the premises

6. There shall be sufficient female Security Industry Authority registered staff at the entry points that enable any necessary searching of female patrons arriving to gain entry to the premises

7. Where any search finds suspected illegal drugs, or any offensive weapon, these shall be seized by security staff and placed in a secure location. Any items secured shall subsequently be provided to a police officer on demand, or otherwise after the closure of the event.

Continued from previous page...

8. The perimeter of the site will be secured by appropriate security fencing that prevents, so far as is practicable any access to the site or the delivery of any illegal articles.

9. Any sterile area between security fencing shall be patrolled by Security Industry Authority registered staff at regular intervals when the event is in progress

c) Public safety

Public safety during the build-up, provision of the event and egress post-event is paramount and the applicant will take all necessary steps to ensure public safety. Safety of members of the public and of staff will be addressed in the Event Management Plan and proposals will be implemented to ensure safety and that any risk is addressed or minimised.

There will be an event production and management control point established to oversee proper and safe management of the event, with key staff appointed to enable decision making. The control point will be the primary contact for all issues including rendezvous and information for any statutory authorities who may be in attendance as well as appointed event management staff.

The Event Management Plan will include a contingency for any emergency including the controlled and safe evacuation of the site if ever necessary.

The Event Management Plan will include detailed plans for security and crowd safety. Security and stewarding at the site will be provided by a recognised security contractor with the expertise in event security and control. Security staff will be at or above the minimum requirements of the Purple Guide at a ratio of 1/100 SIA staff to patrons. The audience profile attending the either 'House' style music, or live music has been considered and previously assessed, with experience from earlier events. Crowd management has been determined as a low risk with no unruly or dangerous behaviour anticipated. Notwithstanding the assessed lower risk, provision of SIA security staff at a ratio of 1/100 patrons will be provided. This is at a level that exceeds the Purple Guide recommendations for stewarding.

All SIA staff and any stewards engaged will wear high visibility clothing and / or SIA registration badges to enable their easy identification to members of the public.

No glass will be permitted in the public areas of the site and all drinks will be dispensed in plastic or other suitable drinking vessels.

Any food concessions that are admitted to the site will produce evidence of food hygiene registrations and food hygiene registrations for staff. In particular, the Event control will be informed of and maintain a log of any gas cylinders that may be used for supplies to cooking or heating facilities on the site. The location of all gas cylinders will be made immediately known to any officer of the fire service attending in the event of a fire breaking out on the site.

The event will have a first aid policy in place and this will be detailed in the Event Management Plan. An adequate number of First Aid trained staff and ambulance provision shall be made at the levels recommended in the Purple Guide for event management.

Conditions proposed:

1. A competent security contractor with the expertise in the operation security of events attended by up to 15,000 patrons shall be appointed to provide security, stewarding and crowd management at any event.

2. Stewarding shall be provided at the ratio not less than 1 registered Security Industry Authority door supervisor to every 100 members of the public attending the event.

3. All security staff shall wear high visibility clothing or ensure a Security Industry Authority registration badge is visible to enable identification.

4. The Event Management Plan shall include a first aid policy, that specifies the numbers of trained first aider 'first responders', ambulance provision and other medical staffed deemed necessary to ensure safety of patrons.

5. All drinks, including any bottled drinks sold at the site shall be dispensed only into plastic or other non-glass drinking vessels.

d) The prevention of public nuisance

The applicant will provide a robust Traffic Management plan to reduce any impact on traffic in the local area. The plan will detail proposals for public transport, shuttle buses, driving and parking at the venue. Shuttle buses will be provided to move customers to and from Event site and back to Chelmsford City Centre and Chelmsford Station at close. A 'one-way' system will operate for traffic parking on the site to minimise any congestion. The Traffic Management Plan will be provided by an accredited traffic management company with experience in the field of event provision.

All amplified music will cease strictly at 10.00pm on Saturday and at 7.00pm on Sunday. At the close of the event, security staff will ensure clearance of members of the public from the site by 10.30 and assist with a quiet and orderly dispersal away

Continued from previous page...

from the area.

There will be a noise management proposal within the Event Management Plan that will include the use of contemporary technology to contain amplified music so far as possible within the site. The applicant will consult widely with local residents to advise of the date and times of the event and to hear and so far as is practicable, deal with concerns.

The event management will have a litter and waste management policy that will include ongoing litter picking and clearance during performances. There will further be 'green' and recycling policies to ensure that where practicable, all materials will be collected/separated for re-cycling by an appointed contractor. The site and the immediate area will be fully litter-picked after the removal of all infrastructure within 2 days of closure of the event.

1. The Event Management Plan shall include a noise management policy that ensures measures to minimise the impact of sound to any nearby residential property
2. All music provision shall cease immediately at the times permitted on the licence, i.e. at 22.00 hours on Saturday and 19.00 hours on Sunday, irrespective of any performance that may be in progress at the time.
3. a recognised waste management contractor shall be appointed to ensure clearance of all litter from the site, including a requirement where practicable to ensure separation and recycling of recyclable materials.

e) The protection of children from harm

The event has a strict age restriction and no persons shall be admitted unless they are over 18 years of age. Security staff will be trained and identification checks will be done before any entry is permitted to the licensed area.

Clockstock is an advance purchase all-ticket event. It is anticipated that all tickets will be sold out before the event date. In no case will tickets be available for sale at the entrance areas and they must be purchased in advance. The 18 year age restriction will be clearly stated in all promotional materials / website and printed on each ticket or e-ticket. There will be signs posted at the entrance advising strictly no entrance to any person under 18 years of age. To underpin the no under 18s policy, the event will operate a 'Challenge 25' policy where SIA registered staff will conduct identification checks on entry for any person with the appearance of being under 25 years of age.

The bars on site will operate a 'challenge 25' policy in addition to the gate checks by security staff. Challenge 25 (A4 minimum) signs will be posted prominently at all bars. Bar staff will receive training on the range of responsibilities under the licensing act and in particular how to operate the 'challenge 25' policy and ensure no sale of alcohol to any person under the age of 18 years. Such training will also include the requirement to prevent 'proxy sales' to any purchaser who may attempt to purchase alcohol for delivery to an under age person.

To oversee and ensure implementation of the challenge 25 policy, and to ensure other necessary responsibilities under the Licensing Act are discharged, a personal licence-holder will be in place at each of the bars on site for the duration of the alcohol sales. The PLH will carry their licence card at all times, for production to any authorised office or police officer upon request.

Conditions proposed:

1. A 'challenge 25' policy shall be in place and shall be implemented to ensure that where any person attempts to buy alcohol and they appear to be under the age of 25 years, that they are required to produce a document that includes their photograph and which demonstrates that they are over the age of 18 years.
2. The only documents to be accepted to demonstrate a proof of age shall be a proof of age card bearing the PASS hologram; a photocard driving licence; an original passport, or a Ministry of Defence identity card.
3. Signs shall be prominently posted at the point of sale for any alcohol advising that the premises operates a 'challenge 25' policy.
4. All staff engaged in the sale of alcohol at the premises shall have received prior training in relation to the challenge 25 policy and the requirement to not sell alcohol to any person appearing under the age of 25 years unless they have produced a recognised proof of age document showing that they are over 18 years of age.
5. All staff engaged in the sale of alcohol at the premises shall have received prior training on key responsibilities under the Licensing Act and in particular, how to recognise drunkenness and the requirement to not sell alcohol to any person who is, or appears drunk.
6. A log of all staff training, signed by the member of staff concerned shall be maintained and kept for a minimum of 12 months and made available to any authorised officer of the Licensing Authority or Police Officer when requested.

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.

Fee amount (£)

1,100.00

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

United Kingdom

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

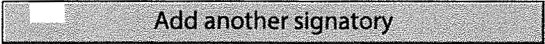
Capacity

Date

23	/	10	/	2023
dd		mm		yyyy

Remove this signatory

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Add another signatory

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.chelmsford.gov.uk/business/licensing/alcohol-licensing/premises-licence/apply-for-a-new-premises-licence/> to upload this file and continue with your application.

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

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

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

OFFICE USE ONLY

Applicant reference number	BHFC52024
Fee paid	
Payment provider reference	
ELMS Payment Reference	
Payment status	
Payment authorisation code	
Payment authorisation date	
Date and time submitted	
Approval deadline	
Error message	
Is Digitally signed	<input type="checkbox"/>

Digital Signature Information

Signer's name	
Signer's contact information	
Signing time	
Signer status	
Signature status	
Certificate issuer	

Representation received in relation to a New Premises Licence for Boyton Hall Farm, Boyton Hall Lane, Roxwell, Chelmsford, CM1 4LN

Representation 1

Representation by Chignal Parish Council, 13th November 2023

New Premises Licence - Boyton Hall Farm

Licence application by Clockwork Orange MAG Ltd for the Sale or supply of Alcohol at the annual 'Clockstock' two-day event to be held on 28th & 29th June 2024 and thereafter, on a weekend in June or July in subsequent years, subject to 3 months' prior notice to the Licensing Authority each year.

The above licence application was considered as an agenda item at the Chignal Parish Council meeting on 13th November 2023. During the Public Open session, several parishioners requested the Parish Council to raise their concerns about the potential impact of the proposed Clockstock music festival at Boyton Hall Farm on neighbouring communities. A resident also questioned whether the City Council's Safety Advisory Group had already considered an Entertainments licence application for this event which if granted, would presumably impose conditions on aspects such as health and safety, noise levels, access, emergency resilience, site infrastructure etc?

Clarity is required about the dates stated in this alcohol licence application which are for 28th and 29th June 2024 whilst the bars will be open on Saturday 29th and Sunday 30th. The Clockstock website indicates that it will be a one day event on 29th June.

Boyton Hall Farm already hosts the annual Essex Young Farmers' Show in May and next year (27th July – 3 August) will see the Essex International Scout Jamboree being held there. In previous years, Essex Scouts have written to the Parish Council and local residents to explain about the event and offered to address any concerns. Both of these events are well managed and have not created undue disturbance to local residents. Holding a major dance music festival such as Clockstock at Boyton Hall Farm is a very different proposition.

The Council notes that Clockwork Orange MAG Ltd does not appear to be a member of the Association of Festival Organisers or the Association of Independent Festivals and therefore not bound to comply with a code of business which may have provided some reassurance that the event would be managed appropriately to ensure the safety of both the attendees and local communities and the prevention of crime and disorder.

Local residents would wish to be assured that there would be adequate security fencing around the Clockstock site to contain any impact from crime and disorder and to ensure public safety. There is a public right of way alongside the field that will be used for the sale of alcohol that runs from The Green, Mashbury Road to near The Hare at Roxwell on the A1060. This field is also close to a residential property, (Pengymill).

Given the proximity of Boyton Hall Farm to homes in Mashbury Road, there is likely to be a degree of public nuisance from the noise levels generated by this music festival.

Drivers seeking an alternative route to avoid the inevitable congestion that will be caused on the single carriageway A1060 access route are likely to divert onto the narrow country lanes in Good Easter, Mashbury and Chignal.

Clockstock was held last year at the Chelmsford City Racecourse which has hosted several major music events. It would appear to be a more appropriate venue to cater for the expected 16,000 – 20,000 attendees in terms of its existing infrastructure and accessibility on the dual carriageway A131.

I am writing regarding the above premises licence application as the responsible authority for Chelmsford City Council Licensing Authority and environmental protection (prevention of public nuisance) and to outline some of my concerns and suggested conditions, in advance of submitting a potential representation.

I note that you have advised you consider that the access to and egress from the site should be acceptable due to the Young Farmers Event having previously taken place at the site with similar numbers. I do have concerns regarding this where potentially 15,000 attendees are egressing the site, during hours of darkness, at the end of the event. I would suggest the proposed event, in this way, and the proposed clientele is dissimilar to the Young Farmer Event and this needs further assessment. While you have outlined conditions relating to submission of a traffic management plan before the event I would wish to see more detailed information in the application to demonstrate how this will be done in a safe manner. I therefore request a traffic management plan be submitted as part of the application process to deal with this matter.

Please can you confirm the terminal hour for regulated entertainment on the Saturday as you refer to 10pm in the suggested conditions in the operating schedule but have indicated 11pm on the application form.

In terms of prevention of public nuisance I would request that you accept the following conditions. Please confirm as soon as convenient that you agree to these conditions.

1. 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 not audible outside the boundary of the site between 2300 hours and 1100 hours.
2. The licence holder shall appoint a suitably qualified and experienced noise control consultant who is a member of the Institute of Acoustics and/or the Association of Noise Consultants to produce and fully implement a noise management plan (NMP).
3. For up to 3 event days in a calendar year the Music Noise Level (MNL) should 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. For any other event days within a calendar year the MNL from any event shall not exceed, at any noise sensitive location, the representative background noise level by more than 15dB(A) over a 15-minute period throughout the event and during any rehearsal or sound check for the event. The representative background noise level should be measured and calculated as per the guidance contained within the 'Code of Practice on Environmental Noise Control at Concerts' (the arithmetic average of the LA90, 1 hour for the final four hours of the period to be determined) at locations representative of the nearest noise sensitive receptors to be agreed with Chelmsford City Council.
4. A Low frequency music noise control strategy shall be included as part of the NMP and shall be submitted to, and approved in writing by Chelmsford City Council, prior to the commencement of any event.
5. The appointed noise control consultant will regularly monitor noise from events at noise sensitive locations around the site and advise their sound engineers accordingly to ensure MNL 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 prior to the commencement of any event.

6. The licence holder shall provide Chelmsford City Council, in advance of the event, contact telephone numbers of their appointed noise control consultant and other members of their management team who can be contacted in the event noise complaints are received.

7. 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.

Please contact me if you would like to discuss this.

Regards,





Lewis Mould
Operations Manager
Public Health & Protection Services
Directorate of Public Places
Chelmsford City Council

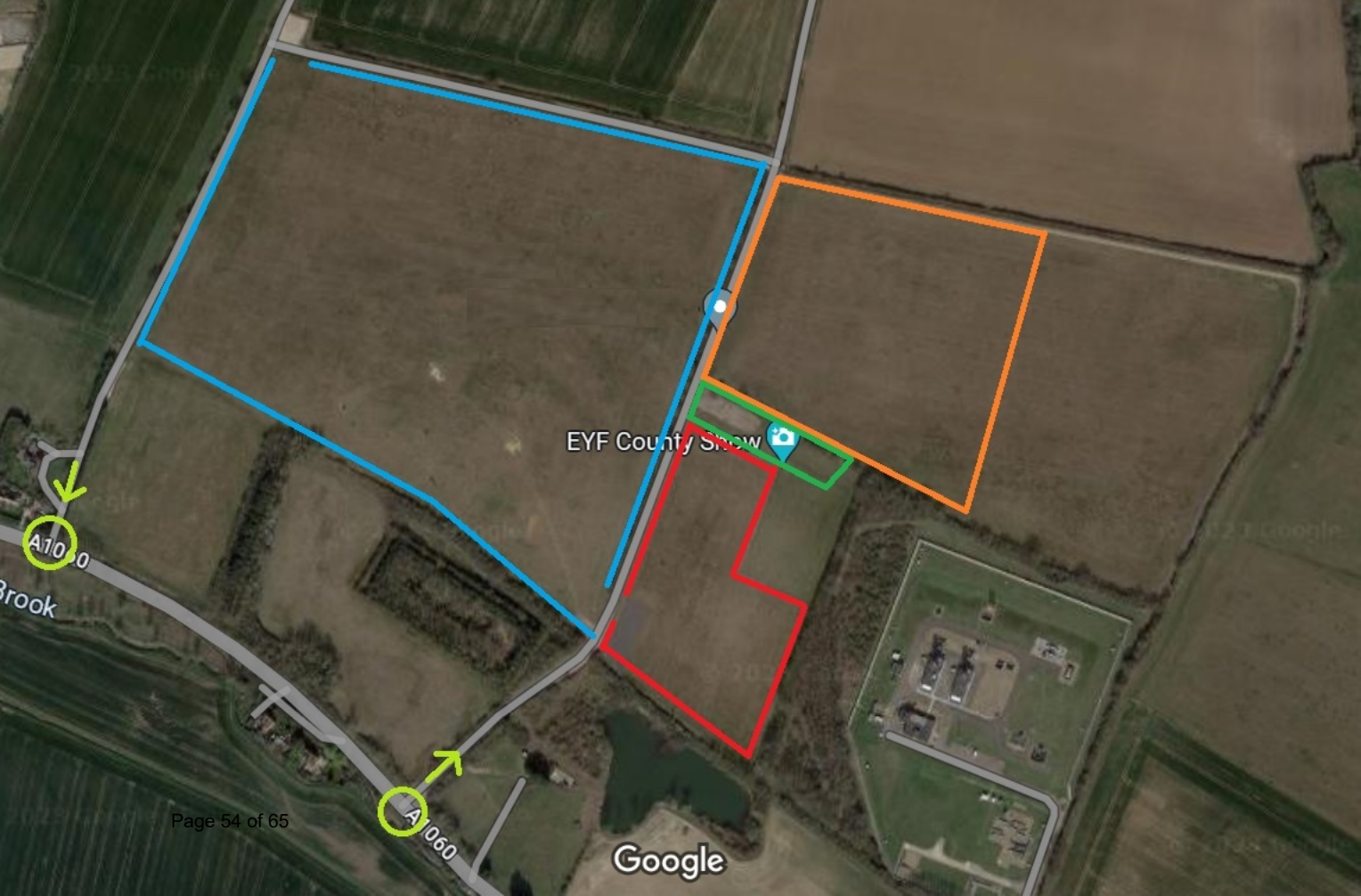
Clockstock 2024

Boyton Hall Farm, Roxwell Road, Boyton Cross Essex CM1 4LN

Site Layout

Boundary Key:

BLUE		Public car parking
RED		VIP and Artist parking
Green		Production, Management & Control
Orange		Extent of Licensed Area



EYF County Show

Google

APPENDIX E

Clockstock 2024

Traffic Management Plan

Saturday 29th June 2024

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Event Details

Clockstock 2024 will take place on Saturday 29th June 2024 at Boyton Hall Farm, A1060, Chelmsford CM1 4LT. The event will start at 11:00hrs and conclude at 22:30hrs.

The event is expected to attract between 12,000 and 15,000 attendees.

The majority of ticket holders will arrive by taxi or private hire bus/coach including the services provided by the organisers. Cars numbers are expected to be approximately 1000 only.

Ingress takes place slowly between the hours of 10.30hrs and 15:00hrs. There are no admissions after 19:00hrs.

Pre- event traffic will be light and is not expected to have any effect on local roads.

Event Location

The event will be located in the fields at Boyton Hall Farm as located on the site plan in Appendix III. The entrance to the site is on the A1060 just before Boyton Cross and 2 miles from the junction with Lordship Road, Writtle.

The main entrance is a two-way road accessed directly from the A1060 with a right-turn filter lane from the direction of Chelmsford.

The main exit is located approximately 375m from the main entrance in the direction of Boyton Cross and The Rodings.

Roads/Public Right of Way

The event will be serviced by the A1060.

There are no public right of ways that could affect the event or the TMP.

We are not expecting ticket holders to arrive on foot. However, there are bus stops on both sides of the road at Boyton Hall Lane next to the main exit. This can be used as an entrance for pedestrians who can access the admissions gates through the car park field.

Any ticket holders arriving by foot from Chelmsford direction can use the main gate to enter the site. A safe footpath will be created up the right side of the road using pedestrian barriers as far as the car park field entrance. This will be discouraged as there are no pavements or defined path on large sections of the A1060.

Road Control Measures

The site is used for the Essex Young Farmers Show in May every year. This event saw 18,000 attendees and over 6,000 vehicles in the car park. The TMP for this event was successful and so we have drawn on the details of that to serve as a precedent for this plan.

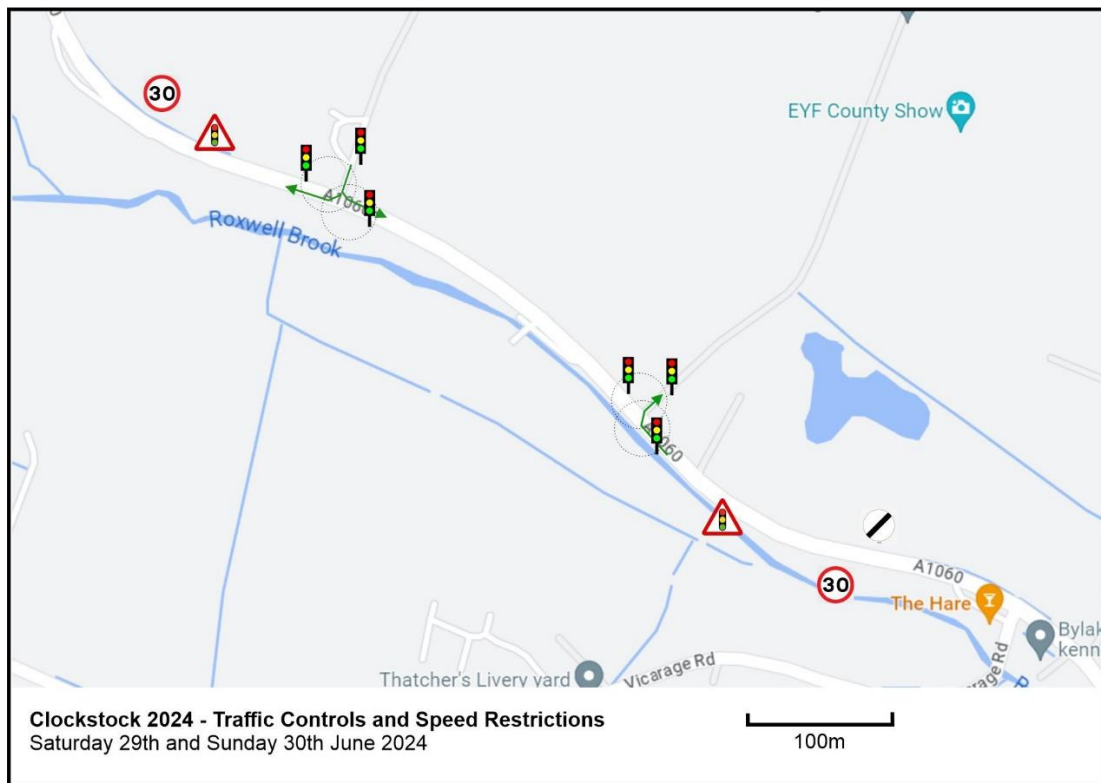
An application will be made for the following road controls:

- Two sets of temporary traffic lights located either side of the main entrance and main exit, for use during peak periods
- Speed restriction 1 mile either side of the site. Boyton Cross is restricted to 40mph and the road from Chelmsford is national speed limit. We would propose a 30mph limit in this zone
- Advanced signage from both directions 28 days before the event cautioning of the chance of heavy traffic between 10:00-14:00hrs and 21:00-23:30hrs

There will be signage inside the site before the exit onto the A1060 directing traffic to Chelmsford, A12 and Harlow, M11.

The A1060 will be temporarily lit for 50m either side of the main entrance and exit. Sunset is at 9.20pm, the temporary lighting will be on from 8.30pm, or earlier depending on weather conditions.

Traffic Safety Officers from the appointed Traffic Management Company will be located at both entrances/exits at all times from 9:00hrs to 01:00hrs on 30th June.



Directional Signage

There will be signs place before the entrance in both directions:

‘Event site entrance 200 yards’ and a directional arrow.

‘Event site entrance’ and a directional arrow

At the roundabout at the junction of the A1060 and Lordship Road:

2x ‘Clockstock 24’ and a directional arrow. From Chelmsford direction and from Writtle.

Before Boyton Cross from the direction of The Rodings:

1x ‘Clockstock 24’ and a directional arrow.

Arriving Traffic

All traffic will enter the site through the main entrance. They will be going to three locations:

- Main car park and drop off zones for taxi/car and buses
- Main car park, parking for all vehicles remaining for the duration of the event
- VIP and Artists parking area

Departing Traffic

All traffic from the main car park and collection zones will depart from the main exit. VIP and Artists will depart from the main entrance but will only be able to left turn towards Chelmsford from where they can access all routes.

The section of road around the main entrance and main exit will be lit as previously mentioned.

Public Transport

A large percentage of customers use the return bus services from Chelmsford Station and from a dozen other locations in Essex. In 2023, 20% of customers used this service and 60% used private hire vehicles including taxis and minibuses/coaches.

In addition to the bus service two standby minibuses will be provided to move customers to locations in Writtle and Chelmsford, free of charge, should they have difficulty with arranged transport and are seeking to leave the site on foot. All ticket holders have a clear instruction on their ticket and event email warning them that the site is not accessible on foot.

There is a designated drop-off and collection area close to the main entrance to the festival site. Flow rates for vehicles will be calculated and the area dedicated to drop-offs and collections will be adequately sized to prevent taxis backing up on the A1060. The collection area will have clear zone markings to help drivers indicate their location to customers.

A return shuttle bus service will be in place from Chelmsford Station, all tickets must be pre-booked.

Parking

The main parking field has space for over 6,000 parked vehicles. We anticipate using the same team that has successfully operated the car park for this number of vehicles at previous events on the site.

The car park will be lit from 8.30pm with a combination of lighting towers and festoon lighting for walkways. Security and parking attendants will be on hand in the car park to assist customers, control and direct the flow of vehicles on ingress and egress.

Traffic Flow Rates

Calculations for flow rates on the A1060 will be confirmed by the appointed Traffic Management Company and included in this plan.

Based on the experience of five events we have an accurate picture of how our customers use transport to attend our events.

The vast majority of customers use public transport in the form of taxis, hired coaches and the Clockstock bus services. Parked vehicles have never exceeded 1200 in total.

This site benefits from a large car park and can accommodate every vehicle attending or staying on the site at any one time. This will allow us to manage queuing on the site and reduce traffic building up on the A1060.

Ingress is quite steady and has never presented a problem. The anticipated maximum flow rates are as follows:

10:30 – 11:30 – 15% volume – 11 vehicles/min
11:30 – 12:30 – 20% volume – 14.5 vehicles/min
12:30 – 13:30 – 30% volume – 22 vehicles/min
13:30 – 14:30 – 20% volume – 14.5 vehicles/min
14:30 – 15:30 – 15% volume – 11 vehicles/min

Egress will be busy, approximately 20-25% customers leave in the hours before the finale. Arriving taxis have plenty of space to rank up in several allocated PUDO lanes that are arranged into clearly signed zones to aid customers in locating their taxi. Each lane has a pedestrian path, a parking layby and a road for taxis to pull through.

This will help to prevent any build up of traffic trying to enter the site at the end of the event.

Anticipated maximum incoming flow rate as follows:

19:30 – 21:30 – Negligible (5%)
21:30 – 22:30 – 30% volume – 16 vehicles/min
22:30 – 23:00 – 35% volume – 37 vehicles/min
23:00 – 23:30 – 20% volume – 22 vehicles/min
23:30 – 00:00 – 10% volume – 6 vehicles/min

Calculations for flow through the traffic controls will be calculated by the appointed TMC.

APPENDIX I

Event Schedule

06:00	Site officially opens to traders and staff
09:00	Traffic Management assume control of main road and entrance
10:30	Final site inspection by Event Director, SSO and IHSO
10:45	Main gates fully manned and ready for opening
	Security in place and ready to operate
11:00	Site opens to public
21:00	Car Park Attendants prepare to implement collection plan
22:30	Stages close, main egress begins
23:00	Site Closes
	Buses depart to destinations
00:00	Last shuttle buses depart
	Car park should be clear
00:30	Traffic Management Company remove traffic controls
01:00	Site is locked down

APPENDIX II

Stewarding and Security (In regard of TMP)

Ingress

Security will be stationed at the main entrance in order to assist the TMC in the event of any matters outside of the TMP.

Stewards will be in place in the car park to help manage the movement of pedestrians, especially in where a crossing is involved. Directional signage will help customers from the car park to the main gates.

Security will be present around the queuing area for the main gate and one reaction team will be on standby to help with any issues that may arise with parking, traffic flow or customer flow.

Egress

Stewards will move into position to start preparing for main egress at 21:00 and a security team will be in position from 22:00 to ensure the safety of customers.

The taxi collection area will be the main focus of attention. Stewards will be on hand to point out the zone markers that will quickly identify the location of a waiting taxi.

A security reaction team will be on standby to assist with any issues occurring in the collection area and car park.

Some level of queuing for departing vehicles has to be expected and stewards will help the Car Park Attendants to maintain an orderly egress.

APPENDIX III

Site Map



Entrance and Exit indicated in RED
Festival Site indicated in ORANGE
Main Car Park indicated in BLUE
Staff Parking indicated in SKY BLUE
Site Management offices indicated in YELLOW

APPENDIX IV

Parking and PUDO Plan

