



## City and County of Swansea

### Notice of Meeting

You are invited to attend a Meeting of the

## Statutory Licensing Sub Committee

**At:** Remotely via Microsoft Teams

**On:** Friday, 13 August 2021

**Time:** 10.00 am

**Chair:** Councillor Penny Matthews

**Membership:**

Councillors: P Downing and L G Thomas

**Watch Online:** [//bit.ly/2U10YCg](https://bit.ly/2U10YCg)

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### Agenda

	Page No.
1 Apologies for Absence.	
2 Disclosures of Personal and Prejudicial Interests. <a href="http://www.swansea.gov.uk/disclosuresofinterests">www.swansea.gov.uk/disclosuresofinterests</a>	
3 Licensing Act 2003 - Section 17 - Application for a Premises Licence - Parc Williams, Loughor, Swansea, SA4 6TU.	1 - 33

A handwritten signature in black ink that reads 'Huw Evans'.

Huw Evans  
Head of Democratic Services  
Friday, 6 August 2021

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Contact: Democratic Services - Tel: (01792) 636923



**Report of the Licensing, Food and Safety Manager  
To the Statutory Licensing Sub Committee  
13<sup>th</sup> August 2021**

**Licensing Act 2003  
Section 17 Application for a Premises Licence**

- 1. Premises: Parc Williams, Loughor, Swansea, SA4 6TU**
- 2. Applicant : Special Events, Swansea Council, SA1 4PE**
- 3. Application For A New Premises Licence**

- 3.1 An application for a new premises licence was received by this authority on the 22<sup>nd</sup> June 2021. The applicant has applied for a premises licence to allow the following licensable activities to take place:

**Plays, Films, Indoor Sporting Events, Boxing or Wrestling, Live Music, Recorded Music, Performance of Dance, Anything of a similar description to Music or Dance, Supply of Alcohol**

**Monday – Sunday 08.00 – 23.00**

- 3.2 A copy of the application is attached at **Appendix A.**

#### **4. Background**

The premises licence application is for a Community Park situated to the North West of Swansea City centre set within walking distance of Loughor Castle.

The parks basic infrastructure includes paths, football pitches, tennis courts, MUGA, running water.

The park has access via 3 main entrances. The boundary is walled and/or fenced.

The park has been used on previous occasions for community type events/activities”

A location plan is attached at **Appendix B**.

## **5. Promotion of the Licensing Objectives**

5.1 The Licensing Act 2003 contains four licensing objectives, namely: -

- (i) Prevention of Crime and Disorder;
- (ii) Public Safety;
- (iii) Prevention of Public Nuisance;
- (iv) Protection of Children from Harm.

Each of these objectives is of equal importance and the application must demonstrate how they are to be promoted.

Conditions which are consistent with the operating schedule and will be attached to the licence, if granted, are attached at **Appendix C**.

## **6. RELEVANT REPRESENTATIONS**

### **6.1 Responsible Authorities**

- a) **South Wales Police**  
No representations
- b) **Trading Standards**  
No representations.
- c) **Mid and West Wales Fire Authority**  
No representations.
- d) **Health and Safety**  
No representations.
- e) **Planning Authority**  
No representations.
- f) **Pollution Division**  
No representations.
- g) **Child Protection**  
No representations.
- h) **Primary Care Trust/Local Health Board**  
No representations.
- i) **Licensing Authority**  
No representations

**j) Immigration**

No representations.

**k) Other Persons**

Representations have been received from one other person. This representation makes reference to a number of concerns regarding the park, however they are not considered to be valid representations under the Licensing Act 2003. The only concern to be considered by the Committee is the comment relating to music disturbance. A copy of the representation is attached at **Appendix D**

**7. Policy Considerations**

7.1 In considering this application Members should have regard to the current Statement of Licensing Policy. A link to the policy is provided in paragraph 4.2 of the report and has previously been circulated to Members.

**8. Guidance Issued By the Home Secretary**

8.1 Members should also have regard to the relevant parts of the current statutory guidance (The Guidance), issued by the Home Secretary in April 2018 in particular:

- (i) Introduction – Chapter 1
- (ii) Licensing Objectives – Chapter 2
- (iii) Applications For Premises Licences – Chapter 8
- (iv) Determining Applications – Chapter 9
- (v) Conditions attached to Premises Licences – Chapter 10
- (vi) Statement of Licensing Policy – Chapter 14

A link to the Guidance can be found at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/705588/Revised\\_guidance\\_issued\\_under\\_section\\_182\\_of\\_the\\_Licensing\\_Act\\_2003\\_April\\_2018\\_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/705588/Revised_guidance_issued_under_section_182_of_the_Licensing_Act_2003_April_2018_.pdf)

**9. Determination of the Application**

9.1 The decision must be based on the individual merits of the application and the representations received, with a view to promoting the licensing objectives outlined in paragraph 5 of the report.

9.2 In arriving at the decision, Members should also have regard to the relevant provisions of the Policy and the Guidance as previously

provided. Reasons must be provided for any departures from the Policy or Guidance.

9.3 In reaching the decision the Committee must, having regard to the representations, take such steps mentioned below (if any) as it considers appropriate for the promotion of the licensing objectives:-

- a. Grant the licence subject to:
  - i) conditions that reflect the operating schedule, modified to such extent as the authority considers appropriate for promotion of the licensing objectives. Certain regulated entertainment under the Licensing Act 2003 (as amended), has been deregulated. Where entertainment is deregulated but licensable activities continue to take place on any premises, any licence conditions imposed on a grant of a licence in respect of any deregulated entertainment will be suspended.
  - ii) any mandatory conditions relevant to the licence
- b. Exclude any of the licensable activities to which the application relates.
- c. Refuse to specify a person in the licence as the premises supervisor.
- d. Reject the application

**The Licensing Sub Committee's instructions are requested.**

Background Papers:	Licence Application
Contact Officer:	Bethan Walker
Extension:	01792 635600

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

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

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

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

**I/We** Special Events, Swansea Council, SA1 4PE

*(Insert name(s) of applicant)*

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

**Part 1 – Premises details**

Postal address of premises or, if none, ordnance survey map reference or description <u>Parc Williams, Loughor, Swansea</u>			
<b>Post town</b>	<u>Swansea</u>	Postcode	<u>SA4 6TU</u>

Telephone number at premises (if any)	<u>N/A</u>
Non-domestic rateable value of premises	<u>£ 0</u>

**Part 2 - Applicant details**

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

- a) an individual or individuals \*  please complete section (A)

- b) a person other than an individual \*
  - i as a limited company/limited liability partnership  please complete section (B)
  - ii as a partnership (other than limited liability)  please complete section (B)
  - iii as an unincorporated association or  please complete section (B)
  - iv other (for example a statutory corporation)  please complete section (B)
- c) a recognised club  please complete section (B)
- d) a charity  please complete section (B)
- e) the proprietor of an educational establishment  please complete section (B)
- f) a health service body  please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales  please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England  please complete section (B)
- h) the chief officer of police of a police force in England and Wales  please complete section (B)

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

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

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

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)
<b>Surname</b>			<b>First names</b>	

<b>Date of birth</b> over		I am 18 years old or <input type="checkbox"/> Please tick yes	
<b>Nationality</b>			
Current residential address if different from premises address			
Post town		Postcode	
<b>Daytime contact telephone number</b>			
<b>E-mail address (optional)</b>			
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9 digit 'share code' provided to the applicant by that service (please see note 15 for information)			

**SECOND INDIVIDUAL APPLICANT** (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b> over		I am 18 years old or <input type="checkbox"/> Please tick yes			
<b>Nationality</b>					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9 digit 'share code' provided to the applicant by that service (please see note 15 for information)					
Current postal address if different from premises address					
Post town		Postcode			



<b>Daytime contact telephone number</b>	
<b>E-mail address (optional)</b>	

**(B) OTHER APPLICANTS**

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

Name City & County of Swansea
Address The Guildhall Swansea SA1 4PE
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.) Local Authority
Telephone number (if any) 01792 635428
E-mail address (optional) Special.Events@Swansea.gov.uk

**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD	MM	YYYY
1	3	082021

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

DD	MM	YYYY

Please give a general description of the premises (please read guidance note 1)

A Community Park situated to the North West of Swansea City centre set within walking distance of Loughor Castle.

The parks basic infrastructure paths, football pitches, tennic courts, MUGA, running water.

The park has access via 3 main entrances. The boundary is walled and/or fenced.

The park has been used on previous occasions for community type events / activities

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

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

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

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

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

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

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

**In all cases complete boxes K, L and M**

**A**

<b>Plays</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of a play take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	08:00	23:00	<b><u>Please give further details here</u></b> (please read guidance note 4) Performance of plays.		
Tue	08:00	23:00	Where indoors, this maybe in a temporary structure such as a marquee		
Wed	08:00	23:00	<b><u>State any seasonal variations for performing plays</u></b> (please read guidance note 5) Its likely events will only take place during the summer season.		
Thur	08:00	23:00			
Fri	08:00	23:00	<b><u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat	08:00	23:00			
Sun	08:00	23:00			

**B**

<b>Films</b> Standard days and timings (please read guidance note 7)			<b><u>Will the exhibition of films take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4) The showing of films and the use of screens for live / visual performances.  Where indoors, this maybe in a temporary structure such as a marquee		
Mon	08:00	23:00			
Tue	08:00	23:00	<b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 5) Its likely events will only take place during the summer season.		
Wed	08:00	23:00			
Thur	08:00	23:00	<b><u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Fri	08:00	23:00			
Sat	08:00	23:00			
Sun	08:00	23:00			

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<b><u>Please give further details</u></b> (please read guidance note 4)  Where indoors, this maybe in a temporary structure such as a marquee
Day	Start	Finish	
Mon	08:00	23:00	<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 5)  Its likely events will only take place during the summer season.
Tue	08:00	23:00	
Wed	08:00	23:00	
Thur	08:00	23:00	
Fri	08:00	23:00	
Sat	08:00	23:00	
Sun	08:00	23:00	

D

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 7)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)  Where indoors, this maybe in a temporary structure such as a marquee		
Mon	08:00	23:00			
Tue	08:00	23:00			
			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 5)		
Wed	08:00	23:00			
Thur	08:00	23:00			
			<b><u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Fri	08:00	23:00			
Sat	08:00	23:00			
Sun	08:00	23:00			

**E**

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of live music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	08:00	23:00	<b><u>Please give further details here</u></b> (please read guidance note 4)  Where indoors, this maybe in a temporary structure such as a marquee		
Tue	08:00	23:00			
Wed	08:00	23:00	<b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 5)  Its likely events will only take place during the summer season.		
Thur	08:00	23:00			
Fri	08:00	23:00	<b><u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat	08:00	23:00			
Sun	08:00	23:00			

F

Recorded music Standard days and timings (please read guidance note 7)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	08:00	23:00	<b><u>Please give further details here</u></b> (please read guidance note 4)  Where indoors, this maybe in a temporary structure such as a marquee		
Tue	08:00	23:00			
Wed	08:00	23:00	<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 5)  Its likely events will only take place during the summer season.		
Thur	08:00	23:00			
Fri	08:00	23:00	<b><u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat	08:00	23:00			
Sun	08:00	23:00			



**G**

<b>Performances of dance</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Mon	08:00	23:00			
Tue	08:00	23:00			
			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 5)  Its likely events will only take place during the summer season.		
Wed	08:00	23:00			
Thur	08:00	23:00			
			<b><u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Fri	08:00	23:00			
Sat	08:00	23:00			
Sun	08:00	23:00			

H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing  PYROTECHNIC DISPLAYS / LASER DISPLAYS / FUNFAIR		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon	08:00	23:00		Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Tue	08:00	23:00	<b><u>Please give further details here</u></b> (please read guidance note 4) Fireworks, Funfair rides, lasers or pyrotechnics to be provided by approved contractors and used subject to approval from the relevant authorities.		
Wed	08:00	23:00			
Thur	08:00	23:00	<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 5)		
Fri	08:00	23:00	Its likely events will only take place during the summer season.		
Sat	08:00	23:00	<b><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sun	08:00	23:00			

I

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

J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	08:00	23:00	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)  Its likely events will only take place during the summer season.		
Tue	08:00	23:00			
Wed	08:00	23:00			
Thur	08:00	23:00			
Fri	08:00	23:00	<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Sat	08:00	23:00			
Sun	08:00	23:00			

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

Name David Price Deer
Date of birth *information redacted*

Address  
 Special Events  
 City & County of Swansea  
 The Guildhall  
 Swansea

Postcode | SA1 4PE

Personal licence number (if known) \*information redacted\*

Issuing licensing authority (if known) \*information redacted\*

K

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).**

None

L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<b>State any seasonal variations</b> (please read guidance note 5)  The park is generally open to the public 24 hours a day apart from certain locations and periods.  Public access to the park during event periods will be limited to the opening times.
Day	Start	Finish	
Mon	00:00	00:00	
Tue	00:00	00:00	

			The event, event build and event derig may limit public access using appropriate perimeter fencing as recommended by the event safety guide.
Wed	00:00	00:00	Events may vary from single to multi day and customer and public access may vary. Sound checks may take place in advance of the event with permission from the local authority
			<b><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u></b> (please read guidance note 6)
Thur	00:00	00:00	Events are only likely to take place during the summer season.
Fri	00:00	00:00	The park will remain open to the public unless necessary to shut part or whole of the park for an event or event preparation. Where possible diversions, with appropriate signage, will be put in place rather than closures.
Sat	00:00	00:00	
Sun	00:00	00:00	

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

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

There will be a maximum of 6 days of licensed activity per annum.  
Please see draft Event Management Plan (EMP) for further details.

Unless agreed with all the Key Stake Holders, the Premises Licence Holder shall prepare and submit an Event Management Plan (EMP) to the City and County of Swansea (CCS) Safety Advisory Group (SAG) at least 1 month prior to each event. This must include an overview of the area of the premises to be used, setting out how the event will be managed, the precautions and risk assessments undertaken to cater for all reasonable foreseeable contingencies, and which will demonstrate the procedures, roles and specific responsibilities of the management team, security and associated personnel.

The finalised version of such a plan must be submitted to and approved by SAG no later than 7 days prior to the commencement of the event (or with an agreement with all relevant parties).

Regular planning meetings will be held to discuss all aspects of the event(s) with various relevant key stakeholders as part of the SAG if required.

Regular on site meetings will be held between relevant key stakeholders and the premises licence holder and or their nominated person(s) during the event(s) as agreed with the SAG.

The EMP is a live work in progress document and needs to respond to last minute changes.

For example, an increased terror threat, health threat, national event, pandemic etc. All changes will be agreed with the SAG.

Robust plans (including contingency and counter terrorism planning having regard to the Crowded Places Guidance) will be provided as part of the EMP and if applicable to the event will detail the items below following discussion with relevant key stakeholders:

- Traffic Management Plan
- Policy on Drugs
- Prohibited items & Search Policy
- Terms and Conditions of Entry
- Means of Communication
- Major Incident Plan
- Waste Management Plan
- Crowd Management Plan
- Noise Management Plan
- Health & Safety Policy
- Security Plan
- Medical Plan
- Fire Safety Plan
- Wind Management Plan

The Premises Licence Holder, or nominated representative, shall be responsible for and be present at all times during the event, except where such control becomes the responsibility of authorised officers of the Emergency Services, and shall not engage in any activities which will prevent the general supervision of the event.

## **b) The prevention of crime and disorder**

The premises licence holder shall ensure that only reputable security companies will be used at each event Numbers of which will be detailed in the EMP

The premises licence holder or nominated person shall ensure that a register of stewards and security personnel to be maintained at all times at the premises. Such register to include the name, registration number, contact details of the member of staff along with the date, time on duty and time off duty. Full details of the agency supplying the staff to be endorsed and the register to be available for inspection on request by a Police or Authorised Officer.

The premises licence holder shall ensure an incident recording system is maintained at the premises showing details of the date and time of all assaults, injuries, accidents or ejections, as well as details of the staff member involved the nature of the incident and the action/outcome. The system must be kept available for inspection by the Police or Authorised Officers.

No glass bottles or glass drinking receptacles will be permitted on to the site unless previously agreed with the SAG in line with the specific EMP provided.

The premises licence holder shall ensure that an adequate system of counting and recording persons in and out of the event site to ensure that the customer levels in all areas do not exceed the limit endorsed in the venue risk assessment and EMP. This information must be made available to authorised officers and key stakeholders throughout the event and upon request

The premises licence holder shall ensure that any further information needed or requested and agreed by the relevant key sake holder of the SAG will be detailed in the EMP.

### **c) Public safety**

The maximum permitted number 4999 persons shall be permitted in the licensed area during the event. This number shall include all ticket sales, guests, artists, staff and any persons associated with the safe running of the event.

The premises licence holder shall ensure that a detailed plan of the final layout of the site is submitted to the Licensing Authority no later than 7 days prior to commencement of the event, with the area within which amplified and organised music is to be played clearly delineated in red. The location of all structures and facilities including roadways and event areas shall be clearly indicated and entry and exit points of all structures and areas shown. The Fire Points, Medical and First Aid Points and Information Points shall also be shown. The Site Plan is to be gridded and referenced.



The premises licence holder shall ensure that an acceptable level of illumination is provided when required to all entrances/exits and escape routes from the event. Checks to agree lighting levels shall take place during low level lighting and prior to the event commencing.

The premises licence holder shall ensure that any all aspects of public safety are discussed in advance with the relevant key stakeholders. Details of which will be outlined in the EMP

**d) The prevention of public nuisance**

No Amplified music will take place before 09:00 and after 23:00

Adequate litter collection and disposal procedures will be in place in and around the event premises.

Where possible deliveries/collections to/from the site will be undertaken at a reasonable time so as to have minimum impact on local residents.

Adequate sanitary provisions will be put in place within the event premises.

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

There will be no adult entertainment at the premises

A Challenge 25 proof of age scheme, shall be operated at the premises where the only acceptable forms of identification shall bear their photograph, date of birth and a holographic mark.

A log shall be kept detailing all refused sales of alcohol. The log should include the date and time of the refused sale and the name of the member of staff who refused the sale.

Premises to keep up to date records available for inspection of staff training in respect of age related sales.

The log shall be available for inspection at the location by the police or an authorised officer of the Council at all times whilst the premises are open.

**Checklist:**

**Please tick to indicate agreement**

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15).


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

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

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

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

<b>Declaration</b>	<ul style="list-style-type: none"> <li>• Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am</li> </ul>
--------------------	---

	<p>subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</p> <ul style="list-style-type: none"> <li>•</li> <li>• The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)</li> </ul>
Signature	
Date	21 June 2021
Capacity	Special Events Manager, City & County of Swansea

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

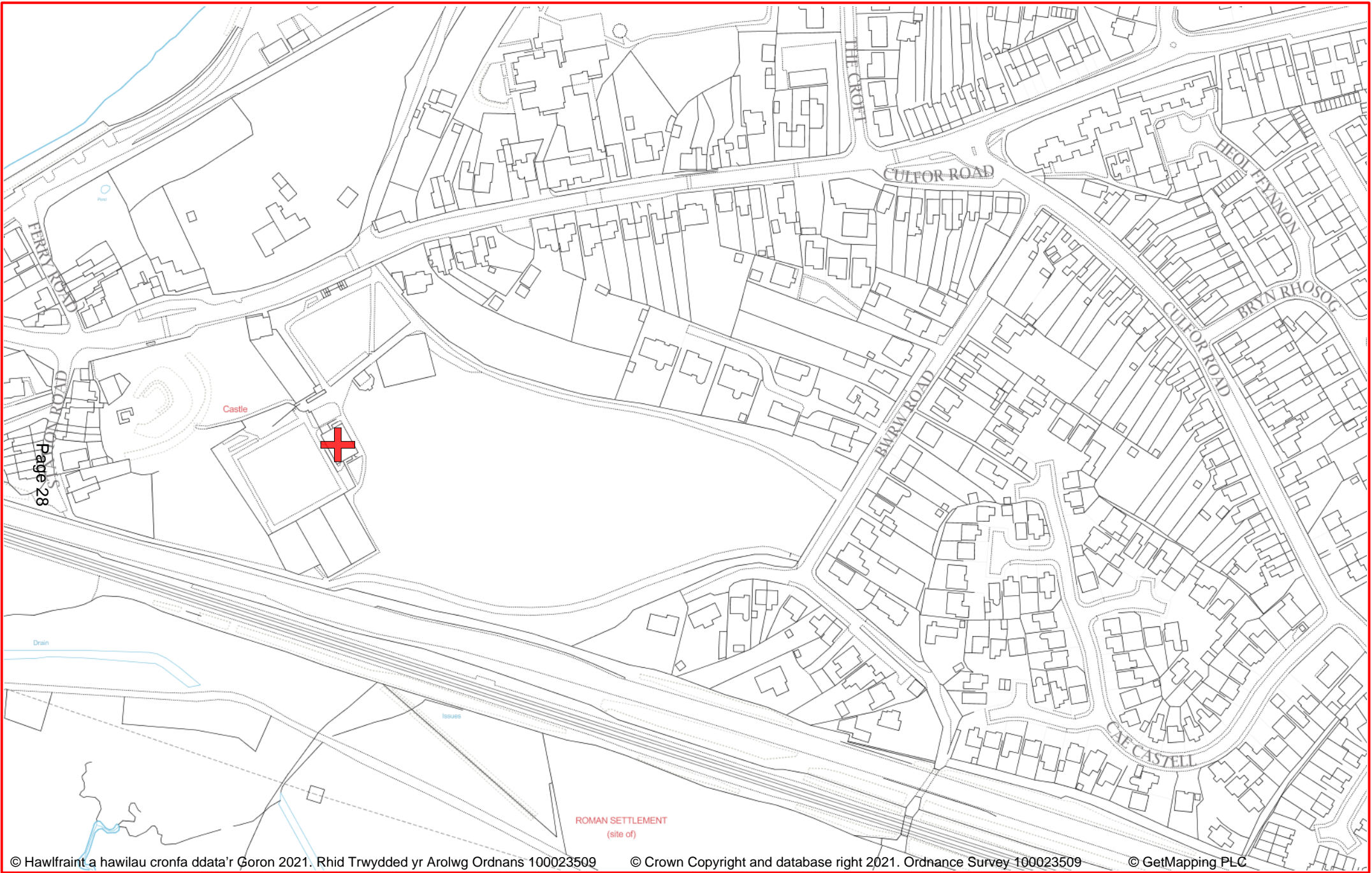
Signature	
Date	
Capacity	

<p>Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)</p> <p>David Price Deer Special Events Manager City &amp; County of Swansea</p>			
Post town	Swansea	Postcode	SA1 4PE
Telephone number (if any)	01792 635 428		
<p>If you would prefer us to correspond with you by e-mail, your e-mail address (optional)</p> <p>David.pricedeer@swansea.gov.uk</p>			

Swansea Council is the data controller for the personal information you provide on this form. We are collecting this information as part of our obligation under **Licensing Act**

**2003.** Your information will be used to help us fulfil our legal obligation and will not be used for any other purpose. We will not share your data with third parties unless we are required or permitted to do so by law.

Data protection law describes the legal basis for our processing your data as necessary for compliance with a legal obligation. For further information about how Swansea Council uses your personal data, including your rights as a data subject, please see our corporate **privacy notice** on our website ([www.swansea.gov.uk/privacynotice](http://www.swansea.gov.uk/privacynotice)).



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This plan is for illustrative purposes only and should not be used as a legal document.

Licensing Act 2003  
 New Premises Licence Application - Parc Williams, Loughor,  
 Licensing Sub Committee 13th August 2021.

Appendix B

Scale: 1:2500  
 Date: 05/08/2021  
 Created by: bethan.walker

## **Appendix C**

1. There will be a maximum of 6 days of licensed activity per annum.
2. Unless agreed with all the Key Stake Holders, the Premises Licence Holder shall prepare and submit an Event Management Plan (EMP) to the City and County of Swansea (CCS) Safety Advisory Group (SAG) at least 1 month prior to each event. This must include an overview of the area of the premises to be used, set out how the event will be managed, the precautions and risk assessments undertaken to cater for all reasonable foreseeable contingencies and which will demonstrate the procedures, roles and specific responsibilities of the management team, security and associated personnel.
3. The finalised version of such a plan must be submitted to and approved by SAG no later than 7 days prior to the commencement of the event (or an alternative timescale subject to agreement with all relevant parties).
4. Regular planning meetings to be held to discuss all aspects of the event(s) with various relevant key stakeholders, as part of the SAG, if required.
5. Regular on site meetings will be held between relevant key stakeholders and the premises licence holder and or their nominated person(s) during the event(s) as agreed with the SAG.
6. The EMP is a live work in progress document and must be updated as required to respond to last minute changes. (For example, an increased terror threat, health threat, national event, pandemic etc. All changes must be agreed with the SAG.
7. Robust plans (including contingency and counter terrorism planning, having regard to the Crowded Places Guidance) will be provided as part of the EMP and if applicable to the event will detail the items below following discussion with relevant key stakeholders:
  - a. Traffic Management Plan
  - b. Policy on Drugs
  - c. Prohibited items & Search Policy
  - d. Terms and Conditions of Entry
  - e. Means of Communication
  - f. Major Incident Plan
  - g. Waste Management Plan
  - h. Crowd Management Plan
  - i. Noise Management Plan
  - j. Health & Safety Policy
  - k. Security Plan
  - l. Medical Plan
  - m. Fire Safety Plan
  - n. Wind Management Plan

8. The premises licence holder, or nominated representative, shall be responsible for and be present at all times during the event, except where such control becomes the responsibility of authorised officers of the Emergency Services and shall not engage in any activities which will prevent the general supervision of the event.
9. The premises licence holder shall ensure that only reputable security companies will be used at each event, numbers of which will be detailed in the EMP
10. The premises licence holder or nominated person shall ensure that a register of stewards and security personnel is maintained at all times at the premises. Such register to include the name, registration number, contact details of the member of staff along with the date, time on duty and time off duty. Full details of the agency supplying the staff to be endorsed and the register to be available for inspection on request by a Police or Authorised Officer.
11. The premises licence holder shall ensure an incident recording system is maintained at the premises showing details of the date and time of all assaults, injuries, accidents or ejections, as well as details of the staff member involved, the nature of the incident and the action/outcome. The system must be kept available for inspection by the Police or Authorised Officers.
12. No glass bottles or glass drinking receptacles will be permitted on to the site, unless previously agreed with the SAG, in line with the specific EMP provided.
13. The premises licence holder shall ensure that an adequate system of counting and recording persons in and out of the event site is in place to ensure that the customer levels in all areas do not exceed the limit endorsed in the venue risk assessment and EMP. This information must be made available to authorised officers and key stakeholders throughout the event and upon request
14. The premises licence holder shall ensure that any further information needed or requested and agreed by the relevant key stakeholder of the SAG will be detailed in the EMP.
15. The maximum permitted number of 4999 persons shall be permitted in the licensed area during the event. This number shall include all ticket sales, guests, artists, staff and any persons associated with the safe running of the event.
16. The premises licence holder shall ensure that a detailed plan of the final layout of the site is submitted to the Licensing Authority no later than 7 days prior to commencement of the event. The area within which amplified and organised music is to be played to be clearly delineated in red. The location of all structures and facilities including roadways and event areas shall be clearly indicated and entry and exit points of all structures and areas shown. The Fire Points, Medical and First Aid Points and Information Points shall also be shown. The Site Plan is to be gridded and referenced.

17. The premises licence holder shall ensure that an acceptable level of illumination is provided when required, to all entrances/exits and escape routes from the event. Checks to agree lighting levels, shall take place during low level lighting and prior to the event commencing.
18. The premises licence holder shall ensure that all aspects of public safety are discussed in advance, with the relevant key stakeholders. Details of which will be outlined in the EMP
19. No Amplified music will take place before 09:00 and after 23:00
20. Adequate litter collection and disposal procedures will be in place in and around the event premises to ensure the all areas are free from litter following the conclusion of the event.
21. Where possible, deliveries/collections to/from the site will be undertaken at a reasonable time, to be agreed with the relevant key stakeholders, so as to have minimum impact on local residents.
22. Adequate sanitary provisions will be put in place within the event premises.
23. There will be no adult entertainment at the premises.
24. A Challenge 25 proof of age scheme, shall be operated at the premises where the only acceptable forms of identification shall bear their photograph, date of birth and a holographic mark.
25. A log shall be kept detailing all refused sales of alcohol. The log should include the date and time of the refused sale and the name of the member of staff who refused the sale.
26. Premises to keep up to date records available for inspection of staff training in respect of age related sales.
27. The log shall be available for inspection at the location by the police or an authorised officer of the Council at all times whilst the premises are open.





## **Appendix D**

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

From: Candy Vickers <[kabuggy2003@yahoo.co.uk](mailto:kabuggy2003@yahoo.co.uk)>

Sent: 19 July 2021 22:24

To: EVH Licensing <[EVH.Licensing@swansea.gov.uk](mailto:EVH.Licensing@swansea.gov.uk)>

Subject: Parc William - objection FW to BW

CAUTION: External email - Do not click links/open attachments unless you recognise the sender and know the content is safe

Hi

I am contacting you in relation to the application to hold events in Parc William. Having contacted the events team at the council I would like to put in an objection in relation to potential events as I feel that there isn't sufficient parking for the everyday current park access, and there certainly wouldn't be enough for any event. The grass area also becomes flooded in heavy rain and, or high tides. The Park is surrounded by resident houses and I feel that a live music events would be too disruptive to the residents.

Though the park is viewed as being large, the whole of the open space is currently allocated to playing pitches, unlike other parks and I also feel there would be too much damage to the grass which would negatively affect the ability of it to be used after the events.

Kind regards