

Appendix A

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/ Tunes in the Dunes Ltd,
We

.....
(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			
Swansea Beach, Mumbles Road, Brynmill, 51.610827, -3.966594 co-ordinates			
Post town	Swansea	Postcode	SA2 0AY

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£0.00

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 | X | 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) |
| <hr/> | | |
| 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	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname			First names		
Date of birth		I am 18 years old or over		Please tick yes	
Nationality					
Current residential address if different from premises address					
Post town				Postcode	

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

(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 TUNES IN THE DUNES LIMITED

Address 4 The Dunes Ponsmere rd Perranporth Cornwall TR6 0FJ
Registered number (where applicable) 09266831
Description of applicant (for example, partnership, company, unincorporated association etc.) Limited Company
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start? DD MM YYYY
12 04 2024

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)
'Tunes in the Bay'
An annual Music Festival taking on place on Swansea Beach, Mumbles Road, Brynmill, Swansea SA2 0AY within the area indicated on the premises plans. The event operates to a maximum 9,999 capacity for each day and is aimed at all age ranges including families. Opening hours would be 12:00 –00:00 each day, with the Retail Supply and Regulated Entertainment ceasing at 23:00 and Late-Night Refreshment ceasing at 23:30. The proposed event would be held annually over a period of no more than 3 consecutive days. The 3 days will take place during the period 01 April to 31 September – exact dates to be notified in advance.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend. 9,999

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)	X
f) recorded music (if ticking yes, fill in box F)	X
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)	X
<u>Provision of late night refreshment</u> (if ticking yes, fill in box I)	X
<u>Supply of alcohol</u> (if ticking yes, fill in box J)	X

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
				Both	
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 5)		
Thur					
Fri			<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> (please read guidance note 6)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 7)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
				Both	
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5)		
Thur					
Fri			<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> (please read guidance note 6)		
Sat					
Sun					

C

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

D

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

E

Live music Standard days and timings (please read guidance note 7)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	X
				Both	
Mon			<u>Please give further details here</u> (please read guidance note 4) Live Music may form part or all of the entertainment for one or more of the event days.		
Tue					
Wed			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 5) The proposed event would be held annually over a period of no more than 3 consecutive days. The event will take place during the period 01 April to 31 September – exact dates to be notified in advance.		
Thur					
Fri	12:00	23:00	<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> (please read guidance note 6)		
Sat	12:00	23:00			
Sun	12:00	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	
Day	Start	Finish		Outdoors	X
				Both	
Mon			<u>Please give further details here</u> (please read guidance note 4) Recorded Music may form part or all of the entertainment for one or more of the event days.		
Tue					
Wed			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5) The proposed event would be held annually over a period of no more than 3 consecutive days. The event will take place during the period 01 April to 31 September – exact dates to be notified in advance.		
Thur					
Fri	12:00	23:00	<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> (please read guidance note 6)		
Sat	12:00	23:00			
Sun	12:00	23:00			

G

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	X
				Both	
Mon			<u>Please give further details here</u> (please read guidance note 4) Performances of dance will be suitable for a family audience and would avoid any content which amounts to “adult entertainment”.		
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5) The proposed event would be held annually over a period of no more than 3 consecutive days. The event will take place during the period 01 April to 31 September – exact dates to be notified in advance.		
Thur					
Fri	12:00	22:00	<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat	12:00	22:00			
Sun	12:00	22:00			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing This could include modern circus style performances or varieties of entertainment of a similar genre that would be in keeping with other regulated entertainments on this licence.		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
Mon				Outdoors	X
				Both	
Tue			<u>Please give further details here</u> (please read guidance note 4) Performances will be suitable for a family audience and would avoid any content which amounts to “adult entertainment”.		
Wed					
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5)		
Fri	12:00	22:00	The proposed event would be held annually over a period of no more than 3 consecutive days. The event will take place during the period 01 April to 31 September – exact dates to be notified in advance.		
Sat	12:00	22:00			
Sun	12:00	22:00	<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> (please read guidance note 6)		

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	X
				Both	
Mon			Please give further details here (please read guidance note 4)		
Tue					
Wed			State any seasonal variations for the provision of late night refreshment (please read guidance note 5) The proposed event would be held annually over a period of no more than 3 consecutive days. The event will take place during the period 01 April to 31 September – exact dates to be notified in advance.		
Thur					
Fri	23:00	23:30	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 (please read guidance note 6)		
Sat	23:00	23:30			
Sun	23:00	23:30			

J

Supply of alcohol Standard days and timings (please read guidance note 7)			<u>Will the supply of alcohol be for consumption</u> – please tick (please read guidance note 8)	On the premises	X
				Off the premises	
				Both	
Day	Start	Finish	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 5) The proposed event would be held annually over a period of no more than 3 consecutive days. The event will take place during the period 01 April to 31 September – exact dates to be notified in advance.		
Mon					
Tue					
Wed					
Thur					
Fri	12:00	23:00			
Sat	12:00	23:00			
Sun	12:00	23:00	<u>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</u> (please read guidance note 6)		

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 Mr Thomas Job	
Date of birth: Redacted	
Address: Redacted	
Postcode	Redacted
Personal licence number (if known): Redacted	
Issuing licensing authority (if known): 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).

L

<p>Hours premises are open to the public Standard days and timings (please read guidance note 7)</p>			<p><u>State any seasonal variations</u> (please read guidance note 5) The proposed event would be held annually over a period of no more than 3 consecutive days. The event will take place during the period 01 April to 31 September – exact dates to be notified in advance.</p>
Day	Start	Finish	
Mon			<p><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> (please read guidance note 6)</p>
Tue			
Wed			
Thur			
Fri	12:00	00:00	
Sat	12:00	00:00	
Sun	12:00	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)

1. This is an annual event, with licensable activities taking place over a period of no more than 3 days. The 3 days will be consecutive and will take place during the period 01 April to 31 September.
2. The exact days and dates of events taking place under this Licence to be agreed with the Licensing Authority, City & County of Swansea (CCS) Events Team, South Wales Police (SWP) and other members of the Safety Advisory Group (SAG) a minimum of 3 months in advance of the starting date of the event.
3. The maximum capacity will be 9,999 (inclusive of all persons on site).
4. The actual agreed capacities for each event will be agreed with the SAG during the planning process.
5. Any events taking place under this Licence will be presented to, and subject to scrutiny by, SAG
6. The Premises Licence Holder (PLH) shall notify the Licensing Authority on a monthly basis from the date of the first sale/issue of tickets the total number of tickets processed for the event.
7. The Designated Premises Supervisor (DPS) or their duly appointed representative (who shall also be a Personal Licence Holder) shall be on duty at the premises at all times when the premises are authorised to sell alcohol.
8. The PLH shall ensure that up to date records are available for inspection of staff training in respect of age-related sales as outlined in the ESMP Alcohol Management Plan.
9. A suitable and sufficient, event and site-specific Event Safety Management Plan (ESMP) will be developed and presented to the SAG at least 56 days prior to events taking place.
10. The ESMP will be developed in line with the best practices set out in publications such as: The Purple Guide (2017), The Event Safety Guide (HSG195), Managing Crowds Safely (HSG154), Guide to Safety at Sports Grounds (Green Guide), Fire Safety Risk Assessment (Open Air Events & Venues).
11. The ESMP will include details on the following subjects: Traffic Management Plan, Drugs Policy, Prohibited items, Search Policy, Communications, Major Incident Plan, Waste Management, Security

& Crowd Management Plan, Counter Terror Measures, Communicable Disease/Pandemic Procedures, Noise Management Plan, Running Order/Event Operation Times, Alcohol Management Plan, Egress Plan, Risk Assessment, Fire Risk Assessment, Medical Plan, Wind Management Plan, Adverse Weather Plan, Capacity Calculations, Emergency Evacuation Procedures, Lighting Plan, Welfare & Vulnerable Persons Policy / Lost/Found Child Policy.

12. The ESMP and its associated Appendices will be considered 'living' documents and will be updated and amended during the planning phases of the event.
13. The final version of the ESMP will be presented to the SAG no later than 14 days prior to the event.
14. The site layout plan will be presented to SAG at least 56 days prior to the events taking place. The site layout plan will include the number and position of stages, bars, food traders, entrances/exits, emergency exits, toilet facilities and the like.
15. The final version of the site layout plan will be presented to SAG no later than 14 days prior to events commencing.
16. Event running orders and artist provision will be discussed in advance, with relevant Key Stakeholders including South Wales Police. The list of artists will be provided to South Wales Police 31 days prior to the event.
17. Any changes to the running order will be discussed and agreed with the Key Stakeholders, including onsite meetings during and on the day of the event(s).
18. Any changes to the list of artists will be sent to South Wales Police as soon as reasonably practicable.
19. All parts of the Licensed Premises shall be available for inspection during the occupancy by the PLH, by any named officer of SWP, Mid & West Wales Fire & Rescue, Welsh Ambulance Service and Swansea Council Licensing Authority or any relevant Key Stakeholder duly authorised for the purpose.
20. The PLH shall have in place Public Liability insurance to cover at least £5,000,000.00 (£5m/five million pounds) for any one occurrence. The effective period of the Insurance shall be from 7 days prior to the commencement of the event build until and including 7 days after the conclusion of the event. The PLH shall provide certified copies of the Policy and Certificates of Insurance, or other acceptable proof of cover, to the Licensing Authority and any relevant Key Stakeholder upon request.

b) The prevention of crime and disorder

1. The PLH will work with CCS, South Wales Police, the appointed Security Contractor, other key Emergency Service providers and other Key Stakeholders to make suitable arrangements to deter occurrence of crime and disorder.
2. It will be agreed with South Wales Police at the earliest opportunity, whether or not particular events require additional support in the form of Special Police Services (SPS).
3. During the planning phases for each event, it will be agreed between the PLH and South Wales Police, whether or not drug detection dogs are required to assist with enforcing the Drugs Policy.
4. If drug detection dogs are deemed necessary for particular events taking place under this Licence, the number of dogs will be agreed with South Wales Police.
5. A reputable and experienced SIA Security & Stewarding company will be appointed to ensure public safety and to prevent crime and disorder.
6. Where applicable following discussion with the Licensing Authority, SAG and Police, an agreed number of door supervisors working at the premises will be deployed with digitally recording Body Worn Video (BWV). The BWV will be used to record any incidents which occur inside or outside of the premises involving customers, prospective customers or any staff member, that impact on any of the four licensing objectives. Data recording shall be made immediately available to an authorised Local Authority Officer or Police Officer, together with facilities for viewing upon request, subject to the provisions of the Data Protection Act. All recordings will be stored for a minimum period of 31 days.
7. Prohibited items will be discussed and agreed with relevant Key Stakeholders. In all cases, illegal substances, weapons, hazardous substances, fireworks and flares (other than supplied by contractors) will not be permitted into the events.
8. Amnesty Bins for the confiscation of prohibited items will be provided and secured at the entrance to the premises. The disposal of the contents of the Amnesty Bins will be coordinated with South Wales Police.
9. Customers will not be permitted to bring their own alcohol on to site. This will be outlined in the ESMP.
10. Appropriate signage will be present on site which will inform attendees that a Drugs Policy is in effect and that search is a condition of entry.

11. The Drugs Policy will include Controlled Substances, New Psychoactive Substances (NPS) as well as No2/NOS/Nitrous Oxide. None of these substances will be permitted on site.
12. Searching will be conducted in accordance with the Search Policy in the ESMP and must take place on entry to ensure public/staff safety.
13. Searches will be carried out by SIA registered staff of the same sex as those being searched.
14. Anyone found on entry with more than the agreed quantities for personal consumption (as outlined in the drugs policy) of controlled substances or NPS will be refused entry and the police informed immediately.
15. Anyone found with an offensive weapon on entry will be refused admittance and the police informed immediately.
16. An Incident Register shall be maintained at the premises showing details of the date and time of all incidents, injuries, accidents or ejections, as well as details of the staff member involved the nature of the incident and the action/outcome. The Register must be kept available for inspection by the Police or Authorised Officers.
17. A register of refusals will be kept detailing all refused sales of alcohol.

c) public safety General safety Measures:

1. The PLH shall provide free potable drinking water in accordance with the mandatory conditions and this shall be available throughout the duration of the events.
2. A competent and experienced Event Safety Advisor (ESA) will be on duty at all times during the events.
3. An Emergency Liaison Room/Cabin will be provided to enable constant monitoring of the event in a command setting for those representatives of the Local Authority and Emergency Services who are present on site.
4. An Event Control Loggist will be provided to ensure that any issues are logged timely, consulted upon and updated throughout the event
5. The Premises Licence Holder (PLH) and their representatives including the Event Safety Advisor will organise and facilitate regular on site briefings to Responsible Authorities and Emergency Services as agreed with SAG
6. The PLH, 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.
7. The PLH must ensure that all Stewards & Security personnel are suitably trained and capable of carrying out their allocated duties, aged 18 years or over and while on duty, they should concentrate only on their duties and not on the entertainment.
8. The ESMP Security & Crowd Management Plan will outline the number, position and roles of the Security and Stewarding staff working at the events.
9. The PLH must ensure that Stewards & Security personnel understand their roles and the appropriate way in which to deal with, record and report incidents. Such personnel should:
 - Not leave their position without permission;
 - Not consume or be under the influence of intoxicants including alcohol or drugs;
 - Remain calm and courteous towards all members of the audience.
10. All Stewards & Security personnel shall wear distinctive clothing to ensure they are individually identifiable.

11. A register of Stewards & Security personnel to be maintained at all times at the premises. Such register to include the name, SIA registration number, contact details of the member of staff along with the date, time on duty and time off duty.
12. Details of access and egress to and from the event(s) will be provided to the SAG and agreed for inclusion in the ESMP including the Egress Plan.
13. Where deemed necessary by the SAG, adequate advanced warning signage/event access signage will be provided at the site to assist with and attempt to minimise and prevent traffic problems in the area.
14. Suitable and sufficient Risk Assessments and Fire Risk Assessments will be carried out by a competent person. The events will operate in accordance with the Risk Assessments and ESMP.
15. The appropriate type and number of Fire Fighting Equipment shall be provided throughout the site. Locations and numbers will be specified in the ESMP and Fire Risk Assessment.
16. Suitable signage will be erected to ensure customers can find their way around site (bars, drinking water, toilets, First Aid) and to Emergency Exits.
17. Suitable access and emergency routes will be maintained at all times.
18. A detailed plan of the final layout of the site shall be submitted to the Licensing Authority and SAG no later than 14 days prior to commencement of the event, with the area within which amplified and organised music is to be played clearly outlined 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 locations of Fire Fighting Equipment, First Aid Points and Information Points shall also be shown. The Site Plan is to be gridded and referenced.
19. A queueing system will be designed and implemented at the main entrance to minimise waiting time whilst maintaining crowd safety.
20. An acceptable level of illumination will be provided to all entrances/exits, ingress/egress routes and emergency escape routes for the duration of the event.
21. Where tower lights are utilised, these will either be positioned in back of house areas or fenced in to prevent public access.
22. The events shall have 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 Risk Assessment and ESMP. This information must be made available to Authorised Officers throughout the event and upon request.

23. During the live events, there will be no vehicle movement in public area, unless required as part of essential activities undertaken by the Emergency Services.
24. Should it be essential for vehicle movement to take place, this will be authorised by the ESA and supervised by Security staff.
25. Stages/Tents/Big Tops/Temporary Demountable Structures - All built structures shall have a completion certificate issued by a competent person from the supplying company and provided to the ESA.
26. All temporary electrical works must have an appropriate electrical sign off certificate issued at the time of works by a competent person to the ESA and be available for inspection if required by Authorised Officers.
27. The PLH shall comply with all reasonable requests of the Licensing Authority and any relevant Key Stakeholders with regard to any deficiencies in the certificates and documents referred to in this licence and ensure that the standards certified are maintained during the event.
28. All public-address systems shall be under the control of the PLH or nominated representative so that broadcast messages can override the musical entertainment and can be delivered clearly and audibly to all parts of the site.
29. No glass bottles or glass drinking receptacles will be permitted in the publicly accessible areas and the PLH shall take such steps as reasonably practicable to prevent persons bringing any glass items on to the site. Glass will be retained behind bars and drinks decanted into plastic or polycarbonate vessels. Cans will also be decanted. Limited amounts of glassware may be present in backstage artist and hospitality areas but the PLH will have in place measures to ensure these are not brought into the main public entertainment areas.
30. Any pyrotechnics/lasers will be signed off in advance by the relevant authorities and stored so as to minimise any risk to the safety of those using the premises.
31. Any pyrotechnic displays will follow all current legislation guidance and will only be undertaken by competent suppliers whose standards have been pre-vetted.

32. All aspects of public safety will be discussed in advance with the relevant Key Stakeholders during the SAG process. Full details of which will be outlined in the ESMP.
33. Prior to the event site opening to the public, members of the SAG will be invited to carry out an inspection of the site.
34. Organisers will liaise with the local RNLi patrol to ensure they are unimpeded by the event and are able to provide their normal 100-1800hrs coverage.

Medical and Welfare

35. The PLH shall carry out a suitable and sufficient Medical Risk Assessment as well as use HSG195 to determine the appropriate level of First Aid provision for the events, such that there is no undue demand on National Health Service resources. Full details will be provided in the Medical Plan and ESMP.
36. Welfare facilities will be provided as outlined in the ESMP
37. A Vulnerable Persons Policy will be submitted as part of the ESMP.
38. The PLH shall make suitable arrangements to enable people with disabilities to attend the events. Particular attention should be given to means of access and egress, means of escape/evacuation in an emergency and the viewing facilities for such persons.

Waste Management/Toilets

39. Adequate litter collection and disposal procedures will be in place both inside and around the immediate vicinity of the event. The post event clean-up will be planned and discussed in advance with the relevant Key Stakeholders to be as time effective as possible. The scope of the post event clean will be agreed with the Parks Team in advance of the event.
40. Frequent waste collections and disposals will take place to prevent the build-up of rubbish and/or combustible material which may present as a hazard.
41. Sufficient sanitation will be provided in line with current guidance (The Purple Guide 2017) and outlined in the ESMP.
42. Adequate sanitary provision will be put in place within the event and at agreed areas externally in the immediate vicinity (if deemed necessary by the SAG).

d) The prevention of public nuisance

1. No amplified music will be played after 23:00.
2. An experienced and suitably qualified Noise Management Consultant will be engaged to liaise with Environmental Health Officers (EHO) to develop and implement the ESMP Noise Management Plan (NMP).
3. The Music Noise Level (MNL) at agreed surrounding noise sensitive premises shall not exceed an MNL of up to 65dBA over a 15-minute period.
4. The Noise Management Consultant will carefully monitor noise levels from the event to ensure that noise levels from the event do not exceed these dB levels. All dB readings will be made available to EHO with a full post event report being provided no later than 14 days post event
5. Local residents will receive prior notification of each event including details of the event timings (including sound checks). The distribution radius for the notification letter will be agreed with the Local Authority. This is to include local businesses that may be affected by attendees to the event during ingress and egress.
6. A noise "hotline" number will also be included to allow residents to contact an event representative should they need to make a complaint during the event.
7. All calls to the noise hotline will be logged and recorded and the pertinent information provided to the Noise Management Consultant.
8. Where possible, deliveries/collections from site will be undertaken at a reasonable time so as to have minimal impact on local residents.
9. Signage will be erected that will instruct event attendees to leave quietly so as not to disturb local residents.

e) The protection of children from harm

1. No adult entertainment will be permitted.
2. A Challenge 25 Policy will be in force at all bars on site.
3. Suitable signage will be in place to inform customers of the Challenge 25 Policy.
4. Particular attention will be paid to ID checks on entry to the site and bars.
5. Anyone under the age of 18 must be accompanied by an adult on entry to the site (See Event Management Plan – Ticketing Plan for further details)
6. Where applicable and as agreed by the SAG, suitably qualified/experienced child welfare professionals (DBS checked) will be in attendance to assist with vulnerability/safeguarding issues.
7. A lost/found child/vulnerable persons policy will be submitted as part of the ESMP.
8. Suitably qualified medical personnel will be available to deal with any child-related issues as appropriate.

Checklist:

Please tick to indicate agreement

I have made or enclosed payment of the fee.	X
I have enclosed the plan of the premises.	X
I have sent copies of this application and the plan to responsible authorities and others where applicable.	X
I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.	X
I understand that I must now advertise my application.	X
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 or my share code issued by the Home Office online right to work checking service (please read note 15).	X

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.**

Declaration	<ul style="list-style-type: none"> • [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). • 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, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)
Signature	
Date	
Capacity	

For joint applications, signature of 2nd applicant or 2nd 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	Redacted
Date	Redacted
Capacity	Redacted

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

Notes for Guidance

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

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

of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.

10. Please list here steps you will take to promote all four licensing objectives together.
11. The application form must be signed.
12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
14. This is the address which we shall use to correspond with you about this application.

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

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

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

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

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

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.