



South Cambridgeshire
Application for a premises licence
Licensing Act 2003

For help contact
licensing@scambs.gov.uk
 Telephone: 03450 450 063

* required information

Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference	Not Currently In Use	This is the unique reference for this application generated by the system.
Your reference	S&C Productions	You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

- Yes No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name	Louise
* Family name	Young
* E-mail	●●●●●●●●●●●●●●●●
Main telephone number	
Other telephone number	

Include country code.

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

Is the applicant:

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

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

Applicant Business

Is the applicant's business registered in the UK with Companies House? Yes No

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

Registration number	09441818
Business name	S&C Productions LTD
VAT number	GB 217485594
Legal status	Private Limited Company

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

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

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Applicant's position in the business

Home country

The country where the applicant's headquarters are.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Agent Details

* First name

* Family name

* E-mail

Main telephone number

Include country code.

Other telephone number

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

Are you:

- An agent that is a business or organisation, including a sole trader
- A private individual acting as an agent

A sole trader is a business owned by one person without any special legal structure.

Agent Business

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

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

Registration number

Business name

If your business is registered, use its registered name.

VAT number

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

Legal status

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Agent Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

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PREMISES DETAILS

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

Premises Address

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

- Address OS map reference Description

Address Description

Further Details

Telephone number

Non-domestic rateable value of premises (£)

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APPLICATION DETAILS

In what capacity are you applying for the premises licence?

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

Confirm The Following

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

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NON INDIVIDUAL APPLICANTS

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

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

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

Continued from previous page...

Private Limited Company

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

E-mail

Telephone number

Other telephone number

* Date of birth / /
dd mm yyyy

* Nationality

[Documents that demonstrate entitlement to work in the UK](#)

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OPERATING SCHEDULE

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

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

Provide a general description of the premises

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

The premises is a field comprising of flat grass land which can be identified from OS map reference TL3555760586 known as Childerley Orchard.
Temporary infrastructure will be brought onto site and as part of the application a full site plan will be provided showing stages, bars, concessions, offices and other temporary infrastructure.

Continued from previous page...

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

24999

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PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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End

SUNDAY

Start

End

Start

End

Will the performance of a play take place indoors or outdoors or both?

Indoors Outdoors Both

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

Continued from previous page...

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

Plays may be performed in a temporary structure such as a Marquee, between 11:00 - 02:00. Associated voice and music may be amplified.

State any seasonal variations for performing plays

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

Events may take place between June and September each year. Event dates will be agreed at least 6 months before the events each year.

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

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

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PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

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WEDNESDAY

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End

Continued from previous page...

THURSDAY

Start End

Start End

FRIDAY

Start End

Start End

SATURDAY

Start End

Start End

SUNDAY

Start End

Start End

Will the exhibition of films take place indoors or outdoors or both?

Indoors Outdoors Both

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

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

The showing of films, including short films, may be performed in a temporary structure such as a marquee and take place from between 11:00 and 02:00. Film sound may be amplified.

State any seasonal variations for the exhibition of film

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

Events may take place between June and September each year. Event dates will be agreed at least 6 months before the events each year.

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

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

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PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Continued from previous page...

Will you be providing indoor sporting events?

Yes No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

Yes No

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PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

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WEDNESDAY

Start

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Start

End

THURSDAY

Start

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FRIDAY

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SATURDAY

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End

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

Continued from previous page...

SUNDAY

Start

End

Start

End

Will the performance of live music take place indoors or outdoors or both?

Indoors Outdoors Both

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

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

Live music, including performances by DJs, may take place between 11:00 and 02:00. Performances may be amplified.

Live music on the main stage will cease at 23:00

State any seasonal variations for the performance of live music

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

Events may take place between June and September each year. Event dates will be agreed at least 4 months before the events each year.

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

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

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PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

Continued from previous page...

WEDNESDAY

Start End

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

Start End

Start End

Will the playing of recorded music take place indoors or outdoors or both?

- Indoors Outdoors Both

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

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

Recorded music, including performances by DJs may be performed between 11:00 and 02:00

Recorded music played on the main stage will cease at 23:00

State any seasonal variations for playing recorded music

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

Events may take place between June and September each year. Event dates will be agreed a least 4 months before the events each year.

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

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

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PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

- Yes
- No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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Start

End

Will the performance of dance take place indoors or outdoors or both?

- Indoors
- Outdoors
- Both

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

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

Performances of dance may be performed between 11:00 and 02:00. Accompanying music may be amplified.

Continued from previous page...

State any seasonal variations for the performance of dance

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

Events may take place between June and September each year. Event dates will be agreed at least 6 months before the events each year.

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

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

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

[See guidance on regulated entertainment](#)

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

Yes No

Standard Days And Timings

MONDAY

Start

End

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.

Start

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TUESDAY

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WEDNESDAY

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THURSDAY

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Continued from previous page...

FRIDAY

Start End

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SATURDAY

Start End

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SUNDAY

Start End

Start End

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

Events may include for example, roaming performers and performances of comedy.

Will this entertainment take place indoors or outdoors or both?

Indoors Outdoors Both

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

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

Events may include for example, roaming performers and performances of comedy or live podcasts between 11:00 - 02:00. Voice and music may be amplified.

State any seasonal variations for entertainment

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

Events may take place between June and September each year. Event dates will be agreed at least 6 months before the events each year.

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

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

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LATE NIGHT REFRESHMENT

Continued from previous page...

Will you be providing late night refreshment?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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End

Will the provision of late night refreshment take place indoors or outdoors or both?

Indoors Outdoors Both

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

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

Event may include late night refreshment between 23:00 - 03:00.

Continued from previous page...

State any seasonal variations

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

Events may take place between June and September each year. Event dates will be agreed at least 6 months before the events each year.

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

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

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

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Start

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WEDNESDAY

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THURSDAY

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FRIDAY

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End

Continued from previous page...

SATURDAY

Start End

Start End

SUNDAY

Start End

Start End

Will the sale of alcohol be for consumption:

- On the premises Off the premises Both

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

State any seasonal variations

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

Challenge 25 will be in operation for events where alcohol is served.

The Event Management and Safety Plan will have a schedule of the phased closure of bars onsite.

Events may take place between June and September each year. Event dates will be agreed at least 6 months before the events each year.

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

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

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name

First name

Family name

Date of birth / /
dd mm yyyy

Continued from previous page...

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

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

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

Reference number for consent form (if known)

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

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ADULT ENTERTAINMENT

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

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

Plays and films for restricted age groups may be shown. Age related entry restrictions will be in place for any such performances.

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

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

Continued from previous page...

TUESDAY

Start End

Start End

WEDNESDAY

Start End

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THURSDAY

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FRIDAY

Start End

Start End

SATURDAY

Start End

Start End

SUNDAY

Start End

Start End

State any seasonal variations

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

Events may take place between June and September each year. Event dates will be agreed at least 6 months before the events each year.

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

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

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LICENSING OBJECTIVES

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

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

Continued from previous page...

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

The applicant is an experienced event promoter and organiser of outdoor music festivals.

The applicant has a highly experienced management team and good working relationships with expert specialist contractors to provide the professional services, infrastructure and equipment to deliver highly professional and safe events.

Planning of the Events

Notice of the proposed event days will be provided by the Premises Licence Holder to the licencing authority and responsible authorities annually no less than six months in advance of the first event day.

The Premises Licence Holder will liaise with the Licensing Authority and with their agreement attend the Safety Advisory Group (or other body nominated by the Licensing Authority) to present an Event Management Plan.

The Event Management Plan shall be presented to the Safety Advisory Group in a draft, working document form, no later than six months prior to the date of the first event day of each year. The Safety Advisory Group will be provided with details of the planning and approach to the events and will be a forum to review progress and raise any concerns to be addressed by the Premises Licence Holder.

A final draft version of the Event Management Plan, and associated management plans and risk assessments will be submitted to the Licensing Authority and Safety Advisory Group to be reviewed and agreed no later than 2 months before the first event day of each year. Any significant changes to the final draft version of the Event Management Plan in the 2 months before the event shall be proposed to the Licensing Authority, in consultation with the Responsible Authorities.

The Event Management Plan shall comprise of, but not limited to:

- Event Management Structure
- Event Risk Assessment
- Operational Management Plan (including camping operations)
- Site Plan
- Construction Phase Plan, Risk Assessments & Method Statements
- Fire Risk Assessment
- Major Incident Plan (including counter terrorism measures)
- Security & Crowd Management Plan (including search, admissions and eviction policies)

- Medical Risk Assessment and Plan
- Adverse Weather Plan
- Children & Vulnerable Adults Safeguarding Policy
- Traffic & Transport Management Plan
- Alcohol Management Plan
- Sanitation Plan
- Waste Management Plan
- Health & Safety Policy
- Alcohol and Drug Use Policy
- Coronavirus Risk Assessments & Controls (as required)

Management of the Events

The Premises Licence Holder will appoint an Event Manager who will lead an Event Management Team. In addition, the Premises Licence Holder will establish both an Event Control and an Event Liaison Team during events made up of representatives of the Event Management Team and nominated representatives from the licensing authority and responsible authorities if agreed and required. The Event Management Structure will set out the responsibilities of the

Continued from previous page...

Event Management Team and included in the Event Management Plan.

The Premises Licence Holder, and their Designated Premises Supervisor will be responsible for the overall implementation of the Event Management Plan during the operation of all events. The Event Manager will manage the operation of the Events to the Event Management Plan with the involvement of the Event Liaison Team. During the event, changes to the Event Management Plan shall be made with the consent of the Event Liaison Team and nominated representatives from the licensing authority and responsible authorities if agreed and required.

Any authorised officer of the Licensing Authority and Responsible authorities, including Cambridgeshire Constabulary, authorised officer of the Cambridgeshire Fire & Rescue Service, authorised officer of South Cambridgeshire District Council, and any authorised officer of the Child Protection Agency shall have access to the premises at all times for the purposes of ensuring compliance with the premises licence conditions and promotion of Licensing Objectives.

A review of the events will take place annually and within three months of the date of the last event. At least one review of the events to take place with the Licensing Authority and Responsible authorities, within a Safety Advisory Group meeting within three months of the date of the last event of each year.

The premises will operate from 14:00 on a Friday through to 12:00 on the following Monday on two separate weekends per calendar year.

The premises will comprise of three areas:

1. Main Festival Site open to all patrons with a valid ticket, staff, contractors and artists
2. Festival Camping & Associated Facilities including the main campsite, food, beverage, entertainment and welfare facilities open to patrons with a valid ticket for camping and to designated staff and contractors
3. Work and accommodation areas for staff and contractors

Licensable activities, operational timings and certain licensing conditions will be defined by the area in which the activities take place.

Main Festival Site

- Licensable activities

- o Friday 15:00 to 23:00 (sale of alcohol to finish at 22:30)
- o Saturday 12:00 to 23:00 (sale of alcohol to finish at 22:30)
- o Sunday 12:00 to 22:30 (sale of alcohol to finish at 22:00)

Festival Camping & Associated Facilities

- Licensable activities

- o Friday 15:00 to 02:00 (sale of alcohol to finish at 01:30)
- o Saturday 11:00 to 02:00 (sale of alcohol to finish at 01:30)
- o Sunday 11:00 to 00:30 (sale of alcohol to finish at 00:00)
- o Monday 11:00 to 12:00 (no sale of alcohol)

- Late Night Refreshments

- o Friday 23:00 to 03:00
- o Saturday 23:00 to 03:00
- o Sunday 23:00 to 03:00

No licensable activity will take place within the work and accommodation areas.

b) The prevention of crime and disorder

Continued from previous page...

Working with the Police

The Premises Licence Holder will liaise with Cambridgeshire Constabulary on procedures, crime prevention advice and other guidance as required including counter terrorism measures. Guidance provided by Cambridgeshire Constabulary to be considered and implemented by the Premises Licence Holder.

The Cambridgeshire Constabulary will be notified at the earliest opportunity in the case of any incidents of serious crime and disorder where an intervention is required to maintain wider public safety.

Security Planning

A suitable and experienced security and crowd management contractor will be appointed. The appointed contractor will hold relevant industry accreditation. The appointed contractor will be required to produce and implement a Security & Crowd Management Plan. Included within the Security & Crowd Management Plan will be appropriate risk assessments, method statements, deployment schedules, dot and grid plans. The Security & Crowd Management Plan is to be included in the Event Management Plan and agreed with the Responsible Authorities and the Licensing Authority via the Safety Advisory Group (or other body nominated by the Licensing Authority) 2 months prior to the day of the first event of each year. The Premises Licence Holder will maintain overall responsibility for the implementation of the Security & Crowd Management Plan.

A Security & Crowd Management Plan will be included within the Event Management Plan. The purpose of the plan is as follows:

- To deter and prevent crime and disorder
- To detail the security arrangements to keep attendees, staff, performers, visitors, contractors, traders (all persons on site) safe and secure
- To detail the security arrangements for protecting assets within the premises including infrastructure, stages, equipment, etc.
- To detail the security arrangements to prevent unauthorised access to the premises
- To detail the procedures for managing exclusion and eviction from the premises
- To set out procedures for managing incidents of disorder and antisocial behaviour

All staff appointed by the contractor to work on the events will hold a relevant qualification where required, and have relevant experience. The contractor will be required to provide details of all staff deployed on events to the Responsible Authorities or Licensing Authority upon request.

Security Operation

Security personnel will be present on site 24 hours a day during the events and the build and break of the event site.

All security and stewarding staff will receive a briefing, which will include suitable information and instructions relevant to the event, from the appointed Security & Crowd Manager prior to each event. All security and stewarding staff will be easily identifiable. Registered Security Industry Authority staff (SIA) staff to wear visible SIA badges at all times when on duty.

Security staff, including registered Security Industry Authority staff, will be deployed in sufficient numbers and in an appropriate mix of genders for each event based on an assessment of attendance and duties. Deployment schedules for each day will be included in the Event Management Plan and agreed with the Responsible Authorities and the Licensing Authority via the Safety Advisory Group (or other body nominated by the Licensing Authority) prior to each event.

An incident reporting and recording procedure will be in place, details will be included within the Event Management Plan. All entry refusals and evictions will be recorded by Event Control. A copy of the Event Control log will be maintained and made available for inspection by the Licensing and Responsible Authorities on request.

Controlling Access to the Premises

Continued from previous page...

The area to be used for the event, including the public arenas, camping areas and work areas will be enclosed by a secure perimeter with defined and controlled entry points and exits including emergency exits. Details of the secure perimeter agreed with the Responsible Authorities and the Licensing Authority prior to each event.

All entry to the premises for events will be controlled and managed by registered Security Industry Association staff employed by the security contractor. Security staff will be briefed on the entry conditions and any relevant policies or procedures for each event including any event specific requirements such as an age restriction.

Entry conditions will be displayed at all entrances to the Licensed Premises including entry to work areas.

Patrons will not be allowed to re-enter the premises after they have left or been ejected.

Searching on Accessing the Premises

Patrons and contractors, workers, volunteers, artists and their guests may be searched on entry to the premises, in line with the event's search policy and procedure which will be contained in the Security and Crowd Management Plan.

Patrons camping on the premises may be searched on entry to the premises' campsite and again each time they enter the campsite on the premises. All children will be accompanied by their responsible adult during any search.

The purpose of searching is to prevent crime and disorder and to deter and prevent prohibited items from entering the premises. The method of searching, including bag searches, the use of devices such as metal detectors, knife arches etc. will be agreed with the Cambridgeshire Constabulary and the Licensing Authority prior to the date of the first event of each year via the Safety Advisory Group (or other body nominated by the Licensing Authority).

Details of the search policy and procedure will be included within the Event Management Plan as part of the Security & Crowd Management Plan and agreed with the Responsible Authorities and the Licensing Authority via the Safety Advisory Group (or other body nominated by the Licensing Authority) prior to each event.

All security staff will be briefed on the search procedures prior to each event. The briefing will include details of the conditions of entry and details of prohibited items.

Controlling Access of Prohibited Items to the Premises

The Premises Licence Holder will agree a list of prohibited items that cannot be brought into the premises with the Responsible Authorities and the Licensing Authority prior to the first event of each year via the Safety Advisory Group (or other body nominated by the Licensing Authority).

Details of prohibited items will be included in the conditions of entry to the event, will be available through the event's website and will be clearly displayed at all entry points.

Patrons will not be allowed to bring glass or open bottles into the licensed premises.

Patrons with a valid ticket for camping will be allowed to bring a designated quantity of alcohol for their personal consumption into the designated camping areas only. Quantities of alcohol allowed by patrons with a valid camping ticket will be agreed with the Responsible Authorities and the Licensing Authority prior to each event via the Safety Advisory Group (or other body nominated by the Licensing Authority) annually.

Securely fitted amnesty bins will be provided at designated entry points, positions agreed with Cambridgeshire Constabulary prior to each event. Items surrendered or confiscated will be held by the Security & Crowd Manager in accordance with procedures agreed with the Cambridgeshire Constabulary prior to each event. Disposal will follow procedures agreed with the Cambridgeshire Constabulary prior to each event. A log will be maintained of confiscations, seizures and disposals. It will be maintained by the Security & Crowd Manager and be made available inspection by the Licensing Authority and Cambridgeshire Constabulary on reasonable request. A copy of the log will be provided to Cambridgeshire Constabulary with the contents of the amnesty bins within 3 working days of the end of each event.

Controlling Access Within the Premises

Continued from previous page...

A system of secure ticketing and accreditation will be in place throughout the premises. Only patrons in possession of a valid ticket will be allowed access to the premises. Tickets may be exchanged for a form of accreditation that will allow access to restricted areas within the premises. All access points will be controlled by registered Security Industry Association staff employed by the security contractor.

Staff, contractors, volunteers, visitors, artists and guests will be required to wear a form of secure accreditation within the premises. Access to accreditation will be the responsibility of the Premises Licence Holder and managed by the Accreditation Manager. Accreditation will designate access to restricted areas within the premises. All access points will be controlled by registered Security Industry Association staff employed by the security contractor.

Use of CCTV

CCTV will be installed throughout the Licensed Premises, at arrival and departure points and the perimeter of the premises. CCTV will operate throughout the period the premises are open and operational. CCTV operations will be located in Event Control and will be operated by a competent and trained operator holding an Award for Working as a CCTV Operator (Public Space Surveillance) qualification or equivalent. A CCTV operational plan, including the location of CCTV equipment on a site plan will be agreed with the Responsible Authorities and the Licensing Authority via the Safety Advisory Group (or other body nominated by the Licensing Authority) prior to the first event of each year.

CCTV equipment will be of a suitable standard for both daylight and nightlight operations, will continuously record during the period the premises are open and operational and will be connected to a continual, secure power source. CCTV recordings will be accurately date and time recorded.

Patrons will be advised of CCTV operations in the conditions of entry to the event, through the event's website and they will be clearly displayed at designated entry points.

All CCTV recordings will be maintained by Event Control. A copy of the CCTV recordings will be held for a minimum of 31 days and made available, and a copy provided, for inspection by the Licensing and Responsible Authorities on request.

Body worn video (BWV) cameras will be provided at the premises and will be worn by designated Security Industry Authority security response teams when responding to alleged incidents. Numbers of body worn video cameras to be agreed with Cambridgeshire Constabulary prior to each event.

Effective Communication

The Premises Licence Holder will ensure there is an effective means of two-way communication in place. This may include but not limited to mobile phones, two-way radios and other wireless and wired communications systems. General event communication will be managed by Event Control.

Designated staff will be provided with the necessary equipment to communicate effectively for the purposes of promoting the Licensing Objectives.

Reducing the Risk & Harm from Drugs

Illegal drugs and psychoactive substances will be prohibited items. Possession for use or supply will result in refusal of admission to or ejection from the premises and a report to the Cambridgeshire Constabulary. A drugs policy will be included within the Event Management Plan and agreed with the Responsible and Licensing Authorities prior to each event.

Anyone under the influence of illegal drugs or psychoactive substances who is vulnerable will be managed through the process set out in the Children & Vulnerable Adults Policy included within the Event Management Plan.

Adequate Night-time Lighting

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The Premises Licence Holder shall ensure adequate and appropriate lighting is provided throughout the premises and within the vicinity of the premise's footprint, including public areas for entry, exit and emergency egress routes. Lighting sources will be included on site plan.

Preventing Underage Alcohol Consumption

The Premises Licence Holder will operate a Challenge 25 policy. Bar staff will require a valid proof of ID from any patron seeking to make a purchase of alcohol for themselves or anyone else appearing to be under 25 years old.

Each point of sale of alcohol will be managed by a Personal Licence Holder. All bar staff will undertake mandatory licensing training before operating at a bar. A record of this training and those attending will be kept by the appointed bar operator (s) and be made available for inspection to the Licensing and Responsible Authorities. All bar staff will be over 18 years old.

Patrons unable to provide a valid proof of age will be refused service and a record of the refusal kept. A copy of all refusals will be made available inspection by the Licensing Authority and Cambridgeshire Constabulary on request.

Lost Property

Lost property will be handed to Event Control and a log of the items handed it will be kept. Where information about the owner is available the customer services team will make attempts to contact the patron and return their item. Patrons will be provided with a contact email address for lost property.

Counter Terrorism Measures

The Premises Licence Holder recognises the risk from acts of terrorism and will liaise with the Licensing Authority and Cambridgeshire Constabulary to assess risk and put in place reasonable and proportionate measures to reduce risk. Risk assessments, measures and plans in the event of a major incident will be included in the Event Management Plan and will be agreed by the Licensing Authority and Cambridgeshire Constabulary prior to the first event of each year.

c) Public safety

Premises Capacity

The maximum capacity applied for will be for 24,999. However, this maximum number will be subject to the following conditions:

- In the first year of the event, the maximum capacity for the premises will be 14,999 including all patrons, guests, staff, contractors, volunteers and artists.
- Any increase in numbers will be reviewed and agreed by the Licensing Authority, following consultation with Responsible Authorities within 3 months of the last event of each year, and at least 6 months prior to the first event of each year.
- In the second year of the event, the maximum capacity for the premises may be increased to 19,999 including all patrons, guests, staff, contractors, volunteers and artists, if agreed in writing by the Licensing Authority, following consultation with Responsible Authorities within 3 months of the last event of each year, and at least 6 months prior to the first event of each year.
- In the third year of the event and thereafter, the maximum capacity for the premises may be increased 24,999 including all patrons, guests, staff, contractors, volunteers and artists, if agreed by the Licensing Authority in writing, following consultation with Responsible authorities within 3 months of the last event of each year, and at least 6 months prior to the first event of each year.

Health and Safety

Continued from previous page...

The security of the Licensed Premises and the safety of persons within it under the Licensing Act 2003 will be the responsibility of the Premises Licence Holder during the period of licensable activities on the site each year.

A suitably experienced and qualified Health and Safety Consultant will be appointed. The Health and Safety Consultant will undertake risk assessments and produce appropriate methods statements that will be included within the Event Management Plan.

The Health and Safety Consultant will review the Event Management Plan including all the associated appendices and annexes and make recommendations to the Premises Licence Holder regarding any additions and amendments. The Health and Safety Consultant will review risk assessments and method statements of suppliers and contractors and make recommendations to the Premises Licence Holder regarding any additions and amendments.

The Health and Safety Consultant will attend site during the build and break of the events. They will monitor and assess the implementation of safe working practices and method statements. They will advise the site management and production team on any changes or improvements.

The Health and Safety Consultant will attend events and be a member of the Event Liaison Team. They will provide advice and guidance to the Premises Licence Holder on the operation of the event relating to the health and safety of patrons, guests, staff, contractors, traders, visitors and artists.

Managing and Coordinating the Event

The Premises Licence Holder will liaise with the Licensing Authority and with their agreement attend the Safety Advisory Group (or other body nominated by the Licensing Authority) to present an Event Management Plan.

The Event Management Plan shall be presented to the Licensing Authority and Safety Advisory Group in a draft, working document form, no later than six months prior to the date of the first event day. The Licensing Authority and Safety Advisory Group will be provided with details of the planning and approach to the events and will be a forum to review progress and raise any concerns to be addressed by the Premises Licence Holder.

Managing Crowds

The Premises Licence Holder has overall responsibility for crowd management safety. The Security & Crowd Manager will prepare a Security & Crowd Management Plan that will be included in the Event Management Plan. The aim of the crowd management operation is to:

- Maintain a safe environment for members of the public, staff, contractors, visitors and artists working at the events.
- Ensure only authorised ticket and pass holders gain access to the relevant areas.
- Monitor crowd movements, identify and deal promptly and effectively with any identified crowd control issues.
- Oversee the safe ingress and egress to and from the events, including in the event of an incident or major incident.

The premises will be designed and laid out to manage the flow and movement of crowds accessing, leaving and within the premises. Infrastructure will be deployed to support the management of crowds including queues and fencing to secure areas to prevent access. Lighting will be provided to illuminate entry and exits, including emergency exits, ingress and egress routes and to facilitate safe movement within the premises. Infrastructure, perimeter and security fencing to be clearly indicated on the site plan.

Security and stewarding staff will be deployed throughout the premises to facilitate ingress and egress and safe movement around the premises, and to prevent access to the premises of those without authority to gain access.

Major Incidents and Evacuation

A Major Incident Plan will be included within the Event Management Plan. The Major Incident Plan will be discussed and agreed in advance with the Licensing Authority and Responsible authorities prior to the first event of each year via the Safety Advisory Group (or other body nominated by the Licensing Authority). The Major Incident Plan will include details of

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coordination with the emergency services and how the premises will be evacuated. The Event Management Plan will contain the contact details of those nominated by the Premises Licence Holder to manage any major incident.

The Major Incident Plan will include details of the routes to access the premises for emergency service vehicles and personnel including designated 'Blue Routes'

Access for the Emergency Services

The Premises Licence Holder will ensure the provision of, and maintain, suitable access to the site at all times during the build, break and live events, for emergency services including Cambridgeshire Constabulary, ambulance and fire and rescue, including during the departure and arrival of patrons and adverse weather. These routes will be designated as the 'Blue Routes'.

The Premises Licence Holder will agree Emergency Services Rendezvous Points with the emergency services. Details of the Blue Routes and Emergency Services Rendezvous Points will be detailed within the Event Management Plan and on the site plan.

First Aid and Medical Provision

The Premises Licence Holder will appoint a suitably qualified and experienced medical and first aid contractor to provide medical services at the events. The contractor will undertake a risk assessment for the events and produce a Medical Management Plan both of which will be included in the Event Management Plan and agreed at least 2 months in advance with the Licensing Authority and Responsible authorities prior to the first event of each year. The medical and first aid contractor will attend the Safety Advisory Group meetings and liaise with the London Ambulance Service.

The medical and first aid contractor will position resources on site for the events that are accessible. Personnel will be in attendance prior to the start of the events and remain until the events have been finished and stand down has been agreed by the Event Liaison Team.

Records of all medical and first aid decisions and treatment provided will be maintained by the medical and first aid contractor. Information will be provided to the Premises Licence Holder in the form of a log without providing confidential patient information. An anonymised copy of the records or log will be made available for inspection by the Licensing Authority and Responsible authorities on request.

Notification of Infectious Diseases

The Premises Licence Holder will provide the Licensing Authority and Responsible authorities any information relating to a risk arising from a suspected or actual incidence of an infectious disease as and when such a suspected or actual risk arises.

The procedure for notification of infectious diseases and any risk assessment will be included in the Event Management Plan and agreed with the Licensing Authority and Responsible authorities at least 2 months prior to the first event of each year for discussion with the Safety Advisory Group.

Fire Safety

The Health and Safety Consultant or another suitably qualified person will undertake a Fire Risk Assessment on behalf of the Premises Licence Holder. The Fire Risk Assessment will be contained within the Event Management and Safety Plan and made available to the Licensing Authority and Responsible authorities at least 2 months prior to the first event of each year discussed with the Safety Advisory Group.

Fire safety equipment, including but not limited to portable firefighting equipment, fire notices and other resources will be located at suitable locations throughout the premises and clearly sign-posted. Positions for firefighting and alarm raising equipment will be agreed with the Licensing Authority and Cambridgeshire Fire & Rescue Service at least 2 months prior to the first event of each year.

All floor coverings, wall coverings, curtains, drapes, fabric, artificial or dried foliage, decorations, art work, art installations, and filling materials used in furnishings supplied and used on the premises will carry flame retardancy certification to the

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relevant British Standards or will be inherently flame retardant. The details of all such materials will be held on site and will be available for inspection by Cambridgeshire Fire & Rescue Service and the Licensing Authority on request.

The siting of all vehicles, generators, tents, marquees, dressing rooms etc. will be arranged so as to provide fire breaks. All food, bar and other traders are required to provide fire safety risk assessments which will be checked when onsite by the Health and Safety Consultant.

No petrol generators will be allowed on to the site. Any petrol generators found on site will be removed from site or stored away from ignition sources, remote from the event and any accommodation until they can be removed.

Fire Exits and Means of Escape

Fire exits will be provided at designated points around the perimeter of the premises and within any structures erected or used for the event. All means of escape and fire exits will be clearly signed. Exit capacities will be calculated and contained within the Fire Risk Assessment contained within the Event Management Plan. Details of fire exits and means of escape routes will be agreed with the Licensing Authority and Cambridgeshire Fire & Rescue Service at least 2 months prior to the first event of each year.

Security and stewarding staff will guide all patrons, staff, contractors and artists to designated places of safety away from the premises and identified on the Site Plan and within the Fire Risk Assessment contained within the Event Management Plan.

LPG Used by Traders

Traders requiring the use of LPG will be required to bring the minimum necessary quantity to site and provide a notification to the Event Manager that they have LPG equipment. A register of the location of LPG equipment and number and size of LPG containers will be maintained within the Site Office, and made available to Cambridgeshire Fire & Rescue Service and the Licensing Authority on request. All LPG storage locations will be secure and with no public or unauthorised access. These areas will all be designated as 'no smoking' areas.

Excess LPG cylinders brought to site will be removed from site or stored away from ignition sources, remote from the event and any accommodation.

All traders will be required to provide Gas Safe certification for their LPG equipment. All equipment will be subject to periodic inspection during the events by the Health & Safety Consultant.

Pyrotechnics and Special Effects

Some limited use of pyrotechnics and special effects may take place during some events. In the event these are to be used, an experienced and competent contractor will be employed to undertake an assessment and manage the use of these. The contractor will be required to provide risk assessments, method statements and demonstrate compliance with all the necessary regulations and legislation and this documentation will be reviewed by the Health and Safety Consultant.

It will be a condition of contract with the operator that they are only used in compliance with the relevant legislation. This will be expanded on in the Fire Risk Assessment. All details of proposed pyrotechnics and special effects, and all associated documentation, including risk assessments and method statements, will be made available to the Licensing Authority and Cambridgeshire Fire & Rescue Service at least 2 months prior to each event.

will be sent to Cambridgeshire Fire & Rescue Service and the Licensing Authority for approval in advance of the events.

The Health & Safety Consultant will be in direct liaison with the Licensing Authority, Cambridgeshire Fire & Rescue Service and the pyrotechnic and special effects contractors; and will carry out an additional check once any pyrotechnics and special effects are installed to check compliance with agreed positions and the effects list.

Temporary Structures

The Premises Licence Holder will appoint suitably experienced and qualified suppliers and installers of temporary

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structures. Copies of plans and any necessary calculations will be submitted to the South Cambridgeshire District Council, including Building Control as required or requested.

The Site Manager and Health and Safety Consultant on behalf of the Premises Licence Holder will take all reasonable steps to ensure any temporary structures are suitable for their intended purposes and installed in accordance with the contractor's plans. Installation and completion certificates will be provided by the relevant contractor prior to their use and copies will be held on the Site Office for inspection on request by Licensing Authority and South Cambridgeshire District Council, including Building Control where required.

Drinking Water and Food Safety

The Premises Licence Holder will ensure the provision of a tested, safe and reliable source of potable drinking water for use across the premises for drinking, the preparation of food and sanitation. Tests of drinking water will be carried out in accordance with current regulations and by an accredited testing facility in advance of the events and at agreed intervals during and between events.

The Premises Licence Holder will ensure an adequate provision of free potable water throughout the premises

The Premises Licence Holder will ensure appropriate and suitable checks are carried out on food vendors to ensure, so far as is reasonably practicable, they meet current food safety and health and safety legislation. Details of all food and drink vendors will be provided to the Licensing Authority no less than 6 weeks prior to the first event of each year.

d) The prevention of public nuisance

Display of the Premises Licence

Copies of the Premises Licence summary will be displayed within the premises. Copies will be displayed at, but limited to, the following locations: Main Entrance, Event Control, each stage and performance area, all bars.

A full copy of the Premises Licence will be contained within the Event Management Plan to be issued to all members of the Event Management Team and Event Liaison Team. All artists and performers will be made aware of relevant licensing conditions.

Engagement with Residents and Businesses

The Premises Licence Holder is committed to ongoing engagement with residents and local business and has begun a process of engagement with local residents, businesses and elected officials through established networks, existing organisations and direct outreach. The aim is to establish effective routes to engage that will be carried out annually to provide information and receive feedback. The website will provide specific information for local residents and businesses including contact details.

The Premises Licence Holder will notify local residents businesses and parish councils at defined locations at least 2 months prior to the first event of each year, of the dates of all events each year once agreement has been reached with the Responsible authorities and Licensing Authority through the Safety Advisory Group. The defined locations will be agreed with the Licensing Authority prior to the first event of each year. The Premises Licence Holder may also choose to notify residents, businesses and parish councils in additional locations.

Resident Complaint & Information Service

A dedicated resident complaint and information phone line and email service will be established and operational throughout each event. Residents and local businesses will be able to use the service to report their concerns regarding noise, antisocial behaviour, litter, etc.

Information about how to use the service will be provided to local residents via a leaflet drop to properties within an agreed vicinity from the premises and parish councils by email. The phone line and email service will be staffed throughout the

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duration of events. A log will be kept of all communications received via the phone and email service along with a record of any actions taken. The log will be made available for inspection by the Licensing Authority on request.

Programme of Entertainment

The Premises Licence Holder will prepare a programme of regulated entertainment that will be included in the Event Management Plan. The plan will include details of the proposed programme for each stage and performance area. The plan will be submitted with the final draft version of the Event Management Plan 2 months prior to each event.

Management of Noise

An experienced acoustic consultant will be appointed to produce, implement and monitor a robust Sound Management Plan that will be included in the Event Management Plan. The Sound Management Plan will contain the maximum music noise levels permitted at identified locations and the acoustic consultant's management strategy and measures to control music noise levels during the events.

The acoustic consultant will assess the positioning of sound sources pre-event and liaise with the Licensing Authority's noise consultants throughout the event. Sound checks will take place the day prior to the event as well as on the day of the event. Times for these checks are to be notified to the Licensing Authority and neighbouring parish councils in advance.

The acoustic consultant will be available throughout the duration of each event, as required, and will have complete authority to ensure the event complies with the Sound Management Plan. They will hold regular meetings with representatives of the Licensing Authority as required.

The Sound Management Plan may identify times where continual attendance through the event is not required. These times will be agreed with the Licensing Authority at least 2 months prior to each event taking place.

The sound amplification systems will not be used after the permitted hours of entertainment on day of the events for the relaying of music or other content or for any purpose except for emergency announcements relating to public order and safety.

The main source of entertainment will cease at 23:00 with campsite entertainment continuing until 02:00.

Traffic and Transport Management

The Premises Licence Holder will ensure a Traffic & Transport Management Plan is produced and implemented. The Traffic and Transport Management Plan will be included in the Event Management Plan and will be agreed with the Responsible Authorities and the Licensing Authority via the Safety Advisory Group (or other body nominated by the Licensing Authority) prior to the first event of each year.

Patrons will access and leave the site via designated transport services provided by the Premises Licence Holder. Transport services will operate from designated pick up and drop off points away from the site. Patrons will be made aware there is no direct access to the site except via designated transport services.

Patrons will be advised in the conditions of entry to the event, on tickets and through the event's website, that access to the premises will only be allowed via designated transport hubs with the exception of patrons with accessibility requirements.

Vehicle access to the site will be controlled by the appointed Traffic Management and Security & Crowd Management contractors. The Event Manager will ensure the coordination of services provided by the transport providers, Traffic Management and Security & Crowd Management contractors.

Access to and from the site will be managed by a competent and experienced Traffic Management contractor who will be responsible for maintaining the flow of event traffic to and from the site to minimise the impact on the public highway.

Car Parking, Taxi and Public Transport Operations

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The Premises Licence Holder will ensure a Traffic & Transport Management Plan is produced and implemented, including plans for car parking, taxi pick up and drop off and public transport use, which will be included in the Event Management Plan and will be agreed with the Responsible Authorities and the Licensing Authority via the Safety Advisory Group (or other body nominated by the Licensing Authority).

Attendance at the event by car, taxi or public transport will be via parking, taxi and transport hubs at locations away from the site. These hubs will be connected to the site for ingress and egress via a dedicated transport shuttle service provided by a competent transport operator.

Local taxi firms will be contacted and informed to use transport hubs as drop off and pick up points.

Transport hubs will be staffed by Security Industry Authority staff and stewards provided by the Security & Crowd Management contractor. Car parking management, taxi pick up and drop off management and transport shuttle loading and unloading will be managed by competent stewards appointed by the relevant contractors.

Managing Waste and Litter

The Premises Licence Holder is responsible for the production of a Waste Management Plan that will include litter, waste from traders, bars and production activities will be included in the Event Management Plan.

The plan will include the placement and management of waste receptacles, litter picking services and the removal and management of all waste generated by the events including ingress and egress routes to and from the premises to mitigate risk of fire and pollution.

A responsive litter picking service will be provided to deal with any local resident or business complaints about litter arising from the event. Waste removed from site will be undertaken by a certified operator and all waste will be tracked.

Provision and Management of Sanitation Facilities

The Premises Licence Holder is responsible for the production of a Sanitation Plan to be included within the Event Management Plan. The Sanitation will include the provision and maintenance of adequate numbers of toilets, urinals, accessible toilets and showers for patrons (including those camping), staff, contractors, traders and artists based on an assessment of or requirements.

A constant supply of clean water, or alternative hand cleansing sanitiser will be maintained at all sanitation positions throughout the event.

Reducing Light Pollution

The Premises Licence Holder will take all reasonable steps to minimise pollution from light sources associated with the events. Light sources will be directed inwards towards the premises and on ingress and egress routes for public safety.

e) The protection of children from harm

Safeguarding of Children and Vulnerable Adults

A Safeguarding of Children and Vulnerable Adults Policy will be included in the Event Management Plan, discussed and agreed with the Licensing Authority and Responsible authorities prior to each event the Safety Advisory Group.

All members of the Event Liaison Team will be briefed on the safeguarding measures and all operational staff will follow the procedures set out in the policy.

No alcohol will be served for consumption of young people under the age of 18 years old and a Challenge 25 policy will

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operate at all bars.

Welfare for Children and Vulnerable Adults

A welfare service will be provided for children, including lost and unaccompanied children and vulnerable adults. Welfare providers and those with significant access to children and vulnerable adults will be subject to a Disclosure and Barring check. A Lost Children policy will be included in the Event Management Plan and discussed and agreed with the Licensing Authority and Responsible authorities prior to each event with the Safety Advisory Group.

Details of the welfare service provider and welfare facilities will be provided to the Licensing Authority no less than 2 months prior to the first event of each year.

Admission of Children

Children will be allowed access to the Licensed Premises if accompanied by a responsible adult aged 18 years or over, unless an age related entry restriction applies to the event. Certain events may be subject to age restrictions, for example, based on a film classification.

Children shall remain the responsibility of their responsible adult at all times.

For events that an age restriction applies information will be provided within the ticket conditions, entry requirements and advertised for the relevant events. Where an age restriction applies proof of age may be required as a condition of entry.

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

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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.

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- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

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

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

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

Continued from previous page...

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

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

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

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NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Continued from previous page...

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

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PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00*

Band E - £125001 and over £635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)



ATTACHMENTS

AUTHORITY POSTAL ADDRESS

Continued from previous page...

Address

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

DECLARATION

* I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name	<input type="text"/>
* Capacity	<input type="text"/>
Date (dd/mm/yyyy)	<input type="text"/>

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/south-cambridgeshire/apply-1> to upload this file and continue with your application.

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

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

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