

23 May 2016 at 10.30 am

Council Chamber, Argyle Road, Sevenoaks
Despatched: 06.05.16



Licensing Hearing

Membership (Sub Group A):

Cllrs. Clark, Kelly and Lake (sub)

(Each Licensing Sub-Committee will contain three Members of the Licensing Committee. Any member of the Licensing Committee may act as a substitute on any of the Licensing Sub-Committees.)

IMPORTANT INFORMATION

If an interested party (e.g. a parish or town council) has not made a "relevant representation" (section 18(6) and (7) of the Licensing Act 2003), it will not receive a notice of the hearing (Reg. 6(1) Hearings Regulations). The interested party will not, therefore be "a party to the hearing" (Reg. 2 Hearings Regulations). There will therefore be no right to address the hearing (Reg. 16 Hearings Regulations). The above also applies to a Member i.e. if s/he does not make a "relevant representation" s/he will not be a "party to the hearing" and has no right to address the hearing unless appointed by "a party to the hearing" to assist or represent that party.

Would you please note that all the reports/information listed on this agenda are available from Democratic Services on request (01732 227241). Alternatively you can make an appointment to view the information at the District Council Offices by contacting the Licensing Partnership Manager on 01732 227325.

Agenda

	Pages	Contact
Apologies for Absence		
1. Appointment of Chairman		
2. Declarations of interest		
3. Report to licensing sub-committee following receipt of representations in relation to an application made under the Licensing Act 2003 for Leppards Wilderness Farm (Cowden & Hever)	(Pages 1 - 216)	Nicola O'Shea/Claire Perry Tel: 01732 227270/7325

1. **Procedure at Sub-Committees of the Licensing Committee (established in accordance with Section 9 of the Licensing Act 2003)**
- 1.1 In accordance with Section 9(1) of the Licensing Act 2003, the Licensing Committee has resolved to establish Sub-Committees, each consisting of three members of the Committee.
- 1.2 The Sub-Committees have delegated authority to determine those functions that are reserved for decision by the Sub-Committees in accordance with Appendix B of the Council's Statement of Licensing Policy dated 7 January 2011.
- 1.3 Hearings shall be conducted in accordance with this Procedure Note and The Licensing Act 2003 (Hearings) Regulations 2005 subject to the right of the Sub-Committee to vary that procedure at their absolute discretion if considered in the public interest.
- 1.4 The quorum for a Sub-Committee shall be two members.
- 1.5 At the commencement of each hearing the Sub-Committee shall elect one of its members as Chairman.
- 1.6 The order of business at hearings shall be:
 - (a) Election of Chairman.
 - (b) Declarations of interests.
 - (c) Chairman explains the procedure to be followed at the hearing, including the setting of equal time limits for all parties and the granting of adjournments.
 - (d) Chairman ascertains who is assisting or representing the parties.
 - (e) Applicant (or his/her representative) addresses the Sub-Committee.
 - (f) Applicant questioned by members. At the discretion of the Sub-Committee other parties may be permitted to question the applicant.
 - (g) Persons who have made representations in respect of the application (or their representative) address the Sub-Committee. No issues other than those relevant to their representations may be raised.
 - (h) Members question each party at the conclusion of their address. At the discretion of the Sub-Committee, the applicant may be permitted to question other parties.
 - (i) Sub-Committee may offer the parties a short adjournment to discuss in the absence of the Sub-Committee whether a solution acceptable to all the parties can be put to the Sub-Committee.
 - (j) Applicant (or his/her representative) makes closing address.
 - (k) Sub-Committee may grant a short adjournment. The parties may not speak to members regarding the application during adjournments.

- (l) The Sub-Committee considers the application and motions put to accept or reject the application in the terms requested or to grant the application subject to specified conditions. Reasons are to be given for motions.
- (m) The parties will be informed of the decision at the hearing or thereafter in accordance with Regulation 26 of the 2005 Regulation.

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REPORT TO LICENSING SUB-COMMITTEE FOLLOWING RECEIPT OF REPRESENTATIONS IN RELATION TO AN APPLICATION MADE UNDER THE LICENSING ACT 2003 FOR LEPPARDS WILDERNESS FARM

Licensing Sub-Committee - 23 May 2016

Report of Chief Officer, Environmental and Operational Services

Status: For Decision

Executive Summary: This report provides information to advise members of an application for a new time limited premises licence under The Licensing Act 2003 in respect of Leppards Wilderness Farm, Wilderness Lane, Edenbridge, TN8 7LP.

Contact Officer Nicola O'Shea Ext. 7270

Recommendation to Licensing Sub-Committee:

Options available to members are:

- a) To grant the application in full on the terms and conditions contained in the operating schedule along with relevant mandatory conditions
 - b) To grant the application, modified to such an extent as considered appropriate in order to satisfy any relevant representations so as to adequately promote the licensing objectives
 - c) To refuse the application in its entirety.
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Reason for recommendation: Each application must be considered on its individual merits and in relation to the licensing objectives under the Licensing Act 2003, therefore recommendations as such cannot be made. However, having considered the individual circumstances of this application and representations and testimony received at hearing, the options available to Members are outlined above.

Introduction and Background

- 1 On 24 March 2016 an application was received by Phizzwizzards Ltd for a new time limited premises licence for Leppards Wilderness Farm, Wilderness Lane, Edenbridge, TN8 7LP. This application was validated on 4 April 2016 and the consultation end date was the 2 May 2016.
- 2 Members are requested to determine the application having regard to the operating schedule, representations and testimony received, the Council's Statement of Licensing Policy, revised section 182 guidance and the four Licensing objectives.
- 3 An authorisation is required in respect of any premises where it is intended to conduct one or more of the four licensable activities, these being:

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- Sale of alcohol
- Supply of alcohol (in respect of a club)
- Regulated Entertainment
- Provision of Late Night Refreshment

An appropriate authorisation is either, a premises licence, a club premises certificate or a Temporary Event Notice.

- 4 Licence holders are required, when offering any licensable activity, to ensure that they promote the licensing objectives at all times. The operating schedule of the application contains details of the activities applied for and the control measures that the applicant will have in place in order to promote these objectives. Such measures will, where appropriate, be converted into enforceable conditions on any licence issued.
- 5 The four licensing objectives are:
- Prevention of crime and disorder
 - Prevention of public nuisance
 - Public safety
 - Protection of children from harm

No objective carries any more weight than any other and these are the only factors in which Licensing can have regard in determining an application.

- 6 Any representation must be able to demonstrate that on the balance of probability the application in its current form will fail to adequately promote one or more of the licensing objectives specific to the subject premises.

7 Summary of Application Sought

- 7.1 The application received on 24 March 2016 from Phizzwizzards Ltd seeks a new premises licence under the Licensing Act 2003 time limited from 28 July 2016 to 31 July 2016 inclusive. A copy of the application, and the risk management plan which forms the basis of the applicants operating schedule, is attached at appendix A.

The premises application is proposed to permit the LeeFest Music and Arts Festival 2016 within a Farmland and woodland area totalling approximately 43 hectares.

The event proposed has been described as a small-scale family friendly music and arts festival with a focus on supporting emerging artists, engaging communities in the arts and allowing people to enjoy the outdoors as part of a festival experience. The event proposes live music, DJ's cabaret, communal campfire, cinema, circus, comedy, craft markets and workshops, dance classes, games, sports glitter wrestling, hot tubs, art installations, kids area, local ales, magic, paint fights, therapies, debates, yoga and camping facilities.

It has also come to the attention of licensing that the event intends to have a casino and arcade area.

The application is made to permit a total number of 4499 members of the public and 500 performers and staff.

7.2 The application seeks a premises licence to permit the following activities:-

Performance of Plays both indoors and outdoors

28 July 14:00 to 23:59

29 July 00:00 to 03:00 and 09:00 to 23:59

30 July 00:00 to 05:00 and 09:00 to 23:59

31 July 00:00 to 05:00

Exhibition of films both indoors and outdoors

28 July 14:00 to 23:59

29 July 00:00 to 03:00 and 09:00 to 23:59

30 July 00:00 to 05:00 and 09:00 to 23:59

31 July 00:00 to 05:00

Live music both indoors and outdoors

28 July 14:00 to 23:59

29 July 00:00 to 03:00 and 09:00 to 23:59

30 July 00:00 to 05:00 and 09:00 to 23:59

31 July 00:00 to 05:00

Recorded music both indoors and outdoors

28 July 14:00 to 23:59

29 July 00:00 to 03:00 and 09:00 to 23:59

30 July 00:00 to 05:00 and 09:00 to 23:59

31 July 00:00 to 05:00

Performance of dance both indoors and outdoors

28 July 14:00 to 23:59

29 July 00:00 to 03:00 and 09:00 to 23:59

30 July 00:00 to 05:00 and 09:00 to 23:59

31 July 00:00 to 05:00

Anything of a similar description to live music, recorded music and performance of dance that would not be classified as such both indoors and outdoors

28 July 14:00 to 23:59

29 July 00:00 to 03:00 and 09:00 to 23:59

30 July 00:00 to 05:00 and 09:00 to 23:59

31 July 00:00 to 05:00

Late night refreshment both indoors and outdoors

28 July 23:00 to 23:59

29 July 00:00 to 03:00 and 23:00 to 23:59

30 July 00:00 to 05:00 and 23:00 to 23:59

31 July 00:00 to 05:00

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Sale of Alcohol both on and off the premises

28 July 14:00 to 23:59

29 July 00:00 to 03:00 and 10:00 to 23:59

30 July 00:00 to 05:00 and 10:00 to 23:59

31 July 00:00 to 05:00 and 10:00 to 23:59

7.3 The films shown will be classified with age limits by the British Board of film classification. There will be some mildly explicit sexual content in the cabaret shows. The organiser and stated their intention for these to take place in closed marquees in which children will not be admitted.

7.4 The application applied for omits wrestling however the applicant has advertised glitter wrestling and included reference to this within their event management plan. Wrestling is a licensable activity under the Licensing Act 2003 and as such should be authorised under the Act by means of a premises licence of Temporary event notice. A temporary event notice is limited to not more than 499 persons including staff in attendance. Should the applicant licence the activity in this way, the area would be required to be restricted to this number of people and the activity may not therefore be permitted to be shown in viewing of other guests at the event as the event extends to 4999 persons in total.

7.5 The application seeks opening hours to the public of:

Thursday 28 July 12:00 to 23:59

Friday 29 July 00:00 to 23:59

Saturday 30 July 00:00 to 23:59

Sunday 31 July 00:00 to 14:00

8 Members would not normally be asked to consider Gambling matters under applications under the Licensing Act 2003 however Officers feel it is important to give members an understanding of other licensable events advertised by the applicant under the Gambling Act 2005 which may be permitted should a premises licence for alcohol be granted under the Licensing Act 2003.

The applicant has registered their intention to have an arcade. This can be located on the plan appended to you as appendix B

The arcade proposed will feature a series of vintage arcade computer games, such as nintendo, playstation and some old CRT arcade games like Pacman. Attendees will have to pay to play some of these games but none of the games will provide any cash reward or prize.

As these are games of skill for which there is no prize, it is not believed that these fall under the remit of the Gambling Act 2005 as they are not categorised as prize gaming. However, should one or more prize gaming machines be used these will be classed as commercial gaming and would be deemed unlawful both in terms of not having authorisation under the

Gambling Act and because they would not be permitted on or as part of an alcohol licensed premises.

Also proposed is a Casino, this can be located on the plan appended to you as appendix B.

The casino is intended to feature traditional casino games such as cards and roulette. These games may feature small prizes for the winners, such as dinner vouchers, T Shirts etc. Players will not have to pay anything to be involved in these games and have no opportunity to lose money.

The casino and arcade are in separate tents and are meant to be fun experiences that do not involve gambling money. There is however a complication with the application. Alcohol licensed premises allow the provision of entitlement to equal chance gaming.

Should the Casino be located in an area covered under the alcohol licensed area applied for within this premises application, the event would potentially have entitlement to some equal chance games, however, this would depend on whether or not the Casino tent could be classed as an ancillary use to the premises licence and whether in fact, the games were actually equal chance. Exempt gaming must be ancillary to the purpose of the premises licence and is limited to a few games, which would certainly not include the common Casino games such as Roulette, Black Jack etc.

It must be noted that, Casino games are not generally equal chance and it is irrelevant under the terms of section 6(4) of the Gambling Act 2005 whether fee is paid or not. The mere provision of a prize is enough to make the event licensable and therefore it is likely that provision of any Casino facilities would be unlawful and may undermine one or more of the Licensing objectives, not least the prevention of crime and disorder. In any event in order to have a licence for a Casino, the applicant must also hold an Operator licence with the Gambling Commission.

The Gambling Commission have also advised that in their view any Casino games provided at the event would be unlawful. Should the Casino meet the requirements for this entitlement, the applicant would be required to comply with the relevant code of practice on exempt gaming in alcohol licensed premises. Games such as roulette for example would not be considered equal chance games.

The organiser has been advised to seek his own legal advice on this issue.

Members are reminded that they may only have regard to promotion and upholding of the licensing objectives in relation to the licensable activities under the Licensing Act 2003 in determining this application. It is however an offence to undertake any licensable activity other than in accordance with a licence or other authorisation under the 2003 Act or the gambling Act 2005. Recourse would therefore under provisions of the Gambling Act 2005 in respect of any unlawful gambling activity.

9 Summary of premises history

The application is requested by the applicant to be time limited to the dates of 28 July to 31 July 2016 inclusive. The licence if granted, will expire after 31 July 2016. The application is intended to facilitate the 'LeeFest Festival' which is advertised as a family event.

This is a new application for a premises licence and the event has not been run within the District of Sevenoaks previously however the event has been run in other areas on a smaller scale.

The application therefore must be determined on its own merits.

10 Consultation

The regulations to the Licensing Act 2003 outline the requirements for the advertising of applications. These require to applicant to advertise the application:

a. For a period of no less than 28 consecutive days starting on the day after the day on which the application was given to the relevant licensing authority to display a white notice prominently at or on the premises to which the application relates where it can be conveniently read from the exterior of the premises. It was noted that the notice was displayed upon the premises for the 28 day consultation period which ended 2 May 2016.

The public notice was not displayed on the premises until 5 April 2016 therefore the consultation did not begin until this date. The notice was inspected by the Licensing Officer on 29 April 2016. The Officer noted that upon inspection the notice stated that the end of the consultation was 3 May 2016 and subsequently any representations received between midnight on 2 May 2016 and 3 May 23:59 hours would have been accepted.

b. By publishing a notice in a local newspaper on at least one occasion within 10 working days of submitting the application.

Regulations also require that the applicant give a copy of the application to each responsible authority on the same day as the day upon which it is given to the licensing authority. As the application was electronic, the requirement to serve the application was met by the licensing authority.

There are no other statutory requirements for advertising of any application, however, details of all applications received along with the time limit for receipt of representations is posted on the Council website via the weekly premises tracker and the public and councillors have public access.

11 List of Objectors/Representations

11.1 Responsible Authorities:

One (1)

Other Persons:

Cow Lane One (1)

Cowden Pound Road Two (2)

Hever Six (6)

Hever Road Two (2)

Hill Hoath Road One (1)

Holtye Crescent One (1)

Lockskimmers Oast One (1)

Markbeech Three (3)

Oakenden Lane One (1)

Oak Lane One (1)

Pigdown Lane Five (5)

Ryewel Hill One (1)

Tanners Mead One (1)

Truggers Lane Three (3)

Uckfield Lane Four (4)

Anonymous One (1)

11.2 Anonymous representations would not usually be considered under the Licensing Act 2003. A name and address of a person whom wishes to make a representation would only be withheld in extreme circumstances should the person making the representation be concerned that there would be possible retaliation following their comments. One representation requested that under these circumstances their name and address is withheld from the applicant. The representation is valid and the Council are in receipt of their details.

12 Summary of Relevant Objections/ Representations

- 12.1 Primarily representations received concern noise pollution, public nuisance for other nearby events and residents, preventing crime and disorder and concerns for children.

It is important to note that whilst representations were received and accepted as valid by Officers, not all representations are valid in their entirety and invalid aspects of each representation may not be considered.

Valid aspects to consider are those which directly relate to the licensing objectives and are not regulated by other means such as in other legislation for example traffic matters, parking, wildlife, disease, drugs and planning matters.

Some of the representations are concerned with the noise that would accompany the setting up and dismantling of stages, marquees and other equipment relating to the event. A premise licence can only be granted for licensable activity and this does not therefore extend to set up or clearing up before and after the event. Such matters are however, covered under separate legislation e.g. Environmental Protection Act 1990, with regard to noise and as such it is not appropriate to condition any licence that may be granted in respect of peripheral works both before and after the event as there would be no power to enforce such a condition under any licensing legislation. It is important to point out however, that protections exist for the public under separate legislation as indicated.

All representations and comments received and summarised below are appended to you in full in appendix C of the report.

- 12.2 Responsible Authorities:

Environmental Protection commented ‘the applicant has not provided sufficient information to demonstrate that noise controls before 23:00 ...are achievable. This event is very large and comprises multiple noise sources which have in my view not been adequately assessed. I am concerned that one these multiple noise sources are accounted for, the proposed noise standards will not be achievable’

‘If the applicant is able to demonstrate that the proposed control is achievable, this music noise level would be in accordance with the code of practice on environmental noise control at concerts therefore in the view of environmental health would be acceptable. It should however be noted that this level may still give rise to complaints from residents as noise could be considered intrusive by those living in the vicinity of the event and bass may still be audible at considerable distance.’

No other representations were received from other responsible authorities.

- 12.3 Summaries of Relevant representations from “other persons”:

- 1) 'Large numbers of people arriving in a rural location with no local police on hand are bound to increase the risk of crime and disorder'.
- 2) 'In July the windows will be open and noise will intrude.'
- 3) 'Weddings and other events at the other historical venues, will almost certainly be impacted by a large noisy festival.'
- 4) 'It is intolerable that people should be subjected to that level of noise for so long.'
- 5) 'Prevention of public nuisance due to noise pollution.'
- 6) 'Noise levels would not be the 65 decibels intimates, as sound travels even if the speakers face the ground. The suggestion that residents would not be able to hear the festival if they had their windows and doors closed is not acceptable, especially as it will be summertime and we may wish to be in our gardens at the weekends.'
- 7) 'The proposed timing of the staging of events would mean that the music will continue until about 5am in the morning with the bars closing at perhaps the same time.'
- 8) 'Other proposed events within the festival, such as drag and cinema would mean that children attending may be subjected to unsuitable entertainment.'
- 9) 'The noise so late at night.'
- 10) 'Significant noise disturbance.'
- 11) 'Lack of police resources and the fact that the many local wedding venues have bookings that would ruin a bride/grooms day.'
- 12) 'Noise, both day and night, for at least three days.'
- 13) 'Children will suffer from sleep deprivation because the noisy events carry on until 5am each day.'
- 14) 'The 65Db limits set in the guideline seem high... I consider it unreasonable and annoying to myself and my family the have 65Db continuously from early morning until 11:00 at night.'
- 15) 'Whilst it is intended that the noise level at night will be reduced to 45db, with the intention that it is inaudible inside a dwelling, in practice at that time of year windows will be open and we have the prospect of three nights of disturbed sleep until 5am.'
- 16) 'Being in the 50 to 60db range will be a considerable public nuisance.'
- 17) 'There will be considerable noise nuisance for the two weddings taking place in Chiddingstone during the festival.'

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18) 'There is no proper indication of the security arrangements, and no suitable conditions have been offered.'

19) 'Why should the local residents be subjected to the noise and nuisance for days on end.'

20)' Being in the 50-60 decibel range for the music being played by LeeFest and the Neverland means that there is a high probability that our audience, some 1500+ members of the general public will not be able to hear the play adequately and their evening will be spoilt/ruined.'

21) 'The risk of children being exposed to alcohol, noise and adult entertainment.'

22) 'Untrained volunteers and stewards cannot properly "police" this festival, this will give rise to threats to crime, disorder, public nuisance, public safety and risks to children.'

In support:

1) 'With regards to the four licensing objectives I can not find any reason to object to any of these points.'

12.4 There are a total of 34 representations, one of these from responsible authorities, and 7 comments. It is important to view the representations in full when considering the application. These are appended to this report as appendix C.

It must be noted that paragraphs 12.2 and 12.3 only intends to summarise and exhibit the main concerns within the representations, the representations may contain other valid points for which members may consider relevant in determining the licence, subject to legislative requirements of valid representations.

12.5 Other Comments received:

The Planning Authority responded to the consultation however no representation was made. Planning outlined that they had no objection providing the applicant was certain that the temporary land use did not require planning permission. The planning Authority would advise the applicant submit a lawful development certificate application. The planning Authority did not refer to the licensing objectives in making comment.

The Health and Safety Authority responded to the consultation however no representation was made.

During the consultation, the Licensing Authority received four (4) comments in support of the application however, whilst positive representations are permitted, these were not classed as representations as no reference was made to any of the licensing objectives.

On 4 May 2016, after the end of the consultation, correspondence was received from the Police stating that they had no representations to make.

13 Statutory Guidance

Revised Section 182 Guidance (March 2015)

Licensing objectives and aims

Paragraph 1.2

The legislation provides a clear focus on the promotion of four statutory objectives which must be addressed when licensing functions are undertaken.

Paragraph 1.3

The licensing objectives are:

The prevention of crime and disorder;

Public safety;

The prevention of public nuisance; and

The protection of children from harm.

Paragraph 1.4

Each objective is of equal importance. There are no other statutory licensing objectives, so that the promotion of the four objectives is a paramount consideration at all times.

Paragraph 1.5

However, the legislation also supports a number of other key aims and purposes. These are vitally important and should be principal aims for everyone involved in licensing work.

They include:

Protecting the public and local residents from crime, anti-social behaviour and noise nuisance caused by irresponsible licensed premises;

giving the police and licensing authorities the powers they need to effectively manage and police the night-time economy and take action against those premises that are causing problems;

recognising the important role which pubs and other licensed premises play in our local communities by minimising the regulatory burden on business, encouraging innovation and supporting responsible premises;

providing a regulatory framework for alcohol which reflects the needs of local communities and empowers local authorities to make and enforce decisions about the most appropriate licensing strategies for their local area; and

encouraging greater community involvement in licensing decisions and giving local residents the opportunity to have their say regarding licensing decisions that may affect them.

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The Licensing Objectives

Crime and disorder

Paragraph 2.1

Licensing authorities should look to the police as the main source of advice on crime and disorder. They should also seek to involve the local Community Safety Partnership (CSP).

Paragraph 2.2

In the exercise of their functions, licensing authorities should seek to co-operate with the Security Industry Authority (“SIA”) as far as possible and consider adding relevant conditions to licences where appropriate. The SIA also plays an important role in preventing crime and disorder by ensuring that door supervisors are properly licensed and, in partnership with police and other agencies, that security companies are not being used as fronts for serious and organised criminal activity. This may include making specific enquiries or visiting premises through intelligence led operations in conjunction with the police, local authorities and other partner agencies. Similarly, the provision of requirements for door supervision may be appropriate to ensure that people who are drunk, drug dealers or people carrying firearms do not enter the premises and ensuring that the police are kept informed.

Paragraph 2.3

Conditions should be targeted on deterrence and preventing crime and disorder. For example, where there is good reason to suppose that disorder may take place, the presence of closed-circuit television (CCTV) cameras both inside and immediately outside the premises can actively deter disorder, nuisance, anti-social behaviour and crime generally. Some licence holders may wish to have cameras on their premises for the prevention of crime directed against the business itself, its staff, or its customers. But any condition may require a broader approach, and it may be appropriate to ensure that the precise location of cameras is set out on plans to ensure that certain areas are properly covered and there is no subsequent dispute over the terms of the condition.

Paragraph 2.4

The inclusion of radio links and ring-round phone systems should be considered an appropriate condition for public houses, bars and nightclubs operating in city and town centre leisure areas with a high density of licensed premises. These systems allow managers of licensed premises to communicate instantly with the police and facilitate a rapid response to any disorder which may be endangering the customers and staff on the premises.

Paragraph 2.5

Conditions relating to the management competency of designated premises supervisors should not normally be attached to premises licences. It will normally be the responsibility of the premises licence holder as an employer, and not the licensing authority, to ensure that the managers appointed at the premises are competent and appropriately trained. The designated premises supervisor is the key person who will usually be responsible for the day to day management of the premises by the premises licence holder, including the prevention of disorder. A condition of this kind may only be justified as appropriate in rare circumstances where it can be demonstrated that, in the circumstances associated with particular premises, poor management competency could give rise to issues of crime and disorder and public safety.

Public safety

Paragraph 2.6

Licence holders have a responsibility to ensure the safety of those using their premises, as a part of their duties under the 2003 Act. This concerns the safety of people using the relevant premises rather than public health which is addressed in other legislation. Physical safety includes the prevention of accidents and injuries and other immediate harms that can result from alcohol consumption such as unconsciousness or alcohol poisoning. Conditions relating to public safety may also promote the crime and disorder objective as noted above. There will of course be occasions when a public safety condition could incidentally benefit a person's health more generally, but it should not be the purpose of the condition as this would be outside the licensing authority's powers (be ultra vires) under the 2003 Act. Conditions should not be imposed on a premises licence or club premises certificate which relate to cleanliness or hygiene.

Paragraph 2.7

A number of matters should be considered in relation to public safety. These may include:

Fire safety;

Ensuring appropriate access for emergency services such as ambulances;

Good communication with local authorities and emergency services, for example communications networks with the police and signing up for local incident alerts (see paragraph 2.4 above);

Ensuring the presence of trained first aiders on the premises and appropriate first aid kits;

Ensuring the safety of people when leaving the premises (for example, through the provision of information on late-night transportation);

Ensuring appropriate and frequent waste disposal, particularly of glass bottles;

Ensuring appropriate limits on the maximum capacity of the premises (see paragraphs 2.11-2.12, and Chapter 10; and

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Considering the use of CCTV in and around the premises (as noted in paragraph 2.3 above, this may also assist with promoting the crime and disorder objective).

Paragraph 2.8

The measures that are appropriate to promote public safety will vary between premises and the matters listed above may not apply in all cases. As set out in Chapter 8 (8.33- 8.41), applicants should consider when making their application which steps it is appropriate to take to promote the public safety objective and demonstrate how they achieve that.

Ensuring safe departure of those using the premises

Paragraph 2.9

Licence holders should make provision to ensure that premises users safely leave their premises. Measures that may assist include:
Providing information on the premises of local taxi companies who can provide safe transportation home; and
Ensuring adequate lighting outside the premises, particularly on paths leading to and from the premises and in car parks.

Public nuisance

Paragraph 2.14

The 2003 Act enables licensing authorities and responsible authorities, through representations, to consider what constitutes public nuisance and what is appropriate to prevent it in terms of conditions attached to specific premises licences and club premises certificates. It is therefore important that in considering the promotion of this licensing objective, licensing authorities and responsible authorities focus on the effect of the licensable activities at the specific premises on persons living and working (including those carrying on business) in the area around the premises which may be disproportionate and unreasonable. The issues will mainly concern noise nuisance, light pollution, noxious smells and litter.

Paragraph 2.15

Public nuisance is given a statutory meaning in many pieces of legislation. It is however not narrowly defined in the 2003 Act and retains its broad common law meaning. It may include in appropriate circumstances the reduction of the living and working amenity and environment of other persons living and working in the area of the licensed premises. Public nuisance may also arise as a result of the adverse effects of artificial light, dust, odour and insects or where its effect is prejudicial to health.

Paragraph 2.16

Conditions relating to noise nuisance will usually concern steps appropriate to control the levels of noise emanating from premises. This might be achieved by a simple measure such as ensuring that doors and windows are kept closed after a particular time, or persons are not permitted in garden areas of the premises after a certain time. More sophisticated measures like the installation of acoustic curtains or rubber speaker mounts to mitigate sound escape from the premises may be appropriate. However, conditions in relation to live or recorded music may not be enforceable in circumstances where the entertainment activity itself is not licensable (see chapter 15). Any conditions appropriate to promote the prevention of public nuisance should be tailored to the type, nature and characteristics of the specific premises and its licensable activities. Licensing authorities should avoid inappropriate or disproportionate measures that could deter events that are valuable to the community, such as live music. Noise limiters, for example, are expensive to purchase and install and are likely to be a considerable burden for smaller venues.

Paragraph 2.17

As with all conditions, those relating to noise nuisance may not be appropriate in certain circumstances where provisions in other legislation adequately protect those living in the area of the premises. But as stated earlier in this Guidance, the approach of licensing authorities and responsible authorities should be one of prevention and when their powers are engaged, licensing authorities should be aware of the fact that other legislation may not adequately cover concerns raised in relevant representations and additional conditions may be appropriate.

Paragraph 2.18

Where applications have given rise to representations, any appropriate conditions should normally focus on the most sensitive periods. For example, the most sensitive period for people being disturbed by unreasonably loud music is at night and into the early morning when residents in adjacent properties may be attempting to go to sleep or are sleeping. This is why there is still a need for a licence for performances of live music between 11 pm and 8 am. In certain circumstances, conditions relating to noise emanating from the premises may also be appropriate to address any disturbance anticipated as customers enter and leave.

Paragraph 2.19

Measures to control light pollution will also require careful thought. Bright lighting outside premises which is considered appropriate to prevent crime and disorder may itself give rise to light pollution for some neighbours. Applicants, licensing authorities and responsible authorities will need to balance these issues.

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Paragraph 2.20

Beyond the immediate area surrounding the premises, these are matters for the personal responsibility of individuals under the law. An individual who engages in anti-social behaviour is accountable in their own right. However, it would be perfectly reasonable for a licensing authority to impose a condition, following relevant representations, that requires the licence holder or club to place signs at the exits from the building encouraging patrons to be quiet until they leave the area, or that, if they wish to smoke, to do so at designated places on the premises instead of outside, and to respect the rights of people living nearby to a peaceful night.

Protection of children from harm

Paragraph 2.21

The protection of children from harm includes the protection of children from moral, psychological and physical harm. This includes not only protecting children from the harms associated directly with alcohol consumption but also wider harms such as exposure to strong language and sexual expletives (for example, in the context of exposure to certain films or adult entertainment). Licensing authorities must also consider the need to protect children from sexual exploitation when undertaking licensing functions.

Paragraph 2.22

The Government believes that it is completely unacceptable to sell alcohol to children. Conditions relating to the access of children where alcohol is sold and which are appropriate to protect them from harm should be carefully considered. Moreover, conditions restricting the access of children to premises should be strongly considered in circumstances where:

- adult entertainment is provided;
- a member or members of the current management have been convicted for serving alcohol to minors or with a reputation for allowing underage drinking (other than in the context of the exemption in the 2003 Act relating to 16 and 17 year olds consuming beer, wine and cider when accompanied by an adult during a table meal);
- it is known that unaccompanied children have been allowed access;
- there is a known association with drug taking or dealing; or
- in some cases, the premises are used exclusively or primarily for the sale of alcohol for consumption on the premises.

Paragraph 2.23

It is also possible that activities, such as adult entertainment, may take place at certain times on premises but not at other times. For example, premises may operate as a café bar during the day providing meals for families but also provide entertainment with a sexual content after 8.00pm.

It is not possible to give an exhaustive list of what amounts to entertainment or services of an adult or sexual nature. Applicants, responsible authorities and licensing authorities will need to consider this point carefully. This would broadly include topless bar staff, striptease, lap-, table- or pole-dancing, performances involving feigned violence or horrific incidents, feigned or actual sexual acts or fetishism, or entertainment involving strong and offensive language.

Paragraph 2.24

Applicants must be clear in their operating schedules about the activities and times at which the events would take place to help determine when it is not appropriate for children to enter the premises. Consideration should also be given to the proximity of premises to schools and youth clubs so that applicants take appropriate steps to ensure that advertising relating to their premises, or relating to events at their premises, is not displayed at a time when children are likely to be near the premises.

Paragraph 2.25

Licensing authorities and responsible authorities should expect applicants, when preparing an operating schedule or club operating schedule, to set out the steps to be taken to protect children from harm when on the premises.

Paragraph 2.26

Conditions, where they are appropriate, should reflect the licensable activities taking place on the premises. In addition to the mandatory condition regarding age verification, other conditions relating to the protection of children from harm can include:

- restrictions on the hours when children may be present;
- restrictions or exclusions on the presence of children under certain ages when particular specified activities are taking place;
- restrictions on the parts of the premises to which children may have access;
- age restrictions (below 18);
- restrictions or exclusions when certain activities are taking place;
- requirements for an accompanying adult (including for example, a combination of requirements which provide that children under a particular age must be accompanied by an adult); and
- full exclusion of people under 18 from the premises when any licensable activities are taking place.

Paragraph 2.27

Please see also Chapter 10 for details about the Licensing Act 2003 (Mandatory Licensing Conditions) Order 2010.

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Paragraph 2.28

Licensing authorities should give considerable weight to representations about child protection matters. In addition to the responsible authority whose functions relate directly to child protection, the Director of Public Health may also have access to relevant evidence to inform such representations. These representations may include, amongst other things, the use of health data about the harms that alcohol can cause to underage drinkers. Where a responsible authority, or other person, presents evidence to the licensing authority linking specific premises with harms to children (such as ambulance data or emergency department attendances by persons under 18 years old with alcohol-related illnesses or injuries) this evidence should be considered, and the licensing authority should also consider what action is appropriate to ensure this licensing objective is effectively enforced. In relation to applications for the grant of a licence in areas where evidence is presented on high levels of alcohol-related harms in persons aged under 18, it is recommended that the licensing authority considers what conditions may be appropriate to ensure that this objective is promoted effectively.

Paragraph 2.29

The 2003 Act provides that, where a premises licence or club premises certificate authorises the exhibition of a film, it must include a condition requiring the admission of children to films to be restricted in accordance with recommendations given either by a body designated under section 4 of the Video Recordings Act 1984 specified in the licence (the British Board of Film Classification is currently the only body which has been so designated) or by the licensing authority itself. Further details are given in Chapter 10.

Paragraph 2.30

Theatres may present a range of diverse activities and entertainment including, for example, variety shows incorporating adult entertainment. It is appropriate in these cases for a licensing authority to consider restricting the admission of children in such circumstances. Entertainments may also be presented at theatres specifically for children. It will be appropriate to consider whether a condition should be attached to a premises licence or club premises certificate which requires the presence of a sufficient number of adult staff on the premises to ensure the wellbeing of the children during any emergency.

Paragraph 5.4

Gambling is the subject of separate legislation and licensing authorities should not duplicate any conditions imposed by this legislation when granting, varying or reviewing licences that authorise licensable activities under the 2003 Act. When making a licence application, the applicant may, in detailing the steps to be taken in promoting the licensing objectives, refer to the statutory conditions in respect of their gambling licence (where

relevant). In addition, any conditions which are attached to premises licences should not prevent the holder from complying with the requirements of gambling legislation or supporting regulations. Further information about the Gambling Act 2005 can be found on the GOV.UK website.

Paragraph 5.5

Outdoor sports stadia are regulated by separate legislation and sports events taking place at outdoor stadia do not fall within the definition of the provision of regulated entertainment under the 2003 Act, with the exception of boxing or wrestling entertainment (see 15.49-15.51). Licensing authorities should therefore limit their consideration of applications for premises licences to activities that are licensable under the 2003 Act.

Large scale time-limited events requiring premises licences

Paragraph 5.24

Licensing authorities should note that a premises licence may be sought for a short, discrete period. The 2003 Act provides that a temporary event notice is subject to various limitations (see Chapter 7 of this Guidance). The temporary provision of licensable activities that fall outside these limits will require the authority of a premises licence if the premises are currently unlicensed for the activities involved.

Paragraph 5.25

The procedures for applying for and granting such a licence are identical to those for an unlimited duration premises licence except that it should be stated on the application that the applicant's intention is that the period of the licence should be limited. Licensing authorities should clearly specify on such a licence when it comes into force and when it ceases to have effect. If the sale of alcohol is involved, a personal licence holder must be specified as the designated premises supervisor.

Determining applications

Paragraph 9.1

When a licensing authority receives an application for a new premises licence or an application to vary an existing premises licence, it must determine whether the application has been made in accordance with section 17 of the 2003 Act, and in accordance with regulations made under sections 17(3) to (6), 34, 42, 54 and 55 of the 2003 Act. It must similarly determine applications for the grant of club premises certificates made in accordance with section 71 of the 2003 Act, and in accordance with regulations made under sections 71(4) to (7), 84, 91 and 92 of the 2003 Act. This means that the licensing authority must consider among other things

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whether the application has been properly advertised in accordance with those regulations.

Where no representations are made

Paragraph 9.2

A hearing is not required where an application has been properly made and no responsible authority or other person has made a relevant representation or where representations are made and subsequently withdrawn. In these cases, the licensing authority must grant the application in the terms sought, subject only to conditions which are consistent with the operating schedule and relevant mandatory conditions under the 2003 Act. This should be undertaken as a simple administrative process by the licensing authority's officials who should replicate the proposals contained in the operating schedule to promote the licensing objectives in the form of clear and enforceable licence conditions. Licensing authorities should not hold hearings for uncontested applications, for example in situations where representations have been made and conditions have subsequently been agreed.

Where representations are made

Paragraph 9.3

Where a representation concerning the licensing objectives is made by a responsible authority about a proposed operating schedule and it is relevant (see paragraphs 9.4 to 9.10 below), the licensing authority's discretion will be engaged. It will also be engaged if another person makes relevant representations to the licensing authority, which are also not frivolous or vexatious (see paragraphs 9.4 to 9.10 below). Relevant representations can be made in opposition to, or in support of, an application and can be made by any individual, body or business that has grounds to do so.

Relevant, vexatious and frivolous representations

Paragraph 9.4

A representation is "relevant" if it relates to the likely effect of the grant of the licence on the promotion of at least one of the licensing objectives. For example, a representation from a local businessperson about the commercial damage caused by competition from new licensed premises would not be relevant. On the other hand, a representation by a businessperson that nuisance caused by new premises would deter customers from entering the local area, and the steps proposed by the applicant to prevent that nuisance were inadequate, would be relevant. In other words, representations should relate to the impact of licensable activities carried on from premises on the objectives. For representations in relation to variations to be relevant, they should be confined to the subject matter of the variation. There is no requirement for a responsible authority or other person to produce a

recorded history of problems at premises to support their representations, and in fact this would not be possible for new premises.

Paragraph 9.5

It is for the licensing authority to determine whether a representation (other than a representation from responsible authority) is frivolous or vexatious on the basis of what might ordinarily be considered to be vexatious or frivolous. A representation may be considered to be vexatious if it appears to be intended to cause aggravation or annoyance, whether to a competitor or other person, without reasonable cause or justification. Vexatious circumstances may arise because of disputes between rival businesses and local knowledge will therefore be invaluable in considering such matters. Licensing authorities can consider the main effect of the representation, and whether any inconvenience or expense caused by it could reasonably be considered to be proportionate.

Paragraph 9.6

Frivolous representations would be essentially categorised by a lack of seriousness. Frivolous representations would concern issues which, at most, are minor and in relation to which no remedial steps would be warranted or proportionate.

Paragraph 9.7

Any person who is aggrieved by a rejection of their representations on either of these grounds may lodge a complaint through the local authority's corporate complaints procedure. A person may also challenge the authority's decision by way of judicial review.

Paragraph 9.8

Licensing authorities should not take decisions about whether representations are frivolous, vexatious or relevant to the licensing objectives on the basis of any political judgement. This may be difficult for councillors who receive complaints from residents within their own wards. If consideration is not to be delegated, contrary to the recommendation in this Guidance, an assessment should be prepared by officials for consideration by the sub-committee before any decision is taken that necessitates a hearing. Any councillor who considers that their own interests are such that they are unable to consider the matter independently should disqualify themselves.

Paragraph 9.9

It is recommended that, in borderline cases, the benefit of the doubt about any aspect of a representation should be given to the person making that representation. The subsequent hearing would then provide an opportunity for the person or body making the representation to amplify and clarify it.

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Hours of trading

Paragraph 10.13

The Government acknowledges that different licensing strategies may be appropriate for the promotion of the licensing objectives in different areas. The 2003 Act gives the licensing authority power to make decisions about the hours during which premises can conduct licensable activities as part of the implementation of its licensing policy statement. Licensing authorities are best placed to make decisions about appropriate opening hours in their areas based on their local knowledge and in consultation with responsible authorities. However, licensing authorities must always consider each application and must not impose predetermined licensed opening hours, without giving individual consideration to the merits of each application.

Paragraph 10.14

Where there are objections to an application to extend the hours during which licensable activities are to be carried on and the licensing authority determines that this would undermine the licensing objectives, it may reject the application or grant it with appropriate conditions and/or different hours from those requested.

Paragraph 10.15

Shops, stores and supermarkets should normally be free to provide sales of alcohol for consumption off the premises at any times when the retail outlet is open for shopping unless there are good reasons, based on the licensing objectives, for restricting those hours.

The performance of plays

Paragraph 10.16

The 2003 Act provides that other than for the purposes of public safety, conditions must not be attached to premises licences or club premises certificates authorising the performance of a play⁷ which attempt to censor or modify the content of plays in any way. Any such condition would be ultra vires the 2003 Act.

Censorship

Paragraph 10.17

In general, other than in the context of film classification for film exhibitions, licensing authorities should not use their powers under the 2003 Act to seek to impose conditions which censor the content of any form of regulated entertainment. This is not a proper function of licensing law and cannot be properly related to the licensing objectives. The content of regulated entertainment is a matter which is addressed by existing laws

governing indecency and obscenity. Where the concern is about protecting children, their access should be restricted where appropriate. But no other limitation should normally be imposed.

Major festivals and carnivals

Paragraph 10.18

Licensing authorities should publicise the need for the organisers of major festivals and carnivals to approach them at the earliest opportunity to discuss arrangements for licensing activities falling under the 2003 Act. For some events, the organisers may seek a single premises licence to cover a wide range of activities at varied locations within the premises. This would involve the preparation of a substantial operating schedule, and licensing authorities should offer advice and assistance about its preparation.

Exhibition of films

Paragraph 10.61

The 2003 Act provides that where a premises licence or club premises certificate authorises the exhibition of a film, it must include a condition requiring the admission of children to films to be restricted in accordance with recommendations given either by a body designated under section 4 of the Video Recordings Act 1984 specified in the licence (currently only the British Board of Film Classification (BBFC)) or by the licensing authority itself.

Paragraph 10.62

The effect of paragraph 5 of Schedule 1 to the 2003 Act is to exempt adverts from the definition of regulated entertainment, but not exempt them from the definition of exhibition of a film. Since the above mandatory condition applies to 'any film', it is therefore applicable to the exhibition of adverts.

Types of regulated entertainment

Paragraph 15.1

Schedule 1 to the 2003 Act sets out what activities are regarded as the provision of regulated entertainment and when they are licensable and those activities which are not and therefore exempt from the regulated entertainment regime. Changes to regulated entertainment are due to take effect on 6 April 2015. Therefore, up until that date you should refer to chapter 15 of the guidance published in October 2014.

Paragraph 15.2

The descriptions of entertainment activities licensable under the 2003 Act are:

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a performance of a play;
an exhibition of a film;
an indoor sporting event;
a boxing or wrestling entertainment;
a performance of live music;
any playing of recorded music;
a performance of dance; and
entertainment of a similar description to a performance of live music, any playing of recorded music or a performance of dance.

Paragraph 15.3

To be licensable, one or more of these activities needs to be provided for the purpose (at least partly) of entertaining an audience; has to be held on premises made available for the purpose of enabling that activity; and must also either:

take place in the presence of a public audience, or where that activity takes place in private, be the subject of a charge made with a view to profit.

As a result of deregulatory changes that have amended the 2003 Act, no licence is required for the following activities:

Plays: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500.

Dance: 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 an event between 08.00 and 23.00 on any day, provided that those present do 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.

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.

Paragraph 15.7

The deregulatory changes mean that, for example, an indoor sporting event that takes place between 07.00 and 23.30 on a particular day is licensable in respect of activities taking place between 07.00-08.00 and 23.00-23.30. Similarly, where the audience for a performance of dance fluctuates, those activities are licensable if, and for so long as, the number of people in the audience exceeds 500. If organisers are uncertain as to audience sizes or if audience migration is likely²⁵, it might be easier and more flexible to secure an appropriate authorisation. Examples of where a Temporary Event Notice (TEN) could still be required include if the activity is the playing of recorded music or the exhibition of a film that requires an authorisation; or if the entertainment is not authorised by an existing licence or certificate and its conditions.

Paragraph 15.8

Of course, anyone involved in the organisation or provision of entertainment activities - whether or not any such activity is licensable under the 2003 Act - must comply with any applicable duties that may be imposed by other legislation relevant to the event (e.g. in areas such as crime and disorder, fire, health and safety, noise, nuisance and planning).

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Any such person should take steps to be aware of relevant best practice, and may find responsible authorities a useful source of expert support and advice.

Plays, dance and indoor sport

Paragraph 15.45

Where qualifying conditions are satisfied, any current licence condition that relates to a performance of a play or dance, or an indoor sporting event for which a licence is no longer required will (except in the circumstances described in the next paragraph) have no effect.

Paragraph 15.46

Where, however, these non-licensable activities take place at the same time as other activities for which a licence is required (e.g. the sale or supply of alcohol for consumption on the premises), conditions included in a licence may nevertheless apply to the non-licensable activities in the circumstances set out in paragraphs 15.52 and 15.53 (conditions relating to other non-licensable activities).

Paragraph 15.47

Dance that is sufficiently sexual in nature continues to be regulated. Performances of dance which are “relevant entertainment” within the meaning of the Local Government (Miscellaneous Provisions) Act 1982 (“the 1982 Act”) are not deregulated, regardless of the size of the audience or the time of day. “Relevant entertainment” is defined in the 1982 Act as a live performance or live display of nudity that, ignoring financial gain, can be assumed to be provided solely or principally for the purpose of sexually stimulating any member of the audience.

Paragraph 15.48

In almost all cases where a performance of dance is potentially licensable as both the provision of **relevant** entertainment (under the 1982 Act) and **regulated** entertainment (under the 2003 Act), the 1982 Act disapplies the entertainment licensing regime in the 2003 Act in favour of its stricter regime for the control of sex establishments. However, an authorisation under the 2003 Act rather than the 1982 Act will continue to be required where:

the premises are not licensed as a sex entertainment venue under the 1982 Act, and

relevant entertainment has been provided at those premises on no more than 11 occasions in any 12 month period, with none of those occasions lasting longer than 24 hours or taking place within a month of any other such occasion.

Boxing or wrestling entertainment and conditions relating to combined fighting sports

Paragraph 15.49

An indoor boxing or wrestling entertainment cannot also be an indoor sporting event, and any contest, exhibition or display that combines boxing or wrestling with one or more martial arts ('combined fighting sports') is - whether indoors or not - a boxing or wrestling entertainment.

Paragraph 15.50

Where a premises licence or club premises certificate purports to authorise a boxing or wrestling entertainment or combined fighting sports as an 'indoor sporting event', the 2013 Order provides that the authorisation will be treated as having authorised those activities as a boxing or wrestling entertainment. Those activities will continue to be subject to any relevant conditions attached to that authorisation.

Paragraph 15.51

A contest, exhibition or display of Greco-Roman wrestling, or of freestyle wrestling, between two participants (regardless of their sex) does not require a licence provided that certain qualifying conditions are met. They are that:

it takes place in the presence of no more than 1,000 spectators;

it takes place between 08.00 and 23.00 on the same day; and

it take place wholly inside a building and the spectators present at that entertainment are accommodated wholly inside that building.

14 Relevant section of the Council's Licensing Policy (2015-2020)

Paragraph 16.7

The Licensing Authority must give the appropriate amount of weight to representations made by the Police on crime and disorder matters. It will give appropriate weight to all representations made by all parties based on the content and relevance to the promotion of all licensing objectives.

Please see the full policy at appendix D

15 Other Options Considered and/or Rejected

Members are to make any decision outlined within the recommendations of this report should the deem it reasonable and proportionate given reference to the requirements of the Act, revised guidance, Council's Statement of Licensing Policy and representations and testimony at hearing.

Any decision taking into account matters outside of the Licensing Act 2003 may result in challenge or judicial review.

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16 Key Implications

16.1 Financial

None directly arising from this report

16.2 Legal Implications and Risk Assessment Statement.

This Hearing is regulated by The Licensing Act 2003 (Hearings) Regulations 2005

The decision is to be made with regard to the Licensing Act 2003, Secretary of State's Guidance issued under Section 182 of the Act and the Council's Statement of Licensing Policy. Where the decision departs from the Policy or Guidance the departure must be directed solely at the attainment of the licensing objectives, and such departure must be supported by clear and cogent reasons.

17 Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

18 Conclusions

The applicant must satisfy the sub-committee and demonstrate that they have sufficient controls outlined within the operating schedule in place in order to uphold the promotion of all four of the licensing objectives.

The application must be determined on its own merits and based on the specifics of the premises applied for.

Members of the sub-committee are asked using the operating schedule, representations, testimony at hearing, statutory guidance and the Council's licensing policy, may determine whether to grant the application as applied for, refuse in its entirety or grant with additional conditions.

Appendices

- A -Application and Risk Assessment
- B -Plan
- C -Representations from Responsible Authorities
-Representations from Other Persons
-Comments Received
- D - [Statement of Licensing Policy-Licensing Act 2003](#) (on website only)

E - Area plan

Background Papers:

Relevant Legislation

Council's Statement of Licensing Policy (2015-2020)

[Revised Section 182 Guidance](#)

Richard Wilson
Chief Officer, Environmental and Operational Services

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The Licensing Partnership

Application for a Premises Licence

Sevenoaks District Council, Tunbridge Wells Borough Council and Maidstone Borough Council have a Licensing Partnership to process and issue licensing applications.

Licensing Officers are located at each local licensing authority, together with admin support to deal with people visiting the Gateways and Tunbridge Wells Town Hall.

Thank you for using the Licensing Partnership self service. Before completing the form, please be aware of the following information:

Form Submission:-

When you have completed the application form please submit it. When you submit the application, you will receive an electronic response which will be sent directly to the email address provided in the application.

Payment:-

If you are submitting an application which requires a payment, please have your credit or debit card to hand as payment can be made upon submitting your application form. Applications requiring a payment will only be validated once payment is confirmed.

General Information:-

If you have any problems with completing the form please contact licensing@sevenoaks.gov.uk

For Official Use Only

Title	Customer Name	Form Filename	<input type="text"/>
<input type="text"/>	Phizzwizzards Ltd	Form Reference	Phizzwizzards Ltd/
DOB	NINO	Notes	Caps Reference
<input type="text"/>	<input type="text"/>		<input type="text"/>
TEL	<input type="text"/>		
<input type="text"/>	+447958718961		
Email	<input type="text"/>		
Customer Address			
Leppards Wilderness Farm Wilderness Lane TN8 7LP			
Date Form Started	24/03/2016 12:23:59		
Date of E-signing	<input type="text"/>		
Date Submitted	<input type="text"/>		
Validation Ref	<input type="text"/>		
Occupancy type	<input type="text"/>		
Advisor Name (who started form)	<input type="text"/>		
Advisor Department	<input type="text"/>		
Self-Service	<input type="text"/>		

Licensing Authority: *The Licensing Partnership*

Licensing Partnership
 P.O. Box 182
 Sevenoaks
 Kent TN13 1GP

Ref:

Application for a Premises Licence under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes found at bottom of Page 4 of this form.
 Use the blank page at the end of the form to provide further details if necessary.
 When it is complete you can submit the form directly to us - click on the Submit Form button.
 You may wish to print and keep a copy of the completed form for your records.
 For help information about filling in this type of electronic form, click on the help information button.

I / We **Phizzwizzards Ltd** 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

Leppards Wilderness Farm
 Wilderness Lane

Post town

Edenbridge

Post code

TN8 7LP

Telephone number of premises (if any)

+447958718961

Non-domestic rateable value of premises

£

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please make selection with an "x"

- a) An individual or individuals* please complete section (A)
- b) a person other than an individual*
 - i as a limited company please complete section (B)
 - ii. as a partnership please complete section (B)
 - iii. as an unincorporated association or please complete section (B)
 - iv. other (for example a statutory corporation) please complete section (B)
- c) A recognised club please complete section (B)
- d) a charity please complete section (B)

- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital 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:

Please make selection with an "x"

- 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)

You do not have to answer the questions in this section.

Title

Surname

First names

Are you 18 years or older? Yes No

Date of Birth

Current postal address if different from premises address

Post Town

Postcode

Daytime contact telephone number

Email address (optional)

SECOND INDIVIDUAL APPLICANT (IF APPLICABLE)

Title

Surname

First names

Date of Birth
(you must be 18
years old or over)

Current postal
address
if different from
premises address

Postcode

Post Town

Daytime contact telephone number

Email address
(optional)

(B) OTHER APPLICANTS

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

Name

Phizzwizzards Ltd

Address

**Shakespeare Martineau
Chancery House
199 Silbury Boulevard
Milton Keynes
MK9 1JL**

Registered number (where applicable)

09958357

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?

28/07/2016

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

31/07/2016

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

General description of premises (please read guidance note 1)

Farmland and woodlands of total area 43 Hectares. Please see attached event management plans for further details of the use of the space.

What licensable activities do you intend to carry on from the premises?
(Please see sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act 2003)

Please check all relevant boxes

Provision of regulated entertainment

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

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

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

In all cases complete boxes N, O and P

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both - please make selection with an "x" (please read guidance note 2).	Indoors		
Day	Start	Finish		Outdoors		
				Both	X	
Mon			Please give further details here (please read guidance note 3) 28th July: 14:00 to 23:59 29th July: 00:00 to 03:00 and 09:00 to 23:59 30th July: 00:00 to 05:00 and 09:00 to 23:59 31st July: 00:00 to 05:00			
Tue						
Wed				State any seasonal variations for performing plays (please read guidance note 4)		
Thur	14:00	23:59				
Fri	00:00	23:59		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 (please read guidance note 5) Differing noise restrictions will be in place across the above licensed period with larger stages closing earlier and smaller, quieter stages staying open later. Please see attached event management plan for details.		
Sat	00:00	23:59				
Sun	00:00	05:00				

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both - please make selection with an "x" (please read guidance note 2).	Indoors		
Day	Start	Finish		Outdoors		
				Both	X	
Mon			Please give further details here (please read guidance note 3) 28th July: 14:00 to 23:59 29th July: 00:00 to 03:00 and 09:00 to 23:59 30th July: 00:00 to 05:00 and 09:00 to 23:59 31st July: 00:00 to 05:00			
Tue						
Wed				State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur	14:00	23:59				
Fri	00:00	23:59		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 (please read guidance note 5) Differing noise restrictions will be in place across the above licensed period with larger stages closing earlier and smaller, quieter stages staying open later. Please see attached event management plan for details.		
Sat	00:00	23:59				
Sun	00:00	05:00				

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both - please make selection with an "x" (please read guidance note 2).	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 3) 28th July: 14:00 to 23:59 29th July: 00:00 to 03:00 and 09:00 to 23:59 30th July: 00:00 to 05:00 and 09:00 to 23:59 31st July: 00:00 to 05:00	Both	X
Tue					
Wed					
Thur	14:00	23:59	State any seasonal variations for performance of live music (please read guidance note 4)		
Fri	00:00	23:59			
Sat	00:00	23:59	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 (please read guidance note 5) Differing noise restrictions will be in place across the above licensed period with larger stages closing earlier and smaller, quieter stages staying open later. Please see attached event management plan for details.		
Sun	00:00	05:00			

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both - please make selection with an "x" (please read guidance note 2).	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 3) 28th July: 14:00 to 23:59 29th July: 00:00 to 03:00 and 09:00 to 23:59 30th July: 00:00 to 05:00 and 09:00 to 23:59 31st July: 00:00 to 05:00	Both	X
Tue					
Wed					
Thur	14:00	23:59	State any seasonal variations for playing recorded music (please read guidance note 4)		
Fri	00:00	23:59			
Sat	00:00	23:59	Non standard timings. Where you intend to use the premises for the playing of recorded music entertainment at different times to those listed in the column on the left, please list (please read guidance note 5) Differing noise restrictions will be in place across the above licensed period with larger stages closing earlier and smaller, quieter stages staying open later. Please see attached event management plan for details.		
Sun	00:00	05:00			

G

Performance of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both - please make selection with an "x" (please read guidance note 2).	Indoors	
Day	Start	Finish		Outdoors	
Mon			Both		X
Tue					
Wed			<u>Please give further details here</u> (please read guidance note 3) 28th July: 14:00 to 23:59 29th July: 00:00 to 03:00 and 09:00 to 23:59 30th July: 00:00 to 05:00 and 09:00 to 23:59 31st July: 00:00 to 05:00		
Thur	14:00	23:59			
Fri	00:00	23:59	<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)		
Sat	00:00	23:59			
Sun	00:00	05:00			
			<u>Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 5) Differing noise restrictions will be in place across the above licensed period with larger stages closing earlier and smaller, quieter stages staying open later. Please see attached event management plan for details.		

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing		
			Various similar activities that use music, theatre and film but would not be classified as such.		
Day	Start	Finish	Will the entertainment take place indoors or outdoors or both - please make selection with an "x" (please read guidance note 2).	Indoors	
Mon				Outdoors	
Tue			Both		X
Wed					
Thur	14:00	23:59	<u>Please give further details here</u> (please read guidance note 3) 28th July: 14:00 to 23:59 29th July: 00:00 to 03:00 and 09:00 to 23:59 30th July: 00:00 to 05:00 and 09:00 to 23:59 31st July: 00:00 to 05:00		
Fri	00:00	23:59			
Sat	00:00	23:59	<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)		
Sun	00:00	05:00			
			<u>Non standard timings. Where you intend to use the premises for 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 5)		

K

Provision of facilities for entertainment of a similar description to that falling within J or K Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment facility you will be providing		
Day	Start	Finish	Will the entertainment facility be indoors or outdoors or both - please make selection with an "x" (please read guidance note 2).	Indoors	
				Outdoors	
Mon			Both		
Tue			Please give further details here (please read guidance note 3)		
Wed					
Thur			State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within J or K (please read guidance note 4)		
Fri					
Sat			Non standard timings. Where you intend to use the premises for provision of facilities for entertainment of a similar description to that falling within J or K at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sun					

L

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment be indoors or outdoors or both - please make selection with an "x" (please read guidance note 2).	
Day	Start	Finish	Indoors	
			Outdoors	
			Both	X
Mon			Please give further details here (please read guidance note 3)	
Tue			28th July: 23:00 to 23:59 29th July: 00:00 to 05:00 and 23:00 to 23:59 30th July: 00:00 to 05:00 and 23:00 to 23:59 31st July: 00:00 to 05:00	
Wed			State any seasonal variations for provision of late night refreshment (please read guidance note 4)	
Thur	23:00	23:59		
Fri	00:00	23:59	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 5)	
Sat	00:00	23:59		
Sun	00:00	05:00		

M

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption <u>please make selection with an "x"</u> (please read guidance note 7).	On the premises		
Day	Start	Finish		Off the premises		
Mon						
Tue			<u>State any proposed seasonal variations for the supply of alcohol</u> (please read guidance note 4) 28th July: 14:00 to 23:59 29th July: 00:00 to 03:00 and 10:00 to 23:59 30th July: 00:00 to 05:00 and 10:00 to 23:59 31st July: 00:00 to 05:00 and 10:00 to 23:59			
Wed						
Thur	14:00	23:59				
Fri	00:00	23:59		<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 5)		
Sat	00:00	23:59				
Sun	00:00	23:59				

State the name and details of the individual whom you wish to specify on the licence as premises supervisor	
Title	Mr
Surname	Denny
First Name(s)	Lee
Date of Birth	26/09/1987
Address	65 Monks Orchard Road Beckenham Kent
Postcode	BR3 3BJ
Personal Licence number (if known)	1000647LAPER
Issuing licensing authority (if known)	London Borough of Bromley

Please print the 'Consent of individual to being specified as premises supervisor' form (shown on pages 19 and 20), and have the person specified above sign and confirm the details given.

N

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 8)

Showing of films classified with age limits by the BBFC. Some mildly explicit sexual content in cabaret shows. These will take place in closed marquees and children will not be admitted.

O

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variation (please read guidance note 4)
Day	Start	Finish	
Mon			<p>Non standard timings. Where you intend to use the premises to be open to the public at different times to those listed in the column on the left, please list (please read guidance note 5)</p>
Tue			
Wed			
Thur	12:00	23:59	
Fri	00:00	23:59	
Sat	00:00	23:59	
Sun	00:00	14:00	

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

a) General - all four licensing objectives (b,c,d,e) (please read guidance note 9)

Please see attached event management plan for details.

b) The prevention of crime and disorder

Please see attached event management plan for details.

c) Public safety

Please see attached event management plan for details.

d) The prevention of public nuisance

Please see attached event management plan for details.

e) The protection of children from harm

Please see attached event management plan for details.

Please make selection with an "x"

- I have enclosed the plan of the premises
- I have enclosed the consent form completed by the individual I wish to be premises supervisor, if applicable
- I understand that I must now advertise my application
- I understand that if I do not comply with the above requirements my application will be rejected

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 NOTIFICATION

Part 5 - Declaration (please read guidance note 10)

Confirmation of applicant or applicant's solicitor or other duly authorised agent. (See guidance note 11) **If confirming on behalf of the applicant please state in what capacity.**

Confirmation

Name Date

Capacity

Please print the 'Consent of individual to being specified as premises supervisor form (shown on pages 19 and 20), and have the person specified above sign and confirm the details given.

For joint applications confirmation of 2nd applicant or 2nd applicant's solicitor or other authorised agent. (please read guidance note 12) **If confirming on behalf of the applicant please state in what capacity.**

Confirmation

Name Date

Capacity

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)

Name

Address

Post Town

Postcode

Telephone number (if any)

If you would prefer us to correspond with you by e-mail your e-mail address (optional)

For Official Use Only

Form Filename:

Applicant Name: **Phizzwizzards Ltd/**

Submission Ref:

Date Submitted:

Use this page if there is any other information that you think we should know about.
Information entered on this page will be sent to us, along with the data on the rest of the form when you use the "Submit" option.

Please see event management plans attached.

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. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. 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.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day, e.g. Christmas Eve.
6. 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.
7. If you wish people to be able to consume alcohol on the premises please tick on, if you wish people to be able to purchase alcohol to consume away from the premises please tick off. If you wish people to be able to do both please tick both.
8. 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, the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

Extra Form

Consent of individual to being specified as premises supervisor

Please print this form and ask the person being specified as premises supervisor to fill in the below.

Certain details have been pre-populated from data given on this online form. Please amend any incorrect information or add details where necessary.

Please return this completed form to:

*Licensing Partnership
P.O. Box 182
Sevenoaks
Kent TN13 1GP*

I, **Mr Lee Denny**

[Full name of prospective premises supervisor]

of **65 Monks Orchard Road
Beckenham
Kent
BR3 3BJ**

[Home address of prospective premises supervisor]

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

A premises licence

[Type of application]

by **Phizzwizzards Ltd**

[name of applicant]

relating to a premises licence

[Number of existing licence, if any]

for **Leppards Wilderness Farm
Wilderness Lane
Edenbridge**

[Name and address of the premises to which the application relates]

and any premises licence to be granted or varied in respect of this application made by

Phizzwizzards Ltd

[Name of applicant]

concerning the supply of alcohol at

**Leppards Wilderness Farm
Wilderness Lane
Edenbridge**

[Name and address of the premises to which the application relates]

continued on following page

Consent of individual to being specified as premises supervisor (cont.)

I also confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

1000647LAPER

[insert personal licence number, if any]

Personal licence issuing authority

London Borough of Bromley

[Name and address and telephone number of personal licence issuing authority, if any]

Signed

[Redacted signature area]

Name (please print)

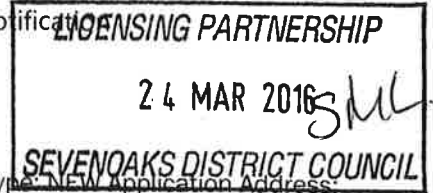
[Redacted name area]

Date

[Redacted date area]

Janet Lockie

From: Uniform_Service_Request_Connector-Licensing@sevenoaks.gov.uk
Sent: 24 March 2016 13:54
To: Licensing
Subject: UNI-form LI Connector: New Licensing application notification



A new UNI-form Licensing application has been created by the Licensing Connector server.

Application Reference Value: 16/00847/LAPRE Application Type: LAPRE Application CaseType: NEW Application Address:
Leppards Wilderness Farm Wilderness Lane
Created: 24/03/2016 00:00:00
Message sent from host name WKIP-SOAP-14 by user 32bit Classic at 24/03/2016 13:54:16.

You have been sent this message because your address is defined as a contact address in the Uni-form Licensing Connector configuration. Contact your UNI-form systems administrator if you no longer wish to receive this message.

Faint, illegible text, possibly a list or table of contents, located in the upper left quadrant of the page.

Janet Lockie

From: Victoria Forms Payment <donotreply@sevenoaks.gov.uk>
Sent: 24 March 2016 13:51
To: Licensing
Subject: INFORMATION: Payment Received via Victoria Forms

A payment has been received via Victoria Forms:

Premises name: Leppards Farm

Customer name: Lee Denny

Licence type: Premises Licence/Club Premises Certificate - Band A - New and Variation Application

Amount paid: 100.00

Transaction date/time: 24/03/2016 13:51:02

Transaction reference: 265400

41

Custom Process Configuration

XML Specific

Application Type

Licence Case Type

Licence Status

XML Template

CAPS Reference

Payments request

CallingAppID

CallingAppRef

PaymentSourceCode

Customer Message

Response response

PaymentAuthorisationCode

IncomeManagementReceiptNumber

OriginatorsReference

CardScheme

CardType

PaymentAmount

ResponseCode

ResponseDescription

Number of payment lines

Service Message

Payment 1

Receipt Number

DueDate

PaymentType

Pay Description

XML Description

PaymentDue VAT

Paid

Payment Date

Fund

Reference

Payment 2

Receipt Number

DueDate

PaymentType

Pay Description

XMLDescription

PaymentDue VAT

Paid

Payment Date

Fund

Reference

Payment 3

Receipt Number

DueDate

PaymentType

Pay Description

XML Description

PaymentDue VAT

Paid

Payment Date

Fund

Reference

Payment 4

Receipt Number

DueDate

PaymentType

Pay Description

XML Description

PaymentDue VAT

Paid

Payment Date

Fund

Reference

Payment 5

Receipt Number

DueDate

PaymentType

Pay Description

XML Description

PaymentDue VAT

Paid

Payment Date

Fund

Reference

Last page

Form end

You have now reached the end of the form. If you have entered all the necessary information, and read all the guidance notes, please now submit the form.



E-Form Status Page - for official use only

Case Overview

Form file name: [] Current Date []
Form data set reference: Phizzwizzards Ltd/ [] Date From []
Has been E-Signed [] Date/Time E-Signed []
Date/Time Submitted to main server [] Data Validation Reference []
Date/Time Submitted to external server [] Date/Time form Started: 24/03/2016 12:23:59

Automatic Messaging

Receipt Email Address [] Notification Email Address []
Receipt Email Subject [] Notification Email Subject []
Receipt Email Message [] Notification Email Message []
Mobile Number []

Case Notes

[]

Form History

24/03/2016 13:48:07 | Received on Remote Server
24/3/2016 13:53:51 | Submitted | (, .) | Application for a premises licence (1.0).wdf, 2991, Licensing, new | Ref: 002991-60324-GBB27NH
24/03/2016 13:48:07 | Received on Remote Server
24/3/2016 13:53:51 | Submitted | (, .) | Application for a premises licence (1.0).wdf, 2991, Licensing, new | Ref: 002991-60324-GBB27NH

Form Database

Primary Record ID [] Secondary Record ID []
Department Name [] Form Status []
Department Classification [] Search Field 3: Leppards Wilderness Farm
Department Case Reference [] Wilderness Lane
Date Record Started [] TN8 7LP
Date Last Modified []

Current User

Title [] Surname [] First Name []
Tel No [] Expert user features for this form []
User Record Id [] User Classification []

System Data

Pages active with dynamic paging: 1,2,3,4,5,6,14,15,16,17,18,21,22,23,7,9,10,12,13,19,20
Data Locked for Editing [] Date of offline forms creation [] Enable high-quality print (WDF) []
Type of form - ufx, wdf or txt [] If TXT - Optimised for screen-readers [] Enable top controls on opening []
Start page for expert users []

Form Design Settings

Dynamic paging enabled [] Use page titles for page menu [] ESigning is available [] After ESigning/Submission - go to page No? []
Pages with forced error checking []
Pages that override forced error checking []
Last visible page: Unregistered users [] Registered users [] Expert users [] Override for TXT version []
Default branding file: UK Revenues & Benefits Branding (1.0) e.g. 'UK Revenues & Benefits Branding (1.0)'
Shared Data Dictionary: Victoria Forms UK Licensing Data (1.0) e.g. 'Victoria Forms UK Government Data (1.0)'
HTML pages within WDF: 1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,21 Page no for thumbnail []

Agenda Item 3

Form Name: Application for a premises licence (1.0).wdf
Form Reference: Phizzwizzards Ltd/
Record ID: 2991
Date Exported: 24/3/2016 13:53:51

LEEFEST MUSIC & ARTS FESTIVAL

28th – 30th July 2016

Leppards Wilderness Farm TN8 7LP

EVENT MANAGEMENT PLAN

V1

Document Control	
Project:	LeeFest 2016
Title:	Event Management Plan
Revision:	V1
Date:	7th March 2016
Author:	James Bramley & Lee Denny
Phizzwizzards Ltd, Chancery House, 199 Silbury Boulevard, MK9 1JL	

Appendices

- Appendix A: Site Maps Draft V1
- Appendix B: Noise Management Plan (Not yet available)
- Appendix C: Traffic Management Plan (Not yet available)
- Appendix D: Medical Provisions Plan (Not yet available)
- Appendix E: Crowd Management Plan (Not yet available)
- Appendix F: Fire Risk Assessment (Not yet available)
- Appendix G: Health & Safety Risk Assessments Draft V1
- Appendix H: Green Card To Trade Scheme Draft V1
- Appendix I: Event Poster

Agenda Item 3

Concession and Production Waste

Waste Transfer Licence

Water & Sanitation

Water Supply

Handwashing

Showers

Toilets

Grey Water & Sewerage

Inclement Weather

Wind

Flooding & Wet Weather

Extreme Heat & Cold

Concessions

Traffic & Transport

Vehicle Access

Car Parking

Speed of Vehicles

Traffic Signage

The event will be signposted in the local area (exact positioning to TBC)
via short leg temporary road signage.

Noise

Build and Break Procedures

Emergency Procedures

Event Site Status

Emergency Radio Codes

Emergency Vehicle Rendezvous Point

Temporary Showstop

Evacuation

Cancellation & Curtailment

Bomb Threats

Prevention of Public Nuisance

Event Sound

Crowd Noise

Publicity

Lights

Prevention of Crime and Disorder

Drugs

Violence

Egress Dispersion

Prevention of Harm to Children

Alcohol

Public Safety

- Venue Capacities
- Site Design
 - Control Point
 - Fire Patrol Vehicle and other Emergency Vehicles
 - Emergency Fallout Zone
 - Fencing and Barriers
- Temporary Demountable Structures
 - Erection & Maintenance Of Structures
 - Structural Safety & Wind
 - Fire Safety of Materials
- Power Supply & Electrical Equipment
 - Generators
 - Electrical Installations & Appliances
 - Site Lighting
- Fire Safety
 - Fire Fighting Equipment
 - Fire Safety Checks
 - Raising The Alarm
 - Preventative Measures
 - Fireworks & Sparklers
 - Emergency Services Rendezvous Point
- Provisions For Disabled People
- Crowd Management
 - Audience Number Control
 - Police
 - SIA Licensed Security Team
 - Stewards
 - VIPs
 - Accreditation
 - Security Searches
 - Missing Persons or Property
- Alcohol & Bars
 - Designated Premises Supervisor
 - Bar Operating Times
 - Challenge 25
- Communications
 - Event Website & Social Media
 - Radio
 - PA Systems
 - Loud Hailers
 - Signage
- Medical First Aid & Welfare
 - Medical Equipment & Staff Provisions
 - Exact provisions TBC
 - Nearest Hospitals
- Refuse & Recycling
 - Attendee Waste

Introduction

This document is the backbone of our event management plans and its purpose is to provide a general overview of all the considerations and detailed planning required staging the event.

As a standalone document it will contain all pre-event details, and will reference other documents that may be found as appendices. It is intended that it is a 'working document' that will evolve with ongoing liaison between the event organisers, the local licensing authority and other responsible authorities.

The event organisers are an experienced team. They have successfully run LeeFest for 10 years and have won many national awards for the quality of the event. The same team have also successfully run 'Wildfire Adventure Camp 2015' at another venue under the same licensing authority.

The team are committed to responsible event management practices. Our work is conducted to the highest standard to increase our contribution to arts and culture whilst minimising any adverse effects to local residents, public safety and the environment. We believe good communication with stakeholders, such as local authorities and community groups, is vital to the success of any event and hope collaborative documents like this aid such communication.

LeeFest has a 10 year track record without any site safety, public safety or public disturbance incidents.

Contents

Event Overview

Event Site Location

Event Summary

Licensable Activities

Licensable Area

Dates and Times

Contact Details

Management Team

Contractors & Suppliers

Event Ethos

Audience Profile

Event Ethos

The Organisers

Event Specifics

Capacity and Audience Numbers

Licensed Area Capacity

Campsite Capacity

Car Park Capacity

1 Event Overview

1.1 Event Site Location

The event will take place at Wilderness Farm, Wilderness Lane, Edenbridge TN8 7LP

Public & Production Entrance & Exit

The public and production entrance to the event site will be located off an Unnamed Road, close to Rectory Lane, Edenbridge, Kent TN8 7LX, via a dedicated two-way track.

Ordnance Survey Grid Reference: TQ 48365 43799

Reserve Entrance & Exit

There is a secondary access entrance available via the main entrance to Leppards Wilderness Farm, Wilderness Lane, Edenbridge, TN8 7LP

Ordnance Survey Grid Reference: TQ 48543 43911

The land is privately owned and permission for the event to take place has been granted.

1.2 Event Summary

The event is a small-scale, family friendly music and arts festival with a focus on supporting emerging artists, engaging communities in the arts, and allowing people to enjoy the outdoors as part of the great british festival experience.

LeeFest is renowned as the starting point for many of the UK's most important current artists and has received support from Arts Council England for its work in developing artists and engaging communities.

The event programme consists of a wide range of art forms and activities including; live music, DJs, cabaret, communal campfire, cinema, circus, comedy, craft markets, craft workshops, dance classes, games, sports, glitter wrestling, hot tubs, art installations, kids area, local ales, magic, paint fights, spoken word, street food, talks, debates, theatre, therapies, wide games and yoga. Camping facilities will be provided for attendees and we expect the majority of participants to stay onsite for the duration of the event. Weekend tickets are priced between £90 and £110. Day Tickets will be available for local attendees priced between £30 and £50.

The event is relatively small compared to other festivals. It is marketed as a family friendly festival, featuring a mix of musical genres and styles focussed on exciting new UK artists. The exact location of the event site is currently being kept secret, the full address will be provided to ticket holders closer to the event start.

Agenda Item 3

1.3 Licensable Activities

The licensable activities intended to be carried out are:

- The provision of regulated entertainment.
- The provision of entertainment facilities.
- The supply of alcohol by retail, for consumption on site only.
- The provision of late night refreshment.

1.4 Licensable Area

We only wish to license a small section of Leppards Wilderness Farm. Licensable activities will only take place within this designated area which will be fenced and manned by SIA accredited security personnel at all times.

Please see appendices for site map of licensable area.

1.5 Dates and Times

Production Dates

Build	11 th – 27 th July 2016
Live Event Days	28 th – 30 th July 2016
Breakdown	31 st – 10 th July 2016

Public Access

The public are permitted on site from 14:00 on the 28th July to 14:00 on the 31st July.

Licensable Activities

The provision of regulated entertainment (to include plays, films, live music, recorded music, performances of dance and activities of a similar description) and the Provision of Entertainment Facilities (to include making music, dancing and facilities of a similar description):

Date	Start	Finish
28th July	n/a	n/a
	14:00	23:59
29th July	00:00	03:00
	09:00	23:59
30th July	00:00	05:00
	09:00	23:59
31st July	00:00	05:00
	n/a	n/a

The sale by retail of alcohol for consumption on and off the premises:

Date	Start	Finish
28th July	n/a	n/a
	14:00	23:59
29th July	00:00	03:00
	10:00	23:59
30th July	00:00	05:00
	10:00	23:59
31st July	00:00	05:00
	n/a	n/a

The provision of late night refreshment:

Date	Start	Finish
28th July	n/a	n/a
	23:00	23:59
29th July	00:00	05:00
	23:00	23:59
30th July	00:00	05:00
	23:00	23:59
31st July	00:00	05:00
	n/a	n/a

The timings given here cover all of the different activities happening on site, and do not apply to all of the different venues. It is not our intention to have continuous musical performances throughout the licensed period, rather the day will feature a mix of activities with louder and quieter periods. Exact stage times are To Be Confirmed at this stage. *Please see section 3.16 Noise for further information on the noise limitations during each period.*

1.6 Contact Details

1.6.1 Management Team

Event Director

Lee Denny, LeeFest

Mobile: 07958 718 961

Email: lee@leefest.org

DPS

Lee Denny, LeeFest

Mobile: 07958 718 961

Email: lee@leefest.org

Production & Operations Manager

James Bramley, LeeFest

Mobile: 07766887479

Email: james@leefest.org

1.6.2 Contractors & Suppliers

All contact with suppliers and contractors should be via the event management team.

Security & Crowd Management, TBC

Medical & First Aid, TBC

Sound & Lighting, TBC

Power & Distribution, TBC

Bars, LeeFest

Concessions, TBC

Toilets, TBC

Showers, TBC

Noise Control, TBC

Water & Plumbing, TBC

2 Event Ethos

2.1 Audience Profile

The event is aimed at families and individuals of all ages and backgrounds. Using data from previous events and ticket sales to date, the management team expect the majority of attendees will be aged between 23 and 35 and will be resident in the south east of England, but do expect a number of customers from further afield and from central London. Most attendees return year after year, and many new attendees hear about the event via word of mouth from those previous attendees.

The audience at LeeFest has always been extremely amicable and compliant, with a friendly atmosphere onsite. The best bit of feedback we receive each year is that the event feels like one big family by the end of the weekend.

2.2 Event Ethos

LeeFest is a growing community of people who are motivated to make things happen for their own creative satisfaction and/or for others enjoyment. The aim is to bring people together to celebrate life and be inspired by the artistic and social experiences they have onsite. We also invest heavily in supporting emerging UK and local artists, and choose to work with local businesses wherever possible.

2.3 The Organisers

Over the past 9 years we have built LeeFest into a nationally renowned event, and have won several national awards for our work. We are dedicated to the very highest quality production standards and have a 100% success rate with all previous local authorities and landowners. We are happy to provide references on request.

3 Event Specifics

3.1 Capacity and Audience Numbers

The capacities below have been established using a combination of information relating to the desired audience density, 2014 figures and the available space. Further consideration concerning the available means of escape and evacuation time is available in the event Fire Risk Assessment.

For this event the desired audience density is reasonably low, hence why there are so many programmed spaces and artistic distractions.

3.1.1 Licensed Area Capacity

For this event the number of attendees is to be limited by the License restrictions on capacity.

Category	Number
Public	4499
Performers & Staff	500
Total	4999

The area of the licensed event site is 44.38 acres. This will provide excessive space for the expected attendance, and achieve the desired audience density.

3.1.2 Campsite Capacity

Using an average occupancy of 2 people per tent we expect to have to cater for 2250 tents for the public and 250 tents for staff. Using a maximum density of 500 tents per hectare this would require 5 hectares of campsite space (Purple Guide).

The area of the campsite marked on the sitemap is 5.146, which will provide enough space for the expected attendance, without using the contingency areas, and achieve the desired audience density, the pitching of the tents will be monitored by marshals to ensure safe use of space.

3.1.3 Car Park Capacity

An estimated maximum of 80% of attendees will travel to the event by car. Using an average car occupancy of 2.5 we can expect a maximum of 1440 cars in the public car park. Using an average of 180 cars per acre, 8 acres are required for attendee parking.

Staff & performers will require enough space for an extra 150 cars, which requires 0.83 acres.

Agenda Item 3

The parking area marked on the sitemap is field is 11 acres, which will provide enough space for the expected number of cars. There is plenty of overflow space available onsite for use in the event that this area is unsuitable or full.

3.1.4 Venue Capacities

A detailed assessment for the capacity of each venue onsite can be found in the event Fire Risk Assessment, which considers the means of escape and evacuation time from each area.

Venue	Capacity
Main Stage	3000
New Music Stage	1000
Main DJ Stage	1000
DJ Second Stage	1000
Main Bar	400
Live Rock Stage	200
Wendy House Stage	100
Treehouse Stage	100
Cabaret, Poetry & Comedy Stage	60
Theatre Tent	60
Cocktail Bar	60
Drag Stage	60
Cinema	60
Games Tent	60

3.2 Site Design

The event will take place across exclusively within Leppards Wilderness Farm. Please see the Event Site Maps in the appendices for a detailed plan of the event site.

3.2.1 Control Point

The publicly available control point will be the Security Office. This will provide 24hr assistance to attendees and a point of contact to the organisers for public attendees.

The production office will be situated backstage, will house management resources and will provide a point of contact between the organisers, event staff and any responsible agencies.

3.2.2 Fire Patrol Vehicle and other Emergency Vehicles

A number of vehicle routes will be created and kept clear to provide the best possible access to emergency vehicles in the event of an emergency.

3.2.3 Emergency Fallout Zone

An emergency fallout zone has been designated on the sitemap for use in the event of

a full evacuation.

3.2.4 Fencing and Barriers

Anti-climb heras fencing will be used to enclose the site erected in line with the site map, this will be covered with hessian scrim to aid the natural theme of the event, and to act as screening between the event site and non event space. This will be patrolled by SIA accredited security. Walkways will be marked by stakes and rope.

Suitable safety barriers will be used in front of stages and to cordon off non public areas.

3.3 Temporary Demountable Structures

Temporary demountable structures will be used to house the venues, bar and food traders as well as some production facilities.

3.3.1 Erection & Maintenance Of Structures

The responsibility for the safe erection and maintenance of structures rests with the contractor supplying the structure. They are expected to produce and work to their own risk assessments and method statements and maintain their own liability insurance cover and MUTA documentation. A representative from each contractor is required to remain on call throughout the event in order to deal with any instances of maintenance or respond to any prevailing weather conditions.

3.3.2 Structural Safety & Wind

Structural calculations relating to imposed loads from production infrastructure and wind loading will be obtained from contractors in advance of the event and a note made of the wind speeds at which action must be taken.

The production manager will monitor wind speeds throughout the event and ensure that any required action is taken should the prevailing, or forecasted conditions require.

3.3.3 Fire Safety of Materials

Marquee and lining fabrics will comply with fire safety standards BS5438 (For new tents) and/or BS3120 (For old tents). Flame retardancy certificates will be obtained from contractors in advance of the event.

3.4 Power Supply & Electrical Equipment

3.4.1 Generators

Generators will be installed and managed by an experienced electrical contractor. Generators will run on diesel or from renewable sources such as solar. No petrol generators will be used and no other generators will be allowed onsite. Generators will be inaccessible to attendees.

Agenda Item 3

If diesel generators are used tanks will be double bunded and a Diesel Spills Kit available at all times.

3.4.2 Electrical Installations & Appliances

Electrical installations will be managed and signed off by experienced electrical contractors with the relevant qualifications and will comply with all statutory provisions and will be of adequate capacity, reliability and durability in accordance with the requirements set out in the Electricity At Work Regulations (1989).

Most appliances brought on site are hired from reputable companies, from whom we can obtain PAT test certification. Any other appliances brought onto site will be PAT tested before by onsite electricians before their use is permitted.

All electrical equipment exposed to weather will be suitably waterproofed and fitted with circuit breakers. Cables will be flown or buried where possible.

3.4.3 Site Lighting

Site lighting will be positioned in suitable areas around the event site. Two sets of lighting will be maintained, one for general use and another for emergency use in the instance that the generator, electrical systems or general use lighting fail or have to be switched off.

Most site lighting will only be used in an emergency, however, the areas listed below will be lit at all times after sundown:

Toilets and showers, Production area, Campsites, Emergency Exits and Security positions.

3.5 Fire Safety

A fire safety risk assessment, undertaken to determine the likelihood and potential effects of a fire at the event and provide measures to reduce both, will be completed and sent to the Local Authority and Local Fire Authority before the event begins.

3.5.1 Fire Fighting Equipment

All concessions attending must carry one 2Kg dry powder extinguisher and one fire blanket as part of their setup. Any deep fat frying units will require one additional 9L Wet Chemical extinguisher and proof of training.

We will provide and maintain a schedule of fire fighting equipment, distributed around the event site, for use by staff in the early stages of tackling a fire, this is currently TBC.

Position	Wet Chemical	CO2	Powder	Water
Campsite				
Firelighting Activity				

Generators				
Kitchen				
Marquees				
Stage				
Campfire				

Additional fire points will be positioned around the campsite providing buckets of sand and water. These will be clearly signposted and easily accessible.

3.5.2 Fire Safety Checks

3 checks will be conducted at 0800, 1500 and 2000 of each event day including:

- All exits and gateways are unlocked and clear
- All exits are clearly signposted and illuminated
- All exits lead to a place of safety, and that the place of safety is clear

3.5.3 Raising The Alarm

Upon spotting a fire, or being alerted by an attendee, any member of staff or security can communicate this to the production office via radio. The production office can then dispatch fully briefed security teams to deal with the incident, telephone the fire brigade and begin a partial or full evacuation.

3.5.4 Preventative Measures

Attendees will not be allowed to bring any gas canisters in excess of 240g onto site. BBQ's and small stoves will be permitted but must be raised from the ground using fire bricks, which will be provided and inspected.

A safe disposal bin, separate from general refuse and fireproof will be available for the disposal of used barbeques.

3.5.5 Fireworks & Sparklers

Attendees will not be allowed to bring fireworks or sparklers onsite. Any found during security searches will be disposed of.

3.5.6 Emergency Services Rendezvous Point

The emergency services rendezvous point is at the vehicle entrance to the event site, as marked on the site map.

3.6 Provisions For Disabled People

Disabled access toilets and showers will be provided. Routes through the event site will be made suitable for wheelchair users and those that have difficulty walking. Adequate signage will be used to assist those with impaired hearing and vision. Priority parking spaces will be made available to improve access to the event for disabled attendees.

Agenda Item 3

We offer free tickets to disabled people for their carers if required.

3.7 Crowd Management

Crowd management planning and implementation will be undertaken by a specialised contractor. The crowd management plan will detail roles, responsibilities and methods for control and evacuation. Please see appendices.

3.7.1 Audience Number Control

Tickets will be majority sold by pre sale. A small amount of tickets will be made available on the door for walk up attendees. The event site location is being kept secret and will only be disclosed closer to the event date.

We have a ticket scanning system, which will be in operation along with exit counters, to give an accurate measure of the amount of public inside the event at any given time.

3.7.2 Police

We will ensure we liaise with all relevant police parties closely in the further planning of the event to ensure they are aware and in agreement with the event management plans.

Police presence at the event is always welcomed, though we feel that it is not necessarily required considering the private security arrangements we will have in place.

3.7.3 SIA Licensed Security Team

SIA Licensed security will be used in any positions where searching, refusal of entry, patrolling or intervention may be required and at the sites of all licensable activities. A detailed crowd management plan will be produced following a risk assessment by a security specialist contractor planning exact security team numbers and positions.

3.7.4 Stewards

Stewards and volunteers will be used to assist with general information and monitoring of activity around the event site.

3.7.5 VIPs

A short list of low profile VIP's will be invited. We do not anticipate having to make and special security arrangements for them but private refuge will be available backstage if required.

3.7.6 Accreditation

All attendees, staff and performers will be issued with a cloth wristband upon entry for identification purposes. Production passes will be via lanyards, which will be signed out

at the beginning of the week. Adult wristbands will only be given to those aged 18 and over to help prevent underage drinking.

3.7.7 Security Searches

It is a condition of entry that each attendee is subject to a security search upon entry to the event site. Any contraband material found during searches will be confiscated and appropriate action will be taken by the security team. Contraband material includes drugs, weapons, glass bottles, fireworks, sparklers, excess alcohol, alcohol carried by under 18s, large sound systems, large gas canisters.

3.7.8 Missing Persons or Property

Any lost property may be handed in to the control point and will be dealt with by the security team, as can any reports of lost property. Property can be reclaimed at the event by direct description or afterwards via collection or post. Contact details for property reclaim will be clearly shown on the event website.

Lost persons can also report to the control point, as can reports of missing persons. The Production Manager will then be informed. If the lost person is deemed to be in any way vulnerable then only persons with a valid DBS check will be allowed to handle the issue. In most cases this would be any of the SIA team or First Aid team, or the event organisers.

3.8 Alcohol & Bars

The bars on site will be managed in accordance with The Licensing Act 2003 and all Mandatory Licensing Conditions will be met. The bars will stock a wide range of products, including many locally made ‘craft’ products such as ale, cider and wine. Extremely cheap and excessively strong drinks will not be available.

3.8.1 Designated Premises Supervisor

Our Designated Premises Supervisor will be Lee Denny. Licence number 1000647LAPER Personal licence issued by the London Borough of Bromley.

3.8.2 Bar Operating Times

Date	Start	Finish
28th July	n/a	n/a
	17:00	23:59
29th July	00:00	03:00
	10:00	23:59
30th July	00:00	05:00
	10:00	23:59
31st July	10:00	05:00
	n/a	n/a

3.8.3 Challenge 25

We will operate a 'Challenge 25' policy at the entrance to the event. Anybody without valid identification will be refused an adult wristband. A further challenge will be made at the point of sale if there is any doubt about the attendees age.

3.9 Communications

3.9.1 Event Website & Social Media

The event website and social media channels will provide attendees with information relating to transport, terms and conditions of entry and general safety advice prior to and during the event.

3.9.2 Radio

All key staff will be issued with a radio.

All event staff will be provided with a contact sheet prior to the event that will state which teams are using which frequencies and a list of key mobile phone numbers for use in case of radio failure.

3.9.3 PA Systems

Information and emergency directions can be broadcast to the public using the PA systems available in each venue.

3.9.4 Loud Hailers

The security team will provide loud hailers for use during any partial or full evacuation, particularly in the campsite where there is no PA system.

3.9.5 Signage

All emergency exits will be clearly denoted using the standard form of white lettering on a green background, and suitably illuminated.

Other points of interest will be clearly signposted such as the main entrance, first aid, water taps and control point, as well as delivering safety advice.

3.10 Medical First Aid & Welfare

The provision of first aid during the event will be in accordance with the guidance provided in the Event Safety Guide. It will be planned and managed by a suitable specialist contractor. Please see appendices for management plan.

We will be employing welfare councillors to offer information on the dangers of drugs and support to any drugs users.

The onsite medical team will be the first responders in any medical emergencies and will be responsible for telephoning for assistance from the local ambulance service if required. They will have direct radio contact to the production office and security team to request assistance in meeting the emergency vehicle and ensuring the ambulance can easily access the incident.

3.10.1 Medical Equipment & Staff Provisions

Exact provisions TBC

ECA	Technician	Paramedic	Ambulance	4x4 Vehicle

3.10.2 Nearest Hospitals

Nearest A&E Departement (28 mins by road)

Tunbridge Wells Hospital
 Pembury
 Tunbridge Wells
 Kent
 TN2 4QJ

Nearest Urgent Care Unit (7 mins by road)

Edenbridge and District War Memorial Hospital
 Mill Hill
 Edenbridge
 Kent
 TN8 5DA

3.11 Refuse & Recycling

No glass will be allowed into the event. Additional measures will be taken to reduce the amount, and types of materials coming onto the event site. Concessions will be required to use compostable serving plates and cutlery. The bar drinks receptacles are tbc at this stage.

3.11.1 Attendee Waste

Bins will provided across the event site for use by attendees. Bins will also be located next to the entry search points for the disposal of confiscated contrabands.

The refuse team will ensure bins across the event site are regularly emptied and the event site is kept clean of any discarded materials. The team will be required to wear appropriate PPE at all times.

Agenda Item 3

Attendees will not be allowed to leave the event with any cups or bottles, helping to reduce any litter dropped outside the event site.

At the end of the event a full litter sweep will be conducted across the sections of the estate that have been used.

3.11.2 Concession and Production Waste

Larger industrial bins and liquid containers will be provided for the safe disposal of food waste and production waste.

3.11.3 Waste Transfer Licence

A copy of the waste disposal contractors Waste Transfer Licence will be made available to local authorities upon request.

3.12 Water & Sanitation

3.12.1 Water Supply

A mains water supply will be available at various water points round the event site. This will be installed, tested and maintained in accordance with the guidance set out in BS 8551.

3.12.2 Handwashing

Sanitising hand gel stations will be available outside all toilet facilities. Concessions and bars will be expected to maintain a handwashing station with hot running water for staff use.

3.12.3 Showers

Showers will be available in the campsite for attendee and staff use.

3.12.4 Toilets

We plan to use unisex composting or chemical toilet units. The quantity and locations of units will be decided in accordance with the toilet contractors recommendations and guidance given in the Event Safety Guide.

3.12.5 Grey Water & Sewerage

Grey waste water from any hand washing, showers and concessions will be collected in containers and collected by a sewerage truck at the end of the event. The toilet contractor will remove sewerage waste material.

3.13 Inclement Weather

The production manager will monitor weather predictions and prevailing conditions in the build week and during the live event.

3.13.1 Wind

Safe working wind loads for each Temporary Demountable Structure will be provided by the supplying contractors to the production manager. If at any point the safe wind speed is likely to be exceeded the production manager will ensure appropriate action is taken. This could include evacuating and dismantling the structure if necessary.

3.13.2 Flooding & Wet Weather

Shelter for all attendees is available in various places across the site. The event is taking place on high ground so the risk of large scale flooding is minimal. In the event of localised flooding areas will be closed off. Signage will be available to warn of flooding and muddy areas. Areas of land are available should the campsite flood and need relocating.

Main ingress and egress routes, and key areas such as near to the toilets will be monitored and if necessary made safe through the use of straw, woodchip or temporary pathway and trackway.

3.13.3 Extreme Heat & Cold

In the case of extreme heat (above 27⁰C) staff will be briefed to verbally remind attendees of the need to keep hydrated, remain clothed and wear sunscreen. Sunscreen will be available in the first aid tent for anyone without their own.

In extreme cold (below 10⁰C) staff will be briefed to verbally remind attendees of the need to keep warm. Blankets will be available in the first aid tent for anyone who does not have enough clothing.

3.14 Concessions

There will be a number of concession facilities on the event site serving hot and cold food and drink to attendees and staff.

Drinking water will be made available for free from the bar at all times.

Copies of food safety & hygiene certificates, gas safety certificates, public liability insurance and risk assessments will be retained by the event organisers and made available to local authorities.

We will be operating our own 'Green Card' scheme, whereby concessions will be required to adhere to our set of rules and be subject to inspection by the production team before they are given a 'Green Card' to trade on site.

Agenda Item 3

3.15 Traffic & Transport

3.15.1 Vehicle Access

There is one access point to the event site for vehicles, located on the site map.

We will be directing all traffic to arrive at the access point above.

The turning from Chiddingstone Road into the event site is wide and suitable for HGV and Emergency Vehicles. It leads into the car parking field and is 225m long which can be used as potential stacking room, to keep traffic off the road. It is not anticipated that there will be any issues regarding traffic queueing.

3.15.2 Car Parking

The required space for car parking, to accommodate for both attendees and staff is 11 acres. There is ample space at the event site to accommodate this (12.35 acres). Parking will be managed by stewards to ensure available space is used effectively and that attendees only park in permitted locations.

3.15.3 Speed of Vehicles

A 5mph speed limit will be in action on site at all times during the event and our presence on site to prevent any accidents and/or collisions including cars and pedestrians attending the event. This will be signposted around the site and access routes.

3.15.4 Traffic Signage

The event will be signposted in the local area (exact positioning to TBC) via short leg temporary road signage.

3.15.5 Public Transport

We will encourage attendees to travel to the event by public transport if possible.

Currently, we are intending to run a shuttle bus service from a local station, exact details of which are TBC.

More detailed information will be available in the Traffic Management Plan.

3.16 Noise

3.16.1 Nearest Noise Sensitive Residential Properties

Residential Property	Distance From Event Site
Wilderness Farm	980m

Greenland Farm	1280m
Pigdown Lane	1180m
Unnamed Road	970m
Truggers Lane	600m
Newtye Hurst Farm	650m

3.16.2 Noise Management Conditions

In accordance with the 1995 Noise Council Code Of Practice on Environmental Noise Control at Concerts, a noise assessment and management plan will be produced in order to consider and reduce the nuisance effects of noise arising from the event, taking into account the size, type and direction of each soundsystem. The following conditions will be adhered to in managing noise created by the event:

Between the hours of 09:00 and 23:00 the music noise level arising from the event will not exceed 65 dB(A) (15Min) at 1m from the façade of the nearest residential noise sensitive premises, unless by prior written agreement with the occupant.

Between the hours of 23:00 and 05:00 the music noise arising from the event will be inaudible within the nearest residential noise sensitive premises, unless by prior written agreement with the occupant. The test for inaudibility inside the property will be that the music noise level shall not exceed 45 dB(A) (15Min) at 1m from the façade of the property.

The music noise level arising from the event shall not exceed a C-weighted limit of up to 70dB in either of the 63Hz or 125Hz Octave frequency band at 2km and beyond.

The noise assessment and management plan, undertaken to ensure compliance with the above conditions, will be shared with the local authority no later than 28 days before the event.

A noise propagation test will be undertaken before the start of the event to ascertain the maximum noise levels at the mixing position of each stage that can be achieved whilst remaining compliant with the conditions at the nearest residential premises.

We will employ a noise management engineer to be responsible for the regular monitoring and control of noise levels during the event.

Records of monitoring and any action taken to will be maintained and made available to the local authority for inspection during the event. Records will be submitted to the local authority following the event.

3.17 Build and Break Procedures

The physical build and break of the site will be carried out by LeeFest's own dedicated crew, plus some specialist contractors for services such as technical production, provision of power and provision of toilets.

Before the show, all contractors will be thoroughly vetted and their documentation assessed and kept on file. LeeFest will be checking the following: Risk Assessments, Method statements, all relevant qualifications, documentation connected with specialist equipment (MUTA Marque, general equipment maintenance documentation MSDS sheets, PAT tests, Gas Safety Certificates, Ladder Tags) and insurance.

All site crew working directly for Wildfire will be again fully vetted by the Production Manager and all relevant qualifications will be examined and collated. At the start of each day, the crew will be fully briefed, there will be no lone working activities and all will be in radio communication for the duration of the working day. PPE will be examined and re-issued if incorrect.

All personnel will be subjected to a thorough Site Induction on arrival until the first public access day. Personnel will then be required to sign an acknowledgement sheet which will be kept on file.

4 Emergency Procedures

The production manager has overall responsibility for managing emergency situations. If the production manager is unavailable and cannot be called then the head of security will assume their decision-making responsibilities.

4.1 Event Site Status

At all times the event will be given one of the three following status levels. The production manager, will be responsible for monitoring radio communications and escalating or deescalating the event site status.

Green: Normal Operation

The event site is operating under normal circumstances.

Green status incidents might require the assistance of onsite teams such as security, medical, power or marquees.

The chain of command remains normal, with the Production manager acting to co-ordinate the resolution of routine incidents.

Amber: Emergency Response

The event site is operating to resolve an actual or potential emergency situation. This might involve a bomb threat, fire, medical emergency, and adverse weather conditions.

Amber status incidents might require the emergency services to attend in addition to the assistance of onsite teams. The production manager will make the decision to seek their advice and/or assistance.

The chain of command remains normal; the production manager will be responsible for co-ordinating onsite resources and requesting the assistance of the emergency services.

The production manager, or head of security will be responsible for making the decision to conduct a partial or full evacuation as part of the emergency response.

If the situation can be resolved the site status can be changed back to green, however the situation may require the curtailment of the event. The decision to curtail the event is to be taken by the Event Organisers.

Red: Major Incident

The event site is operating to resolve a major incident.

Red status incidents are those that; involve the treatment and rescue of a large number of severe casualties, require a joint response from two or more of the emergency services, or require the support of the local authority and emergency services to cater for the threat of death, serious injury or homelessness of a large number of people.

The chain of command changes. A transfer of authority form will be used to hand control of the event and available resources to the Senior Police or Fire Officer. The production manager will be responsible for supporting the controlling officer's decisions by; co-ordinating onsite staff and resources, providing information, recording incident details and assisting in an evacuation as necessary.

If the situation can be resolved and the event can continue, control of the event will be transferred back to the production manager. If the situation requires the curtailment of the event, the decision is to be taken by the Event Organisers with the guidance of the controlling officer and the production manager.

4.2 Emergency Radio Codes

Special Unit Batman: Bomb Threat
Special Unit Catwoman: Crowd Control Problem
Special Unit Human Torch: Fire
Special Unit Magneto: Medical Emergency

Special Unit Spiderman: Structural Problem
Special Unit Wolverine: Extreme Weather
Special Unit Oracle: Organiser Required At Scene
Special Unit Flash Gordon: Electrical Storm

4.3 Emergency Vehicle Rendezvous Point

The designated rendezvous point for emergency vehicles is the entry to the event site from the Unnamed Road. A map of it's location will be made available to local authorities before the event commencement.

4.4 Temporary Showstop

An incident may require the show (music or entertainment) to temporarily be stopped in order to assist with the response. *A temporary showstop is not an order to evacuate.*

A showstop can be ordered by the Production manager, Head of Security, Event Organiser or Stage Manager at any time. The performers will be asked to leave the stage by the stage manager, and all sound will be cut except for one microphone for use by the stage manager who will make the following announcement:

"Ladies and Gentlemen. Owing to an incident (provide brief details) it has become necessary to temporarily stop the performance. We will restart the show as soon as possible, please remain where you are."

Further details about whether or not the show will restart should be given as soon as possible.

4.5 Evacuation

Under an Amber site status, the production manager, or head of security in their absence, will be responsible for making the decision to conduct a partial or full evacuation of the site.

The purpose of a full or partial evacuation is to move people away from actual or potential dangers to a place of safety. A full or partial evacuation will be co-ordinated by the Head of Security following the procedures set out in the Crowd Management Plan. The Production manager will assist by co-ordinating other event staff and resources as needed.

If required the following statement will be read out by the production manager over the relevant PA systems.

"Ladies and Gentlemen. Owing to an incident it has become necessary to evacuate this area (specify which area if needed). Please leave via the exits (specify which exits if needed) and proceed to the (campsite/car park) where further information will be given."

4.6 Cancellation & Curtailment

The event organisers will make the final decision to cancel or curtail the event, after consultation with onsite teams, emergency services and local authorities.

Cancellation (Event not yet commenced)

Following a decision to cancel the event the following will happen; the police and local authority will be informed of the decision, a written statement will be circulated via emails, event website, social media channels and the press, notices will be erected around the site, security will secure the site until after the due commencement time.

Curtailment (Event commenced)

Curtailment will usually follow an emergency incident as outlined in the event status section above. Following a decision to curtail the event, the Head Of Security will instigate the event egress procedure and secure the site against re-entry. The police and local authority will be informed of the decision and a written statement will be circulated via emails, event website, social media channels and the press.

4.7 Bomb Threats

A bomb threat is usually in the form of verbal or written threat to detonate an explosive or incendiary device. The device may or may not actually exist. If it does not exist then the motivations of the threat are more likely to be to induce a state of panic and confusion and to interrupt business operations.

After any bomb threat is received a thorough inspection should be undertaken to establish the true motivations of the threat, and establish whether an evacuation is necessary. The police should be informed of all bomb threats by the head of security. The head of security and production manager should jointly co-ordinate the search, briefing staff to question the items found around them;

- Should the item be there?
- Can it be accounted for?
- Is it out of place?

If any suspicious items are identified then the head of security should initiate a cordon until the police arrive. Cordon distances should be as follows. Letter sized item; 100 meters. Suitcase sized item; 200 meters. Vehicle sized item; 400 meters.

The Licensing Objectives

Statement Of Intentions

As organisers we intend to build on our success with other events, maximizing the positive benefits we offer to arts, culture and communities whilst minimising any disruption or disturbance.

To satisfy the four main licensing objectives we intend:

- To provide a safe, enjoyable, and successful event of leading standards.
- To provide a high standard of planning, organisation, and management.
- To listen and respond to the needs of local residents and communities.
- To work in partnership with Sevenoaks District Council, Police, Fire, and Ambulance services, and to involve the authorities in agreeing priorities and setting standards.

4.8 Prevention of Public Nuisance

We do not consider any areas to be particularly vulnerable to public nuisance surrounding the event, as the site is situated away from houses and towns.

4.8.1 Event Sound

The event will meet the guidelines of the Noise Council Code Of Practice on Environmental Noise Control at Concerts (1995). An event Noise Assessment & Noise Management Plan will be produced to ensure compliance with the guidance of the code.

4.8.2 Crowd Noise

Crowd noise is not expected to be a problem as the nearest residential premises are more than 250m away.

4.8.3 Publicity

In the past we have found that publicity is the best combat we have against public nuisance. A letter drop will be carried out to any local residents we feel might be affected by the event, detailing the event timings and providing contact telephone numbers for the management team and production office that can be used to discuss concerns or report any disturbance.

4.8.4 Lights

All effects lighting will be contained by the marquees and surrounding trees. Security and site lighting will be positioned to prevent any light spillage into residential windows.

4.9 Prevention of Crime and Disorder

4.9.1 Drugs

We operate a strict zero tolerance policy on drug use and possession. All guests to the event will be searched upon entry, any drugs found will be confiscated, the offending patron detained and the police informed. Amnesty bins will be provided at the entrance to the campsite and the entrance to the arena to encourage any attendees carrying drugs to hand them in. Welfare councillors will be onsite to offer information on the dangers of drugs and support to any drugs users.

4.9.2 Violence

Violence of any sort is not expected from our guest profile and is very much frowned upon in the ethos of the event. However, measures will be in place to prevent and/or deal with any incidents effectively. All guests will be searched on entry, any weapons found will be confiscated and the police called. Violent persons will not be admitted to the site. A licensed security team will be available for easy deployment to any incident on or off site.

4.9.3 Egress Dispersion

The security team will carry out post event crowd dispersion. A dispersion plan will be available as part of the Crowd Management Plan.

4.10 Prevention of Harm to Children

4.10.1 Alcohol

All attendees will be searched upon entry and asked for identification. Any contraband material will be confiscated. Contraband material includes alcohol if the person carrying it cannot prove they are over the age of 18.

Attendees will be asked for identification if attempting to buy alcohol from the bars on-site using the challenge 25 procedure.

Any under 18's who appear to be or are found to be intoxicated will be taken to the first aid point where they will be supervised, and their parents or guardians contacted. If no contacts can be found then they will be passed on to the police for further care.

4.10.2 Explicit Material

During the screening of films the cinema tent will be managed so as to adhere to the age restrictions for viewing content given by the titles BBFC classification.

4.10.3 Age Restrictions For Entry

Agenda Item 3

LeeFest is a family event and therefore open to anyone of any age. Children aged 16 and under must be accompanied by an adult aged 21+ years at all times during the festival. Parents will not be allowed to drop children off and leave them for the day- they must be paying guests at the event and remain with their children at all times. Those aged 17 and over may attend of their own accord. Children aged 12 and under can attend for free.

4.11 Public Safety

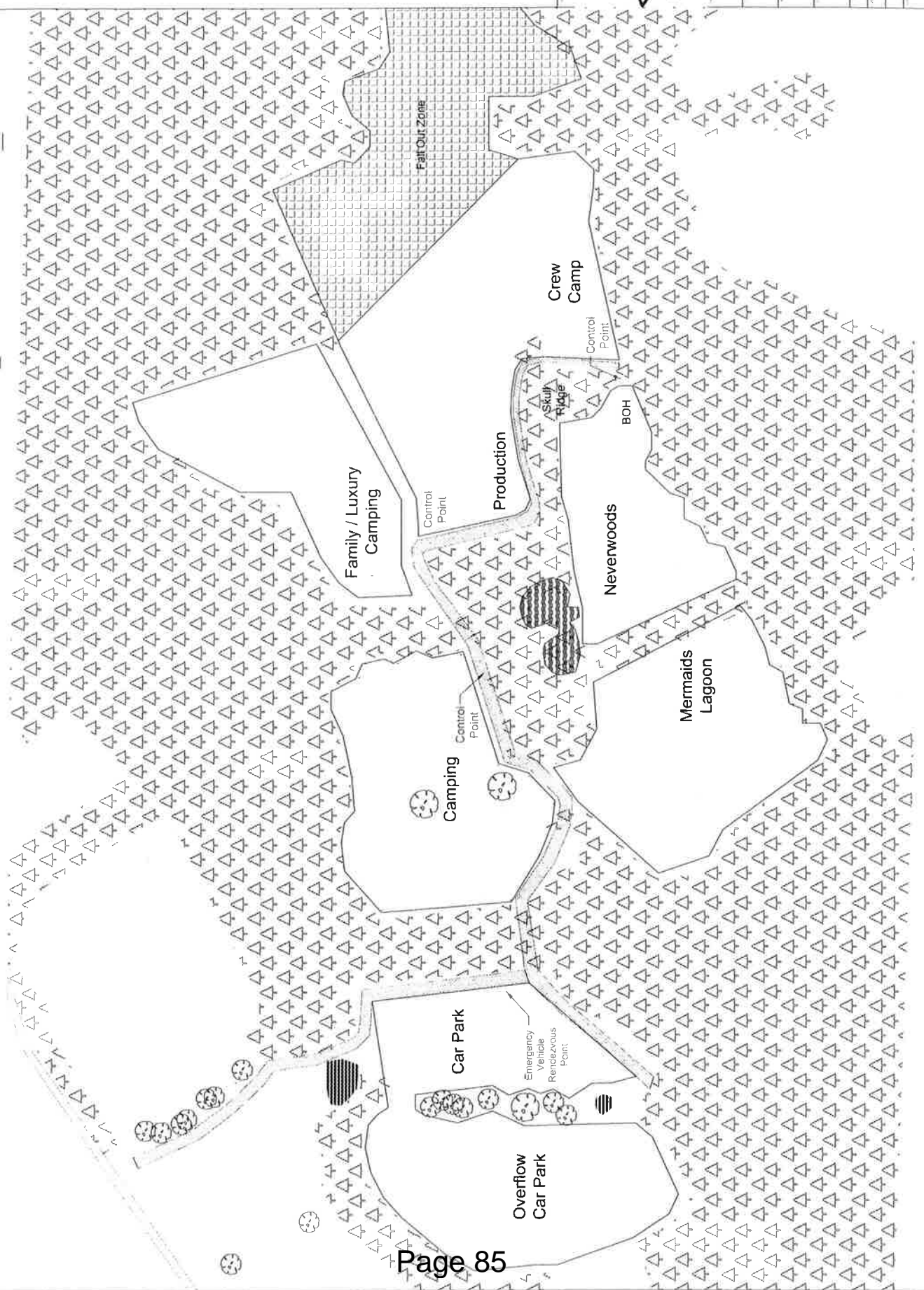
The event management plans have been developed in accordance with the guidance given by the Event Safety Guide, and are continually being developed as part of the consultation between with local authorities. All activities and installations necessary for the running of the event are fully risk assessed by the event organisers or the supplying contractors, and will meet any relevant regulations, standards and guidance.

Notes	XX.XX.XX
Lee Denny	
LeeFest 2016	
Site	
@ A1 (mm:Meter) = 1:1.5	
Information	
PG	29.02.16
	1 1
LF-xxx-xxx	A



15 Meters

10 Meters



HEALTH & SAFETY RISK ASSESSMENT

Company LeeFest

Department Production

Assessor Lee Denny

Overall Activity COSHH

Location Wilderness Farm

Date Assessed 07/03/2016



	1	2	3	4	5	6
1	1	2	3	4	5	6
2	2	4	6	8	10	12
3	3	6	9	12		
4	4	8	12			
5	5	10				
6	6	12				

Likelihood (L)	Severity (S)					
	1	2	3	4	5	6
Very Unlikely	1	Very Minor Injury	1			
Unlikely	2	Minor Injury	2			
May Occur	3	Lost Time Injury	3			
Likely	4	Major Injury	4			
Extremely Likely	5	Single Fatality	5			
Almost Certain	6	Multiple Fatality	6			

Persons Affected: Leaders (L), Crew (C), Artists (A), Attendees (AT), Vulnerable young or disabled Persons (VP)

Risk Factors: 1 to 4 requires no further action, 5 to 12 needs further action, 13 to 36 requires considerable action.

Activity	Persons Affected	Hazard	Current Control			Current Risk Rating (LxS=T)			Revised Control			Revised Risk Rating (LxS=T)			Further Actions
			L	S	T	L	S	T	L	S	T	L	S	T	
Chemicals and sharps	L, C	Injury due to exposure to hazardous chemicals / Waste products and/or Sharps				2	3	6				1	3	3	Full briefing carried out

HEALTH & SAFETY RISK ASSESSMENT

Company Leefest
Department Production
Assessor Lee Denny
Overall Activity Electrical Installations
Location Wilderness Farm
Date Assessed 07/03/2016



	1	2	3	4	5	6
1	1	2	3	4	5	6
2	2	4	6	8	10	12
3	3	6	9	12		
4	4	8	12			
5	5	10				
6	6	12				

Likelihood (L)	Severity (S)					
	Very Unlikely	1	Very Minor Injury	1		
Unlikely	2	Minor Injury	2			
May Occur	3	Lost Time Injury	3			
Likely	4	Major Injury	4			
Extremely Likely	5	Single Fatality	5			
Almost Certain	6	Multiple Fatality	6			

Persons Affected: Leaders (L), Crew (C), Artists (A), Attendees (AT), Vulnerable young or disabled Persons (VP)
 Risk Factors: 1 to 4 requires further action, 5 to 12 needs further action, 13 to 36 requires considerable action.

Activity	Persons Affected	Hazard	Current Control			Current Risk Rating (LxS=T)			Revised Control			Revised Risk Rating (LxS=T)			Further Actions
			L	S	T	L	S	T	L	S	T				
Electric Shock	L, C, A, AT, VP	Injury due to electric shock				3	5	15				2	5	10	Inspections of cable runs, fire extinguishers and portable equipment.

Agenda Item 3

Electrical Fault	L, C, A, AT, VP	Electrical faults	<p>All temporary structures to be earthed. Crew to be briefed to avoid other contractors' electrical work. Low voltage battery powered hand tools to be used where possible (110V)</p> <p>Competent trained electricians to work on site electrical installations Fault Trip devices fitted to electricity distribution system. Visual inspection of all electrical appliances by all staff before use — to form part of site team arrival briefing.</p>	2	5	10	Emergency lighting installed	2	5	10	Produce and fill in inspection forms	
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HEALTH & SAFETY RISK ASSESSMENT

Company Leefest
Department Production
Assessor Lee Denny
Overall Activity Fire Safety
Location Wilderness Farm
Date Assessed 07/03/2016



	1	2	3	4	5	6
1	1	2	3	4	5	6
2	2	4	6	8	10	12
3	3	6	9	12		
4	4	8	12			
5	5	10				
6	6	12				

Likelihood (L)	Severity (S)					
	1	2	3	4	5	6
Very Unlikely	1	Very Minor Injury	1			
Unlikely	2	Minor Injury	2			
May Occur	3	Lost Time Injury	3			
Likely	4	Major Injury	4			
Extremely Likely	5	Single Fatality	5			
Almost Certain	6	Multiple Fatality	6			

Activity	Persons Affected	Hazard	Current Control			Current Risk Rating (LxS=T)			Revised Control			Revised Risk Rating (LxS=T)			Further Actions
			L	S	T	L	S	T	L	S	T	L	S	T	
Use and storage of LPG	L, C, A, AT, VP on site	Fire or explosion due to use of LPG on site				2	6	12				1	6	6	Monitor for change, full Site induction. Regular inspections of campsite and traders.
		Traders will be permitted one gas bottle per gas appliance, plus one spare per appliance stored in an out of bounds location to the rear of their concession. Any further spare gas bottles and any empties will be stored in a cage, clearly marked as flammable and no smoking within a fenced storage area, with no public access. The Event Safety Officer will make a visual inspection of all gas appliances prior to the trader opening as part of the events Green Card To Trade Scheme, checking that the units themselves and gas hoses are in good order and not damaged and that the hoses are properly attached to the appliance. If in doubt, the hoses will be required to be replaced. Traders will be asked to supply proof that a Gas													

Agenda Item 3

	<p>Safe registered engineer has inspected any gas appliances within the last 12 months.</p> <p>Traders will be required to have suitable risk assessments and method statements in place for the safe handling and use of gas, these will be inspected as part of Green Card To Trade.</p> <p>Campers will not be permitted to bring gas canisters or cartridges in excess of 240g, these will form part of the list of prohibited items and will be confiscated if brought to site.</p>			
	<p>All staff, contractors and crew to be briefed on event area, campsite, and whole site evacuation procedures via Site Induction.</p> <p>Professional security company (SIA certified) contracted for this event, to assist in the supervision of the campsite and evacuation of public to designated safe area should this be necessary.</p> <p>Any waste generated during the build phase will be removed from site as part of general good housekeeping procedures.</p> <p>Ventilation outlets from electrical equipment and generators must not be blocked.</p> <p>Site Manager and crew to be vigilant in looking for signs of potential fire hazards (smoke, charring, excessive heat) and to remedy or curtail activity in the vicinity of this immediately.</p> <p>The campsite will be supervised by security personnel at all times who are competent and trained in the use of fire fighting equipment.</p> <p>An assessment of the required fire fighting equipment has been conducted specific to location and fire type, this can be found in the</p>	<p>Injury due to inadequate fire safety provisions.</p>	<p>L. C. A. AT. VP</p>	
			2	6
			12	
			6	
			2	6
			1	6
				6
				6
				6
				6
				6

Monitor for change, conduct full briefing..

<p>Concessions and merchandising</p>	<p>L, C, A, AT, VP</p>	<p>Fire starting from food concessions and merchandising activity on site</p>	<p>All food and non-food concessions will have prebooked their space in the event arena and will have been allocated a pitch. Catering and non-food concessions are to be located in separate areas (not together) to ensure that any sources of ignition are segregated from sources of excess fuel eg. ignition from cooking flame separate from fuel (stock) within non-food concessions. No petrol generators permitted on site, all generators, plant and machinery to be solar, battery or diesel fuelled. Food concessions will be situated so that a fire appliance could be driven within 25m distance if necessary.</p>	<p>2</p>	<p>6</p>	<p>12</p>	<p>All traders must provide proof of fire fighting equipments suitability and necessary training for use.</p>	<p>1</p>	<p>6</p>	<p>12</p>	<p>Sporadic inspections will be carried out.</p>	<p>commence trading and be issued a Red Card..</p>
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HEALTH & SAFETY RISK ASSESSMENT

Company Leefest

Department Production

Assessor Lee Denny

Overall Activity Health and Welfare

Location Wilderness Farm

Date Assessed 07/03/2016

	1	2	3	4	5	6
1	1	2	3	4	5	6
2	2	4	6	8	10	12
3	3	6	9	12		
4	4	8	12			
5	5	10				
6	6	12				

Likelihood (L)	Severity (S)					
	Very Unlikely	1	Very Minor Injury	1		
Unlikely	2	Minor Injury	2			
May Occur	3	Lost Time Injury	3			
Likely	4	Major Injury	4			
Extremely Likely	5	Single Fatality	5			
Almost Certain	6	Multiple Fatality	6			

Persons Affected: Leaders (L), Crew (C), Artists (A), Attendees (AT), Vulnerable young or disabled Persons (VP)
 Risk Factors: 1 to 5 to 12 needs further action, 13 to 36 requires considerable action.

Activity	Persons Affected	Hazard	Current Control	Current Risk Rating (LxS=T)			Revised Control			Revised Risk Rating (LxS=T)			Further Actions
				L	S	T	L	S	T	L	S	T	
First Aid Cover	L, C, A, AT, VP	Illness or injury due to inadequate first aid cover	During build and breakdown phase, each contractor on site will have been requested to submit details of first aiders on site as part of installation team, and these first aiders will be made known to other contractors and staff on site. Fully stocked first aid kit to be held in production office. Mobile signal has been checked on site to be able to call 999 During live event, provision of medical staff will be as per the medical provision section within the Event Management Plan. Ambulance access route from main vehicle gate to rear of medical centre will be	3	4	12	Briefing and thorough site induction carried out.	2	4	8	Site inductions and briefings carried out, check mobile phone signal and all first aid kits prior to attending site.		

			disturbance	expected. This demographic does not typically create crowd disturbance or disorder, however in the DJ venues, SIA Security staff will be briefed to be vigilant and visible.								monitor and deal with any disturbance or disorder should it occur (24 hours)
Animals	L, C, A, AT, VP	Injury / illness from animals on site		The areas being used for the event at the Estate are woodland and grass meadow. No farmland that is grazed is in use. No animals permitted on site with attendees except guide dogs.	2	2	4	Estate contacted prior to the show to insure compliance.	1	2	2	visual inspection on arrival.
Water supply	L, C, A, AT, VP	Illness caused by failure or contamination of water supply		Mains (thames water) water supply will be used for this event, it will be tested in advance of the event for potability, and again on site once running through the temporary pipework and tanks required to supply to the appropriate pressure in order to ensure no bacteria are present within end supply. All pipe work, tanks and bowsers to be managed in accordance with BS:8551:2011 for provision of safe drinking water, this information will be requested prior to the event. Any non-potable water will be clearly marked as unsuitable for drinking.	2	5	10	Vehicle made available to collect emergency water if required	1	5	5	Monitored regularly
Food supply	L, C, A, AT, VP	Contamination of food		Caterers to provide and work to risk assessments and adhere to their Food Safety Management Systems and legal requirements whilst on site Caterers to hold valid food hygiene certification Utensils and work surfaces should be cleaned and disinfected after being used for raw foods or before being used for cooked	3	4	12	Supply adequate welfare facilities for traders.	2	4	8	Check documentation, inspect traders, inspect welfare facilities.

		protection	<p>preparation and storage.</p> <p>All food handlers should hold a minimum Basic Food Hygiene certificate or the equivalent.</p> <p>All food handling staff must maintain a high standard of personal hygiene. Any suspected illnesses should be immediately reported to the person in charge.</p> <p>Footwear should be non slip if worn in areas likely to be wet; footwear should provide cover to protect the feet from spillages of hot liquids or dropped knives in kitchen areas</p>																
Disabled Access	VP	<p>Injury to wheelchair users due to inadequate ingress / egress around site.</p>	<p>Security staff will render assistance as appropriate.</p> <p>The campsite is laid out to avoid bottlenecks and congestion points</p> <p>Wheelchair accessible sanitary facilities available on site within the event area and campsite – those campers with special access needs will be directed to camping pitches closest to these facilities upon arrival to the campsite.</p>	3	2	6	Disable RV point is created and advertised on site.	2	2	4	RV Point must be added to map and customer info.								



HEALTH & SAFETY RISK ASSESSMENT

Company Leefest
Department Production
Assessor Lee Denny
Overall Activity Manual Handling
Location Wilderness Farm
Date Assessed 07/03/2016

	1	2	3	4	5	6
1	1	2	3	4	5	6
2	2	4	6	8	10	12
3	3	6	9	12		
4	4	8	12			
5	5	10				
6	6	12				

Likelihood (L)	Severity (S)					
	1	2	3	4	5	6
Very Unlikely	1	Very Minor Injury	2	Minor Injury	3	Lost Time Injury
Unlikely	4	Major Injury	5	Single Fatality	6	Multiple Fatality
May Occur						
Likely						
Extremely Likely						
Almost Certain						

Persons Affected: Leaders (L), Crew (C), Artists (A), Attendees (AT), Vulnerable young or disabled Persons (VP)
 Risk Factors: 5 to 12 needs further action, 13 to 36 requires considerable action.

Activity	Persons Affected	Hazard	Current Control			Current Risk Rating (LxS=T)			Revised Control			Revised Risk Rating (LxS=T)			Further Actions
			L	S	T	L	S	T	L	S	T	L	S	T	
Manual Handling	L, C	Injury due to unsafe manual handling	Where possible, measures are to be introduced to minimise or eliminating manual handling, through the use of pallet truck, hiabs and sack barrows. Forks and a driver will be on site at all times. All lifts must be properly prepared and checked by a competent person when lifting equipment is in use. Only certified persons with licence will be permitted to use plant and machinery on site. Heavy, large or awkward loads not being lifted using mechanical equipment should be shared between two or more staff members if it is not possible to transport by trolley. Only those staff competent and trained in safe manual handling to undertake work Staff with back injuries not to lift heavy items.			3	3	9	Display HSE Lifting diagram and weights, make sure to mention in Site Induction. All crew to be issued with a radio to ask for assistance Plant vehicles will be used where possible			1	3	3	Constant supervision and toolbox talks if required. Review all contractors documentation.



HEALTH & SAFETY RISK ASSESSMENT

Company Leefest

Department Production

Assessor Lee Denny

Overall Activity Site Management

Location Wilderness Farm

Date Assessed 07/03/2016

	1	2	3	4	5	6
1	1	2	3	4	5	6
2	2	4	6	8	10	12
3	3	6	9	12		
4	4	8	12			
5	5	10				
6	6	12				

Likelihood (L)	Severity (S)					
	Very Unlikely	1 Very Minor Injury	2 Minor Injury	3 Lost Time Injury	4 Major Injury	5 Single Fatality

Persons Affected: Leaders (L), Crew (C), Artists (A), Attendees (AT), Vulnerable young or disabled Persons (VP)

Risk Factors: 1-5 to 12 needs further action, 13 to 36 requires considerable action.

Activity	Persons Affected	Hazard	Current Control			Current Risk Rating (LxS=T)			Revised Control			Revised Risk Rating (LxS=T)			Further Actions
			L	S	T	L	S	T	L	S	T	L	S	T	
Construction works	L, C, A, AT, VP	Injury caused by the construction or removal of equipment and infrastructure	All contractors must carry out their tasks according to their documented method statements and site safety rules, using of equipment and competent staff. Safe manual handling techniques to be followed. Construction and removal to take place only whilst attendees are not on site. Contractors and staff to keep clear of other peoples working areas during construction and breakdown. Site Manager to monitor all works on site			3	5	15	Site Induction carried out with contractors and staff. Traffic Management Plan draw up to include segregation rules.			1	5	5	Toolbox talks if necessary PPE Purchased and issued.
Storage	L, C, A, AT, VP	Injury due to poor storage of excess materials,	All unused materials to be removed to out of bounds areas before commencing event. The out of bounds area will be stocked safely ensuring boxes or equipment are not stacked			2	4	8	Tools locked away and issued			1	4	4	inspections of fencing throughout show

			<p>seen. Bars will not serve in glass containers, plastic and cans only. First aiders on site if required.</p>								
<p>Overcrowding</p>	<p>L, C, A, AT, VP</p>	<p>Injury to persons due to inadequate space and/or access and egress routes in and around site</p>	<p>Sufficient space available within campsite for tents to occupy site under HSG 195 density guidance. Security staff to maintain presence at gates to prevent unauthorised access. Accreditation procedure in place to identify genuine attendees and staff on site. Event areas designed in order to reduce or mitigate bottlenecks and pinch points. All event staff to be briefed prior to event on the safety procedures and evacuation plans, so that they can be quick to react and are aware of procedures before the event. Professional security company (SIA certified) working at the event, with experience of working these type of events. Security staff in radio communications with security control to summon more assistance if required. Infrastructure and attendees tents will not be permitted to obstruct access and egress routes, emergency routes or service routes Any changes to the level of the ground, or trip hazards that cannot be removed must be signed and where possible, highlighted with contrasting coloured tape barrier. Tented structures will have the majority of their side walls removed in order to allow free flow of attendees into and out of the space.</p>	<p>2</p>	<p>6</p>	<p>12</p>	<p>Plan put in place for overcrowding action. Tented structures monitored by security.</p>	<p>1</p>	<p>6</p>	<p>6</p>	<p>Monitored via security patrols and H and S walk around.</p>

HEALTH & SAFETY RISK ASSESSMENT



Company Leefest
Department Production
Assessor Lee Denny
Overall Activity Slips and Trips
Location Wilderness Farm
Date Assessed 07/03/2016

	1	2	3	4	5	6
1	1	2	3	4	5	6
2	2	4	6	8	10	12
3	3	6	9	12		
4	4	8	12			
5	5	10				
6	6	12				

Likelihood (L)	Severity (S)					
Very Unlikely	1	Very Minor Injury				
Unlikely	2	Minor Injury				
May Occur	3	Lost Time Injury				
Likely	4	Major Injury				
Extremely Likely	5	Single Fatality				
Almost Certain	6	Multiple Fatality				

Persons Affected: Leaders (L), Crew (C), Artists (A), Attendees (AT), Vulnerable young or disabled Persons (VP)
 Risk Factors: 1-4 requires no action, 5 to 12 needs further action, 13 to 36 requires considerable action.

Activity	Persons Affected	Hazard	Current Control			Current Risk Rating (LxS=T)			Revised Control			Revised Risk Rating (LxS=T)			Further Actions
			L	S	T	L	S	T	L	S	T				
Trip Hazards	L, C, A, AT, VP	Injury due to slips and trips caused by event infrastructure	Trip hazards minimised and mitigated where possible eg. cables hidden behind structures, flown, buried or covered with cable ramps. Marquee and canopy guy ropes and stakes to be covered with protective material, to remove any sharp edges. Site to have appropriate level of illumination (lit using site lighting during hours of dusk, dawn and darkness) Barriers will cordon off any slip or trip hazards not mitigated or covered Event staff to monitor site and rectify slip or trip hazards, where spotted. No boxes, tools or equipment left on site within public area, that may cause trip or collision hazard. Staff briefed to avoid the creation of trip			3	3	9	Emergency lighting installed. Tools locked away back of house. Lighting on any guy ropes			2	3	6	Regular checks of now hazardous areas.

Agenda Item 3

Country Terrain	L, C, A, AT, VP	Injury caused by unfamiliar terrain especially in darkness	<p>hazards by good housekeeping of work areas during setup, the event and breakdown</p> <p>Roving stewarding security patrols in place to monitor public activities around potential slips, trips and fall hazards,</p> <p>No tent ropes or parts of tents to obstruct campsite emergency access lanes (also used as walkways through the campsite)</p> <p>Stewards will indicate these lanes when the attendees are pitching tents, and will ensure no obstruction occurs.</p> <p>Lighting will be of adequate illumination around the site to enable staff and crew to set-up and breakdown safely.</p> <p>Any steps) around the event space will have colour contrasting nosings along the edge to distinguish the level difference and mitigate against falls.</p>	3	3	9	Attendees will be briefed via email to bring appropriate footwear and about the dangers of country terrain.	2	3	6	Regular checks of now hazardous areas. Monitor Tracks and pathways
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HEALTH & SAFETY RISK ASSESSMENT

Company Leefest
Department Production
Assessor Lee Denny
Overall Activity Vehicles
Location Wilderness Farm
Date Assessed 07/03/2016



	1	2	3	4	5	6
1	1	2	3	4	5	6
2	2	4	6	8	10	12
3	3	6	9	12		
4	4	8	12			
5	5	10				
6	6	12				

Likelihood (L)	Severity (S)					
	Very Unlikely	1	Very Minor Injury	1		
Unlikely	2	Minor Injury	2			
May Occur	3	Lost Time Injury	3			
Likely	4	Major Injury	4			
Extremely Likely	5	Single Fatality	5			
Almost Certain	6	Multiple Fatality	6			

Persons Affected: Leaders (L), Crew (C), Artists (A), Attendees (AT), Vulnerable young or disabled Persons (VP)
 Risk Factors: 1-4 requires no further action, 5 to 12 needs further action, 13 to 36 requires considerable action.

Activity	Persons Affected	Hazard	Current Control			Current Risk Rating (LxS=T)			Revised Control			Revised Risk Rating (LxS=T)			Further Actions
			L	S	T	L	S	T	L	S	T	L	S	T	
Vehicles moving	L, C, A, AT, VP	Injury to pedestrians due to vehicle movement on site				3	4	12				2	5	10	Enforce TMP and segregation where reasonably practicable.
		Vehicles arrive off highway onto roadway within estate, maximum speed once off public highway will be signed clearly as 5mph. Persons being dropped off by taxis or private cars will also turn off highway into a drop off and pick up zone. No further vehicle movement will be permitted in areas where pedestrians are present (with the exception of staff within back of house areas) – pedestrian and vehicle routes segregated throughout the site. Crowd control barriers in use to assist safe queuing. Vehicle curfew in the event area during hours of operation, to be lifted by the													

Plant Equipment	L, C, A, AT, VP	Injury due to use of plant equipment	<p>security control once arena sweep has been conducted each night so that any facilities and maintenance Vehicles can clean reset the site.</p> <p>Only contractors and staff holding the correct relevant licence for the item of plant they intend to drive to be authorized to do so. Site manager to monitor to monitor use of plant.</p> <p>No plant movement in public areas once the event has opened.</p> <p>Max, site speed limit is 5mph.</p> <p>All contractors and staff to wear high visibility jackets whilst setting up and breaking down, when plant on site.</p> <p>Drivers of vehicles and operators of plant and equipment are not permitted to drink alcohol or be under the influence of alcohol drugs whilst working.</p> <p>All plant to be used only as per manufacturer's guidance and instructions.</p> <p>All difficult manoeuvring must be accompanied by a banksman in a high visibility jacket.</p>	3	5	15	Correct PPE will be advised and issued if not available. Banksman will be trained.	2	5	10	Licenses will be reviewed and collated, experience will be taken into account during the hiring process.
-----------------	--------------------	--------------------------------------	--	---	---	----	--	---	---	----	--

HEALTH & SAFETY RISK ASSESSMENT



Company Leefest
Department Production
Assessor Lee Denny
Overall Activity Working at Height
Location Wilderness Farm
Date Assessed 07/03/2016

	1	2	3	4	5	6
1	1	2	3	4	5	6
2	2	4	6	8	10	12
3	3	6	9	12		
4	4	6	12			
5	5	10				
6	6	12				

Likelihood (L)	Severity (S)					
	Very Unlikely	1	Very Minor Injury	1		
Unlikely	2	Minor Injury	2			
May Occur	3	Lost Time Injury	3			
Likely	4	Major Injury	4			
Extremely Likely	5	Single Fatality	5			
Almost Certain	6	Multiple Fatality	6			

Persons Affected: Leaders (L), Crew (C), Artists (A), Attendees (AT), Vulnerable young or disabled Persons (VP)
 Risk Factors: 1 to 4 needs further action, 5 to 12 needs further action, 13 to 36 requires considerable action.

Activity	Persons Affected	Hazard	Current Control			Current Risk Rating (LxS=T)			Revised Control			Revised Risk Rating (LxS=T)			Further Actions
			L	S	T	L	S	T	L	S	T	L	S	T	
Persons Working At Height	C	Injury due to persons falling from height during structure and infrastructure installation.	Contractor and crew works to be carried out at ground level where possible. Only contractors trained and physically capable should work at height. Only competent persons will work overhead using working at height equipment and plant. All contractors working overhead will comply with their method statements and risk assessments for safe working at height, and to be experienced and competent in their work and tasks. Site Manager to monitor. Fall arrest equipment harnesses will be used by those working with mechanical access equipment at height. Mechanical access equipment and towers to be used as per manufacturer's instructions, with full set of safety rails, toe boards, internal	2	5	10	Rescue Plans will be reviewed and collated	1	5	5	Toolbox talks and WAH will be included in Site Induction if necessary. Signage will be inspected after each working day.				

LeeFest presents The Neverland: Event Poster

28/29/30 JULY

THE LEGENDARY STORY OF LEEFEEST AS SEEN ON TV AND IN CINEMAS

THE FESTIVAL THAT STARTED IN LEE'S BACK GARDEN!

£99 WEEKEND

Secret Location

Northwold, Norfolk

LeeFest PRESENTS

THE NEVERLAND

A SPECTACULAR IMMERSIVE KINGDOM OF MUSIC, PARTY AND WONDER

FIRST LINEUP RELEASE

LIANNE LA HAVAS

GHOSTPOET

SHURA • ROOTS MANUVA • LITTLE SIMZ
 THE 2 BEARS • SUBMOTION ORCHESTRA
 LOYLE CARNER • DJ LUCK & MC NEAT • SPRING KING
 FORMATION • CLEAN CUT KID • THE BIG MOON • BEATY HEART
 BIG DEAL • COREY FOX-FARRELL • DEMOS HAPPY • DINOSAUR PILE UP • EXMAGICIAN • FORT HOPE • GET INUIT
 GIRLI • HANNAH LOU CLARK • HANNAH TRIGWELL • LAZY DAY • MIAMIGO • NAI HARVEST • NIMMO • OSCAR
 OTHERKIN • PELUCHÉ • QUEEN KWONG • ROBBING MILLIONS • SERAMIC • SHE DREW THE GUN • SKINNY GIRL DIET
 THE PEARL HARTS • TUFF LOVE • WILL JOSEPH COOK • WOLF NOTE

FRIDAY HEADLINER + DJs TO BE ANNOUNCED

BURLESQUE • CABARET • CAMPFIRE • CASINO • CINEMA • CIRCUS • COCKTAIL BARS • COMEDY
 CRAFT MARKETS • CRAFT WORKSHOPS • DANCE CLASSES • DRAG QUEENS • FOOD FIGHTS •
 GAMES & SPORTS • GLITTER WRESTLING • HIDDEN VENUES • HOT TUBS • INSTALLATIONS • KIDS AREA
 LOCAL ALES • MAGIC • MASSAGE • PAINT FIGHTS • SILLINESS • SPOKEN WORD • STREET FOOD
 TALKS & DEBATES • THEATRE • THERAPIES • WIDE GAMES • YOGA

***** "A FANTASTIC UNPRETENTIOUS PARTY VIBE" - THE GUARDIAN *****

***** "THE ULTIMATE PARTY" - NME *****

Never Grow Old

3 REALMS

WWW.LEEFEST.ORG

3 TRIBES

The Woodlands

Skull Ridge

Mermaid Lagoon

Map of Neverland® under Licence by Great Ormond Street Hospital Children's Charity

Licensing Partnership



CONSENT OF INDIVIDUAL TO BEING SPECIFIED AS PREMISES SUPERVISOR

I *(Full name of prospective premises supervisor)*

Lee Denny
.....

Of *(Home address of prospective premises supervisor)*

65 Monks Orchard Road, Beckenham, Kent, BR3 3BJ
.....
.....
.....

Hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for (Type of application)

Premises Licence
.....

By *(Insert name of applicant)*

Phizzwizzards Ltd, Shakespeare Martineau, Chancery House, Silbury Boulevard, Milton Keynes, MK9 1JL
.....
.....
.....

Relating to a premises licence *(Number of existing licence, if any)*

.....

For (Name and address of premises to which the application relates)

Leppards Farm, Wilderness Lane, Edenbridge, TN8 7LP
.....
.....
.....

And any premises licence to be granted or varied in respect of this application made by (Name of applicant)

Phizzwizzards Ltd
.....

Concerning the supply of alcohol at (name and address of premises to which application relates)

Leppards Farm, Wilderness Lane, Edenbridge, TN8 7LP
.....
.....
.....


I also confirm that I am applying for, intend to apply for, or currently hold a personal licence, details of which I set out below.

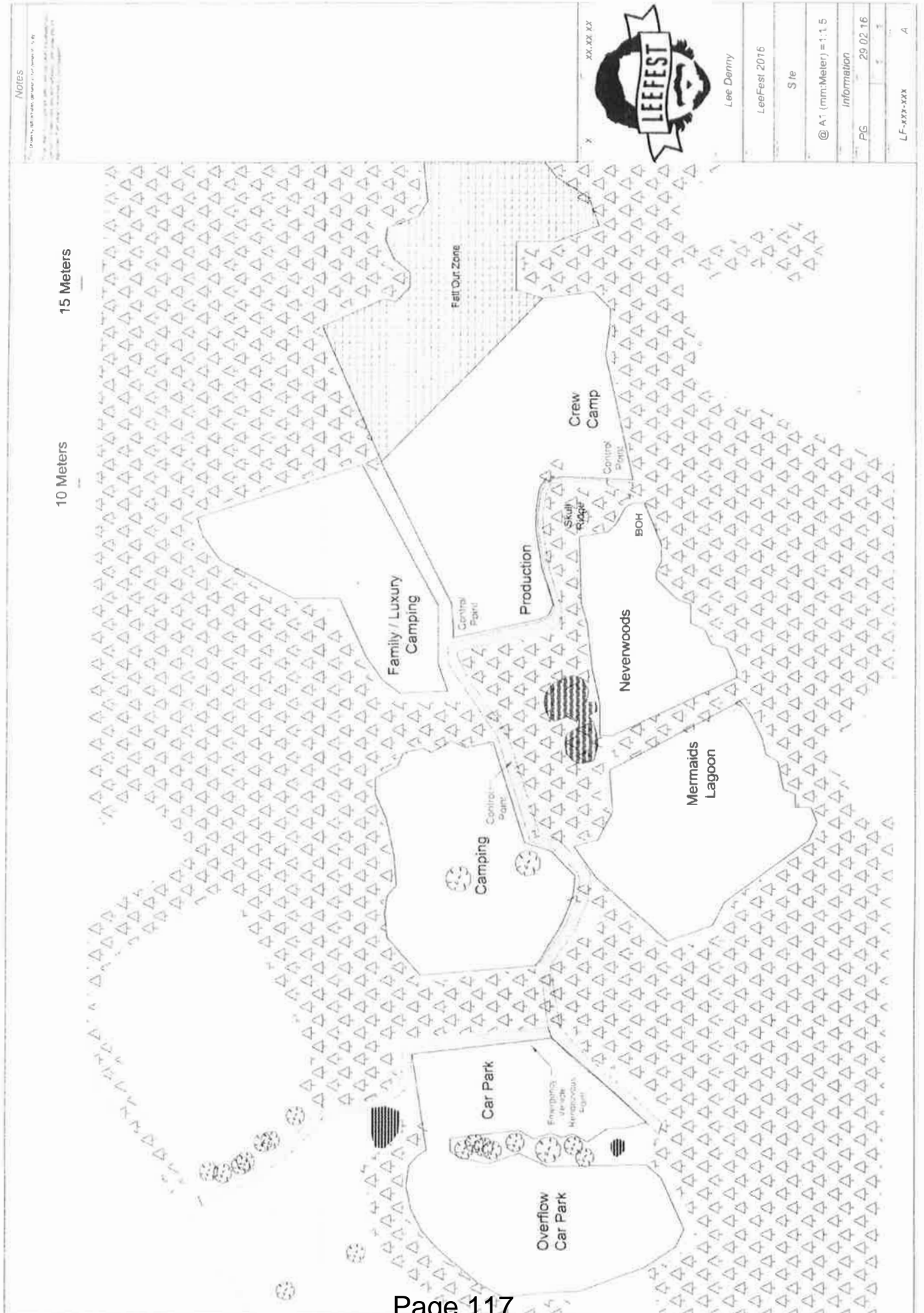
Personal Licence number (Insert personal licence number, if any)

1000647LAPER
.....

Personal Licence issuing authority (insert name and address and telephone number of personal licence issuing authority, if any)

London Borough Of Bromley, Civic Centre, Stockwell Close, Bromley BR1 3UH
.....
.....

SIGNED	
NAME (Please print)	LEE DENNY
DATED	22/03/2016



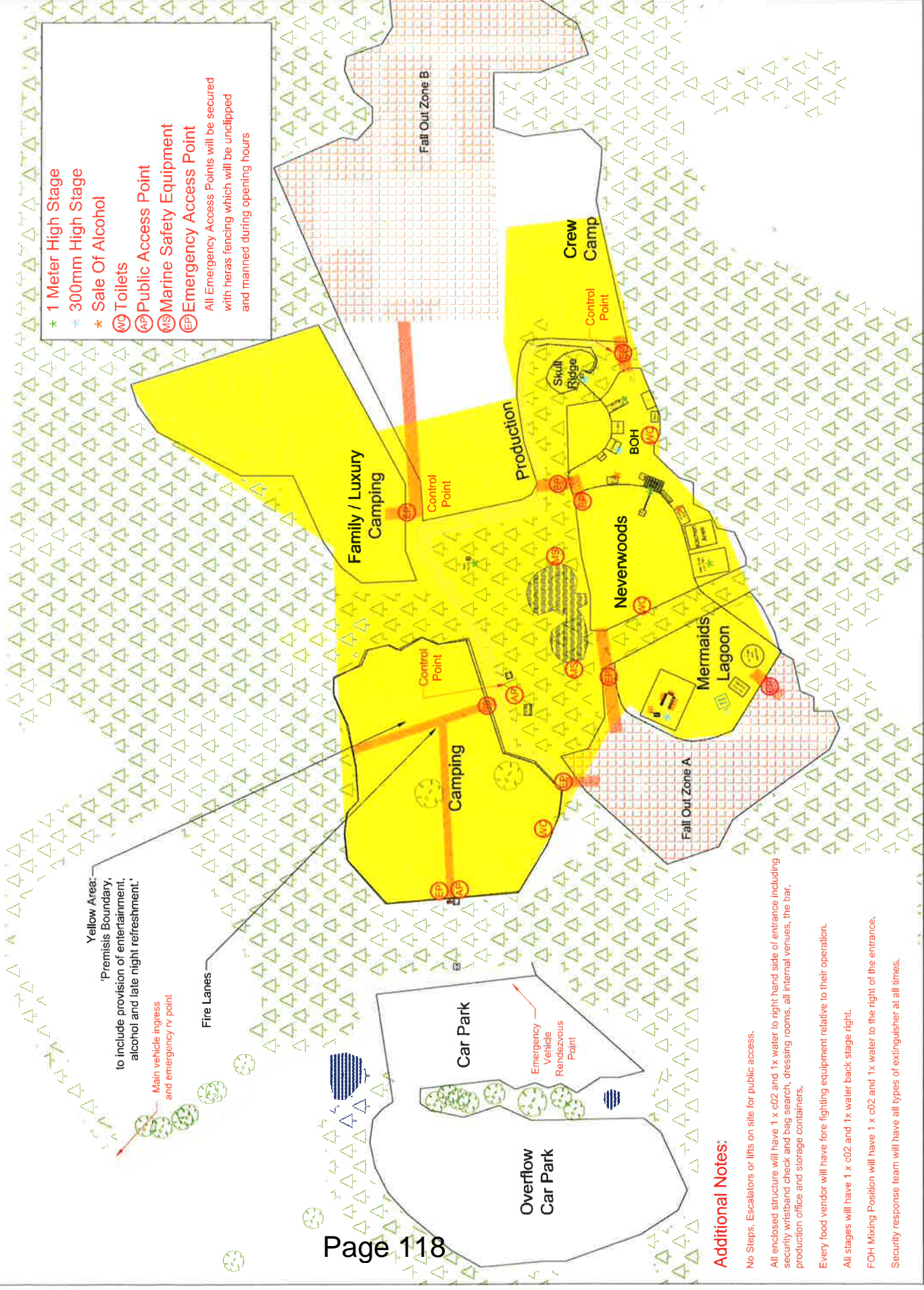
Notes



LeafFest: The Neverland	
LeafFest: 2016	
Site	
Scale = 1:1000mm @ A0	
Information	
PC	21.03.16
	1 1 1
LF-xxx-xxx	#

10,000mm

- ★ 1 Meter High Stage
 - ★ 300mm High Stage
 - ★ Sale Of Alcohol
 - 🚻 Toilets
 - 🚰 Public Access Point
 - 🚒 Marine Safety Equipment
 - 🚑 Emergency Access Point
- All Emergency Access Points will be secured with heras fencing which will be unclipped and manned during opening hours



Yellow Area:
Premises Boundary,
to include provision of entertainment,
alcohol and late night refreshment.
Main vehicle ingress
and emergency iv point

Fire Lanes

Fall Out Zone B

Fall Out Zone A

Additional Notes:

- No Steps, Escalators or lifts on site for public access.
- All enclosed structure will have 1 x c02 and 1x water to right hand side of entrance including security wristband check and bag search, dressing rooms, all internal venues, the bar, production office and storage containers.
- Every food vendor will have fire fighting equipment relative to their operation.
- All stages will have 1 x c02 and 1x water back stage right.
- FOH Mixing Position will have 1 x c02 and 1x water to the right of the entrance.
- Security response team will have all types of extinguisher at all times.

SEIEH1 - SDC Environmental Protection

28/04/16

I refer to the above licensing application which has been passed to this team for comment.

Unfortunately I have been unable to obtain additional information from the applicant to assist me in determining this application. I have therefore made my comments based on the information which has been supplied in the event management plan.

It is my considered opinion that at present the applicant has not provided sufficient information to demonstrate that noise controls before 23:00 (65dB LAeq, 15 min at 1m from the façade of the nearest noise sensitive property & C-Weighted limit of up to 70dB in either 63Hz or 125Hz octave frequency band at 2 km) are achievable. This event is very large and comprises multiple noise sources which have in my view not been adequately assessed. I am concerned that once these multiple noise sources are accounted for, the proposed noise standards will not be achievable whilst providing a satisfactory experience to event attendees.

If the applicant is able to demonstrate that the proposed control is achievable, this music noise level would be in accordance with the Code of Practice on Environmental Noise Control at Concerts and therefore in the view of Environmental Health would be acceptable. It should however be noted that this level may still give rise to complaints from residents as noise could be considered intrusive by those living in the vicinity of the event and bass may be audible at considerable distance.

After 23:00 until 05:00 the applicant has proposed a noise limit of 45dB LAeq, 15 min at 1m from the façade of the nearest noise sensitive property. The Code of Practice suggests that after 23:00 the music noise level should be inaudible inside the nearest residential property with a window open for ventilation.

I do not consider that the music noise level after 23:00 proposed by the applicant will be sufficiently low for the event to be inaudible (having consideration to the very low night time noise levels in this location) and therefore the applicant has not demonstrated compliance with the current code of practice. Noise is generally considered to be inaudible when it is at a suitably low level such that it is not recognisable as emanating from the source in question, and it does not alter the perception of the ambient noise environment that would prevail in the absence of the source in question. The Environmental Health Team consider that an appropriate music noise level after 23:00 should not exceed the typical LA90 (background noise level) for the area between 02:00 and 04:00. However, as

Agenda Item 3

the area in which the event is proposed is very quiet, I am concerned that the applicant will not be able to achieve such music noise levels at this time whilst maintaining a satisfactory experience for attendees.

In addition to the above, it would be expected that nearby residents will be affected by crowd noise, particularly shouting, cheering, singing and clapping during the event. I do not consider that there are any appropriate controls which could be implemented to mitigate this issue. I have particular concerns about the impact of this noise after 23:00 and consequently, I do not feel that it is appropriate for the main outdoor stages to continue in use after 23:00.

With consideration to the comments above, I do not consider that the applicant has demonstrated that the proposed event will sufficiently controlled to ensure the prevention of nuisance? and therefore I wish to object to this application.

NC

Licensing Partnership



LICENSING ACT 2003 - GRANT / VARIATION / MINOR VARIATION / REVIEW, REPRESENTATION FORM

1 Any other person, body or business		Name and address of any representative acting for you
Name	C. MARY BOYLE	
Address	[REDACTED]	
Phone Email	[REDACTED]	

Name and address of the premises you are making a representation about
 Proposed Leafest Music & Arts Festival at Wilderness Farm July 28-30 Licensing NO. 16/00847

Your representation may be in opposition to, or in support of, the application. Your representation must be about the likely effect, if the application is granted (or subject to review), on the promotion of one or more of the four Licensing Objectives (see (A) - (D) below) with evidence if you have any available. Use separate sheets if necessary.

(A) The prevention of crime and disorder	See attached
(B) Public safety	See attached
(C) The prevention of public nuisance	See attached
(D) The protection of children from harm	See attached

Suggestions/conditions you would like the Licensing Authority or Licensing Sub-committee to consider adding to the licence if the application is granted.

If your representation is on a grant, variation or review application and it is accepted, you will be invited to attend a Licensing Sub-committee hearing (and any subsequent appeal court hearing) in order to amplify your representation should you wish to do so.

Signed: [REDACTED]

Dated: 24/4/2016

LEEFEST MUSIC AND ARTS FESTIVAL AT WILDERNESS
FARM, JULY 28 – 30

Ref. Licensing No. 16/00847

Having attended the presentation by the Festival Organizers of Leefest at Markbeech Village Hall on 19th April I have grave reservations and submit my reasons for opposing the event as follows.

THE PREVENTION OF CRIME AND DISORDER

Large numbers of people arriving in a rural location with no local police on hand are bound to increase the risk of crime and disorder. The Festival would be bound to attract young people and alcohol and possibly drugs would be taken. There are no local police in this area.

PUBLIC SAFETY

1. Traffic

The huge amount of traffic engendered by between 2500 and 5000 people attending the event would in addition being highly disruptive and cause problems to the local residents because the roads are inadequate to cope but would also be a danger to public safety. The Satnavs are to be directed to The Queens Arms at Cowden Pound and then directed on to Wilderness Farm through Markbeech Village. The road through the village is a busy road normally but at the weekend in addition to the normal traffic there are many cyclists, hikers, horse-riders and in July also farmers using tractors.

The Queens Arms is on the B2026. The B2026 is a fast, busy and dangerous road normally and increased traffic would make this worse. There have been many accidents on this road. The crossroads at

Cowden Pound are extremely dangerous due to the bad visibility afforded by the rising land.

The crossroads in the middle of Markbeech are also dangerous. Traffic coming towards the village from Uckfield Lane has to slow at the crossroads and the speed of traffic coming towards the village from Cowden Pound is often very fast causing near misses at the crossroads. Added traffic would increase the risk of accidents.

Wilderness Lane is a narrow, single-track lane and quite unsuitable for the large amounts of traffic envisaged or for buses which I understand are to be used to ferry people from Cowden Station. There would be no room for buses to turn in this lane or for two buses to pass. There is no footpath along this lane so large amounts of traffic would be a hazard to walkers.

The Weald of Kent is constructed of clay soil which retains liquid and becomes muddy when the weather is wet and at times becomes boggy and completely impassable in bad weather. Have the organizers considered this in their planning in the event of bad weather, both as to how this would affect the vast amounts of traffic on the road, in the parking areas and where the event is taking place? Events in this area have been completely disrupted by muddy conditions causing danger to both drivers and pedestrians.

Lyme Disease

There are large numbers of deer in this area and where there are deer there are tics in the long grass which would be highly dangerous to campers. A bite from a tic if not extracted can cause Lyme disease in humans which can develop into health problems 'including facial paralysis, heart palpitations, arthritis, severe headaches and neurological disorders'. (Extract from the National Geographic.com website on Google).

Contamination

Even though the organizers have said they will clear up the rubbish with so many camping on the proposed site there is bound to be

Agenda Item 3


contamination to the landscape. Has a survey been carried out to ascertain whether any endangered animal or plant species are present which would be harmed by the arrival of so many people?

PREVENTION OF PUBLIC NUISANCE

Loud music being played until 5.0 a.m. in the morning for three days is a public nuisance. Most events have a cut-off time of midnight and 5.0 a.m. is one step too far. In July the windows will be open and the noise will intrude. We already suffer from aeroplane noise being on the Gatwick flypath and this is too much. We live about ~~two miles~~ ONE MILE from the planned event and will be deeply affected.

CONCLUSION

The idea is a good one but in my opinion the organizers have not thought this plan through in conjunction with the proposed site and should look for a situation with better access and further away from habitation.



Mary Boyle,



Edenbridge,
Kent. TN85NS

HEVER  CASTLE

Sevenoaks District Council
Licensing Partnership
PO Box 182
Sevenoaks
Kent
TN13 1GP

Chief Executive's Office:
slambden@hevercastle.co.uk

18 April 2016

Dear Sirs

Leefest & The Neverland 28 – 30 July 2016

I have become aware of Leefest and The Neverland which is hoping to produce a 5,000 person festival over the weekend of 28 – 30 July. They have not contacted us directly but I have heard through the Hever Residents Association. Strangely enough I am not alone amongst Parish Councillors to be surprised that the Hever Parish Council has not been officially informed despite the fact that Wilderness Farm partly sits on Hever Parish Council land.

Clearly, Hever Castle has some concerns as I am sure Chiddingstone Castle, Hoath House and Falconhurst also do as we all provide summer weddings and certainly in our case some of these weddings are booked two years in advance. The majority of these weddings are booked with the expectation of a degree of peace and tranquillity that is typically associated with a rural Grade I listed Castle within an Area of Outstanding Natural Beauty. It is also worth noting that Hever Festival Theatre which has been running for well in excess of 50 years also has a play scheduled for that weekend. All of these things, including the weddings and other events at the other historical venues, will almost certainly be impacted by a large noisy festival.

We also have concerns over the local roads as, on a busy day it takes a certain amount of skill to get, in our case, 4,000 people in cars off the road quickly. I am sure Leefest will have a great deal of experience in this but it has taken the Castle some years to perfect it and when you get wet weather, as we did in September last year, even the best plans can come asunder. To be fair, wet weather is unlikely, at least to the extent where fields are muddy at that time of year.

It might be considered a bit rich, us raising our concerns as we after all impact the local neighbourhood, albeit I suspect not a vast number of residents have lived here in excess of the time Hever Castle has been open to the public - it first opened its doors in 1963 and records have been found of it being open to the public in the 1800s. The Castle provides year round employment and the events that occur within its grounds all do so with the intent to support and maintain this heritage attraction. Our concerns are for our own existing clients who might be put off coming here when there

CHILDHOOD HOME OF ANNE BOLEYN

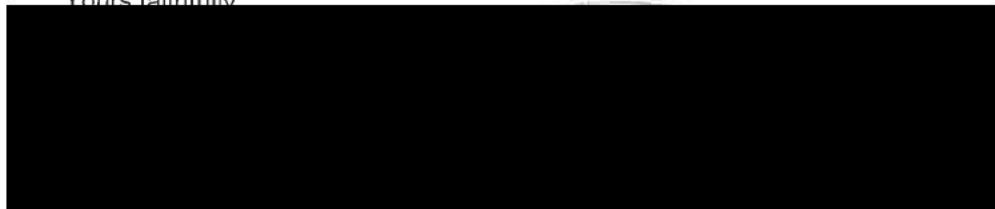
Agenda Item 3

are so many cars on the road that weekend and certainly for weddings and theatre it will be difficult to find people willing to come here if there is a loud music festival nearby.

Clearly, if it can be ascertained that we will not hear any noise from the festival here then we will be happier albeit still concerned about traffic.

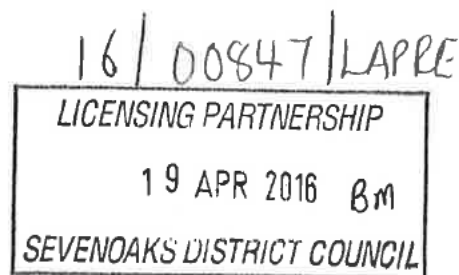
I am sure you will consider all these things when making a decision.

Yours faithfully



Duncan Leslie MRICS
Chief Executive

CC Chiddingstone Castle
Falconhurst
Hever Festival Theatre



HEVER  CASTLE

Jessica Bolton
Licensing Officer
Sevenoaks District Council
Licensing Partnership
PO Box 182
Sevenoaks
Kent
TN13 1GP

Chief Executive's Office:
slambden@hevercastle.co.uk

26 April 2016

Dear Ms Bolton

Leefest & The Neverland 28 – 30 July 2016

Further to my letter of 18 April 2016, I would now like you to look at my letter again and consider it as a representation of prevention of public nuisance, albeit elements will fall under public safety, at least those concerning the road.

You may need to provide me with a proper definition of what Sevenoaks District Council considers to be a public nuisance. Some legal references suggest that noise would not be a public nuisance to all the local individual private land owners, but this seems surely wrong as those private land owners are also members of the public and as such surely have a right to quiet enjoyment in the countryside, whether it be in their home, garden or utilising the public footpaths spread liberally around this part of the countryside. It could also be argued, as I certainly would, that the people who attend the wedding functions that I refer to in my earlier letter and the theatre productions, are all members of the public and intrusive noise in an otherwise rural, tranquil area, particularly a relentless noise such as music which according to the License Application will effectively be running for three days without much of a break at all, has to be considered a nuisance to all those people.

I am somewhat surprised that when issuing licenses no consideration is given to existing license holders whose activities potentially stand to be damaged by the issuing of another license by yourselves, to someone who has what appears will be a very disruptive activity involving a great deal of noise which clearly has the potential to damage these other facilities. Surely the sheer number of people who might be affected by this would fall into the public nuisance category. Or is it because people at these other venues have paid for their activity on private land and so are no longer classed as a public nuisance?

The difficulty for private land owners with other venues - all of whom live here all year round so is much more in our interest to get on with our neighbours and not be a nuisance - as far as I could tell there is potentially no mechanism by which we can stop this event taking place and our only recourse

CHILDHOOD HOME OF ANNE BOLEYN

Hever Castle | Longbridge Court | TN8 7NG
Tel +44 (0)1732 861700 | Fax +44 (0)1732 861796 | info@hevercastle.co.uk | hevercastle.co.uk

Registered office: 137 Scalby Road | Scarborough | Yorkshire | YO12 6TB | Reg no: 1479520

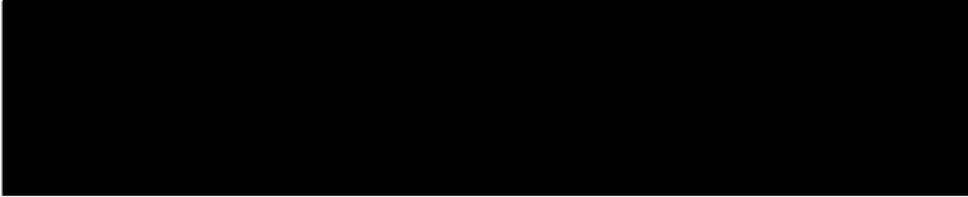
Agenda Item 3

is after the event has taken place or during the event taking place, that we potentially could contact your colleagues in Environmental Health who I understand have an obligation to investigate nuisance such as noise and this would seem to me to be an utterly absurd way to go about business. We have to wait for the event to take place then tell your colleagues in Environmental Health, who almost certainly would have to find that there was a noise nuisance that was contrary to a person or people's "right to enjoy their property without unreasonable interference from others" (quoted from Sevenoaks District Council's own website under nuisance and noise). So are you suggesting that you are potentially willing to issue a license for an activity that your own colleagues might be obliged to close down while the event is in progress, after everyone has bought their tickets and arrived on site etc. rather than do something about preventing it from happening in the first place?

I am hopeful you can bring me up to speed on the law here because this seems to be absurd, makes no sense at all and potentially makes everyone very unhappy, not least the organisers if they get a license to have the event which your colleagues are then in a position to close down.

I very much look forward to hearing from you.

Yours sincerely


A large black rectangular redaction box covering the signature area of the letter.

Duncan Leslie MRICS
Chief Executive

CC Chiddingstone Castle
Falconhurst
Hever Festival Theatre



LICENSING ACT 2003 - GRANT / VARIATION / MINOR VARIATION / REVIEW, REPRESENTATION FORM

1 Any other person, body or business		
Name	J.R. Green	Name and address of any representative acting for you
Address		
Phone		
Email		
Name and address of the Leefest at Wildernesse Farm, Mark Beech, Edenbridge,		
Your representation may be in opposition to, or in support of, the application. Your representation must be about the likely effect, if the application is granted (or subject to review), on the promotion of one or more of the four Licensing Objectives (see (A) – (D) below) with evidence if you have any available. Use separate sheets if necessary.		
(A) The prevention of crime and disorder	I believe that the way in which the traffic approaching the site has been organized will cause chaos and disorder. The traffic coming from the direction of Hartfield will have to cross a line of traffic coming from the direction of Edenbridge at a notorious accident blackspot where both lines turn into Cowden Pound Road.	
(B) Public safety	The comments made in (A) above will create a threat to public safety. I consider that the country lanes in approach to the site are totally inadequate for such an event and volume of traffic and a licence should NOT be given.	
(C) The prevention of public nuisance	The volume of traffic approaching the site along country lanes where two cars cannot pass without one stopping and pulling aside or reversing into a layby is certainly a public nuisance for normal road users going about their daily business and I therefore believe that the site is totally inappropriate to take this traffic.	
(D) The protection of children from harm		
Suggestions/conditions you would like the Licensing Authority or Licensing Sub-committee to consider adding to the licence if the application is granted.		
If your representation is on a grant, variation or review application and it is accepted, you will be invited to attend a Licensing Sub-committee hearing (and any subsequent appeal court hearing) in order to amplify your representation should you wish to do so.		

Signed: J.R. Green

Dated: 23.4.16



SEVENOAKS DISTRICT COUNCIL LICENSING AUTHORITY

Grant, Variation, Minor Variation, Review representation form

Any Responsible Authority, or, any other person, body or business may make a representation in writing about an application for the grant, variation, minor variation or the review of a premises licence (or club premises certificate). The representation needs to be relevant to one or more of the four licensing objectives and must not be frivolous or vexatious.

Any representation must be received by the Licensing Authority within the statutory period for representations. The deadline date can be seen on the notice displayed on the exterior of the applicant premises or by consulting the premises licence tracker which can be found on the Authority's website. Alternatively you may email or telephone the Licensing Team (01732 227004) to check the date. Any representation received after the deadline date cannot be accepted.

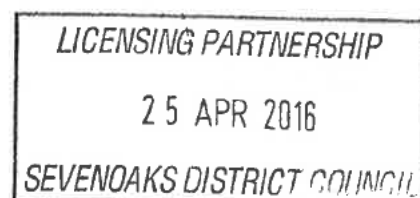
Any representation you make (with the exception of a representation concerning a Minor Variation application) will be published on the Council's website with the agenda papers for the relevant Sub-committee hearing convened to consider the representation/s. In the case of a representation by any person, body or business, your name and house number may be blanked out.

Any other person, body or business

The attached representation form is provided for your assistance – you do not have to use it. You may if you wish simply provide your representation by letter or email or you may make comments via our Public Access webpage <http://pa.sevenoaks.gov.uk/online-licensing>. Any person, body or business submitting a representation may request that their representation to the licensing authority is submitted on their behalf by a landlord, legal representative, a friend, an MP, a Councillor or similar. Please provide your full contact details in section (1) of the form, and those of any person you wish to act on your behalf, or provide these details in your letter or email.

The Authority must give a copy of any representation you submit to the applicant. By submitting a representation you agree to the information, including your name and address (together with any additional sheets) being copied to the applicant. In some exceptional circumstances, your name and house number may be withheld from the applicant, but only if the Authority is satisfied that you have a genuine and well-founded fear of intimidation. If you wish the Licensing Authority to consider withholding your name and address from the applicant you must provide your reasons for this on a separate sheet attached to your representation (with your full contact details).

Please return the completed form (with any additional sheets) by post to the Licensing Partnership, P.O. Box 182, Sevenoaks, Kent TN13 1GP or by email to – licensing@sevenoaks.gov.uk If you have any questions please telephone – 01732 227004.





LICENSING ACT 2003 - GRANT / VARIATION / MINOR VARIATION / REVIEW, REPRESENTATION FORM

1 Any other person, body or business		
Name	DR T. BOYLE	Name and address of any representative acting for you
Address	[REDACTED]	
Phone	[REDACTED]	
Email	[REDACTED]	
Name and address of the premises you are making a representation about		WILDERNESS FARM, HEVER [MARK BEECH]
<p>Your representation may be in opposition to, or in support of, the application. Your representation must be about the likely effect, if the application is granted (or subject to review), on the promotion of one or more of the four Licensing Objectives (see (A) - (D) below) with evidence if you have any available. Use separate sheets if necessary.</p>		
(A) The prevention of crime and disorder	Five thousand people without a police presence.	
(B) Public safety	Five thousand people in a strange and confined place	
(C) The prevention of public nuisance	Noise. Damage to the environment.	
(D) The protection of children from harm		
Suggestions/conditions you would like the Licensing Authority or Licensing Sub-committee to consider adding to the licence if the application is granted.		
<p>If your representation is on a grant, variation or review application and it is accepted, you will be invited to attend a Licensing Sub-committee hearing (and any subsequent appeal court hearing) in order to amplify your representation should you wish to do so.</p>		

Signed:



Dated: 23 April, 2016

Reference: Licensing 16/00847

Sirs,

I wish to state to you my objections to the granting of a Licence to Leefest to hold an 'event' at Wilderness Farm, Markbeeceh next July. I do so on the following grounds:

Highways

The road system in the area is unsuitable and inadequate for the purpose. It is proposed to have up to 1500 extra cars using the narrow road from the Queen's Arms P.H., through Markbeeceh, to and down Wilderness Lane. This would be very onerous, in terms of noise, pollution, access and peril, (there being no footpaths), for the inhabitants of the village and will increase the hazards at the dangerous crossroads at the Queen's Arms and in the centre of Markbeeceh. Every additional vehicle must increase statistically the chances of accident at these places. Furthermore, Wilderness Lane is a single track road and to encourage large numbers of extra cars and, moreover, buses to use it would be irresponsible. Where are the buses to turn and what happens if two buses meet head-on? Are locals going to have to give way constantly to this onslaught of traffic, especially in Wilderness Lane?

The proposed site lies across a Public Footpath. This path is part of the very ancient track which went from Dry Hill Fort to the Eden Valley at Chiddingstone. It is very well used by the inhabitants of Markbeeceh and Chiddingstone (and others) for dog walking, recreation etc. and it should not be deviated even temporarily to accommodate a private event.

Noise

It is proposed to disseminate 65 decibels of noise from twelve noon until 11 p.m. in summer when people are likely to have their windows open. The topography ensures that the noise will go westwards along the north face of

- 2 -

the ridge through Markbeeceh and also southwards across the plateau to Chiddingstone Hoath at both of which there are centres of population. It is intolerable that people should be subjected to that level of noise for so long and many in this village have no confidence that they will remain undisturbed when the noise is supposedly reduced from 11 p.m. to 5 a.m. Why does there have to be any noise at all after, say, midnight?

Environment

The proposed site is destructive of the environment. For example, there is a pond near the proposed Stage One and the whole area is the home of many wild flowers. I doubt if a proper environmental assessment has been made. Are there any rare and/or important wildlife in the area. Until it is established definitively that these factors don't operate no Licence should be granted.

Just as the organisers have no local knowledge of traffic difficulties (why should they?) they have no knowledge or experience of the local terrain. The previous events conducted by this organisation have been on the chalk of the North Downs, where drainage is good. The organisers have no experience of glutinous High Weald clay: five thousand people tramping over the land plus 1500 cars will do irreparable damage to the landscape even if it does not rain and may lead to treacherous and onerous problems of movement. If it does rain it will be disastrous and for this reason alone should be avoided.

Planning

We are all aware that this is not strictly a planning matter, but it surely must have implications for planning. I don't doubt that Wilderness Farm is designated as agricultural land. I learn that there is a proposal to crush large quantities of rubble into parts of the land in order to try to overcome the clay problem. If this is done that land can never be returned to agricultural use. I suggest that this would be breach of planning laws. Moreover what about the proposal to rip out hedgerows in Wilderness Lane?

Conclusions

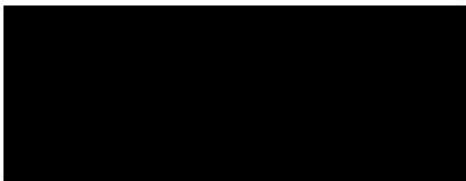
The above factors make this proposal objectionable. It would be an unsought and destructive intrusion into the life of this village and no one has the right to do unavoidable harm to others. Markbeece is one of the most peaceful and unspoilt places within thirty miles of London and it should remain so. It should never be despoiled. The site is ill-chosen: (a) the presence of so many people without a police presence could lead to CRIME AND DISORDER; (b) the presence of so many people and the unleashing of so many extra cars on an inadequate road system endangers PUBLIC SAFETY; c) the loud noise and the degradation of the environment constitute a PUBLIC NUISANCE.

Dr. T. Boyle,



TN8 5NS

22 April, 2016.





LICENSING ACT 2003 - GRANT / VARIATION / MINOR VARIATION / REVIEW, REPRESENTATION FORM

1 Any other person, body or business			
Name	HW BLOFF	Name and address of any representative acting for you	
Address			
Phone			
Email			
Name and address of the premises you are making a representation about		LEPPARDS FARM 16/00847	
Your representation may be in opposition to, or in support of, the application. Your representation must be about the likely effect, if the application is granted (or subject to review), on the promotion of one or more of the four Licensing Objectives (see (A) – (D) below) with evidence if you have any available. Use separate sheets if necessary.			
(A) The prevention of crime and disorder	I HAVE BEEN BROKEN INTO ONCE		
(B) Public safety	TRAFFIC CONGESTION AT NIGHT — NO LIGHTING NO PAVEMENTS		
(C) The prevention of public nuisance	I MOVED HERE BECAUSE OF LACK OF NOISE DISTURBANCE		
(D) The protection of children from harm	—		
Suggestions/conditions you would like the Licensing Authority or Licensing Sub-committee to consider adding to the licence if the application is granted.	(1) 3 DAYS TO MUCH (2) 5AM CLOSE DOWN UNREASONABLE		
If your representation is on a grant, variation or review application and it is accepted, you will be invited to attend a Licensing Sub-committee hearing (and any subsequent appeal court hearing) in order to amplify your representation should you wish to do so.			

Signed:



Dated: 24/11/14



SEVENOAKS DISTRICT COUNCIL LICENSING AUTHORITY

Grant, Variation, Minor Variation, Review representation form

Any Responsible Authority, or, any other person, body or business may make a representation in writing about an application for the grant, variation, minor variation or the review of a premises licence (or club premises certificate). The representation needs to be relevant to one or more of the four licensing objectives and must not be frivolous or vexatious.

Any representation must be received by the Licensing Authority within the statutory period for representations. The deadline date can be seen on the notice displayed on the exterior of the applicant premises or by consulting the premises licence tracker which can be found on the Authority's website. Alternatively you may email or telephone the Licensing Team (01732 227004) to check the date. Any representation received after the deadline date cannot be accepted.

Any representation you make (with the exception of a representation concerning a Minor Variation application) will be published on the Council's website with the agenda papers for the relevant Sub-committee hearing convened to consider the representation/s. In the case of a representation by any person, body or business, your name and house number may be blanked out.

Any other person, body or business

The attached representation form is provided for your assistance - you do not have to use it. You may if you wish simply provide your representation by letter or email or you may make comments via our Public Access webpage <http://pa.sevenoaks.gov.uk/online-licensing>. Any person, body or business submitting a representation may request that their representation to the licensing authority is submitted on their behalf by a landlord, legal representative, a friend, an MP, a Councillor or similar. Please provide your full contact details in section (1) of the form, and those of any person you wish to act on your behalf, or provide these details in your letter or email.

The Authority must give a copy of any representation you submit to the applicant. By submitting a representation you agree to the information, including your name and address (together with any additional sheets) being copied to the applicant. In some exceptional circumstances, your name and house number may be withheld from the applicant, but only if the Authority is satisfied that you have a genuine and well-founded fear of intimidation. If you wish the Licensing Authority to consider withholding your name and address from the applicant you must provide your reasons for this on a separate sheet attached to your representation (with your full contact details).

Please return the completed form (with any additional sheets) by post to the Licensing Partnership, P.O. Box 182, Sevenoaks, Kent TN13 1GP or by email to - licensing@sevenoaks.gov.uk If you have any questions please telephone - 01732 227004.

LICENSING PARTNERSHIP
27 APR 2016
SEVENOAKS DISTRICT COUNCIL

[REDACTED]
NR. EDENBRIDGE, KENT
TN8 5PH
[REDACTED]

25th April, 2016

Chairman,
Licensing Committee,
Sevenoaks District Council,
P.O.Box 183,
Argyle Road,
Sevenoaks, Kent
TN13 1HG

Dear Sir,

Re – your ref 16/00847 – LeeFest Music and Arts Festival at Wilderness Farm, July 28 – 30 2016

Unfortunately I was unable to attend the Consultation Meeting with the Festival Organisers at Markbeech Village Hall on 19th April at 8pm as I was recovering from an operation. However my husband John Gladstone and many friends did attend and I understand the vast majority of those in attendance was very much **AGAINST** this Festival being allowed to be held at Wilderness Farm. I am in total agreement for the following reasons-

1. Noise.

Our house is situated on the other side of the wood by Wilderness Farm with only a field between us. This means we will hear the noise at full pelt until 11pm and then unbelievably at a lower volume until 5pm for three days in a row!!! It is bad enough when people have parties and the sound goes on until 11.30 ish.

2. Traffic.

I understand that the representative from the Festival admitted at the Meeting that they had not done a Road Survey before applying for permission to hold the Festival. I find this astonishing as the roads are very narrow and winding and in our opinion quite unsuitable for large vehicles which will presumably be needed to set up the equipment and for the quantity of cars expected which we understand to be in the region of 5,000 !!!

When we go to church at St. Mary's Chiddingstone we go past Wilderness Farm and find it a nightmare as it is so narrow when cars come the other way not to mention the large quantity of cyclists who use this road, we think as a short cut to get to Tunbridge Wells, via Penshurst. There are only a few places where one can pull in to allow a large vehicle to pass and these are usually very wet and muddy as the soil here is heavy clay. **↓ NO PAVEMENTS!**

In addition to the above presumably people will be allowed in earlier as I understand there is to be a Camp Site and again presumably will be allowed to remain after the event. Pto

Re- LeeFest Music and Arts Festival continued-

Re Traffic continued-

We understand that all traffic will be encouraged to get to Wilderness Farm via the road through Markbeeceh. Again this is quite a narrow road and difficult enough as it is without the expected volume of traffic.

3. Carparking.


I understand that 1,440 cars are expected which will take up a considerable amount of space but the Meeting was told that any preparations for carparking will be removed after the event. That number of cars will take up a considerable amount of room as will a camp site for 2,500 tents!

We do hope that it will all be cleared away in case other events will be encouraged to use this site!

Presumably as the site is in the Green Belt any concrete carparking area would also have to be removed.

Please when considering the application for this Festival which I understand would become an annual event, take all the foregoing into account as I can assure you the majority of the Village is against this.

Yours faithfully



Jane G. Gladstone (Mrs)



Donna Thorne

From: A Russell <[REDACTED]>
Sent: 25 April 2016 11:47
To: Licensing
Subject: 16/00847

We oppose the above application on the grounds of Prevention of Public Nuisance due to noise pollution and inadequate road access

Andrew & Elspeth Russell

[REDACTED]
Edenbridge, Kent TN8 7ES

[REDACTED] HEVER, KENT. TN8 7LS.
[REDACTED]

Licencing,
Sevenoaks District Council,
Arglye Road,
Sevenoaks,
Kent.
TN13 1HG.

26th April, 2016.

Dear Sirs,

Application Reference 16/00847
Wilderness Farm, Hever, Kent – Leefest

The countryside, a place of beauty, tranquillity and green spaces. Somewhere to come and relax, live peacefully, enjoy nature.

Why then is it felt necessary to come out into it, fly tip, leave litter, clog up the lanes with cyclists who although drivers themselves, feel it necessary to be unpleasant and inconsiderate to residents sometimes. Home buyers who come from the city and suburbs to build huge houses and then proceed to put lights in, on and around themselves for security. Is it any wonder that residents should object to yet another intrusion into their lives.

Hever Castle provides local employment, entertainment, theatre and additional noisy events. Aeroplanes invade the peace as they fly low overhead, but we must accept some disturbances in our modern lives.

Leefest if a licence is granted for July 2016, is not considered suitable for this particular site:

- **Site** close to residential properties. The organisers tell us that they looked at several sites before deciding to apply for Wilderness Farm and this had the best access routes. They also stated that they had outgrown their present site, so we must assume that there will be increased numbers here in 2016 and at any future festival should a licence be granted.
- **Neverland** – we understand that the building of this structure would have to be undertaken at least three weeks in advance of the event, which will cause noise and disruption to residents and traffic alike.

Is the structure to be dismantled in case a licence is not granted next year? The

Agenda Item 3

organisers intend to leave the ground exactly as they found it on arrival, but that will not be as it is presently.

- **Traffic** would be increased on already congested narrow lanes and very disruptive to the local residents. If wet weather were to occur, then we do not see how the organisers will be able to keep the lanes free of traffic as they envisage. New gateways and felling of trees is already underway, even without the necessary licence being granted.
- **Noise** levels would not be the 65 decibels intimated, as sound travels even if the speakers face the ground. The suggestion that residents would not be able to hear the festival if they had their windows and doors closed is not acceptable, especially as it will be summertime and we may wish to be in our gardens at the weekends
- The proposed timing of the staging of events would mean that the music will continue until about 5am in the morning with the bars closing perhaps at the same time!
- **Children** - Other proposed events within the festival, such as drag and cinema would mean that children attending may be subjected to unsuitable entertainment. Alcohol is another concern with the bars being open for long periods and although the organisers do not allow drugs and take the precaution of searching the festival goers on entry, they do tell us that they provide counselling on site for any drug abuse. This then implies that incidents do occur.
- **Wildlife** – From the plans it would seem that an area is to be fenced off and a footpath re-routed or closed for the duration. There are herds of deer in this area that use their well-worn tracks and therefore they would be disorientated. The fencing needs to be removed after the event.
- **A survey** needs to be undertaken, which apparently at our meeting with the organisers has not been done, to ascertain any health risks to both adults and children, because deer carry disease, as does effluent from sewers, etc.

One of the worrying questions on which we need clarification, is that if this festival takes place, how many more events will be held during the forthcoming months on the same site at Wilderness Farm. It would seem from conversations with residents who live miles from the present site, that the owners of that site hold many events during the year and the noise levels from these are unacceptable to them. Perhaps that is why a move is envisaged to this farm, and the reason is not outgrowing of the present site, but noise and disruption.

Yours faithfully,

A solid black rectangular box redacting the signature of Mr. Mrs. R.J. Weaver.

Mr. Mrs. R.J. Weaver



Cludding's Inc
West. TN 87

23rd April 2013

SEVENOAKS DISTRICT COUNCIL
REC'D 26 APR 2013
PARKING & AMENITY

Dear Sirs,

I have been informed by the Residents Association that a

Company is requesting permission to hold a 3 day music and arts festival in our area on the 28th - 30th July.

Whilst we do not wish to be spoiling my wife and I would like to register our wish for

The permission not to be granted. We are concerned with the noise and duration of the event, the traffic

Was Lottore
concerns, the noise so late at night

Please do not agree, let us
have some quiet weekends this

Summer.

Wendy J. [unclear]
[redacted]

Agenda Item 3

Bolanle Morafa

From: publicaccess@sevenoaks.gov.uk
Sent: 26 April 2016 07:13
To: Licensing
Subject: Comments for Licensing Application 16/00847/LAPRE

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 7:13 AM on 26 Apr 2016 from Miss Catherine Burdock.

Application Summary

Address: Wilderness Farm Wilderness Lane Hever Kent TN8 7LP

Proposal: Premises Licence

Case Officer: Jessica Bolton

[Click for further information](#)

Customer Details

Name: Miss Catherine Burdock

Email: [REDACTED]

Address: [REDACTED] Edenbridge, Kent TN8 5JY

Comments Details

Commenter Type: Member of the Public

Stance: Customer objects to the Licensing Application

Reasons for comment:

- Crime Objections
- Noise Disturbance
- Parking
- Safety of Premises
- Traffic

Comments: 7:13 AM on 26 Apr 2016 I object most strongly to this. The road network will not cope. There will be danger to all other road users, pedestrians, horse riders and cyclists. I have added concerns in relation to crime, drugs and alcohol. This must not be allowed to proceed under any circumstances. The venue is wholly unsuitable.

Bolanle Morafa

From: publicaccess@sevenoaks.gov.uk
Sent: 26 April 2016 11:06
To: Licensing
Subject: Comments for Licensing Application 16/00847/LAPRE

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 11:06 AM on 26 Apr 2016 from Mrs Emma Isaacs.

Application Summary

Address: Wilderness Farm Wilderness Lane Hever Kent TN8 7LP
Proposal: Premises Licence
Case Officer: Jessica Bolton
[Click for further information](#)

Customer Details

Name: Mrs Emma Isaacs
Email: [REDACTED]
Address: [REDACTED] Chiddingstone Hoath, Kent TN8 7BN

Comments Details

Commenter Type: Neighbour
Stance: Customer objects to the Licensing Application
Reasons for comment:
- Noise Disturbance
- Safety of Premises
- Traffic
Comments: 11:06 AM on 26 Apr 2016 I strongly object due to significant noise disturbance, negative impact on traffic in the local area.
Lack of police resources and the fact that the many local wedding venues have bookings that would ruin a bride/grooms day with a potential 5000 people descending on an area of outstanding natural beauty and ancient woodland.

Agenda Item 3

Bolanle Morafa

From: publicaccess@sevenoaks.gov.uk
Sent: 26 April 2016 19:05
To: Licensing
Subject: Comments for Licensing Application 16/00847/LAPRE

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 7:05 PM on 26 Apr 2016 from Miss Samantha Rose.

Application Summary

Address: Wilderness Farm Wilderness Lane Hever Kent TN8 7LP

Proposal: Premises Licence

Case Officer: Jessica Bolton

[Click for further information](#)

Customer Details

Name: Miss Samantha Rose

Email: [REDACTED]

Address: [REDACTED] Mark Beech, Kent TN8
5NU

Comments Details

Commenter Type: Member of the Public

Stance: Customer objects to the Licensing Application

Reasons for comment:

- Crime Objections
- Noise Disturbance
- Opening Hours
- Parking
- Protection of Children from Harm
- Safety of Premises
- Traffic

Comments: 7:05 PM on 26 Apr 2016 I am totally against something like this happening in a rural community like this. We do not have the road infrastructure for this type of disturbing event. I have horses only a short distance from the proposed venue site and I will be looking for full reimbursement for the cost of having to move my horses for their safety over this proposed weekend. I am extremely concerned about the crime in the area brought in by the type of person this type of event will attract and living alone I am frightened and intimidated in my own home.

Agenda Item 3

Bolanle Morafa

From: publicaccess@sevenoaks.gov.uk
Sent: 26 April 2016 21:35
To: Licensing
Subject: Comments for Licensing Application 16/00847/LAPRE

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 9:34 PM on 26 Apr 2016 from Mrs Anna Toynton.

Application Summary

Address: Wilderness Farm Wilderness Lane Hever Kent TN8 7LP

Proposal: Premises Licence

Case Officer: Jessica Bolton

[Click for further information](#)

Customer Details

Name: Mrs Anna Toynton

Email: [REDACTED]

Address: [REDACTED] Chiddingstone Hoath, Kent
TN8 7BP

Comments Details

Commenter Type: Neighbour

Stance: Customer objects to the Licensing Application

Reasons for comment:

- Crime Objections
- Noise Disturbance
- Opening Hours
- Protection of Children from Harm
- Safety of Premises
- Traffic

Comments: 9:34 PM on 26 Apr 2016 We strongly object to the granting of the licence. Having reviewed the Application, we note it is flawed in many ways. By way of example, the strain on local A&E and minor injuries which are already under extreme pressure with several hours waiting time. Further, the area is too far from fire and proper medical assistance. There is a real risk of crime and danger to local property and people. Although the subject of under age drink and drugs have been touched on in the application, we do not accept that enough has been done to address this. Above all, this site is not appropriate for an event of the size proposed. The narrow lanes will be damaged, buildings and footpaths will be ruined beyond repair. Traffic congestion will cause danger to the many walkers, significant number of cyclists and horse riders in the immediate vicinity. There is a genuine and real risk that people will be harmed in the area given the enormous volume of traffic proposed.

Children in the local area will be at risk from being subjected to drunken and inappropriate behaviour and there is a serious risk of harm being inflicted on children in the area. We have been told that noise will not be a problem after 11pm. However this is factually incorrect as we understand that acts run through the night and bars will be open during the night. We urge the the Council to support the local community and refuse the application for the licence given the strain it will put on local services and the adjoining AONB. There are more suitable areas for such an event elsewhere. For example, sites which have previously held events such as festivals, car boot sales, etc. The key reasons for refusal in our view should be on the basis of public safety, the prevention of public nuisance, the prevention of crime and disorder and the protection of children from harm.

Agenda Item 3

Kerry Holloway

From: Gemma Tisdall [REDACTED]
Sent: 27 April 2016 10:55
To: Licensing
Subject: 16/00847

Licensing Team,

Following the promotion of the Leefest event in our local area I would like to register my support for the event.

I have spoken with lots of people from Hever and the surrounding villages who are very keen to see this event go ahead. We all feel that this festival would reflect the friendly and active community atmosphere that makes our area so unique. Unfortunately I understand that there has been a lot of objection to this event taking place, I am not alone in feeling that this is due to the uneven demographic of the HRA members. I recently attended a Q&A session for this event and only knew a handful of attendees, I have lived and worked in Hever for years, support all the local events (Chiddingstone Real Football, Point to Point, Hever Triathlon, Blackham raft race etc.) and normally know the majority of locals. I hope that the decision is not swayed by the small majority of negative residents and that the enthusiasm and knowledge of the Leefest team and Leppard family ensure you see how this event could become a real highlight of the village calendar. With regards to the 4 licensing objectives I cannot find any reason to object to any of these points. The festival is small in comparison to most music festivals and has a smaller attendance than the Hever triathlon. I have complete faith in the team running the event extremely well as they have carried out extensive planning with help from the locals to date.

I hope you find this email helpful.

Kind Regards,

Gemma

(address as below)

Gemma Tisdall (BA Hons)
Project Manager

Proco

SERVICES LTD

Brocas North Farm

Hever

Kent

TN8 7LE

Telephone: 01732 865392

Fax: 01732 865683

www.proco.co.uk



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LICENSING PARTNERSHIP
27 APR 2016
SEVENDAKS DISTRICT COUNCIL

Mr T R Mullender



Hever

Kent

TN8 7LS

Licensing Partnership
Council Offices
PO Box 182
Argyle Road
Sevenoaks
Kent
TN13 1GP

27th April 2016

Re: Application for a Premises License at Leppard's Wilderness Farm, Wilderness Lane, Edenbridge by Phizzwizzards Ltd Ref: 16/00847

Dear Sir/Madam

I write concerning the proposed 'Neverland' festival to be run by Phizzwizzards Ltd.

I wish to object to the licensing of this event on the basis of all four licensing objectives, these being; Crime and disorder; Public safety; Prevention of public nuisance; Protection of children.

If granted a license by Sevenoaks District Council this event, would, as I understand it be scheduled to take place over four days and three nights on 28th, 29th, 30th and 31st of July this year. Many advance tickets are said to have already been sold online, acts booked, and much work has already been carried out to prepare the site. A front page article carried by The Courier at the end of March and another posted on their website on 20th April makes a mockery of the idea of 'a secret site' and further adds to the impression of a done deal. However, a show of hands following a presentation by the organisers at the Hever Residents Association meeting in Markbeech village hall on 19th April revealed that the near capacity audience of 100+ local residents remained overwhelmingly opposed to the event taking place, with a show of hands showing almost ten to one against.

The reason given for relocating here is that the event has outgrown its current venue at Highams Hill Farm, Biggin Hill. This being the case, and that this is proposed as an annual event going forward, I must ask what degree of expansion of the initial expected attendance of five thousand individuals and around two thousand vehicles might be predicted over the coming years? I am also concerned that a cursory online investigation of Phizzwizzards Ltd revealed that they were only incorporated at Companies House on 19th of January this year. It is claimed that the event has been conducted at Highams Hill Farm with virtually no complaints from the public (2 in total according to Lee Denny) for the past nine years. Why then is there a need to register a new company if not to shed past history and/or liabilities?

Lee says that Phizzwizzards use many voluntary helpers. As 'Neverland' is marketed as a family event with many children attending. Can we assume, given Phizzwizzards apparently brief history, that they will have all been CRB checked come the day?

There are already a number of regular, long established, events held annually in the area such as Penshurst Point to Point and Hever Castle's jousting and Lakeside Theatre which, although generating some increase in traffic and a certain level of noise, are generally well run, cause little overall disruption within our locality and do not intrude on our daily lives outside of office hours. If granted this event would clash with another such event, the annual Chiddingstone dance and fete. A proven and well supported local fund raiser held on the same weekend.

There has been a very noticeable proliferation of newer events in recent years which have not only disrupted the rural ambience of the area but have, effectively, denied us as locals the right to venture from our properties or access them upon our return. Most notable among these is The Hever Triathlon and to a lesser extent the Ironman event (I understand that several additional, similarly themed, events are also planned for this year) held loosely at the castle but with a good deal of the action taking place outside of the confines of their grounds. In the case of the triathlon, including arrivals and departures, this lasts for several days during which we are shaken from our beds at dawn by passing traffic and/or the piercing blare of public address systems, to be effectively held prisoner in our own homes for much of the day while the local lanes are jammed solid with car traffic and, or, cyclists. Not only does this generate a good deal of litter but should we dare to venture forth for the duration we are likely to be subjected to torrents of abuse, or even threatened with violence, by an element among those taking part, for having the temerity to try and use the public highway.

If any of the emergency services should be required anywhere within what translates to a considerable area during these times they would find access to be absolutely impossible. Neither does the problem end with the event, for now that the cycling community has discovered our locality we are virtually always confronted with problems on our lanes during daylight hours, predominately at weekends but also throughout the week, caused not by individuals but dozens upon dozens of cyclists riding in packs, often two or three abreast, congesting our lanes and refusing to let us pass with their 'defensive riding'.

We are now faced with the prospect of yet another 'non-profit making' event, wholly inappropriate to the proposed rural site, in an area designated as both Green Belt and an Area of Outstanding Natural Beauty, with even worse access problems. As is the usual excuse, the philanthropic countryside loving organisers tell us that their selfless efforts will benefit the local community, the vast majority of who want nothing more than to be left in peace to enjoy our rural location together with the many likeminded visitors to the area that we continue to welcome with open arms.

The organisers say that a route to the site will be clearly signed at the time. This is also the case with the Hever Castle Ironman and Triathlon events but those attending, to a large extent, ignore these signs and follow their satnavs/smartphones and approach from all directions, creating absolute chaos for miles around. In this case there is another layer of concern, that of around two thousand inevitably tired motorists, potentially still suffering from the effects of alcohol, all leaving at roughly the same time and intent on getting home as quickly as possible by the shortest route available once the event comes to an end. The cross roads at Cowden Pound are very dangerous at the best of

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times as any investigation into the history of fatal road traffic accidents in the vicinity will attest. Any sudden increase in the volume of traffic using this route can only make the situation worse and while I do sincerely hope that, if the event is licensed, those leaving will depart safely I fear this will be impossible to supervise and my blood runs cold at the prospect.

I have heard rumours from a number of sources locally, who wish to remain anonymous, that much of the land in question has, allegedly, been used for many years to dispose of raw human effluent. I must say that, although I find such allegations to be completely implausible myself, if further independent investigation should prove them to be true this would hardly provide the ideal environment for those attending.

I worked in the microbiological analysis of London's water for a number of years and suggest that under the circumstances it might be a simple and sensible precaution to test for any human pathogens, which can survive in the soil for many years, across the site in order to dispel these unlikely rumours for good. The Environment Agency or perhaps East Surrey Water Company would I am sure be happy to arrange for this.

I assume that a professionally executed ecological survey, conducted by a recognised independently accredited body has, or prior to the event will have, been completed to cover the whole site in order to properly assess the flora and fauna present. For this to have any viability it will need to have been conducted over a full year, covering all four seasons. This should involve monthly visits except, perhaps, for winter when one might suffice, as the community revealed will change substantially from one month to the next, for instance, that discovered in May will perhaps have little relevance to what might be present at the end of July. To initiate a survey at this late stage would in any case leave no time to formulate any meaningful management strategy and would be of negligible value.

Of course the main species of concern at this fairly remote and hitherto undisturbed site would be those protected under the 1981 Wildlife and Countryside Act that are either, resident or visiting the locality and/or breeding there. One national rarity which was certainly present when I last checked is the exquisitely beautiful grass vetchling which will be just coming into flower at the end of July. Another good example of why any survey needs to be carried out over such a protracted time scale is, of course, the great crested newt which may well be present here. Best identified by night time visits during their breeding season, using a torch (a license from Natural England may be required and certainly would be for any more intrusive investigation), once this is over they leave the water and disperse over surprisingly long distances, beginning around the time of this proposed event, to adopt a more terrestrial lifestyle. At this stage fencing off the pond will have little benefit to them if present as they will be hugely vulnerable to trampling anywhere up to four hundred metres distant.

With all the coverage in the press concerning the demise of amphibians world-wide, due to the spread of *Chytridia mycosis*, there may also be issues with biosecurity which should be investigated given that there is a pond onsite and that the first recorded outbreak of this deadly fungal disease in Britain was less than two miles south of the proposed venue. Kent Reptile and Amphibian Group may be able to recommend some measures of mitigation that could be put in place and I understand from them that fencing the pond as the organisers already intend would be one helpful step in achieving this.

Back in the late eighties I discovered that Ospreys, on passage to and from their breeding sites in Scotland, were using Stock Wood as a roost while stopping over for a few days to feed at both Bough Beech Reservoir, and Hever Castle Lake. I was at this time Assistant Warden at Bough Beech for Kent Wildlife Trust (then KTNC) and in conjunction with them and the then Richardson Trust I manufactured and erected two nesting platforms, barely a hundred yards from the potential site of the main stage, in an effort to encourage them to stay and breed. Sadly this did not come to fruition but while the timing of this event would be outside the times of passage, when migrating ospreys may well still be using Stock Wood, obviously the less disruption to the area the better in my view.

I was greatly alarmed at the meeting with the organisers at Markbeech Village Hall on 19th April to find that at that point they had never even heard of Lyme disease, especially as they are supposedly well experienced in organising similar events. Therefore, at that time, there was no intention of conducting any risk assessment of this debilitating and potentially fatal disease. This should be of huge concern, especially given the large deer population regularly visiting the site and the probability of children playing in the long grass there. There is also of course always the possible issue of Weill's disease in such situations.

With a public footpath/bridleway traversing the site and open cross country access along the whole boundary, security must be another major worry. In this age of social media and expensive tickets the event will inevitably become a focus for gate crashers. How can potentially large numbers of these uninvited guests possibly be excluded (certainly not by some flimsy, intermittently policed fence) not only from the site in question but from creating mischief around the locality in general?

Given all the press coverage of near disasters caused by the misuse of laser pens and a recent airstrike involving a drone at Heathrow, not to mention any in-house light shows I was somewhat comforted to be told by the organisers that all air traffic using Gatwick Airport would be rerouted to avoid the site for the whole duration of the event. This should fully address those hazards.


If all other problems can be successfully addressed there remains the matter of the noise, both day and night, for at least three days. This we are told by the organisers will not exceed 65 decibels (less after 11pm) at the range we live at and so long as we remain indoors with all of our windows closed (at the end of July?) and the TV on this should be tolerable for us. The prospect does not fill me with joy! I would remind those considering the issue of a license for this event that a statutory nuisance is defined in law as; 'more than an annoyance or irritation. It is a disturbance that interferes significantly with your right to enjoy your home'. This is something to which the residents of Hever and Markbeech are being subjected on a more and more regular basis.

As well as the proposed event, both in the weeks leading up to it and for another couple of weeks afterwards, we shall be plagued by the movement of heavy plant along our inadequate and already badly damaged lanes as the stages, trade stands and facilities are delivered, installed and then dismantled and removed. All of this we law abiding, tax paying, residents are expected to happily endure, not as a one off event but annually henceforth for the foreseeable future on an ever expanding scale.

Yours Faithfully

T R Mullender

Agenda Item 3


Hever Kent
TN8 7LS

28th April 2016

Licensing Partnership
Council Offices
PO Box 182 Argyle Road
Sevenoaks
Kent
TN13 1GP

Application 16/00847

Premises License at Leppards Wilderness Farm Wilderness Lane Edenbridge Kent TN8 7LI.

Dear Sir / Madam

At the recent meeting to which local residents were invited by Hever Residents Association to hear a presentation by Lee Denny from Phizzwizzards Ltd (the applicant), a show of hands was called for, the outcome being 9-1 against the application (there were about 100 people in attendance). Unfortunately Mr Denny and his companion said nothing throughout to allay my concerns and indeed, only added to them, they are as follows.

Public safety

Having, over the past few years seen an escalation of events in the area, which have had a considerable impact on the district I would like to raise the point that this lane was used for one major event last year which caused the whole area to become totally gridlocked, with cars unable to access the allocated parking sites because the ground was so wet that they couldn't safely park without sinking in. This led to a serious backlog of traffic on to the main road caused by people using their sat navs/smart phones to find an alternative route causing other narrow lanes to become blocked. Tempers became a little fraught and this led to some frank exchanges of views.

The proposed entry and exit site is situated on a lane where there are pinch points. It is not wide enough for two cars to pass safely without pulling off the road. The entry gate from what was said would be about half way down just before a new culvert that Kent highways have just installed to resolve flooding issues, which have been a constant problem for some years because of the waterlogged nature of the site. The entrance gate has ditches on both sides and Mr Denny stated that this would be a single lane entrance, opening up to a four lane roadway within the site. He also said that along with the cars their coaches would use this entrance to drop festival goers arriving by train. This would be extremely difficult as there would not be enough turning space, causing a backlog of traffic onto the main road and beyond. The lane is used by horse riders, people walking, ever more abundant cyclists and people going about their daily business. Mr Denny appears to think that the lane is not a busy thoroughfare; I use the lane on a regular basis to and from work and often meet large vehicles and delivery vans going to and from local businesses as well as a substantial volume of car traffic.

Although Phizzwizzards say they are being very careful to try and keep the exact location a secret I should like to point out that following the meeting last week the Courier newspaper issued an article

stating the exact location of the site. In this day and age with social media it will not take long to becoming general knowledge. It would then be possible for people to put the exact location in to their sat navs and access the site from all directions, making their traffic plans useless. Another safety issue that is of concern is the fact that on the Sunday when people are leaving the site there is a strong possibility that after spending three days with very little sleep and having been drinking continuously over that period that their ability to drive safely will be in question, (especially on narrow roads unknown to them). I also have concerns regarding access for the emergency services on the days when most traffic movement is occurring. It already takes on average 30-40 minutes for them to get to us.

Public Nuisance

According to the applicant noise levels would be kept to the statutory levels by day and night, he did not however make it clear at what level it would be on site or the distance that the noise was measured to adhere to the statutory level. In fact he seemed unsure himself. He did however say that if we complained someone would come and measure levels OUTSIDE our properties, there was no reaction from Mr Denny when asked if those living nearest the site would have to keep their windows closed to avoid disturbance, bearing in mind that this will be the hottest time of the year. **I find it an intrusion of my public liberty and I believe I have the right to enjoy my property without duress.**

No one has taken into account those in the vicinity who work nights and would be arriving home just as the main stage is preparing to restart and they are preparing to get some rest. Working on the times given there will only be a 6hr slot on Friday am and a 4hr slot on Saturday and Sunday am set aside for respite from noise when the site is silent! Thus causing residents to suffer from lack of sleep and no respite from continual noise.

Although purported to be a green festival there will be upwards of 2000 cars and several buses moving to the site which will cause an increase in CO emissions affecting those in the area with breathing difficulties, especially if the traffic grinds to a halt as is very likely.

I would also like to say that there are several village events in the area that weekend one of which could suffer from the increased noise from the site. Chiddingstone Fete dance and fete are on that weekend, it is organised by the villagers and is the main fund raising event for some of our local organisations.

Public Disorder

Having spoken to some of the elderly residents who live alone in the surrounding area who are concerned about noise, increased traffic and their personal safety, they are extremely worried about people wandering onto their property and causing damage. This is leaving them feeling extremely vulnerable and is also a concern to many other residents.

This site is spread over a large distance and has a great many access points, which if you obtained a local map are quite obvious? It also has two footpaths running through the site which Mr Denny said would either be fenced off or rerouted. Surely to reroute requires permission even for a few days? I cannot see how they are going to secure the site as stated by Mr Denny, leaving it vulnerable to an invasion of uninvited guests.

I do not believe as stated by Mr Denny that the people attending this festival are nature lovers and want to spend time enjoying the countryside, having had access to Face book and twitter account and seen some of the comments concerning what the bulk of visitors are looking forward to!

I strongly object to this application.

Yours faithfully


M Mullender

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Janet Lockie

From: John Adkins [REDACTED]
Sent: 29 April 2016 10:48
To: Licensing
Subject: LeeFest 16/00847
Attachments: Let of Objection JBA 29.4.16.pdf; HRA submission re 16.00847.pdf

Sirs

Please find attached my submission in respect of the above licence application.
I would be grateful if you could keep me informed of developments.

Kind regards

John Adkins

[REDACTED]



Nr Edenbridge
Kent
TN8 7LR

Tel 01342 850967

29 April 2016

To
Licensing Partnership,
P.O. Box 182,
Sevenoaks,
Kent TN13 1GP

Dear Sirs

Re Licensing Application 16/00847, LeeFest/Phizzwizzards/Wilderness Farm, Markbeeceh, Kent.

I object to this licence application on the basis of the promotion of all 4 of the licensing objectives:

1. Prevention of crime and disorder
2. Prevention of Public Nuisance
3. Public Safety
4. Protection of children from harm

I also attach a letter from Hever Residents Association which outlines procedural objections with which I concur. There is no Operational Schedule in the application and the Event Management Plan is extremely loose missing many details. Essentially it is not possible for local residents to assess the totality of the impact of this application without a much more detailed submission. The application should be thrown out.

Prevention of Public Nuisance/Public Safety

• **Traffic**

The level of traffic created will be a noticeable increase on that already suffered by householders. The problems are noise and danger as there are no pavements around here; horses, pedestrians, cyclists, cars, hgvs, farm vehicles all share the same space within a 60mph derestricted speed limit. There is no street lighting. At weekends we are inundated with cyclists and pelotons from London, Bromley, Sevenoaks, Tonbridge, Tunbridge Wells and the south-east using our picturesque lanes and there will be conflict.

The main entrance and exit for the public is to be on Wilderness lane (unmarked road) which is a single track road. This is used by cars, tractors with trailers, hgvs, horses etc. regularly and there is very little ability to pass vehicles travelling in the opposite direction. To send 1500 vehicles down that lane is ridiculous and will lead to chaos. This happened during the Hever Triathlon last September in an adjoining single track road, Pigdown Lane, when hundreds of competitors' cars were directed down it in one direction. Traffic came to a halt for long periods, householders could not enter nor leave their premises, deliveries could not be made etc.

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All the roads around here are narrow and this volume of vehicles requires roaming traffic marshals on the roads to keep it flowing. This is the practice that will be adopted at the next Triathlon in September this year. Phizzwizzards have resisted introducing marshals on to the roads despite me suggesting it to them twice. Phizzwizzard's latest traffic management plan (V2) has no reference to marshals in the local area. They have made an offer of engaging with locals to consider the use of marshals but this has not been taken further by them at this time.

The land around here is heavy clay. Again, despite suggesting it to them, there has been no offer by Phizzwizzards to wash the roads after the event if mud is carried onto the highway by the 1500 vehicles leaving.

- **Noise**

The event management plan claims that Phizzwizzards will abide with guidelines. The 65 Db limits set in the guideline seem high. People moved to live in this location because it was relatively peaceful and quiet but noise travels for miles around here and many houses are within 0.6 miles of the 5 music stages. We all live under the flight path into Gatwick and typically suffer the equivalent noise level of 65Db every minute when a plane flies into the airport. I consider it unreasonable and annoying to myself and family to have 65Db continuously from early morning until 11:00 at night.

The noise will also be detrimental to local activities e.g. there are weddings planned for that weekend and a local fete in Chiddingstone that will all potentially suffer not just disturbance but commercial damage.

Whilst it is intended that the noise level at night will be reduced to 45db, with the intention that it is inaudible inside a dwelling, in practice at that time of year windows will be open and we have the prospect of three nights of disturbed sleep until 5am with the attendant health issues and the prospect of a village of half-asleep zombies.

Excessive noise upsets livestock of which there is much in the area. Many residents stable horses and there is a dairy herd in Markbeech approximately one mile from the site.

I have twice asked Phizzwizzards to conduct a noise demonstration at the site so that residents can determine the extent of intrusion into their daily lives, but this has been refused both times.

Public Safety and Order/Prevention of Crime and Disorder

We have had no satisfactory explanation of how the risk to the local area of illegal drugs, legal highs and undesirables that can be expected to accompany the festival goers is to be practically managed.

5000 people will be imposed on a community of 200 residents in Markbeech. There is a real concern for public safety. We have been told that the "LeeFesters" will remain in the venue but there is no guarantee of this. There are NO police in this area for 10 miles. In west Kent all police are allocated to managing rowdy people leaving pubs and clubs in Maidstone 25-30 miles away.

Public Safety

- **Environmental**

There are real concerns on the environmental condition of the site which is the result of allegations on the regular dumping of human sewage on the property from cesspits. I understand that the organisers are conducting a survey but I would want to be sure that the Council is confident that there is not a public health risk as this would overwhelm local facilities and resources in dealing with any consequences.

Protection of Children from Harm

Phizzwizzards promote LeeFest as a family event. Children will suffer sleep deprivation because the noisy events carry on until 5 am each day for 3 days. Also alcohol will be available throughout the 3 days on the site. Are there adequate security measures to protect children when there are 5000 people around them? There are no protective measures mentioned in the Event Management Plan.

Cumulative Impact

SDC has policies and strategies to promote arts, music, dancing, theatre, tourism and employment (licensing policy page 3). I argue that SDC has been very successful in this respect but has now done enough promotion. LeeFest will take us past saturation point and no employment will be created.

We have 3 castles (Hever, Chiddingstone and Penshurst Place) in the area which bring in many visitors all year round, many active art groups, a Triathlon each year, 2 point to points, a multitude of golf courses in the area, and a plague of cyclists each weekend. The proposed site has 4 active wedding venues on 4 sides. We suffer excessive littering and dumping of illegal waste in the hedgerows and the road surfaces have deteriorated greatly and are not maintained. Furthermore the event will be run entirely by volunteers and will not create any employment in the area.

Yours faithfully

John Adkins

Agenda Item 3

Janet Lockie

From: louise.clerk@chiddingstone.org
Sent: 29 April 2016 13:53
To: Licensing; Nicola O'Shea
Cc: KCC - Clive Pearman; Paddy Cooke; Cllr Lake, Peter
Subject: 16/00847/LAPRE: Leppards Wilderness Farm: SE_03 - Cowden And Hever

I set out below Chiddingstone Parish Council's response to this licensing application.

At the Chiddingstone Parish Council meeting held on 20th April, members made the following resolution: "To write to SDC in opposition of the licence application made by Leefest for land at Leppards, Wilderness Farm, Hever on the grounds of (i) law and order; (ii) public safety; and (iii) public nuisance." Our detailed response is below. If you have any queries, please let me know.

Chiddingstone Parish Council considered the licence application that has been requested for the music and arts festival at Wilderness Farm in Hever Parish. The site of the festival is in Chiddingstone Parish.

The Parish Council was disappointed that the organisers had not sought to work with the council prior to this application. The council welcomed Lee Denny to brief them on plans to meet the licensing requirements and were grateful for his time. The festival plans are clearly a work in progress but it was the view of the Parish Council that the licensing criteria would not be met and that the council strongly opposes this licence application for the following reasons:

1. Law and order; there was a strong feeling that a level of criminality was inevitable and that would only increase if the festival got bigger.
2. Public safety; Councillors reflected the concerns of the organiser on the lack of environmental health survey. The council has considerable concerns about the site. Prior to any licence being granted the site should be subject to an environmental health survey, including tests for industrial waste as well as biological waste. We are concerned that there may also be an asbestos risk. Even a passing stroll through the site means that we would want to see evidence that it is safe for the public as I am sure SDC would as well.

Traffic safety is passed on predicted flow rates. Unfortunately there is no control of the flow of traffic - we could all think of multiple scenarios involving tractors and buses that would disrupt the flow rates and quickly become unsafe for other road users.

Lack of control of the perimeter and the footpath. Mr Denny assured us that it would be controlled but he was unable to give sufficient reassurance as to how it would work in practice.

3. Public nuisance. The Parish Council felt that one of the key features of an AONB landscape is its tranquillity. Average exposure to 65 db is not consistent with that landscape for residents or visitors to the area outside the festival. For Chiddingstone (Hever and Markbeech) being in the 50 to 60 db range will be a considerable public nuisance. Specifically, there will be considerable noise nuisance for the two weddings taking place in Chiddingstone during the festival.

Councillors felt it is inappropriate for SDC to grant a licence at this site when many other local businesses have noise restrictions placed on them to avoid this kind of nuisance. The council felt that businesses would be subject to huge damage to their reputation if a bride and her family's big day was, at relatively short notice, given an unwelcome soundtrack provided by Leefest. There are five wedding venues in the 50-60db band, two of which are in Chiddingstone.

During the proposed festival weekend, the Chiddingstone village dance and fete will be taking place; a license has been granted for these events for many years on the proposed weekend and the festival cannot

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reasonably coexist with these events. Businesses in Chiddingstone rely on the tourist trade, it is a National Trust owned village and it would represent a considerable level of public nuisance to have the festival on one of the weekends when a good deal of traffic comes into the village for the events during peak season.

There is a strong feeling from residents which we have to reflect as a council that, and this has nothing to do with Leefest per se, we are already subject to a number of large licenced public events each year. In that context Leefest is just one event too far and is not beneficial enough to local people and businesses of the Parish to warrant the level of nuisance. There was a feeling that, rather than having grown organically in one place, the organisers, having outgrown their previous site, were now putting a cuckoo in the nest.

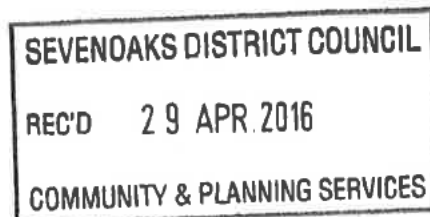
In short the Parish Council does not feel that Wilderness Farm is a safe environment. We felt that the traffic management plans were far too fragile to have any confidence that the public would be safe on the roads. There would be an unacceptable level of public nuisance caused by the event due to; the nature of the local landscape, the businesses that rely on its tranquillity and the events that are already scheduled in the area.

We hope that the District Council licensing team will support us in this view and refuse this application.

Kind regards,
Louise Kleinschmidt
Clerk - Chiddingstone Parish Council



Mrs J. Greenaway



Hever

Kent

TN8 7LT

Sevenoaks District Council

PO Box 182

Argyle Road

Sevenoaks

Kent

TN13 1GP

25th April 2016

Dear Sir or Madam

Ref: 16/00847

I write concerning the Neverland Event which I am informed may take place at Wilderness Farm, Wilderness Lane, Markbeece, TN8 7LP if the necessary licenses are granted, from 28th to 30th July inclusive.

I recently attended a meeting at the village hall where the question of noise was raised and although we were told it would be limited to sixty five decibels or less after 11pm at night this was measured indoors with the windows shut and is it entirely necessary for music to be played until 5.00am. Does this mean we will not be able to sit outside and enjoy our gardens for the duration? Is this either fair or legal? Please bear in mind it can be very hot and humid at that time of year.

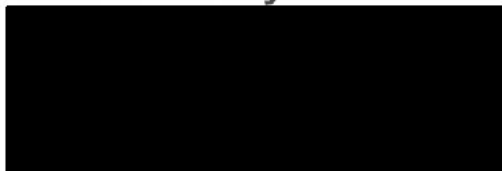
Another problem is traffic. We suffer nightmares with the triathlon and Ironman down at Hever castle. The roads are jammed solid and we can't get out on those weekends. We get woken early in the mornings when they're going on and have cars just abandoned in our lane until it's all finished. The parking here is very restricted anyway so this makes things very difficult for us.

It used to be lovely and peaceful here but in recent years we have had more and more of these events thrust on us which are ruining the whole area. The people organising this festival say they have out grown the present venue where they've been holding it for nine years and I am very concerned about how this festival may grow in the future making things even more difficult for those of us living in the area, this concern was not addressed by the organisers at this meeting. I hope you will be taking these views into consideration before granting permission for this application.

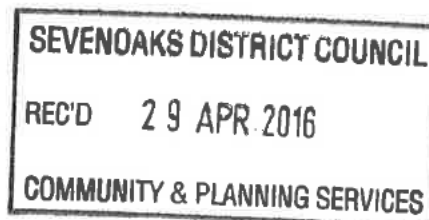
Yours Faithfully



Mrs J. Greenaway



Mr N.V. Greenaway



Janet Lockie

LICENSING PARTNERSHIP
29 APR 2016
SEVENOAKS DISTRICT COUNCIL

From: Licensing
Subject: FW: HEVER PARISH COUNCIL OBJECTION TO 16/00847/LAPRE

From: Charlotte Cole [mailto:clerk@hever.org]
Sent: 29 April 2016 12:35
To: Licensing; Nicola O'Shea
Subject: HEVER PARISH COUNCIL OBJECTION TO 16/00847/LAPRE

Ms. O'Shea,

I have just spoken with Ms. Boulton in your team, who has advised that I email the Hever Parish Council comments as there seems to be a problem with the online licensing comment application.

Please find below the comments related to the above application, on behalf of the Councillors of Hever Parish Council.

I have also received copies of comments made by the following residents, which I have not been able to view online and just wished to check that had been received please;

Mr and Mrs Gladstone,
JR Green,
Mrs. Boyle

TO SEVENOAKS LICENSING

I am submitting a representation on behalf of a representative body Hever Parish Council (HPC) .

Hever Parish Council (which represents Four Elms, Hever and Markbeech residents (1136 people and ~ 600 households)) have been contacted by a number of locals with opinions, two Councillors attended a public meeting on 19.04.16 to listen to the license applicants presentations and discussed at length both within the Council and with external agencies / parishes.

HPC wishes to request that the license application is **refused in its entirety** and our representation addresses the effect or potential effect of the proposed operation of the premises concerned on two of the four licensing objectives, the representation submitted is relevant and is neither repetitious, frivolous or vexatious.

- **Public safety**

1. Estimations from the organisers show maximum car flow at busiest time of 150 in an hour, with an expected 80% of attendees to arrive by car plus staff cars, totalling **1590** cars to enter and then exit the site. They also state that "there shouldn't be any queuing on public roads".

However, in view of the rural nature of the roads being;

- often winding
- with poor visibility
- without footpaths (therefore there cannot be a safe pedestrian route as stated)
- frequently used by walkers, cyclists, horse riders, farm vehicles and local traffic,

we believe that there is a significant risk to public safety with a dramatically increased flow of traffic and inevitable queuing on public roads. Realistically, access into and out of site is a real risk in addition to the congestion.

We believe that the flow of traffic would not be an evenly dispersed movement, but a huge peak at festival opening

time.

Shuttle bus access at local stations will be disproportionate to the small stations.

From local experience of other events, directional signs are ignored and people follow the sat-nav regardless which has caused significant problems in the area in the recent past, which has been discussed at length with Highways, KCC.

2. The information given by the organisers states that the nearest medical facility (Minor Injury Unit, Edenbridge) is 7 minutes away. It neglects to state that the capacity of this cottage hospital is minimal and opening hours are 08:30 - 18:30, so no overnight provision.

- **The prevention of public nuisance**

3. The organisers have stated "the sections of the estate used" will be professionally cleared up, however from local annual litter picking events, we know that a significant volume of litter is strewn along roads and paths which will be a blight to this area of Outstanding Natural Beauty and Green Belt.

4. The main concern (in addition to traffic flow) is the noise pollution concern;

regarding both daytime and the late music licence at night

the noise generated from inhabitants of 2250 tents, PA systems and loud hailers.

5. Noting that the total length of disruption (in order to set up, hold the event and then dismantle) as stated by the organisers will be the 11th July - 10th August, which is clearly significantly longer than the 3 day festival.

6. The sale of alcohol ("for consumption on and off the premises") until 05:00 hours will inevitably lead to some anti social behaviour locally.

We would question the statement that it is a "small scale" event, and noting that it is double the scale of previous events run, we would dispute that there is an actual positive value of such an disproportionately large event to the small local Community;

The organisers have confirmed that once people get into festival site, they don't tend to leave so there would be a negligible economic benefit to local businesses (pubs, Castle).

Public opinion that we are aware of, has demonstrated a large majority against the staging of this event for the above reasons and even with reduced length of licence into the night, people are still opposed in strong majority.

The Licensing Act 2003 stated that applicants "will be required to provide contextual information on issues such as the local area's social-demographic characteristics, specific local crime and disorder issues and an awareness of the local environment. Applicants are required to consider the needs and benefits of the community that their business operates within".

We do not feel this has been considered sufficiently or demonstrated in this application.

One of the new licensing systems objectives was " To provide necessary protections for local residents whose lives can be blighted by disturbance and anti-social behaviour associated with the behaviour of some people visiting places of entertainment".

We are aware that objectors are more likely to be vocal in such situations than those who support or are neutral about the event. Anecdotal evidence collected by Councillors aside from the public meeting shows that opinion is more mixed although the primary concerns are as stated above and reassurance is sought which we are of course not able to give.

Licensing Partnership



LICENSING ACT 2003 - GRANT / VARIATION / MINOR VARIATION / REVIEW, REPRESENTATION FORM

1 Any other person, body or business			
Name	MRS D. CLARK	Name and address of any representative acting for you	Jacqueline Adkins
Address	[REDACTED] MARK BEECH KENT		[REDACTED]
Phone			
Email	N/A		
Name and address of the premises you are making a representation about		16/00847 LeeFest, Wilderness Farm, Markbeech.	
Your representation may be in opposition to, or in support of, the application. Your representation must be about the likely effect, if the application is granted (or subject to review), on the promotion of one or more of the four Licensing Objectives (see (A) - (D) below) with evidence if you have any available. Use separate sheets if necessary.			
(A) The prevention of crime and disorder	5000 people descending on a village of 200. It seems there will be a big risk to local property and residents if we do not have 24 hour police patrols for the 3 days.		
(B) Public safety	The roads are too narrow for the volume of traffic anticipated. Wilderness Lane is single track with 2 way traffic. There will be jams and lost tempers.		
(C) The prevention of public nuisance	NOISE music until 5am for 3 days is unacceptable. We have to put up with planes during the day, and now this??		
(D) The protection of children from harm	Alcohol will be served, music all night, risk of drugs - how can you keep children safe?		
Suggestions/conditions you would like the Licensing Authority or Licensing Sub-committee to consider adding to the licence if the application is granted.	24 hour police patrols necessary for 3 days. Do a noise demonstration before agreeing to a licence.		
If your representation is on a grant, variation or review application and it is accepted, you will be invited to attend a Licensing Sub-committee hearing (and any subsequent appeal court hearing) in order to amplify your representation should you wish to do so.			

Signed:

[REDACTED]

Dated:

29.4.16



HEVER RESIDENTS ASSOCIATION

Claire Perry
 Licensing Partnership Manager
 Sevenoaks District Council
 Argyle Road,
 Sevenoaks
 Kent
 TN13 1HG

29th April 2016

Dear Ms Perry

This objection is made on behalf of the Hever Residents Association (HRA) that is a long established (25yrs+) organisation seeking to "Preserve, protect and if possible improve the local environment"

Phizzwizzards Ltd has made an application for a premises licence for "Leefest" under reference 16/00847, a music and entertainment festival to be held at Leppards Wilderness Farm, Edenbridge. This is the first time that the festival has been proposed in this location, so the impacts are entirely untested on this community. The site comprises 43 hectares. The festival is proposed to take place from 28 – 31 July 2016.

The Application was initially made on 24/3/16.

This is a relevant representation to the application, comprising an objection to the application made on behalf of the Hever Residents' Association. This representation comprises the views of the majority of the members of the Residents' Association who have voted in support of making an objection. It consolidates the different views of a large number of people from the local community.

The objection is made on the basis of the promotion of all four of the licensing objectives:

- (i) Prevention of crime and disorder
- (ii) Prevention of public nuisance
- (iii) Public safety
- (iv) Protection of children from harm.

The representation is outlined in this document and will be amplified at the time of the hearing that is anticipated as a result of the considerable representation that is being made to the Council. The representation at hearing will take around thirty minutes to present in full. The key points of the relevant representation are that:

(a) the premises licence application is defective, particularly but not exclusively because there is no or no adequate Operating Schedule. The Operating Schedule has been demoted to an Events Management Plan, which is an aspirational document, full of deficiencies and holes (numerous matters are indicated as being TBC). The Events Management Plan as submitted is absent of sufficient objective data and information so is wholly incapable of being translated into proper conditions on a premises licence and should be rejected as an Operating Schedule. The application is too defective to be cured in the context of a licensing



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hearing, and the process should be restarted and the submission of a proper Operating Schedule should be required.

(b) the anticipated impacts identified in the Events Management Plan are excessive for the community to tolerate and incapable of proper mitigation. As such, this application does not promote the licensing objectives. The application gives rise to risk of crime, disorder, public nuisance, threats to public safety and risks to children that did not previously exist and the application fails to promote the prevention of those risks. Applicants are not entitled to give rise to risks of impact – there is no balancing test in favour of the applicant, who is required to demonstrate prevention of risk. The Licensing Authority is entitled to refuse an application simply because it is appropriate to refuse it – necessity is not required. This lowers the bar to a refusal, which is justified once unmitigated risk is identified.

(c) the Application as made is incoherent, and could not lawfully be granted in the form applied for. The hours requested under the application are contradictory.

In the boxes indicating the 'start' and 'finish' times, the hours appear to extend continuously from 14:00 on Friday 28th July 2016 until 05:00 on Sunday 31st July 2016.

In the explanatory boxes requiring further detail, the hours sought are set out as:

29th July 00:00 to 03:00 and 09:00 to 23:59

30th July 00:00 to 05:00 and 09:00 to 23:59.

If the application seeks to suggest that the licence would not be effective between 03:00 / 05:00 and 09:00 then there is an argument that the conditions to be applied to the licence, including security, CCTV and so forth, would not be required during those hours, and this is unacceptable, since festival-goers would remain on site during these periods, and would require the protection and control of licensed hours and licence conditions.

If, on the other hand, the hours are expressed as being twenty-four hours, then there is nothing to stop licensable activities continuing at all times, and this requires careful control by way of conditions. It is noted in this regard that the premises are clearly stated to be open to the public 24 hours a day, during the festival period (box O).

It is not for the Licensing Authority, Responsible Authority or interested persons to write the Applicant's application for them. This application should be withdrawn until it can be submitted coherently.

HRA as the Objector will rely on the Secretary of State's s182 Guidance, including the following sections: 1.5; 1.16; 2.7; 2.15; 2.17; 2.21; 2.24; 8.30 – 8.40; 10.7; 10.18 – 10.19.

The particular areas of impact which have been identified on behalf of the Residents' Association are:

- The Events Management Plan is not capable of performing the role of the Operating Schedule. It cannot yield suitable conditions. Significant elements of the Plan are subdivided into other Appendices, such as Fire Risk Assessments; Crowd Management risk assessments and plans, and so on, which have yet to be written, because the contractors who are to be retained and responsible have not yet been retained, and so have not been commissioned to write them. This means that the Licensing Authority is being requested



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to grant a premises licence, which will, of necessity, have no suitable conditions on it, because the requisite data and information is not yet available. Once the premises licence is granted there is far less incentive upon the organisers to comply with standards, because there will be no conditions requiring them to do so. The Applicant should be required to withdraw this application until such time as it is actually ready for submission.

- The Events Management Plan repeatedly delegates responsibility for various matters concerning public welfare and safety to the contractors (who are TBC). The Plan requires representatives from various contractors to remain on site in order to take that responsibility (3.3.10). This is an unacceptable attempted delegation and dilution of a premises licence holder's (PLH) responsibility and a Designated Premises Supervisor's (DPS) responsibility. It is no more acceptable in a festival premises licence to abdicate responsibility to a security company or a construction company or service provider than it would be for a pub or club, and this is not expected in a premises licence application. It would be impossible to translate this into a condition (ie: that the PLH or DPS was not responsible, but a contractor was).

Furthermore, in the absence of the identity of the contractors it is impossible to determine the competence, skill and experience of those who are charged with several fundamental roles in the efficient and safe execution of such a complex project. Therefore, in the absence of such appointments the Council does not have visibility of the terms of the contract between the applicant and the contractor to ensure that there is a confidence that the scope of the services required are sufficient, and that they will be carried out to adequate standards set out in that contract which can then be the subject of conditions for the purpose of licensing.

- The Plan indicates that it is intended that stewards and volunteers will be used on the site. There is no indication as to the training that is to be provided, particular surrounding licensing objectives; access to alcohol and drugs awareness. The use of untrained individuals in this role in these circumstances does not promote the licensing objectives. It is noted that (3.17) all contractors are to be "vetted" "before the show" and personnel are to be given site inductions on the day of the event. This is far too late and with insufficient detail on training to be given we have no confidence that the necessary skills will be present to meet the licensing objectives.

- P. 27. Licensing Objectives,

It is very clear from the way in which this section is phrased and set out that the Applicant does not have a sound understanding of what the licensing objectives under the Licensing Act 2003, as expounded by the Secretary of State's S.182 guidance actually are.

Prevention of Crime and Disorder

- **Insufficient security arrangements.**

The residents were informed that the Applicant will work with trusted security providers, but the Events Management Plan indicates that the contractor for security is "TBC" (to be confirmed). There is no proper indication of the security arrangements, and no suitable conditions have been offered. Security is a critical aspect of festival premises



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licence control, and the failure to address this adequately seriously undermines any confidence that the premises licence application process has been approached competently or that the event will be conducted in a way which promotes the licensing objectives.

- **Alcohol**

The only indications within the Plan are that the sale of alcohol will “be managed in accordance with the Licensing Act 2003 and all mandatory conditions will be met”. This is a requirement of law, and need not even be separately mentioned – it is a given. It is not acceptable to leave the promotion of the licensing objectives to such broad brush pronouncements. Control of the supply of alcohol is insufficiently controlled in accordance with the terms of the Plan.

There are to be sub-contracted providers (concessions) of food and drink on site, and it is not clear whether this will include alcohol, and how the consequent risks concerning the control of supply of alcohol will be addressed.

- **Drugs.**

The Plan indicates that the organisers will provide welfare counsellors who will “offer information on the dangers of drug use and support to any drug users.” This is not considered to be a sufficiently robust attitude or approach to the issues of drug usage on site.

Prevention of Public Nuisance

- **Traffic and transport arrangements.**

The Events Management Plan calculates that 80% of the 4999 capacity will travel by car and a further 150 staff. There is only one proposed point of traffic access to the site. The application focuses disproportionately on parking arrangements. The application does not deal adequately with the inevitable impact of the expected 1440 cars, arriving on site over an intense period of time, on the surrounding road network which is not designed to cope with such an influx. The community has direct experience of impacts arising from traffic in similar circumstances in the past, and this application fails to address or mitigate this impact at all satisfactorily. This is a public nuisance impact. The application does not even recognise it as a public nuisance impact. There is no or no proper indication of marshalling; signage; filtering or any liaison with the authorities on this issue.

- **Noise.**

Some of the “nearest noise sensitive residential properties” are given as roads and lanes. There is no independent noise assessment at this stage, and no evidence of professional input into control of noise breakout from site, or potential impacts on the local community. The Plan indicates a proposal to conduct such tests “28 days before the event”. This is far too late, and would be after the grant of a premises licence, at which point all opportunity to impose suitable conditions would have been lost. The Plan proposes the conduct of an assessment but provides no confirmation that the results of the assessment would be implemented, so this is an entirely empty proposal. Certain types of noise can travel for miles, and the issue pertains to wave length and frequency which is more than just an issue of “volume”. The mitigating proposals are not based on suitable criteria, and are not robust or acceptable. The proposed “conditions’ specify



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noise levels one metre from nominated facades, but give no indication as to how these are to be monitored or measured for compliance. The Plan indicates only one sound engineer to be employed with responsibility for ensuring compliance of the whole event. This is not possible. The proposed control of noise and music breakout is unacceptable and the licensing objective will not be promoted.

- **Litter**

Glass on site.

The Plan indicates that no glass will be allowed into the event but indicates that bar drinks receptacles are "TBC". It also indicates that attendees will not be allowed to leave the event with bottles, which indicates that they may well be provided with them on site.

- **Protection of children from harm.**

The ability of children to access alcohol at this event has been inadequately addressed and mitigated. The application acknowledges only the potential impact of films, but proposes no adequate conditions to ensure the protection of children. The application entirely fails to reference the proposed entertainment of Burlesque, which is promoted on the events posters. The application has paid insufficient attention to the protection of children who are specifically welcomed and expected at this event which is billed as a 'family event'. It is noted in this regard that the event-goers are expected to remain on site throughout the event in a campsite and that availability of alcohol, on one interpretation of the application, will be twenty-four hour as well. The protection proposals (eg: wristbands) are incoherent and insufficient.

We have particular concern in terms of the welfare of children on site as a result of noise both in terms of its level and its duration through the night. We are aware that continuous exposure to noise is damaging to health particularly in the young and under the plans set out there can be little expectation that those children on site will get much sleep of any quality over the duration of the 3 days of the "festival"

- **Public Safety.**

Events Management Plan

1.6.2 – Security and crowd management

- Medical and first aid
- Noise control
- Toilets showers water plumbing
- Power
- Sound
- Lighting

- All indicated as being "TBC".

This is not acceptable at the stage of an application for a premises licence.

The only factor which the Applicant is sure about is the provider for the bars and alcohol – which will be the Applicant.



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The only confirmations at this stage regarding security relate to the mandatory conditions. The applicant has no choice about that.

Section 3: The Event capacity is to be based on:

“Desired audience density. +. 2014 festival figures. + available space”.

Apparently capacity is not based on security availability; access/traffic capacity; safety; evacuation capabilities and so forth, which have not yet been assessed, because the contractors who will provide the risk assessments have not yet been retained. The only other factor mentioned is a fire risk assessment which has not yet been conducted - paragraph 3.5. This lack of coherence is clearly unacceptable

- There is no indication that the required and expected liaison with the Responsible Authorities has already taken place, and, indeed there are indications in the Events Management Plan that it has not (eg: 3.7.2). This is contrary to national and local guidance.
- Safety. P. 24

A “red major incident” is defined as:

‘involving treatment and rescue of a large number of severe casualties requiring a joint response from two or more of the emergency services....to cater for the threat of death, serious injury or homelessness of a large number of people.’

The response protocol states:

“If the situation can be resolved and the event can continue, control will be transferred back to the production manager.’

An organiser who could contemplate the possibility of continuing an event after the incidence of a ‘red major incident’ as defined above is not fit to hold a premises licence.

This representation has been expanded to provide a clear understanding of the general areas of concern for the Hever Residents’ Association and an opportunity for preparation. It is in no way intended to be exhaustive, and the Objector reserves the right to expand upon any point relating to any of the four licensing objectives as appropriate at the time of the hearing.

Yours Sincerely



Adrian Maurice
Chairman
Hever Residents Association

28th April 2016



HEVER RESIDENTS ASSOCIATION

Claire Perry
Licensing Partnership Manager
Sevenoaks District Council
Argyle Road,
Sevenoaks
Kent
TN13 1HG

29th April 2016

Dear Ms Perry

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Events Management Plan

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‘involving treatment and rescue of a large number of severe casualties requiring a joint response from two or more of the emergency services....to cater for the threat of death, serious injury or homelessness of a large number of people.’

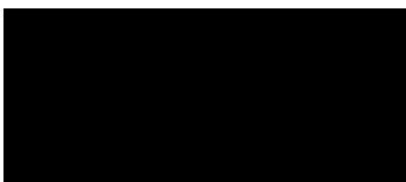
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Yours Sincerely



Adrian Maurice
Chairman
Hever Residents Association
The Oaks
Uckfield Lane
Hever, TN8 7LJ

Janet Lockie

From: Adrian Maurice <[REDACTED]>
Sent: 29 April 2016 10:08
To: Licensing
Cc: [REDACTED]
Subject: Licence Application ref. 16/00847 Phizzwizzards Ltd
Attachments: HRA submission re 16.00847.pdf

For the Attention of Claire Perry,

Please find attached a submission on behalf of Hever Residents Association in respect of the above licence application.

I would be grateful if you could keep me and my fellow committee members (who are copied in on this email) informed of developments so that we might make the necessary arrangements to address the expected meeting to further expand on the opposition that we have expressed.

Your sincerely

Adrian Maurice
Chairman
Hever Residents Association

Agenda Item 3

Janet Lockie

From: publicaccess@sevenoaks.gov.uk
Sent: 29 April 2016 14:38
To: Licensing
Subject: Comments for Licensing Application 16/00847/LAPRE

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 2:37 PM on 29 Apr 2016 from Miss Kate Pritchard.

Application Summary

Address: Wilderness Farm Wilderness Lane Hever Kent TN8 7LP

Proposal: Premises Licence

Case Officer: Jessica Bolton

[Click for further information](#)

Customer Details

Name: Miss Kate Pritchard

Email: [REDACTED]

Address: [REDACTED] Chiddingstone Hoath, Kent
TN8 7BP

Comments Details

Commenter Type: Neighbour

Stance: Customer objects to the Licensing Application

Reasons for comment:

- Crime Objections
- Noise Disturbance
- Opening Hours
- Parking
- Protection of Children from Harm
- Safety of Premises
- Traffic

Comments: 2:37 PM on 29 Apr 2016 My property (and grazing livestock) is less than 500 meters away from the proposed venue and I object to the application for a number of reasons:
In order to avoid the tremendous noise and nuisance of a 5000 people festival for 3 days I would go away if I weren't so worried for our outdoor (and indoor) animals and property. A public footpath runs from through my land directly into the proposed site (and a very short walk directly to the local pub) and I don't feel comfortable that the perimeter can be adequately secure and policed to avoid invasion in our garden.
I don't believe that our road infrastructure can cope with the two week build up or the 3 day event. The local roads, once pedestrians, potholes, horses, etc are taken into account are single lane. With the additional traffic during the 3 day event gridlock for the surrounding

villages is inevitable.

Putting concerns for my young baby, grazing animals and property aside, I would suggest that an Area of Outstanding Natural Beauty is a wholly inappropriate location for such an event. We are desperately fortunate to be living in such a beautiful area and I believe that we have a responsibility to care for and look after our land and ancient woodland. The environmental impact could be devastating so I strongly object to this application.

LICENSING PARTNERSHIP
29 APR 2016 KH
SEVENOAKS DISTRICT COUNCIL

sf

Donna Thorne

From: publicaccess@sevenoaks.gov.uk
Sent: 03 May 2016 09:50
To: Licensing
Subject: Comments for Licensing Application 16/00847/LAPRE

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 9:50 AM on 03 May 2016 from Miss Kate Pritchard.

Application Summary

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Proposal: Premises Licence

Case Officer: Jessica Bolton

[Click for further information](#)

100

Customer Details

Name: Miss Kate Pritchard

Email: [Redacted]
Address: [Redacted] Chiddingstone Hoath, Kent TN8 7BP

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Comments:

9:50 AM on 03 May 2016 My property (and grazing livestock) is less than 500 meters away from the proposed venue and I object to the application for a number of reasons:

In order to avoid the tremendous noise and nuisance of a 5000 people festival for 3 days I would go away if I weren't so worried for our outdoor (and indoor) animals and property. A public footpath runs through my land directly into the proposed site (and a very short walk directly to the local pub) and I don't feel comfortable that the perimeter can be adequately secure and policed to avoid invasion in our garden.

I don't believe that our road infrastructure can cope with the two week build up or the 3 day event. The local roads, once pedestrians, potholes, horses, etc are taken into account are single lane. With the additional traffic during the 3 day event gridlock for the surrounding villages is inevitable.

Putting concerns for my young baby, grazing animals and property aside, I would suggest that an Area of Outstanding Natural Beauty is a wholly inappropriate location for such an event. We are desperately fortunate to be living in such a beautiful, peaceful area and I believe that we have a responsibility to care for and look after our land and ancient woodland. The environmental impact could be devastating so I strongly object to this application.

Agenda Item 3

Janet Lockie

From: publicaccess@sevenoaks.gov.uk
Sent: 29 April 2016 20:30
To: Licensing
Subject: Comments for Licensing Application 16/00847/LAPRE

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 8:30 PM on 29 Apr 2016 from Mr Ben Campbell-Johnston.

Application Summary

Address: Wilderness Farm Wilderness Lane Hever Kent TN8 7LP

Proposal: Premises Licence

Case Officer: Jessica Bolton

[Click for further information](#)

Customer Details

Name: Mr Ben Campbell-Johnston

Email: [REDACTED]

Address: [REDACTED] Chiddingstone Hoath, Kent
TN8 7BP

Comments Details

Commenter Type: Neighbour

Stance: Customer objects to the Licensing Application

Reasons for comment:

- Crime Objections
- Noise Disturbance
- Opening Hours
- Parking
- Protection of Children from Harm
- Safety of Premises
- Traffic

Comments: 8:30 PM on 29 Apr 2016 Law and order; a level of criminality is inevitable and that would only increase if the festival gets bigger.
Public safety; concerns on the lack of environmental health survey. I would want to see evidence that it is safe for the public.
Traffic safety: scenarios involving tractors and buses that would disrupt the flow rates and quickly become unsafe for other road users.
Lack of control of the perimeter and the footpath.
Public nuisance: one of the key features of an AONB landscape is its tranquillity. Average exposure to 65 db is not consistent with that landscape for residents or visitors to the area outside the festival. For Chiddingstone (Hever and Markbeece) being in the 50 to 60 db range will be a considerable public nuisance.
Environmental concerns: very concerned for the habitat

of local fauna and flora on the land and surrounding properties

Agenda Item 3

Janet Lockie

From: A Ditzel <director@chiddingstonecastle.org.uk>
Sent: 30 April 2016 10:24
To: Licensing
Subject: Representation regarding Leefest & The Neverland 28 - 30 July 2016 Licensing Application ref. 16/00847

Importance: High

To whom it may concern – reference Licensing Application ref. 16/00847

In my position as Director of Chiddingstone Castle I am writing to make a representation against the above-referenced proposed music festival 'Leefest & The Neverland' in Mark Beech, near Edenbridge on 28th to 30th July 2016.

I am relating my objection to the following licensing objectives: Prevention of crime and disorder; Promoting of public safety, Prevention of public nuisance and Protection of children from harm.

1. Prevention of crime and disorder

With the proposal being to bring almost 5000 people into this peaceful, rural area for one long weekend (most of whom will not have visited the area previously) it is anticipated by local residents, farms and businesses that incidents of theft, littering the highway and fly-tipping will increase over the weekend and subsequently. As you are aware, fly-tipping is a huge problem already in this area, especially once people have discovered these quiet, unpoliced lanes. Theft from rural farms and businesses is already on the increase and, again, new knowledge of properties along these tiny lanes will only serve to increase the possibilities for crime in the future. Chiddingstone Castle is a Fully Accredited Museum with artefacts of national and global importance, the safety of which will be extremely compromised if the proposed festival is to take place.

2. Promoting of public safety

The proposal to bring in over 1700 cars into this quiet area and along tiny lanes will cause increased danger to those using the lanes and increase traffic to a dangerous level. Apart from drivers of cars, farm vehicles and machinery, current road users include walkers (children especially), cyclists (including children) and horse riders - there is a livery stables less than half a mile from the site where a number of adults and children keep their horses and ponies, and have chosen this location specifically because the lanes are quiet and relatively traffic-free. Chiddingstone Castle is a registered charity that receives no public funding – our visitors provide the income that keeps the house and museum open for the nation to enjoy; to have this level of traffic along one of the two roads that our visitors use to access the Castle, would be compromising their safety to an extremely high level. The majority of the visitors to the festival are expected to be travelling from urban areas such as London or Brighton – they will not be used to driving along lanes as small as this and will not be aware of the danger to children, wildlife etc that can be caused by excessive speed on such narrow lanes.

3. Prevention of public nuisance

I note from the Licensing Application that the length of time that music/amplified sound will take place on the site is virtually non-stop from Thursday afternoon until Sunday morning. This level of noise (65 dB for the major proportion of the time) will be a nuisance to all members of the public who live close to the site and those who will be visiting the area. During the course of the weekend, we have two civil wedding ceremonies taking place at the Castle in our Victorian Orangery in the grounds. The Orangery lies approximately half a mile from the proposed site and the noise will create a huge disturbance and much distress to the bride and groom and their families – who will have planned for this day for well over a year. The Castle's own licensing restrictions restrict us from having amplified sound at the Orangery after 8pm (a rule to which we adhere strictly to ensure we do not cause a public nuisance or distress to our neighbours). It will be a disaster if these poor families are subjected to a level of noise in the middle of the day that prevents them from enjoying their most special moment of the most important day of their lives. As an existing license holder, I am surprised that no consideration has been given to the Castle as to the

Agenda Item 3

possible damaging effects of this proposed license to another business within the Sevenoaks area that has held a license for many years – this is most definitely a case of creating a nuisance that will affect very many members of the public. Finally on this point I would add that, as this area has been officially designated as an Area of Outstanding Natural Beauty (AONB) – one of the requirements of an AONB being to offer tranquility to visitors – the relentless noise at this festival would surely fly directly in the face of that requirement. Even if the site itself is not within an AONB, then with this level of noise over many days, the tranquillity will still not be able to be enjoyed within the nearby AONB designated area.

4. Prevention of children from harm

As with my objection at point 2 above (promoting of public safety) – the vastly increased traffic that will use the small lanes around the site (and particularly Wilderness Lane (aka Lockskinners Road) where the entrance and exit are proposed) will undoubtedly cause harm to all the children that live locally and visit the area – whether walking, on their bicycles or on their ponies.

Please could you kindly confirm receipt of this email. I look forward to hearing your response to my representation.

With kind regards.

Yours,

[Redacted signature]

*Director
Chiddingstone Castle
01892 872746*

Join us for our inaugural Chiddingstone Castle Literary Festival over the Bank Holiday Weekend, 1st to 3rd May 2016

*www.chiddingstonecastle.org.uk
www.facebook.com/ChiddingstoneCastle
www.twitter.com/Chidd.Castle*



CHIDDINGSTONE CASTLE
BEST WEDDING VENUE
HIGHLY COMMENDED

Agenda Item 3

Kerry Holloway

From: christine johnson [REDACTED]
Sent: 01 May 2016 14:19
To: Licensing
Subject: leefest festival at wilderness farm re.16/00847/

I am against this event going ahead because of the impact on the local community. .The narrow lanes around the farm will put the public at great risk with the proposed amount of cars and people attending the event . Why should the local residences be subjected to the noise and nuisance for days on end. I do not believe the organisers can guarantee the protection of children from harm with so much alcohol on site.This is an area of outstanding natural beauty the council should do it can to protect .it.

Peter Johnson [REDACTED]

[REDACTED] Hever.



Hever Castle, Edenbridge, Kent. TN8 7NG

Telephone: 01732 866114 E: theatre@heverfestival.co.uk

Licensing Partnership
PO Box 182
Sevenoaks
Kent
TN131GP

1 May 2016

Dear Sir/Madam,

RE: Leefest and the Neverland 28 – 30 July 2016

I am writing to make a representation in opposition to the application for a license to hold the above Festival at Wilderness Farm on 28 – 30 July this year. I do so with respect to Part C of the four Licensing Objectives you list on your representation form; on the grounds of The Prevention of Public Nuisance.

I run the open air theatre located in the grounds of Hever Castle, which has been operating for 34 years staging open air entertainments. From 28 – 30 July we have a play being performed for which we have already sold in excess of 750 tickets, a number we expect to double by the time the play is performed in July. The actors in the production are not amplified.

The public have bought tickets for this play (and the others we stage during the summer) in good faith that the Theatre will present to them a performance of good quality that they will be able to see clearly and hear without disturbance. Being in the 50 – 60 decibel range for the music being played by Leefest and the Neverland means that there is a high probability that our audience, some 1500+ members of the general public will not be able to hear the play adequately and their evening will be spoilt/ruined. This represents a significant nuisance to public attending the show, the performers and crew who have spent months rehearsing to present the play and the Theatre organisers who work all year to put on a festival for the local and visiting public to our district. The number of people directly affected will be nearing 2000.

The noise information from the Leefest organisers indicates that the loudest noise levels would be in operation until 11pm, and on all three days that the play is being performed from Thursday 28th- Saturday 30th July. The play is presented from 8pm – 10.15pm on each evening with an additional matinee on the afternoon of the 29th July. Hence all performances, and all members of the public attending would be affected.

I also have serious concerns over the traffic flow during this period, which I raise with respect to Points B and C of your Licensing Objectives. The roads are already busy at this time of year with traffic to Hever Castle, other local tourist attractions and summer weddings; and over the dates proposed for Leefest, the Theatre will be attracting an additional 400+ people to each performance. Consideration must be given to the size of the roads accessing our locality and the type of traffic using it, for example tourists, visiting families and farm traffic. I understand 5000 ticket holders would be attending Wilderness Farm, and of course many more may well turn up, so I suggest that there will at best be a considerable Public Nuisance to those living and working in the immediate areas of Hever, Chiddingstone, and Mark Beech (Licensing Objective C), and at worst a Public Safety issue related to the excessive traffic over these three days (Licensing Objective B).

The Summer Arts Festival at Hever Castle has been running through the same months of July and August for nearly 4 decades. We plan and invest in the shows in good faith that there would not be a significant threat to their successful implementation permitted in the local area and hence nuisance caused to our audience, members of the local and visiting public.

I would be grateful if you could acknowledge safe receipt of my representation,

Yours faithfully,

Mrs A Skinner

Festival Director




1st May 2016

Reference Phizzwizzards Ltd application 16/00847

Dear Ms. Perry

We would like to register our objections to the application for a premises license for “Leefest”. Having read the information provided by the organizers of this event we feel that there is a very real chance that this type and size of event, which will be staged on what is currently a farm and woodland location in an area of outstanding natural beauty, could and would be extremely dangerous and damaging to persons, property and the natural environment.

The document provided by the organizers appears to be extensive in weight but very lacking in key content and is more generic than site specific leaning heavily on general industry standards such as noise levels and traffic flow, but does not focus on area specific needs and requirements. Furthermore, the document barely mentions any of the contractors or vendors and given the short time now before the event is planned to take place, this is of major concern as we have no indication of how professional they are. As local residents, we are opposing the event with good and clear justification as from the documents submitted by the organizers, it is obvious they did not carry out a good survey and have taken little regard for the location or the residents of the area in terms of the danger and damage they will bring and have focused on the upfront sale of tickets and a naive and amateurish approach with regards to the real issues.

With regards to the four main areas you will be considering and to which we can raise objection we would make the following comments:

Prevention of Public Nuisance

We feel that there are a number of areas where public nuisance will be an issue.

- Noise will be a major issue given that this takes place during the summer when many residents will have their windows open and the key points are as follows:
 - Two of the days are working days
 - The duration of the music – at least 18hrs per day
 - The combined noise from multiple stages

- The traffic situation will be a very serious problem as the main connecting roads leading to the entrance into the site are very narrow and most are single track without passing spaces. The more main roads although able to cope with traffic in each direction are still narrow and unable

to cope with two larger vehicles. The key areas which seem to have been overlooked by the organizers are as follows:

- Narrow lanes without passing spaces or areas to stop in the event of an accident or breakdown with recovery being almost impossible.
- Limited access for large vehicles particularly during the build-up and breakdown which will extend the danger from the 4 days the actual event will be open for to nearly 4 weeks. As the lanes are narrow large vehicles often have no option other than to use the verges which not only damages these but also leaves them dangerous for other vehicles, pedestrians and horses.
- The lanes are used as commuter routes during the mornings and evenings particularly from Monday to Friday but also on Saturday and this would further swell the already congested roads.
- The timing coincides with high activity on local farms where crops will be being harvested and essential large vehicles will be in use on the narrow lanes often late into the night.
- None of the lanes have pavements so any pedestrians will be at great risk due to the additional traffic. This is made even worse as this will be the holiday period so local Children will be using them on a regular basis.
- Some less able residents use mobility scooters on the country lanes as their only method of getting out and they will be at risk.
- The summer, and in particular June to September, is a very busy time for visiting tourists who attend the well managed and long established Hever Castle, Chiddingstone Castle, Penshurst Place, Chartwell and Chiddingstone village all of which employ local residents. These established attractions have large numbers of visitors most of whom will travel by road either in cars or coaches meaning the roads are already often congested and sometimes dangerous.
- The country lanes are regularly used by cyclists particularly on Fridays, Saturdays and Sundays and they would be in great danger as they will hold up traffic and without doubt cause car drivers to take risks endangering their own life and that of the cyclists and other road users.
- Part of the route from any more major road to this site is a bus route where the size of the vehicle would be an issue particularly as the organizers intend offering a minibus service from local stations to the site and this will further hinder the movement of any traffic.
- If the main routes into the Hever, Chiddingstone and Penshurst areas are congested to this level there is a very real risk of the loss of life as emergency services would not be able to get to the emergency with any certainty or in an acceptable time.
- It is not unusual for July to be a very wet month and this would hinder traffic entering and leaving the site, which after all is farmland and not a constructed parking area, resulting in massive holdups within the country lanes.
- If the traffic does come to a halt, and there is no doubt in our minds that it will, some drivers desperate to get to the event will undoubtedly abandon their vehicles in any space available, opting to walk the last leg of the journey, but vehicles parked in this way will cause additional congestion and danger to other road users.

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- The organizers seem to have failed to take into account any traffic that will already be in the area and therefore their predictions are wildly inaccurate. Even using one of the facts stated by the organizers, 800 cars with only 24 seconds between them would, if the traffic stopped at the front, result in a 2.5-mile tailback and this takes no account of tourist and local traffic. There also does not seem to be anything being put into place to deal with day visitors who they have said are welcome, but as day visitors they will need to be directed to the event through the lanes and also and more importantly off them either late at night or very early in the morning.

Prevention of crime and disorder

We feel that this is one of the areas of most concern and does not seem to have been addressed in any depth by the organizers.

We have grave concerns over the already open web site publicising the event which appears to aim to attract, at least part of the audience who want an anarchistic, dystopian (undesirable and frightening), corrupt atmosphere with food and drink being offered as only rum. If this call for people who like this type of atmosphere is achieved, the outcome could be catastrophic for others at the event and without doubt for local residents.

- There appears to be not protection offered for the local residents which we assume the organizers are leaving to the already over stretched and underfunded local police force who if they are able to offer a strong presence throughout the event (which we must demand) will inevitably be doing this at the detriment of other more important work that they would normally be undertaking.
- The sale of alcohol for almost the whole of the 4 days of the event will mean that the majority of the people who have attended and have driven to the event will be leaving still under the influence of alcohol, which if driving, will not only mean they are a danger to themselves but also to others. Obviously any day visitors will increase the risk as they will be leaving each day and not just at the end.
- The length of time that the music and various activities are planned to take place means that most people attending the event will be suffering with sleep deprivation and could be a danger to themselves or others as they make their way home.

Protection of children from harm

The event is advertised as a family event and will, we are sure, attract a number of children because of this but the activities and duration are not we feel an acceptable environment for children. The key areas that leave children within the site and to a degree outside the site at risk are as follows:

- The sale of alcohol for almost 24hrs a day for the duration of the event
- The playing of music for at least 18hrs a day
- The limited size of the site and the inability of children to escape the noise and general activities meaning they will be unable to gain sufficient sleep.
- The number of natural ponds throughout the site which could present a danger of drowning or at best children being trapped in the silt of partially empty ponds
- The showing of movies which may or may not be suitable for children
- Gambling which children should not be exposed to

- Burlesque and a drag stage neither of which is suitable for children and could leave them at risk
- As this is the school holidays it is likely that local children will be walking and cycling in the area and the massive increase of traffic over 4 weeks could present a real risk and danger to them.

Public safety

Although we have covered a number of points already regarding the safety of the public the following is a summary, which is not exhaustive, but draws attention to critical areas.

- The safety of the local residents should be very high on the list and is already causing a great deal of concern to the elderly who fear for their safety, the protection of their property and also their mobility.
- The considerable increase in the volume of traffic on our narrow country lanes.
- The very real risk of drunk drivers leaving the event after drinking for almost 4 days.
- The risk to the general public from drivers suffering from sleep deprivation which will affect their ability to react to issues and make clear and measured judgments.
- The risk that the event has targeted a type of person, at least for one of the areas, that wants an atmosphere of anarchy and lawlessness.
- The risk to Children of being exposed to alcohol, noise and adult entertainment.
- The risk to children locally due to traffic.
- The risk of drowning in un-supervised natural ponds many of which can be found on the site.

You will see from the above that we have very strong feeling against the proposed event and hope that you are able to halt this now and for the future and return our villages to the areas of outstanding natural beauty they are famous for.

NOTE: We would be most grateful if our name and address could be withheld as we are concerned about any possible retaliation.

Yours Sincerely



Agenda Item 3

[REDACTED]
Hever, Kent
TN8 7ER
[REDACTED]

Email: [REDACTED]

Ms. Claire Perry
Licensing Partnership Manager
Sevenoaks District Council
Argyle Road
Sevenoaks, TN13 1HG

01 May 2016

Dear Claire Perry,

Licensing Application 16/00847
Phizzwizzards Ltd – Festival at Wilderness Farm, Edenbridge

Mr & Mrs G.M. Ryan wish to object to the above application, both independently and as members of Hever Residents Association. Our objection is made on the basis of the promotion of all four of the licensing objectives:-

- (i) Prevention of crime and disorder
- (ii) Prevention of public nuisance
- (iii) Public safety
- (iv) Protection of children from harm

The application for the Premises Licence is incomplete, unclear and deficient in many respects as to how the above principles will be upheld in the lead up to, the operation, and the aftermath of, the proposed festival, namely:-

(i) The prevention of crime and disorder.

No specific security providers are mentioned in the plan, nor their proposed *modus operandi*, therefore it is not possible to make a judgement as to the safety of the 5,000 guests nor the production staff, vendors, concessionaires and management.

'Welfare Counsellors' apart, there is no indication as to how the supply and consumption of (possibly Class 'A') drugs will be controlled among the probably susceptible 5,000 guests and performers.

Alcohol – the objectors (who have extensive experience of managing licensed premises, including many 'TENS' and one of whom holds an SDC Personal Licence), cannot determine from the application how the lawful supply and consumption of alcohol is to be upheld. (see also point (iv) re children).

(ii) Prevention of Public Nuisance

Noise Pollution & Disturbance Spill noise from the site is inevitable, during the day and nearly all night. As well as the disruption to residents over quite a wide area, there are weddings and other events already planned which would suffer noise blight. This includes the nearby Open Air Theatre, which advertises a live performance during every one of the proposed festival evenings including a matinee on the Saturday thereof.

Traffic and transport arrangements The proposed site is in a rural (AoNB) location, and is served by narrow, often single track lanes. Although the applicants claim that all traffic would be routed away from lanes as far as possible, it beggars belief that this would happen, given today's Sat-Navs, combined with the publication of the exact site location, and with no marshals planned. This would apply not just to the planned 5,000 guests, but to contractors and suppliers etc., before, during, and after the event.

(iii) Public Safety

Local lanes are used daily not just by vehicular traffic, but by tractors, cyclists (in ever increasing numbers – often youngsters), horse riders and pedestrians including dog walkers and ramblers. The sheer volume of festival traffic, inevitably predominately with drivers unfamiliar with local conditions would pose a danger to local users as well as each other.

(iv) Protection of children from harm

As well as the dangers from traffic, and as mentioned no effective protection for children from alcohol misuse (especially by concessionaires), coupled with three days of nearly continuous noise and sleep deprivation, can hardly be recommended as a 'healthy lifestyle'.

We urge you to maintain the Council's four objectives underpinning the licensing regime and reject this application.

Yours sincerely,

Jan and Gerry Ryan

Licensing Partnership



LICENSING ACT 2003 - GRANT / VARIATION / MINOR VARIATION / REVIEW, REPRESENTATION FORM

1 Any other person, body or business		Name and address of any representative acting for you
Name	MRS. S. ADKINS	
Address	[REDACTED] HEVER, LEANT TNR 74R	
Phone Email	[REDACTED]	
Name and address of the premises you are making a representation about		16/000847 LEETEST, WILDERNESS FARM MARK BEECH
<p>Your representation may be in opposition to, or in support of, the application. Your representation must be about the likely effect, if the application is granted (or subject to review), on the promotion of one or more of the four Licensing Objectives (see (A) - (D) below) with evidence if you have any available. Use separate sheets if necessary.</p>		
(A) The prevention of crime and disorder	This is a village of 200 residents, with an expected extra 5000 people we will be swamped. Property will be at risk as will we. There is <u>no</u> police presence locally. Police should be here for the whole 3 days, patrolling the ^{area} area .	
(B) Public safety	The roads have no speed limit. Are narrow & in some places single track. They are in disrepair now & verges broken. There will obviously be huge queues & locals unable to travel & go about their business.	
(C) The prevention of public nuisance	NOISE, NOISE, NOISE until 5am for three days. It is the summer, windows will be open & hours of endless dance music & bass notes thumping for hours & hours on end is unacceptable.	
(D) The protection of children from harm	Alcohol will be served until 4am!! There will be legal & illegal drugs - children will be exposed to this. It is not safe at night.	
Suggestions/conditions you would like the Licensing Authority or Licensing Sub-committee to consider adding to the licence if the application is granted.	If this licence is granted - police supervision or traffic & continuous local police patrols essential. Could there be a noise demonstration beforehand or a lower limit set?	
<p>If your representation is on a grant, variation or review application and it is accepted, you will be invited to attend a Licensing Sub-committee hearing (and any subsequent appeal court hearing) in order to amplify your representation should you wish to do so.</p>		

Signed: [REDACTED]

Dated: 1/5/2016

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Kerry Holloway

From: John Grace <[REDACTED]>
Sent: 01 May 2016 16:14
To: Licensing
Subject: License Application 19/00847 "Leefest" at Wilderness Farm

DearSirs/Madam

I would like my opposition to the proposed license to be noted on the following grounds:

Traffic:

There is expected to be around 1400 vehicles attending the event, the entrance is on an unclassified road used by locals and agricultural traffic, any breakdowns will gridlock the surrounding area. The 'target' for satellite navigation systems is proposed as The Queens Arms Public House at the crossroads of the B2026 Hartfield Road and Cowden Pound Road already a difficult and dangerous junction, and ill able to cope with the extra traffic. There will be extra traffic throughout the event and the local roads are in a poor state and it is likely that the road condition will deteriorate even further with this extra loading.

Noise:

The proposed levels of sound will be sufficiently loud enough to cause major disruption to a quiet and peaceful rural area. The proposed levels are similar to the air traffic going to Gatwick, the difference being that it will be constant.

This will adversely effect the performances being put on by the Hever Castle Open Air Theatre ,the Village fete at Chiddingstone and the several weddings scheduled for that weekend.

Crime and Public Disorder

The proposals do not appear to deal with this adequately as they have not actually contracted any company to deal with the security aspect yet and with three months to go it will leave very little time to produce an accurate risk assessment let alone vet and train staff.

Your Faithfully,

John Grace
[REDACTED]

Hever
Edenbridge
TN8 7ER

Sent from [Mail](#) for Windows 10

Kerry Holloway

From: tony whitmarsh <[REDACTED]>
Sent: 02 May 2016 12:09
To: Licensing
Subject: Leafiest license application 16/00847/lapre

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Sirs

I strongly object to the license being granted for the following reasons.

Untrained volunteers and stewards cannot properly "police" this festival, this will give rise to threats to crime, disorder, public nuisance, public safety and risks to children.

5000 visitors, 1400 cars plus numerous coaches will cause havoc to the surrounding country lanes, many of which are single lane. The organisers chosen route also uses 2 very dangerous junctions.

Loud music 24 hours a day is intrusive and unacceptable and can cause health problems especially in the Summer when many people will have windows open at night.

This festival must be stopped as it will cause a massive negative effect to the local community.

Yours Faithfully

Anthony Whitmarsh

[REDACTED]
Hever
TN8 7ER
[REDACTED]

Donna Thorne

From: publicaccess@sevenoaks.gov.uk
Sent: 03 May 2016 11:13
To: Licensing
Subject: Comments for Licensing Application 16/00847/LAPRE

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 11:12 AM on 03 May 2016 from Mrs Samantha Glendinning.

Application Summary

Address: Wilderness Farm Wilderness Lane Hever Kent TN8 7LP

Proposal: Premises Licence

Case Officer: Jessica Bolton

Click for further information

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Customer Details

Name: Mrs Samantha Glendinning

Email: [Redacted]

Address: [Redacted] Chiddingstone Hoath
Edenbridge, Kent TN8 7DE

Comments Details

Commenter Type: Member of the Public

Stance: Customer objects to the Licensing Application

Reasons for comment: - Noise Disturbance
- Traffic

Comments: 11:12 AM on 03 May 2016 I am objecting on the grounds of noise and traffic. The lanes surrounding the

site will not support the volume of traffic that is anticipated and the noise levels planned until the early hours of the morning are not acceptable in a rural area.

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SDC
By Email

Tel No: 01732 227000, Option 3
Ask for: Mr M Holmes
Email: planning.preapplication.advice@sevenoaks.gov.uk
My Ref: PA/16/00277
Your Ref:
Date: 20th April 2016

Dear SDC

Pre-Application Advice Enquiry

Site: Leppards Wilderness Farm Wilderness Lane Hever Kent TN8 7LP

Development: Premises Licence - 16/00847/LAPRE.

I refer to the information you submitted on the 24th March 2016 in relation to the above development. I have considered your proposal and I have the following comments:

Provided the applicant is certain that the temporary use of the land for the land for a festival does not require planning permission then the Planning Department would raise no objection to the proposed Premises Licence.

For the temporary use of the land to be permitted development the applicant will need to ensure that the time taken to set up the event, hold the event and then clear the site does not exceed 28 days, along with several other requirements set out in the relevant legislation.

For confirmation of whether or not planning permission is required the applicant can submit a Lawful Development Certificate application.

If the proposed temporary use is not permitted then a planning application should be assessed prior to the festival taking place.

Any advice given by council officers for pre-application enquiries does not constitute a formal response or decision of the Council with regards to future planning application.

Any views or opinions expressed are given without prejudice to the consideration of any planning application, which will be subject to public consultation and statutory / non-statutory consultations, and the formal decision of the Council.

Chief Executive: Dr. Pav Ramewal
Council Offices, Argyle Road, Sevenoaks, Kent TN13 1HG
Telephone: 01732 227000 DX 30006 Sevenoaks
Email: information@sevenoaks.gov.uk
www.sevenoaks.gov.uk



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I would recommend that you research all relevant policies and guidance and consider how they apply to your proposal, before submitting any planning application.

You should therefore be aware that officers cannot give guarantees about the final formal decision that will be made on your planning or related applications. However, the pre-application advice will be taken into account in the determination of the future planning related applications, subject to the proviso that circumstances and information may change or come to light that could alter the position.

In addition, it should be noted that if the planning application is delayed for a significant period then any pre-application advice may be overtaken by changes in national, regional or local policy and guidance.

Yours sincerely,

Mr M Holmes
Case Officer

LIFCCONDTL.8.0 Consultee Details
File Edit Record View Functions GIS Image Options Spatial Help

Consultee Code: SEIHS1 - SDC Health And Safety
Print Template: CNEX01 - External (Premises Licences)
Valid: Null

Consultation Notes: [Empty Field]

Expiry Period: [Empty Field] Printed: 04.04.2016
Expiry Date: 03.05.2016 Reply Date: 29.04.2016

Consultee Comments: No observations or objections lodged.

Police Received Transfer Application: [Empty Field]

Close

Agenda Item 3

Nicola O'Shea

From: West Division Licensing Kent <west.division.licensing@kent.pnn.police.uk>
Sent: 04 May 2016 12:23
To: Licensing
Cc: Nicola O'Shea
Subject: 16/00847/LAPRE
Attachments: ATT00001.txt

Good afternoon Licensing,

I can confirm that Kent Police have no representations in relation to the time limited premises licence application for Wilderness Farm, Hever TN8 7LP.

Kind regards

PSE Ellen Shaw
Licensing Coordinator (West Division)

Community Safety
Strategic Partnerships Command
Kent Police

Office : 01732 379255
Internal : 02 2255
Mobile : 07980 683610
Email: ellen.shaw@kent.pnn.police.uk

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Donna Thorne

From: James <[REDACTED]>
Sent: 25 April 2016 19:07
To: Licensing
Cc: 'Lee Denny'
Subject: RE: 16/00847

Dear Sir/Madam

With regard to the licensing application for LeeFest, reference 16/00847, may I whole-heartedly endorse this venture, and the license application.

We are one of the nearest neighbours to the event site, TN8 7LX, and support this initiative which promises to be a boon to the local community.

Yours faithfully

Rickard James Andrews
[REDACTED]
Hever, Kent TN8 7LX
1

From: Licensing [<mailto:licensing@sevenoaks.gov.uk>]
Sent: 25 April 2016 15:35
To: 'James'
Subject: RE: 16/00847

Good Afternoon,

Thank you for your email below however we are unable to put your comments forward unless you can supply us with your address to accompany them.

Therefore, if you wish resubmit your comments please supply your address with them.

Kind regards

Donna

Licensing Team

From: James [mailto:]
Sent: 23 April 2016 16:56
To: Licensing
Subject: 16/00847

Dear Sir/Madam

With regard to the licensing application for Leefest, reference 16/00847, may I whole-heartedly endorse this venture, and the license application. We are one of the nearest neighbours to the event site, TN8 7LX, and support this initiative which promises to be a boon to the local community.

Yours faithfully

James Andrews



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Janet Lockie

From: Jayne <[REDACTED]>
Sent: 30 April 2016 16:36
To: Licensing
Subject: Ref no 16/00847

I am writing to give my total support to the leafest music festival due to take place in mark beech this summer. I live very close to the proposed event and I have every confidence the organisers are going to run the event in a professional and safe way. I have no trouble with any extra traffic or noise as I feel the event will do a lot to enhance Mark beech for the three days it operates.

Agenda Item 3

Janet Lockie

From: Megan Andrews <[REDACTED]>
Sent: 30 April 2016 10:33
To: Licensing
Subject: RE: Lee fest - Hever

Sorry, realised that I didn't supply my home address - It's [REDACTED] Hever, Kent, TN8 7LX.

Very best,

Megan

From: Megan Andrews
Sent: Wednesday, April 27, 2016 1:37 PM
To: licensing@sevenoaks.gov.uk
Subject: Lee fest - Hever

Dear Sirs,

I wanted to show my support for the upcoming Lee Fest in Hever.

It will be a brilliant opportunity to extend the already strong draw of the area. As a community we have lots to offer visitors, and the festival will add another dimension.

My family and I are really looking forward to attending as are many of our friends from the local area. My parents attended Lee's presentation and were incredibly impressed with the content.

I hope you have received many emails that echo my sentiment – we are all really excited!

With very best regards,

Megan

Megan Andrews
Content Manager
Citywire Holdings

Telephone: +44 (0)20 7840 2230 | Fax: +44 (0)207 840 2251 | Email: mandrews@citywire.co.uk |
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Donna Thorne

From: Pennie Gadd [REDACTED]
Sent: 03 May 2016 09:17
To: Licensing
Subject: LeeFest

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Good morning

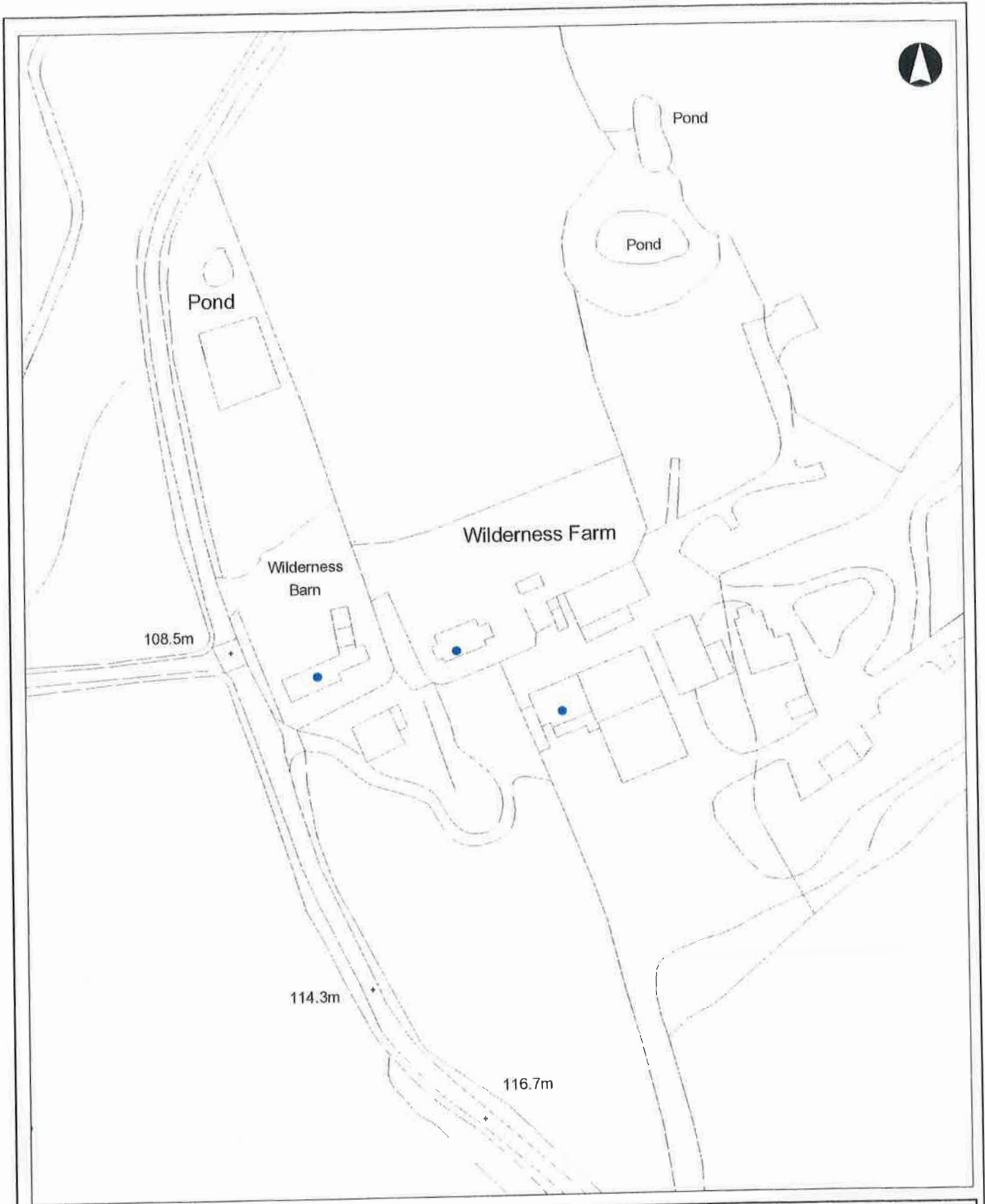
I would like to let you know that I am very much in support of the LeeFest event coming to Markbeech. I think it is a great idea and I am really looking forward to spending some fun time there with my family. The recent meeting at our village hall showed them to be both professional and passionate about what they create and was very informative. I hope the event is successful and that the sun shines on everyone there.

Regards

Pennie Gadd

[REDACTED] Markbeech, Kent TN8 5PA

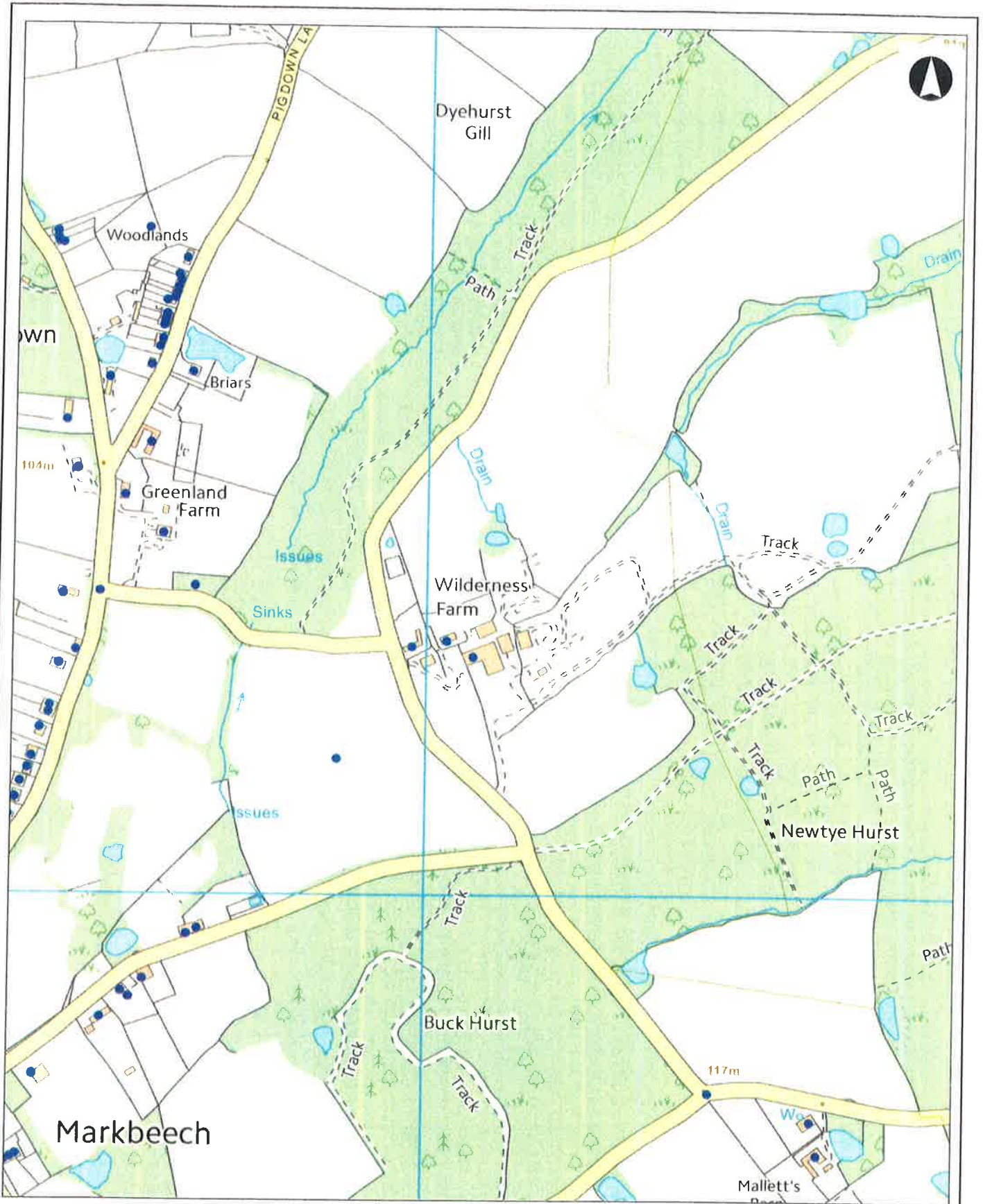
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Date: May-2016



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Scale: 1:5,013

Date: May-2016



STATEMENT OF LICENSING POLICY

Licensing Act 2003

1st April 2015 until 31st March 2020

ALL applications will be considered on their merits, as well as against the relevant policy and statutory framework

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STATEMENT OF LICENSING POLICY

INTRODUCTION

This is the Statement of Licensing Policy as determined by the council in respect of its licensing functions, with regard to the Licensing Act 2003. This document sets out the position and view of the Licensing Authority in respect of matters in connection with the discharge of its licensing function.



This Statement of Licensing Policy commences on the 1st March 2015 and continues for a five year period. During the five year period the Policy will be kept under review and the authority will make such revisions to it at such times as it considers appropriate. Further licensing statements will be published every five years thereafter or earlier as necessary.

All references to the 'Guidance' refer to the latest version of the Home Office Guidance to Licensing Authorities issued under section 182 of the Licensing Act 2003.

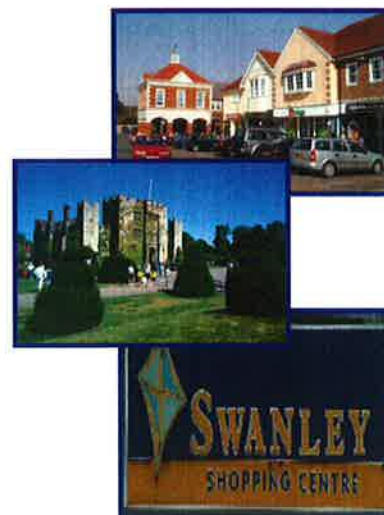
The 2003 Act requires the Council to carry out its various licensing functions so as to promote the following four licensing objectives:

- the prevention of crime and disorder;
- public safety;
- the prevention of public nuisance;
- the protection of children from harm.

The aims of this Statement of Licensing Policy, in line with the four licensing objectives, are to:

- minimise nuisance and disturbance to the public through the licensing process;
- help build a fair and prosperous society that properly balances the rights of people and their communities;
- integrate its aims and objectives with other initiatives, policies plus strategies that will:

- (1) reduce crime and disorder;
- (2) encourage tourism;
- (3) encourage an early evening and night time economy which is viable, sustainable and socially responsible;
- (4) reduce alcohol misuse;
- (5) encourage employment;
- (6) encourage the self sufficiency of local communities;



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- (7) reduce the burden of unnecessary regulation on business;
- (8) encourage and promote live music, dancing and theatre for the wider cultural benefit of communities generally.

The Council will endeavour to work with other Local Authorities to ensure that a consistent approach is taken in licensing matters, whilst respecting the differing needs of individual communities throughout the local authority area.

This policy covers a wide variety of premises and activities carried on within them. For this reason, this policy cannot detail all the factors that influence the achievement of the licensing objectives nor can this policy detail all the control measures that may be appropriate. However, there will be zero tolerance of dealing in or using controlled drugs (as defined by the Misuse of Drugs Act 1971) on licensed premises.

1 CONSULTATION

1.1 The Statement of Licensing Policy will be kept under review and where any significant amendments are considered necessary these will only be made after consultations have taken place in accordance with Section 5 of the Act. Amendments required due to a change in legislation that do not impact on the aims and objectives of the Policy or the promotion of the Licensing Objectives will be made with the approval of the Licensing Manager in order for the policy to remain legislatively current.

1.2 Proper weight, in accordance with the Guidance, has been given to the views of all those consulted. Those consulted in the preparation of this Policy included:

- the Chief Officer of Police for Kent
- the Superintendent of Police for Sevenoaks District Council area
- one or more persons who appear to the authority to represent the interests of persons carrying on licensed businesses in the council area
- one or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority's functions under the Act
- any other bodies the council deemed appropriate
- members of the public who requested to be consulted and have responded previously.

1.3 In accordance with the guidance the following persons have also been consulted on this revised statement:

- all ward members
- all parish councils
- all bordering local authorities
- Kent Police Licensing Team
- all responsible authorities under the Licensing Act 2003
- British Beer & Pub Association

THE POLICY

2 BACKGROUND

2.1 When administering licensing matters the council as the Licensing Authority will have regard to and promote the four Licensing Objectives set out in section 4 of Part 2 of the Licensing Act 2003.

The four licensing objectives are the:

- **Prevention of Crime and Disorder**
- **Prevention of Public Nuisance**
- **Public Safety**
- **Protection of Children from Harm**

The Licensing Authority gives equal weight to each of these objectives.

2.2 The 2003 Act requires Licensing Authorities to publish a 'Statement of Licensing Policy' (the Policy) that sets out the approach the Licensing Authority will take when administering applications and other processes under the Licensing Act 2003 to ensure the promotion of the licensing objectives.

2.3 This Statement of Licensing Policy has been prepared in accordance with the provisions of the 2003 Act having regard to the revised guidance issued under section 182 of the Act (revised), the Police Reform and Social Responsibility Act 2012 and the Live Music Act 2012.

2.4 The 2003 Act further requires the Licensing Authority to monitor, review and where appropriate, amend its Statement of Licensing Policy. Where significant changes or a review of this Policy is undertaken, the Licensing Authority will consult with those parties listed at paragraphs 1.2 and 1.3 above and others prior to amending the Policy and also in preparing each statement of Licensing Policy in the future. Minor amendments reflecting legislative changes will be undertaken by officers to maintain accuracy.

2.5 Sevenoaks District Council is the Licensing Authority pursuant to the Licensing Act 2003 (the Act) and is responsible for considering a range of licence applications and amendments to licences for a number of activities detailed below. The purpose of licensing is to regulate the carrying on of licensable activities on licensed premises, at qualifying clubs and under temporary event notices. The activities as defined by the Act include:

- Sale and/or supply of alcohol
- The provision of regulated entertainment which includes:
 - the performance of a play
 - an exhibition of a film
 - an indoor sporting event
 - boxing or wrestling entertainment
 - a performance of live music (subject to some exemptions)
 - playing of recorded music
- Provision of late night refreshment

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2.6 The types of premises likely to be included within the licensing regime include:

- Pubs and night clubs
- Off licences (includes supermarkets/shops selling alcohol)
- Restaurants serving alcohol
- Restaurants serving hot food and drink after 11pm
- Private members clubs/social clubs
- Hotels/guest houses selling alcohol
- Cinemas/theatres
- Community premises and village halls
- Providers of temporary events involving licensable activities

and any other premises at which licensable activities are to be provided.

2.7 The Policy will apply across a range of applications which include the following:

- New Premises Licences and Club Premises Certificates
- Variations to Premises Licences and Club Premises Certificates
- Provisional Statements for proposed premises yet to be built
- Transfer of Premises Licences
- Disapplication of mandatory condition in respect of alcohol sales at village halls and community premises
- Variations of licences to change the Designated Premises Supervisor
- Reviews of Premises Licences and Club Premises Certificates
- Personal Licences
- Temporary Events Notices

2.8 The Licensing Authority also regulates other activities at licensed premises which include sexual entertainment events and gambling

3 LICENSING AUTHORITY GENERAL POLICY CONSIDERATIONS

- 3.1 The Licensing Authority encourages the development of premises which are not alcohol-led and which are aimed at different sectors of the population, including age and gender. Premises that promote the arts, a food offer, or other cultural activities are particularly encouraged.
- 3.2 Where premises such as pubs are alcohol-based, they are encouraged to consider diversifying their provisions so as to encourage a mixed customer-base and wider attractions, including community uses, soft refreshments, snacks and live entertainment. Diversification is important in the promotion of the licensing objectives as well as ensuring a sustainable economic future for premises.
- 3.3 The Licensing Authority recognises the need to promote and encourage live and recorded music, dancing, theatre and other forms of entertainment for the wider cultural benefit of communities generally. The potential for limited disturbance in neighbourhoods will be carefully balanced with the wider benefits.
- 3.4 Pre application advice is available from licensing officers upon request and where appropriate. The Licensing Authority expects that applicants will have in advance researched and understood the relevant Law in relation to their application and their particular business plans as well as this Policy. It is not for licensing officers to determine the business needs and capabilities of an applicant but advice can be offered in relation to the licensing objectives. In addition guidance notes are available on the licensing pages of Council's website – www.sevenoaks.gov.uk/business/licence-and-permits
- 3.5 Licensing officers will also provide advice to other parties on the licensing process where needed in relation to objecting to or supporting applications that may affect them.
- 3.6 *Supermarkets and other 'off' licensed premises selling alcohol.* The Licensing Authority will generally consider licensing shops, stores and supermarkets to sell alcohol for consumption off the premises throughout opening times. However where there are reasons for restricting or amending hours, for example, where premises become the focus of disorder and disturbance, such restrictions or amendments will be considered where relevant representations have been made.
- 3.7 All 'off' licensed premises must comply with the Licensing Act 2003 Mandatory Conditions Order in relation to age related sales. The Licensing Authority also expects such premises to implement additional measures to prevent and deter proxy sales on behalf of under 18's.
- 3.8 Licensees should also carefully consider alcohol sales to customers who have or appear to have alcohol related health issues, and whether those customers already appear under the influence of alcohol when attempting to make purchases.
- 3.9 The Licensing Authority expects adequate checks to be made and all reasonable steps taken to ensure alcohol delivered by way of online shopping services (as provided by most large supermarket chains) is not delivered to minors to prevent a risk of underage consumption.
- 3.10 Where self-pay till points are made available in stores selling alcohol, provision must be included for alcohol sales to be identified and approved prior to completion of the purchase.

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- 3.11 *Designated Premises Supervisor (DPS) at alcohol licensed premises.* Whilst this role has a limited definition under the Licensing Act 2003, it is expected that this person nominated on a licence will have overall responsibility for the day to day management and control of the licensed premises and in particular be responsible for the safe receipt, storage and sale of alcohol.
- 3.12 The Licensing Authority would expect the DPS to be onsite at the licensed premises for the majority of time when alcohol is being sold subject to working hours' legislation and absence for sickness and holidays. The Licensing Authority expects the DPS to provide training to staff in relation to alcohol sales and to authorise the employees the DPS considers competent to sell alcohol on their behalf in writing.
- 3.13 The Licensing Authority expects that a DPS should have responsibility for only one licensed premises at a time to ensure good management of the premises and the licensable activities. Where the same person is a nominated DPS on more than one premises licence and representations are made, the Licensing Authority will wish to satisfy itself that the premises in question can properly be managed by that person whilst responsibly promoting the licensing objectives.
- 3.14 *Live Music.* It is acknowledged the implementation of the Live Music Act in 2012 has resulted in a lighter touch regulation of live music up to 11pm on alcohol licensed premises, and this is seen as a positive approach for premises wishing to provide live music. However, the Licensing Authority does not see this as an opportunity for licensees to provide live music events that cause nuisance and disturbance to local residents or businesses.
- 3.15 The Licensing Authority expects that where unregulated live music is proposed at licensed premises, all due care and consideration is taken to prevent disturbance. The council will consider using its powers under the Environmental Protection Act 1990 to prevent and control public nuisance caused by poorly managed live music at licensed premises.
- 3.16 *Deregulated Entertainment.* Where the further deregulation of schedule 1 of the Licensing Act has reduced the regulatory controls on some regulated entertainment activities, the Licensing Authority will expect licensees to ensure that no nuisance or disturbance is caused to local residents and businesses when providing the deregulated activities. The Licensing Authority will consider using alternative powers as per para 6.14. (Awaiting final confirmation of the deregulation plans)
- 3.17 *Late Night Levy (LNL).* Whilst it is acknowledged that the provisions for implementing a late night levy arise from the Police Reform and Social Responsibility Act 2011, any levy will potentially have a direct impact on all licensed premises within the district. The Licensing Authority has considered the options around the imposition of a LNL and has no plans at the time of drafting this policy to consider an imposition of the levy. Should evidence arise to support implementing a levy the statutory consultation process will be followed and the authority will very carefully use its discretion in relation to design and impact of a levy.
- 3.18 In advance of any decision to implement a LNL, this authority will enter into discussions with the Police to agree the allocation of the Police share of the levy to support the policing of the night time economy within this district .
- 3.19 *Early Morning Alcohol Restriction Order (EMARO).* The Licensing Authority has considered the options around the imposition of an early morning alcohol restriction order and has no plans at the time of developing this policy to consider an imposition

of this Order. There is currently evidence of low levels of alcohol related crime and disorder, nuisance and anti-social behaviour within the district which is decreasing. Should evidence arise to support implementing an EMARO, the statutory consultation process will be followed and the matter referred to the Full Council for determination.

- 3.20 *Licensing and planning permission.* The use of a licensed premises or place may be subject to planning controls. This is a separate regulatory regime outside the scope of the Licensing Act 2003. The Licensing Authority recognises that there is no legal basis for refusing a licence application in the absence of any planning permission for the business to which the licence application relates. However, all applicants will be expected to be in possession of the necessary planning authorisation.
- 3.21 *Need for licensed premises and Cumulative Impact.* 'Need' concerns the commercial demand for particular licensed premises such as a pub, club or hotel. This is a 'market forces' matter and is not of concern to the Licensing Authority. 'Cumulative Impact' means the potential impact on the promotion of the licensing objectives by a significant or excessive number of licensed premises concentrated in one locality. This is a matter for consideration by the Licensing Authority.
- 3.22 The Licensing Authority acknowledges that a concentration of some types of licensed premises in a locality can result in increased footfall, congregation of the public in the streets and potential for increased crime and disorder, litter and anti-social behaviour, as well as noise nuisance to local residents. This would be a result of the presence of the number of premises and not attributable to individual businesses.
- 3.23 The Licensing Authority, having regard to the evidence available, considers that currently there is no particular part of the district where there is a cumulative impact of licensed premises on any of the licensing objectives. If residents or a Responsible Authority (in particular the Police) provide relevant evidence through a representation in the future that support the imposition of a Policy that restricts the number of new and/or later opening premises, this will be considered and consulted on.
- 3.24 The absence of an existing cumulative impact or saturation policy does not, however, prevent any responsible authority or other person making representations on a new application for the grant of a licence on the grounds that the premises will give rise to a negative cumulative impact on one or more of the licensing objectives. The Licensing Authority will also take into account the effect on resources, including police resources, to cope with any influx of visitors to an area, particularly late at night.

4 RESPONSIBLE AUTHORITIES AND OTHER PERSONS

- 4.1 Responsible authorities are public bodies that are statutory consultees that must be notified of applications by the applicant. The full list and contact details can be found at Appendix A and are contained on the Sevenoaks District Council web-site at Responsible Authorities.
- 4.2 When dealing with applications for licences and reviews of premises licences, the Licensing Authority is obliged to consider representations from two categories of persons, referred to as 'Responsible Authorities' and 'Other Persons'. This allows for a broad range of persons to comment both for and against applications for premises licences and club premises certificates and for reviews.
- 4.3 The Licensing Authority may only consider representations that are relevant. In that they relate to the promotion of the licensing objectives, or that they raise issues in relation to this Statement of Licensing Policy or Home Office Guidance.

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- 4.4 The Licensing Authority will take care to ensure that concerns raised by Responsible Authorities in relation to their own legislative functions are not taken into account if they are not relevant to the application for a premises licence under the Act, or the promotion of the licensing objectives. It would expect those authorities to use their powers and duties within their statutory roles to control such matters. Any representation made by a Responsible Authority that relates to the promotion of the licensing objectives will be accepted.
- 4.5 The Licensing Authority must give the appropriate amount of weight to representations made by the Police on crime and disorder matters. The Police are the Licensing Authority's main source of advice on matters relating to the promotion of the crime and disorder licensing objective. The Licensing Authority will accept representations made by the Police unless the authority has evidence that to do so would not be appropriate for the promotion of the licensing objectives.
- 4.6 Where an 'Other Person or Persons' request to be represented when seeking to make a representation, the Licensing Authority will require written evidence from the person/s being represented that they have authorised a third party to speak or write on their behalf.
- 4.7 The Licensing Authority will examine closely all representations to ensure that they are not frivolous, repetitive or vexatious. Matters that this authority will look at are likely to include:
- who is making the representation, and whether there is a history of making representations that are not relevant or which have been previously considered vexatious or frivolous
 - whether the representation raises a 'relevant' issue
 - whether the representation raises issues specifically to do with the premises and/or the licensable activities that are the subject of the application.
- 4.8 The above considerations are not exhaustive, and the Licensing Authority will have regard to anything a person making a representation, or persons representing them, say about his or her status to make representations. Nothing in this Policy should be taken to undermine the right of any person to make a representation on an application or to seek a review of a licence where provision to do so exists.
- 4.9 The Health Authority is now included on the list of Responsible Authorities. It is acknowledged that they may be useful in providing evidence of alcohol related health harms that are directly linked to premises or a cluster of premises. It may also be able to provide relevant information on alcohol related admissions and sickness that relate to specific licensed premises.
- 4.10 *The Licensing Authority as a Responsible Authority.* The Licensing Authority has carefully considered its role as a Responsible Authority under the Act. It will achieve a separation of responsibilities through procedures and approved delegations within the authority to ensure procedural fairness and eliminate conflicts of interest. A separation is achieved by allocating distinct functions (i.e. those of Licensing Authority and Responsible Authority) to different officers within the licensing team.
- 4.11 The Licensing Authority does not expect to act as a Responsible Authority on behalf of third parties but accepts that there may be rare circumstances where this approach may be required. An example may be where matters arise at premises of

which the licensing authority is aware that impact negatively on the promotion of the licensing objectives and residents, and other third parties are unwilling or unable to either request a review or make a representation.

5 EXCHANGE OF INFORMATION

- 5.1 The Licensing Authority will act in accordance with the provisions of the Licensing Act 2003 and the Data Protection Act 1998 in its exchange of information. Where a protocol is established to set out the mechanism for exchange of information with other regulatory bodies, any such protocol will be made publicly available.

6 HUMAN RIGHTS AND EQUAL OPPORTUNITIES

- 6.1 The Human Rights Act 1998 makes it unlawful for a local authority to act in a way which is incompatible with the European Convention on Human Rights. In making decisions and determining appropriate action the council will have due regard to the Convention. The Licensing Authority will interpret the LA2003 in a manner consistent with the Human Rights Act 1998.
- 6.2 The Licensing Authority will consider the effect upon people's human rights and adopt a principle of proportionality and the need to balance the rights of the individual with the rights of the community as a whole. Action taken by the council which affects another's rights must be no more onerous than is necessary in a democratic society.
- 6.3 The Equality Act 2010 requires public bodies to consider all individuals when carrying out their day to day work – in shaping Policy, in delivering services and in relation to their own employees. It requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations between different people when carrying out their activities.
- 6.4 The Equality Duty supports good decision making – it encourages public bodies to understand how different people will be affected by their activities, so that their policies and services are appropriate and accessible to all and meet different people's needs. By understanding the effect of their activities on different people, and how inclusive public services can support and open up people's opportunities, public bodies can be more efficient and effective. The Equality Duty therefore helps public bodies to deliver the Government's overall objectives for public services.

7 COMPLIANCE AND ENFORCEMENT

- 7.1 There are a range of other offences detailed under Part 7 of the Licensing Act 2003. The Licensing Authority will liaise with the Responsible Authorities to determine enforcement of specific offences on a case by case basis. Offences related to sales of alcohol to minors will be enforced by the Police or Trading Standards Authority unless they form part of a range of offences identified by the Licensing Authority.
- 7.2 The Licensing Authority has an approved Licensing Enforcement Policy which complies with the Regulatory Compliance Code and it has also adopted the Kent and Medway Enforcement Protocol.
- 7.3 The Licensing Authority has an approved Licensing Enforcement Policy which complies with the Regulatory Compliance Code.

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- 7.4 A risk-based inspection programme is in place, which includes the targeting of high risk premises which require greater attention, whilst operating a lighter touch in respect of low risk and well managed premises. The risk-based approach is based on Home Office Guidance; the activities authorised and premises compliance history.
- 7.5 The authority acknowledges that where annual fee payments for premises licences and club premises certificates are not made it must serve 2 working days' notice on the licensee to suspend the licence or certificate and inform the Police Authority of the suspension.
- 7.6 Where licences are suspended, the premises or club will be visited and enforcement action taken where licensable activities are being provided unlawfully while a licence is suspended.

DRAFT

CONSIDERATION OF APPLICATIONS

8 NEW PREMISES LICENCES

- 8.1 This Licensing Authority is aware that in making decisions about applications for licences it will have regard to:
- Its Statement of Licensing Policy made under section 5 of the Licensing Act 2003
 - Statutory Guidance issued under section 182 of the Licensing Act 2003, and that decisions made are reasonably consistent with the four licensing objectives.
 - any relevant representations
- 8.2 Where elements of applications are unclear or unspecific, particularly in relation to operating schedules and trading hours, the Licensing Authority will expect the applicants to provide additional clarity on a request from the licensing team.
- 8.3 Licensing officers will routinely check that the Public Notices at the premises and the Public Notices in newspapers are displayed in accordance with the regulations as part of the validation process.
- 8.4 Licensing officers will also notify ward councillors to whose ward the application relates, and the parish council for the relevant parish via the weekly premises tracker.
- 8.5 Where there are no representations about an application the licence will be automatically granted after 28 days under the terms and conditions applied for. Licensing officers will interpret the detail of the operating schedule and convert that into enforceable licence conditions.
- 8.6 Where relevant representations are received the application will be referred to the Licensing Sub-committee for determination at hearing, unless all parties agree that a hearing is not necessary. Where applications result in the need for a hearing the process at section 16 of this policy will apply.
- 8.7 Annual fees and suspension of licences for non-payment.- The Licensing Authority is required under section 55A of the Licensing Act to suspend premises licenses where the annual fee has not been paid. The Licensing Authority will invoice each licensee when the annual fee is due setting out the fee that is due and the consequences for non-payment. Where the fee has not been paid or there has been no claim of administrative error by the end of 21 days of the due date, the Licensing Authority will serve the required 2 working day notice to suspend the licence.
- 8.8 Where a licence is suspended this means that no licensable activities will be authorised to be provided at the premises until the suspension is lifted on receipt of payment of the overdue fee. Officers will conduct compliance visits to premises where a licence has been suspended and will take the appropriate action in accordance with the council's enforcement policy.
- 8.9 Each case will be determined on its individual merits and depending upon the circumstances and where appropriate in accordance with the Licensing Act, the

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Licensing Authority may decide not to suspend a licence or carry out enforcement pending payment of the overdue fee.

9 VARIATIONS TO LICENCES

- 9.1 From time to time licensees may wish to change the nature of the business and vary the trading hours or the licensable activities on offer. These can range from minor changes having little or no impact such as minor changes to the premises plan to more significant changes that will affect the promotion of the licensing objectives. These could include for example; the provision of additional activities, increasing capacities or longer and later trading hours. However where a variation is so substantial that it significantly changes the nature of the business and layout of the premises it is likely that a new premises licence application will be required rather than a variation.
- 9.2 The relevant parts of this Policy to be applied to significant variation applications is the same as for new premises licence applications at section 8 above.
- 9.3 Where applications are made for minor variations officers will consider whether there are any impacts on any of the Licensing Objectives. Where the variation proposed creates a significant impact on any of the Licensing Objectives the application will be rejected and the applicant advised to seek a standard variation.
- 9.4 Where minor impact or no impact is considered Officers will consult with the relevant (if any) responsible authorities.

10 VARIATIONS TO SPECIFY A NEW DESIGNATED PREMISES SUPERVISOR (DPS)

- 10.1 The Licensing Authority expects the nominated DPS on a licence to be involved in and supervising the day to day operation of licensed premises that sell alcohol. Where the person nominated as DPS ceases to undertake that role the Licensing Authority would expect the licensee to replace that person as soon as is reasonably practicable to maintain adequate control of the premises.
- 10.2 Where a DPS notifies the Licensing Authority that he or she has resigned, the licensing officers will enter into immediate discussion with the licensee in relation to the mandatory conditions concerning the sale of alcohol, and provide appropriate advice to prevent unauthorised alcohol sales.
- 10.3 All applications to specify a new DPS must be made by the licence holder or by a person/body authorised in writing to act on the licensee's behalf.
- 10.4 Where there are no representations the default position is to grant the variation.
- 10.5 The Licensing Authority will add the appropriate weight to relevant representations received from the Police about a proposed DPS. Applications that receive relevant representations will be referred for a hearing at which point the Sub Committee may approve or reject the application.

11 TRANSFERS OF PREMISES LICENCES

- 11.1 Before a licence transfer can be administered, the Licensing Authority expects consent to have been obtained from the previous premises licence holder. If this is not possible the applicant will be expected to demonstrate that he or she has taken all reasonable steps to secure consent to transfer the licence.

- 11.2 It is acknowledged that in some cases licensees leave premises and do not provide any forwarding contact details, or there has been a death or incapacity of the licence holder. In such cases where a licensee cannot be contacted to give approval, a licence will be transferred in accordance with the requirements of the Act.
- 11.3 Where a relevant Police objection to the transfer is received the application will be determined through the hearings process.

12 PROVISIONAL STATEMENTS FOR PREMISES

- 12.1 A provisional statement may be applied for where a proposed licensed premises has yet to be built or altered for the purpose of becoming a licensed premises. This option allows potential applicants advance notice of whether a premises licence is likely to be granted on completion of its construction or conversion.
- 12.2 The process for considering an application for a provisional statement is the same as that for a premises licence application. The applicant is obliged to give notice of the application in the same way as applying for a premises licence. Responsible authorities and other parties may make representations and there are rights of appeal.
- 12.3 The holder of a provisional statement may apply for a premises licence once the premises are constructed, altered or acquired. The Licensing Authority will be constrained in the matters it can consider when determining the premises licence application, and in terms of representations about premises licence applications that follow the grant of a provisional statement, no further representations from relevant authorities or interested parties can be taken into account unless they concern matters which could not have been addressed at the provisional statement stage, or they reflect a change in the applicant's circumstances.
- 12.4 In addition, this authority may refuse the premises licence application (or grant it on terms different to those attached to the provisional statement) only by reference to matters:
- which could not have been raised by way of representations at the provisional statement stage,
 - which, in this authority's opinion, reflect a change in the operator's circumstances, or
 - where the premises has not been constructed in accordance with the plan and information submitted with the provisional statement application. This must be a substantial change to the plan and this authority will discuss any concerns with the applicant before making a decision.

13 CLUB PREMISES CERTIFICATES

- 13.1 The Licensing Authority acknowledges the importance and history of members clubs and the privileged position held by clubs historically in relation to alcohol licensing.
- 13.2 Members clubs are able to obtain a club premises certificate to authorise licensable activities for their members and their guests. There is no requirement for any members to hold a personal licence under the Licensing Act 2003, and there is no requirement to specify a designated premises supervisor. It is

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acknowledged that alcohol is supplied by and for the members through their membership of the club.

- 13.3 In order to apply for a club premises certificate the Licensing Authority must be satisfied that the club is a bona fide club and satisfies the legal conditions set out in the Act. Applicants for a club premises certificate will be required to complete a club declaration form setting out how the club will meet the conditions and definitions stated in the Act. Licensing officers will have delegated authority to make additional enquiries where appropriate in order to satisfy that a proposed club meets the criteria laid out in the Act.
- 13.4 The fundamental principles for premises licence applications set out at section 15 of this Policy will apply to applications for club premises certificates subject to exemptions in respect of the DPS and the requirement for evidence of the club's status.
- 13.5 Any qualifying club wishing to offer licensable activities at events to which non-members will attend will be required to authorise such activities by way of a Temporary Event Notice or by ensuring compliance with the club rules to allow the public to enjoy the clubs facilities and activities without jeopardising the validity of the club premises certificate.
- 13.6 The Licensing Authority expects 'public' events on club premises to be authorised by a Temporary Event Notice. It is expected that club committee members will seek advice from the Licensing Authority prior to providing such activities for non-members to prevent any unauthorised activities.
- 13.7 Where the Licensing Authority identifies that a club no longer meets the conditions set out in section 62 of the Licensing Act 2003 or where the Licensing Authority obtains evidence to demonstrate that a club no longer acts in good faith as a qualifying club, it will give the club a notice withdrawing the club premises certificate.
- 13.8 Suspension of Club Premises Certificates may also occur under section 92A of the LA2003.

14 REVIEW OF A PREMISES LICENCE OR CLUB PREMISES CERTIFICATE

- 14.1 The Licensing Authority acknowledges that matters can arise at premises that raise concern as to the continued promotion of the licensing objectives at licensed premises.
- 14.2 The Act allows a licence to be **reviewed** where such matters arise. It is expected that most reviews will be applied for by Responsible Authorities.
- 14.3 Although this Licensing Authority is also a Responsible Authority and entitled to bring about a review application, it is not expected that it will act as a Responsible Authority on behalf of other parties (for example, local residents, local councillors or community groups).
- 14.4 Such parties can make relevant representations to the Licensing Authority in their own right, and it is reasonable for the Licensing Authority to expect them to make representations themselves where they are reasonably able to do so. However, if these parties have failed to take action and the Licensing Authority is aware of

relevant grounds to make a representation, it may consider acting in its capacity as Responsible Authority.

- 14.5 The Licensing Authority will determine whether a review application is relevant and the validity of a review application will be determined by a licensing officer. This will be on the basis of whether the request for the review is relevant to the matters listed below:
- in accordance with the Guidance issued by the Home office
 - relevant to the non-promotion of the licensing objectives
- 14.6 The request for the review will also be subject to the consideration by the licensing officer as to whether the request is frivolous, vexatious, or repetitious
- 14.7 The Licensing Authority would expect grounds for a review to be evidence based but will consider each application on its merits and allow the benefit of doubt where appropriate.
- 14.8 Where a review application is accepted the Licensing Authority will encourage the parties to enter into mediation during the consultation period to help resolve issues arising. The Council would be happy to assist in these meetings being chaired by a member of their team but all parties may choose to have a different third party as a mediation chairperson.
- 14.9 All representations received in support of or against a review application will be considered by the licensing officers as to whether such representations are relevant to the application. Where appropriate the benefit of doubt will be given and representations accepted.
- 14.10 All reviews will lead to a hearing before a sub-committee. This may be a full hearing or a condensed hearing to consider the outcome of mediation. However other parties who have made representation but not been involved in mediation will be permitted to voice their representations at the hearing in accordance with the Hearings Regulations. The Policy applied to hearings can be found in section 16.
- 14.11 The authority considers that where reviews are raised as a result of serious crime and disorder causing that licensing objective to be undermined, then it is likely that the a revocation of the licence will be considered.

15 APPLICATION TO VARY PREMISES LICENCE AT COMMUNITY PREMISES TO REMOVE THE MANDATORY REQUIREMENT FOR A DPS.

- 15.1 The Licensing Authority acknowledges the value that local community premises bring to their localities and that most are operated and managed by volunteers. The mandatory requirement for a nominated DPS to be in place at alcohol licensed community premises can be burdensome and difficult for an individual to manage at such premises.
- 15.2 The Act allows management committees at community premises to take over the responsibility of the alcohol sales by applying to the Licensing Authority to remove the requirement to have a nominated DPS at the premises to authorise sales of alcohol. The Licensing Authority will, subject to strong evidence that a community premises is well managed by an experienced committee, support applications to remove the mandatory condition requiring all alcohol sales to be authorised by a personal licence holder.

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- 15.3 Before considering an application the Licensing Authority will satisfy itself that a premises meets the definition of a community premises. Enquiries will be made as to the regular use of the premises and whether it is in the main 'community' based. Where there is a regular 'commercial' or 'non-community based' use or a membership requirement to use the premises it is unlikely that such a premises would meet the definition of a community premises and permission to remove the requirement for a DPS is likely to be refused.
- 15.4 In general it is expected that premises that form part of a church hall or chapel hall or are a village or community hall would in most cases meet the definition of a community premises, although each will be considered on its individual merits and the evidence provided or obtained.
- 15.5 The licensing officers will consider, on a case by case basis, all applications to remove the mandatory condition and will ask such questions or seek the necessary evidence to confirm the suitability of the management committee to collectively authorise the alcohol sales.
- 15.6 Committees that make an application will be expected to have members who are aware of the law relating to the sale of alcohol, contain steps within their operating schedule to prevent offences relating to alcohol sales and also to include appropriate rules in hiring agreements where the premises is hired out to the public for events that will involve the sale of alcohol.

16 HEARINGS

- 16.1 Any application that has resulted in the submission of relevant representations from any party will be referred to the Licensing Sub-Committee for a hearing and determination in accordance with the 2003 Act and the Licensing Act 2003 (Hearings) Regulations 2005.
- 16.2 A sub-committee will normally consist of 3 suitably trained members of the Licensing Committee. No members will serve on a sub-committee involving an application for a licence within their own ward. The sub-committee will be advised on the law by a member of the Council's Legal Services Team. That legal team member will not be involved in the application process to prevent a conflict of interest by ensuring a clear separation of roles.
- 16.3 This Policy will play a key role in achieving consistency in decision.
- 16.4 Where representations are made only by Responsible Authorities, the Licensing Authority would expect applicants and Responsible Authorities to enter into negotiation or mediation prior to a hearing in an attempt to resolve issues before attending the licensing hearing.
- 16.5 Where mediation is successful and a hearing is deemed unnecessary by all parties the mediation outcome will be presented to the licensing sub-committee in writing and signed by all parties for ratification and determination¹. The sub-committee may still determine that the addition of appropriate licence conditions at the determination stage.
- 16.6 Parties will be advised of the hearing date and procedure in advance and in accordance with the statutory process. At all hearings the sub-committee will have regard to the Guidance issued under section 182 of the Act. This authority may use

¹ Not applicable to applications for a review of a Premises Licence or a Club Premises Certificate

its discretion where there are strong and defensible reasons for departing from the Guidance and where it considers it right to do so. In any such case this authority will clearly express and explain its reasons for doing so.

- 16.7 The Licensing Authority must give the appropriate amount of weight to representations made by the Police on crime and disorder matters. It will give appropriate weight to all representations made by all parties based on the content and relevance to the promotion of all licensing objectives.
- 16.8 All decision notices will be in writing and will include clearly stated reasons to explain a decision on an application.

17 LICENCE CONDITIONS

- 17.1 A key concept in the Licensing Act is that conditions that are attached to licences or certificates are tailored to suit the individual style and characteristics of the premises and its activities and the impact of those activities. Those conditions will be deemed appropriate and proportionate in order to promote the licensing objectives at that premises.
- 17.2 All licences that authorise the sale of alcohol will be subject to the mandatory conditions set out in the Licensing Act 2003 (Mandatory Licensing Conditions) Order 2010 and 2014 (and any subsequent Mandatory Conditions that are introduced).
- 17.3 Applicants will be expected to include appropriate steps within their operating schedule which will be converted to conditions on a premises licence or club premises certificate. Those steps will be expected to be achievable, enforceable and relevant to the business in question and will ensure the promotion of each of the four licensing objectives.
- 17.4 Where applications receive valid representations and are subject to a hearing, the sub-committee will consider the evidence provided within representations, the detail of the application, the nature of the premises and business and only where appropriate will attach conditions to a licence to secure the promotion of the licensing objectives in light of the evidence provided.
- 17.5 Decisions on individual licence conditions will be made on a case by case basis, and where there are concerns over the effective promotion of the licensing objectives, the applicant will be expected to offer suggestions on how the objectives can be met. This authority will work closely with all parties and the applicant in establishing workable, enforceable and reasonable conditions for new and variation applications.
- 17.6 In all cases the Licensing Authority will have regard to the Guidance when considering the implementation of licence conditions.
- 17.7 In all cases conditions will aim to promote the licensing objectives, be unambiguous and enforceable, appropriate to the activities and the business, achievable and applicable to the premises and the areas around the premises which is within the licensees control.
- 17.8 The Licensing Authority recognises the need to avoid, so far as possible, duplication with other regulatory systems including Health and Safety at Work, Fire Safety, Food Hygiene and Nuisance Control. However these regulations may not cover the unique circumstances of some activities and entertainment. In these

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circumstances, the council may therefore, where necessary, attach conditions to premises licenses for the promotion of the licensing objectives.

17.9 Conditions to promote the Prevention of Crime and Disorder.

Under the Act the Licensing Authority has a duty to promote the licensing objectives, and, a further duty under the Crime and Disorder Act 1998 to do all it reasonably can to prevent crime and disorder in the borough.

- 17.10 The applicant will be expected to detail in their operating schedule how they will prevent crime and disorder on and close to the premises. Such detail should reflect the licensable activities on offer, location and character of the area, the nature of the premises use and the range of customers likely to use the premises.

These may include, but are not limited to, the following:

- Prevention of disorderly conduct and anti-social behaviour
- Prevention of underage drinking
- Prevention of sales of alcohol to intoxicated customers
- Prevention of drunkenness both on and in the vicinity of the premises
- Prevention of drug use and drug dealing
- Restriction of drinks promotions
- Use of safety glass
- Inclusion of a wind-down time following alcohol sales period
- Adequate seating to discourage "vertical drinking"
- The offer of food and snacks or other entertainment or occupation to discourage persistent drinking

- 17.11 In busier premises the Licensing Authority would expect to see a short (say 30mins) 'wind down' or 'drinking up' period allowed for after the cessation time of entertainment and alcohol sales as this is effective in assisting in a reduction in noise and exuberance of customers before leaving the premises.

- 17.12 Where the Licensing Authority determines after consultation with the police that a premises is one that warrants additional security and monitoring it would expect applicants to include the provision of SIA approved door staff at the premises at appropriate times. Relevant premises are usually those used mainly for drinking alcohol, have later opening hours and are situated within the Town Centre night time economy area. Applicants will be expected to seek advice from the Police and the Licensing Authority will give appropriate weight to requests by the Police for premises to be protected by SIA registered door staff subject to the provision of relevant evidence.

- 17.13 Where appropriate, applicants for licences in the Town Centre areas providing mainly alcohol, music and dancing would be expected to include a provision of

safety glasses to prevent a risk of injury on the rare occasion that a glass may be used as a weapon.

17.14 The use of CCTV should be considered where appropriate or on the advice and recommendations of the Police and to a quality and standard approved by the Police for evidence purposes. Licensees will be expected to fully comply with the requirements of the Information Commissioners Office and the Data Protection Act 1998 in respect of any surveillance equipment installed at a premises.

17.15 In any application the sub-committee will consider each application on its individual merits and determine the imposition of conditions that are appropriate to the objectives.

17.16 **Conditions to promote Public Safety.**

The applicant will be expected to show that the physical safety of persons attending the premises will be protected and will offer relevant steps in the operating schedule to promote this.

17.17 Such steps will not replace the statutory obligation on the applicant to comply with all relevant legislation under the Health and Safety at Work etc. Act 1973 or under the Regulatory Reform (Fire Safety) Order 2004.

17.18 Applicants will be expected to have carried out the necessary risk assessments to ensure safe occupancy levels for the premises. Where a representation from the Fire Authority suggests that for the promotion of the Public Safety objective a maximum occupancy should be applied, the Licensing Authority will consider adding such a limit as a licence condition.

It is expected that an operating schedule will specify occupancy limits for the following types of licensed premises:

- (i) High Volume Vertical Drinking e.g. premises that provide mainly stand up drinking facilities with limited seating/table space and the prime activity is the sale of alcohol
- (ii) Nightclubs
- (iii) Cinemas
- (iv) Theatres
- (v) Other premises where regulated entertainment is likely to attract a large number of people.

17.19 **Conditions to promote the Prevention of Public Nuisance.**

The applicant will be expected to detail steps to prevent nuisance and disturbance arising from the licensable activities at the premises and from the customers using the premises.

17.20 The applicant will be expected to demonstrate that they have considered the following and included steps to prevent public nuisance:

- (i) Proximity of local residents to the premises
- (ii) Licensable activities proposed and customer base

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- (iii) Hours and nature of operation
 - (iv) Risk and Prevention of noise leakage from the premises from equipment, customers and machinery
 - (v) Prevention of noise from customers leaving the premises and customer pick up points outside premises and from the Car Park.
 - (vi) Availability of public transport to and from the premises
 - (vii) Noise from use of the garden/outside space including smoking shelters.
 - (viii) Delivery and collection times and locations.
 - (ix) Impact of external security or general lighting on residents.
 - (x) History of management of and complaints about the premises.
 - (xi) Applicant's previous success in preventing Public Nuisance.
 - (xii) Outcomes of discussions with the relevant Responsible Authorities.
 - (xiii) Impact of location, noise and contamination from outside smoking areas on neighbours and other customers
 - (xiv) Collection of litter arising from the premises
- 17.21 Steps to prevent public nuisance may include a range of options including noise limiting devices, sound insulation, wind down periods, acoustic lobbies, management of smoking areas etc.
- 17.22 Steps will differ depending on the individual premises and activities and it is for the applicant to ensure that reasonable, effective and appropriate steps are included within the operating schedule.
- 17.23 Conditions to promote The Protection of Children from Harm.**
- Applicants will be expected to detail steps to protect children at the premises from any harm. The Licensing Authority recognises the right of licensees (serving alcohol) to allow accompanied children into their premises. The Licensing Authority would not seek to restrict access by children (above that specified in the Act) unless it is necessary for the prevention of physical, moral or psychological harm.
- 17.24 Steps to prevent children from harm must be included where:
- (i) There is entertainment or services of an adult nature provided.
 - (ii) There have been previous convictions for under age sales of alcohol.
 - (iii) There is a known association with drug taking or dealing.
 - (iv) There is a significant element of gambling on the premises.
 - (v) There is a presumption that children under 18 should not be permitted entry such as to nightclubs (apart from when specific events are held for under 18's).

- (vi) Outcomes of discussions with relevant Responsible Authorities suggest such steps are applicable.

17.25 Nothing in the Licensing Act prevents licensees from excluding children from a licensed premises and no condition can be added to require the admission of children.

17.26 Where there are no matters that give rise to concern in respect of children at premises the Licensing Authority would expect to see the relevant box on an application form completed to specify NONE.

18 PERSONAL LICENCES

18.1 Any person who wishes to act as a DPS at licensed premises must be in possession of a personal licence issued under the Licensing Act 2003. Any other person may also apply for a personal licence subject to meeting the necessary criteria. The Licensing Authority acknowledges the default grant position for applicants who meet the statutory criteria under the Licensing Act 2003.

18.2 The Police will only be consulted where the applicant declares a previous conviction for a relevant offence. A relevant conviction is one that is listed on Schedule 4 of the Licensing Act 2003.

18.3 Where a representation is received from the Police the Licensing Authority acknowledges that it has discretion whether or not to grant the licence.

18.4 Where a representation is received from the Police objecting to an application for a personal licence, and that representation is deemed relevant by the licensing team in that there is a belief that granting the licence will undermine the prevention of Crime and Disorder Licensing objective, the application will be referred to the Licensing Sub-Committee for determination at a hearing where the Licensing Sub-Committee will either grant or refuse the application.

18.5 The Police must give a notice of objection to the Licensing Authority within the statutory 14 day consultation period. The Licensing Authority accepts that there is no discretion to accept a late notification from the Police even if the objection provided evidence that to grant the licence would undermine the crime prevention objective.

18.6 The Licensing Authority requires all personal licence holders to advise it each time there is a change of their name or address. All licence holders are advised of this requirement when a licence is granted. Any changes will be updated and an amended licence will be issued within 20 working days of a notification of change.

18.7 The Licensing Authority anticipates that the Magistrates and Crown Courts will take appropriate action in relation to a personal licence where licence holders are convicted of relevant offences in those courts after the grant of a personal licence and to notify the Licensing Authority of any action taken in respect of a personal licence.

18.8 The Licensing Authority requires personal licence holders to undertake their duty to disclose any convictions for a relevant offence after a personal licence has been granted. The Licensing Authority and/or the Police will take appropriate formal action against the licence holder where subsequent relevant convictions are not declared under that duty.

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19 TEMPORARY EVENT NOTICES

- 19.1 The Licensing Act 2003 makes provision for the authorisation of a person (known as a premises user) to provide licensable activities on a temporary basis at unlicensed premises, or to add activities and/or extend the hours of existing activities at a licensed premises. The activities are authorised by the serving of a Temporary Event Notice (TEN) on the Licensing Authority, subject to the notice meeting the proper criteria as detailed under the Act.
- 19.2 Comprehensive planning of events is essential and where there are likely to be impacts on neighbouring residents or businesses as a result of the activities to be authorised by a TEN, the Licensing Authority expects the premises user to have advised those residents and businesses and considered any potential impacts and how they may be mitigated.
- 19.3 The Licensing Authority welcomes requests for advice from applicants who wish to provide temporary events to ensure they understand the law relating to such events and to reduce the likelihood of objections being made.
- 19.4 There are two types of TEN, Standard or Late. Both are subject to a numerical limit on the number of each type of TEN that can be served by personal licence holders and non-personal licence holders in a calendar year. There is also a numerical limitation on the number of TENs that may be served in respect of individual premises or place.
- 19.5 **Standard TEN.** A standard TEN must be served at least 10 working days (Monday to Friday excluding Bank Holidays) before the event commences. The 10 working days excludes the day of service and the day on which the event starts. Copies of the TEN must be served on the Licensing Authority, The Environmental Health (EH) Department, and the Police. The fee is payable only to the Licensing Authority. Applicants are encouraged to serve TENs at least 28 days before the proposed events to allow greater time for an event to be planned.
- 19.6 Where numerical limits are exceeded the Licensing Authority will serve a counter notice and the proposed licensable activities will not be authorised.
- 19.7 Where objections are received from the Police and/or EH and not withdrawn, the notice will be referred for a hearing before the Licensing Sub-Committee. The Sub-Committee may approve the TEN as applied for, add appropriate conditions (if the TEN takes place on a premises with an existing premises licence) or reject a TEN by serving a counter notice.
- 19.8 **Late TEN.** A late TEN may be served between 9 and 5 working days before a proposed event commences. The same limitations apply to the day the notice was served and the day of the event. Where numerical limits are exceeded a counter notice will be served and the proposed licensable activities will not be authorised.
- 19.9 If the late TEN is served with fewer than 5 working days' notice it is deemed invalid and would be rejected. The proposed activities would not be authorised. The Licensing Authority has no discretion to accept TENs outside the permitted statutory deadlines.
- 19.10 Where valid representations are received from the Police or EH in respect of a late TEN, the TEN will be rejected and proposed activities will be unauthorised. A refund of the fee will not be made.

19.11 The Licensing Authority will take the appropriate action where there is evidence that licensable activities have been provided without the authorisation of a TEN.

19.12 There are restrictions on the numbers of each type of TEN that can be submitted.

19.13 It should be noted that if a TEN has been processed and is no longer required the fee will not be refunded as the Licensing Authority has already carried out its obligations.

20 OTHER RELEVANT MATTERS

20.1 **Adult entertainment.** The Licensing Authority has adopted Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 and premises offering regular entertainment of a sexual nature must be licensed as a sex establishment under those provisions.

20.2 The Licensing Authority acknowledges that exemptions under the above legislation do allow sexual entertainment to be provided at premises licensed under the Licensing Act 2003, as long as it is provided on no more than 11 occasions within 12 months and with at least 1 month between each occasion. Those infrequent events will be regulated by the licence granted under the Licensing Act 2003 where that licence authorises performances of dance and where the original.

20.3 **Gaming machines in licensed premises - Automatic entitlement.** There is provision in the Gambling Act 2005 (GA2005) for premises licensed to sell alcohol for consumption on the premises to automatically have two gaming machines of category C and/or D. The premises licence holder merely needs to notify this Licensing Authority and pay the prescribed fee.

20.4 This authority can remove the automatic authorisation in respect of any particular premises if:

- provision of the machines is not reasonably consistent with the pursuit of the licensing objectives (under the GA2005);
- gaming has taken place on the premises that breaches a condition of section 282 of the GA2005 (for example, the gaming machines have been made available in a way that does not comply with requirements on the location and operation of gaming machines);
- the premises are mainly used for gaming; or
- an offence under the GA2005 has been committed on the premises.

20.4 **Gaming Machine Permit** – If a premises wishes to have more than 2 machines of categories C and/or D, then it needs to apply for a permit and this authority will consider that application based upon the licensing objectives, any guidance issued by the Gambling Commission under section 25 of the Act, and such matters as officers consider relevant.

20.5 In determining such matters, consideration will be given to the need to protect children from harm and to the need to protect vulnerable persons from harm or being exploited by gambling. The applicant will be required to satisfy the authority that there will be sufficient measures to ensure that minors do not have access to the adult only gaming machines.

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- 20.6 Measures to satisfy the authority relate to restricting access to age restricted machines and adult machines being in sight of the bar, or in sight of staff who will monitor that the machines are not being used by minors. Notices and signage should also be displayed to this effect. Applicants may consider the provision of information leaflets and helpline numbers for organisations such as GamCare to demonstrate their responsibility in the protection of vulnerable persons and compliance with Codes of Practice issued by the Gambling Commission.
- 20.7 **Gambling in alcohol 'On' licensed premises.** Exempt gaming is equal chance gaming that is generally permissible in any club or alcohol licensed premises. Equal chance gaming includes games such as backgammon, mah-jong, rummy, kalooki, dominoes, cribbage, bingo and poker. Such gaming should be ancillary to the purposes of the premises.
- 20.8 This exemption is automatically available to all clubs or alcohol licensed premises, but is subject to statutory stakes and prize limits determined by the Secretary of State. Licensees are expected to seek advice from the Gambling Commission at www.gamblingcommission.gov.uk or this Licensing Authority before providing any forms of gambling at alcohol licensed premises.
- 20.9 Licensees will be expected to make appropriate arrangements for customers who wish to smoke outside the premises to ensure that the licensed pavement area is not also used as the allocated smoking area. This is to prevent nuisance and potential ill-health to non-smokers who wish to use the outside seating.

21 INFORMATION

- 21.1 In order to ensure that applicants and persons who make representations have the necessary information to be able to do so, information is available on the Sevenoaks District Council website www.sevenoaks.gov.uk or by contacting the licensing team by email (licensing@sevenoaks.gov.uk), or by telephone on 01732 227004.

Appendix A



Sevenoaks District is in West Kent, bordering Greater London, Surrey and Sussex and covers an area of 142 square miles.

The main towns are Edenbridge, Sevenoaks and Swanley and there are many other small villages and settlements, of which the largest are Hartley, Hextable, New Ash Green, Westerham and West Kingsdown.

The M25, M20 and M26 motorways are easily accessible as they cross the District. Gatwick and Heathrow airports and the Channel Ports and Channel Tunnel Rail Link are all within easy reach.

93% of Sevenoaks District is within the Green Belt, with 60% designated as Area of Outstanding Natural Beauty. Much of the District is rural in character and it includes many picturesque villages and hamlets and large areas of beautiful countryside.

At the 2011 census the total population of the District was 114,893 with 47,020 households.



Appendix B

Contact details of Local Authority Licensing Department

<p>Claire Perry Licensing Partnership Manager Email: claire.perry@sevenoaks.gov.uk Telephone: 01732 227325</p>	<p>Leeann Leeds Licensing Officer Email: leeann.leeds@sevenoaks.gov.uk Telephone: 01732 227270</p> <p>Jessica Bolton Licensing Officer Email: jessica.bolton@sevenoaks.gov.uk Telephone: 01732 227480</p>
<p>Licensing Partnership Sevenoaks District Council Council Offices PO Box 182 Argyle Road Sevenoaks Kent TN13 1GP</p> <p>Web; www.sevenoaks.gov.uk/business/licencesandpermits Email: licensing@sevenoaks.gov.uk Telephone: 01732 227004</p>	

See the Sevenoaks District Council Website www.sevenoaks.gov.uk for details of the Town and Parish Councils within the District. Details of your local Councillors may also be obtained from the website.

Information on licensing applications being processed is available on the licensing pages of Sevenoaks District Council's website.

Appendix C

Responsible authorities

<p>West Kent Fire Safety Office 424 Vale Road Tonbridge Kent TN9 1SW</p> <p>Email: tonbridge.firesafety@kent.fire-uk.org Tel: 01732 369429</p>	<p>Police Licensing and Drugs Officer PC Mark Beresford Licensing Coordinator Community Safety Unit Tonbridge and Malling Borough Council Gibson Drive Kings Hill West Malling, ME19 4LZ</p> <p>Email: west.division.licensing@kent.pnn.police.uk Tel: 01732 379375 Mobile: 07980 683610</p>
<p>Trading Standards Kent County Council 1st Floor, Invicta House County Hall Maidstone Kent. ME14 1XX</p> <p>Tel: 03000 412000 TSwest@kent.gov.uk</p>	<p>Kent Child Protection Committee Children's and Families KCC Social Service The Willows Hilda May Avenue Swanley Kent BR8 7BT</p> <p>Website: www.kcpc.org.uk kscb@kent.gov.uk</p>
<p>Local Planning Authority Sevenoaks District Council Council Offices PO Box 182 Argyle Road Sevenoaks Kent TN13 1GP</p> <p>Tel: 01732 227200 DCSouth@sevenoaks.gov.uk</p>	<p>Public Health Kent Kent Public Health Department Room 3.45, Sessions House, County Hall, County Road Maidstone, Kent ME14 1XQ</p> <p>Tel: 0300 333 6379 Gillian.Montgomery@kent.gov.uk</p>
<p>Environmental Protection Environmental Health Partnership Civic Centre Home Gardens Dartford Kent. DA1 1DR</p> <p>Tel: 01322 343231</p> <p>Email: eh.support@dartford.gov.uk</p>	<p>Health and Safety Environmental Health Partnership Civic Centre Home Gardens Dartford Kent. DA1 1DR</p> <p>Tel: 01322 343231</p> <p>Email: eh.support@dartford.gov.uk</p>

Appendix D

References to guides of best practice

Good Practice Guide on the Control of Noise from Pubs and Clubs, produced by Institute of Acoustics
www.ioa.org.uk

The National Alcohol Harm Reduction Strategy Toolkit
www.alcoholconcern.org.uk

The Point of Sale Promotions published by BBPA
www.beerandpub.com

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Appendix E

Contact details and useful addresses (e.g. Chamber of Trade, BBPA, BII, SIA etc.)

<p>Sevenoaks and District Chamber of Commerce 54 High Street Sevenoaks, Kent. TN13 1YD Tel: 01732 455188</p>	<p>Swanley & District Chamber of Commerce Imperial House 46 High Street Swanley Kent. BR8 8BQ</p>
<p>Edenbridge Chamber of Commerce c/o 53 High Street Edenbridge, Kent. TN8 5AL</p>	<p>Disclosure and Barring Service (DBS) Customer services PO Box 165 Liverpool L69 3JD Information line: 0870 90 90 811 Website: https://www.gov.uk/disclosure-barring-service</p>
<p>British Beer & Pub Association Ground Floor Brewers' Hall Aldermanbury Square London EC2V 7HR Tel: 020 7627 9191 Fax: 020 7627 9123 contact@beerandpub.com Press Office: 020 7627 9199</p>	<p>British Institute of Inn keeping (BII) Wessex House 80 Park Street Camberley Surrey. GU15 3PT Tel: 01276 684 449 Fax: 01276 23045 www.bii.org Email: reception@bii.org</p>
<p>SIA PO Box 49768 London. WC1 V6WY Website: www.the-sia.org.uk Tel: 0844 892 1025 Fax: 0844 892 0975</p>	

Agenda Item 3

Appendix F - Recommended delegation of functions

Matter to be dealt with	Full Committee	Sub Committee	Officers
Application for personal licence		If a police objection	If no objection made
Application for premises licence/club premises certificate		If a relevant representation made	If no relevant representation made
Application for provisional statement		If a relevant representation made	If no relevant representation made
Application to vary premises licence/club premises certificate		If a relevant representation made	If no relevant representation made
Application to vary designated premises supervisor		If a police objection	If no objection made
Request to be removed as designated premises supervisor			All cases
Application for transfer of premises licence		If a police objection	If no objection made
Applications for interim authorities		If a police objection	If no objection made
Application to review premises licence/club premises certificate		All cases	
Decision on whether a complaint is irrelevant, frivolous, vexatious etc.			All cases
Decision to object when Local Authority is a consultee and not the relevant authority considering the application		All cases	
Determination of a police or an environmental health officer objection to a temporary event notice		All cases	
Application for a minor variation			All cases

Determination on review of premises licence following closure order;		All cases	
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