

AGENDA

Meeting: Eastern Area Licensing Sub Committee
Place: Council Chamber - Council Offices, Monkton Park, Chippenham,
SN15 1ER
Date: Wednesday 9 March 2022
Time: 10.15 am
Matter: Application for a Time Limited Premises Licence, Lower Park Farm,
Whistley Road, Potterne, Devizes

Please direct any enquiries on this Agenda to Lisa Pullin, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 713015 or email committee@wiltshire.gov.uk

Press enquiries to Communications on direct lines (01225) 713114/713115.

This Agenda and all the documents referred to within it are available on the Council's website at www.wiltshire.gov.uk

Membership:

Cllr Steve Bucknell
Cllr Jerry Kunkler

Cllr Stewart Palmen

Substitutes:

Cllr Tim Trimble

Recording and Broadcasting Information

Wiltshire Council may record this meeting for live and/or subsequent broadcast. At the start of the meeting, the Chairman will confirm if all or part of the meeting is being recorded. The images and sound recordings may also be used for training purposes within the Council.

By submitting a statement or question for an online meeting you are consenting that you will be recorded presenting this, or this may be presented by an officer during the meeting, and will be available on the public record. The meeting may also be recorded by the press or members of the public.

Any person or organisation choosing to film, record or broadcast any meeting of the Council, its Cabinet or committees is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.

Details of the Council's Guidance on the Recording and Webcasting of Meetings is available on request. Our privacy policy can be found [here](#).

Parking

To find car parks by area follow [this link](#). The three Wiltshire Council Hubs where most meetings will be held are as follows:

County Hall, Trowbridge
Bourne Hill, Salisbury
Monkton Park, Chippenham

County Hall and Monkton Park have some limited visitor parking. Please note for meetings at County Hall you will need to log your car's registration details upon your arrival in reception using the tablet provided. If you may be attending a meeting for more than 2 hours, please provide your registration details to the Democratic Services Officer, who will arrange for your stay to be extended.

AGENDA

1 **Election of Chairman**

To elect a Chairman for the meeting of the Sub Committee.

2 **Apologies for Absence/Substitutions**

To receive any apologies for absence and to note any substitutions.

3 **Procedure for the Meeting** (*Pages 5 - 10*)

The Chairman will explain the attached procedure for the members of the public present.

4 **Chairman's Announcements**

The Chairman will give details of the exits to be used in the event of an emergency.

5 **Declarations of Interest**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

6 **Licensing Application** (*Pages 11 - 14*)

To consider and determine an Application for a Premises Licence made by Adam Ford in respect of Lower Park Farm, Whistley Road, Potterne, Devizes, SN10 5TB. The report of the Public Protection Officer – Licensing is attached.

6a **Appendix 1 - Application Form** (*Pages 15 - 38*)

6b **Appendix 2 - Latest Event Management Plan** (*Pages 39 - 58*)

6c **Appendix 3 - Relevant Representation** (*Pages 59 - 60*)

6d **Appendix 4 - Aerial view of location and site plan** (*Pages 61 - 62*)

6e **Appendix 5 - Map of location and closest residential houses**
(*Pages 63 - 64*)

6f **Appendix 6 - Additional condition agreed with Environmental Health Officer and Applicant** (*Pages 65 - 70*)

6g **Appendix 7 - Health and Safety Advisor location report** (*Pages 71 - 72*)

This page is intentionally left blank

LICENSING COMMITTEE

PROCEDURAL RULES FOR THE HEARING OF LICENSING ACT 2003 APPLICATIONS

1 Purpose

- 1.1 These rules have been prepared to facilitate proper consideration of licence applications, made under the Licensing Act 2003, by the Licensing Committee and its Sub Committees.
- 1.2 The rules set out a framework for how applications are to be heard and explain the role of the participants at the Hearing.

2 Definitions

- 2.1 The following definitions describe the participants at and the subject matter of a Hearing:

“Applicant” means the person who has submitted an Application for consideration by the Committee.

“Applicant’s Premises” means premises subject to the Application.

“Applicant’s Representative” means a person attending a Hearing to assist or represent an Applicant including a lawyer.

“Application” means an application for the Grant/Variation/Transfer/Review and any other decision to be made by the Committee/Sub-Committee in respect of a Licence.

“Chairperson” means the Member who is the Chairperson of the Committee for the particular Hearing.

“Committee” means the Council’s Licensing Committee and includes any Sub Committee of the Licensing Committee.

“Committee Lawyer” means the Council’s Lawyer (including an external Lawyer instructed by the Council’s Legal & Democratic Services Manager) who is present at a Hearing to advise the Chairperson and the Members.

“Committee Manager” means the Council’s Officer who is present at a Hearing to take minutes.

“Committee Report” means the Licensing Officer’s written report to the Committee concerning an Application, a copy of which has been previously made available to the Applicant or their Representative, a Responsible Authority or their Representative or any person who has made a Relevant Representation or their Representative.

“Hearing” means a meeting of the Committee at which an Application is considered.

“**Licence**” means a Licence which the Committee has the power or duty inter alia to grant, transfer, suspend or revoke.

“**Licensing Officer**” means the Council’s Licensing Officer(s) who is/are present at a Hearing to present reports in respect of an Application and to give technical advice in respect of an Application to the Committee when requested.

“**Licensing Authority**” the Council in whose geographical area the subject matter of the Application relates to, and includes the Council’s Licensing Committee, any Sub Committee of the Licensing Committee and a Licensing Officer.

“**Member**” means a Member who is a Member of the Committee that is considering an Application.

“**Person making a Relevant Representation**” means a person who is present at a Hearing to make representations in respect of an Application and includes any person who is present to assist or make representations on behalf of that person including a Lawyer.

“**Responsible Authority**” means a person who is present at a Hearing to make representations in respect of an Application in their capacity as Responsible Authority and includes any person who is present to assist or make representations on behalf of the Responsible Authority including a Lawyer.

3 Key Principles

- 3.1 The principles of ‘natural justice’, and Article 6 ‘Right to a Fair Trial’, which is one of the Convention Rights in the Human Rights Act 1998, require that there is a fair Hearing of Applications.
- 3.2 Natural justice is an umbrella term for the legal standards of basic fairness. This will include that:
 - 3.2.1 the Applicant has an opportunity to make representations before a decision is made;
 - 3.2.2 those making representations have an opportunity to voice their representations before a decision is made;
 - 3.2.3 the Applicant has an adequate opportunity to consider and respond to any submissions made by a Responsible Authority/Authorities and/or any person/s who have made a Relevant Representation;
 - 3.2.4 the Committee does not exclude an Applicant from a Hearing in order to consider submissions from a Responsible Authority/Authorities and/or any person/s who have made a Relevant Representation.
- 3.3 It is also fundamental that there is an orderly presentation of submissions at a Hearing so that the relevant issues are properly understood, evidence is tested and that oral statements made at the Hearing are accurately recorded.

- 3.4 Ultimately the Chairperson determines the application of these rules, having regard to any submissions being made by those present and in particular the Committee Lawyer.

4 The Hearing

- 4.1 The Hearing shall take place in public.

4.1.1 The Committee may exclude the public from all or part of the Hearing where it considers it to be in the public interest to do so and, in accordance with the Local Government (Access to Information) Act 1985, as amended. Public includes a party and any person assisting or representing a party.

4.1.2 The Committee may require any person attending the Hearing who, in its opinion, is behaving in a disruptive manner, to leave the Hearing and may:

- A refuse to permit them to return;
- B permit them to return only on such conditions as the Committee may specify;
- C in the event that a person is required to leave a Hearing that person may, before the end of the Hearing, submit to the Committee in writing any information which they would have given orally.

4.2 Prior to the Hearing commencing, the Chairperson shall advise the parties of the procedure it proposes to follow at the Hearing.

4.3 Where a party has previously requested permission for a person(s), other than their representative, to appear at the Hearing then the Committee shall consider whether to permit that request.

4.4 The Committee will allow the parties an equal maximum period of time in which to exercise their rights.

4.5 This equal maximum time may have been notified in advance of the Hearing;

4.6 Where there are a number of people who have attended the Hearing to make the same representation then the Committee would normally require that a spokesperson be appointed by them to make the representations on behalf of all of those who have made Relevant Representations .

5 Presentation of Submissions

5.1 The Chairperson will introduce the Application.

5.2 In the event that the Licensing Authority has given notice to a party requiring clarification on a point(s) then that party shall respond to the points raised by the Licensing Authority.

5.3 Submissions shall be made in the following order unless the Chairperson directs otherwise:

- 5.3.1 The Licensing Officer will orally present the Committee Report and will in particular advise the Committee as to:
- A the options available to it;
 - B the considerations that are relevant in reaching its decision.
- 5.3.2 The Applicant (or the Applicant's Representative) will orally present its submission which may include:
- A presenting their case in accordance with the papers, which will have been circulated with Agenda papers;
 - B confirming key information and answer pertinent questions; and
 - C calling witnesses in support of the Application (see paragraph 4.3).
- 5.3.3 A Responsible Authority/Authorities and/or any person/s who have made a Relevant Representation will orally present their representations in turn which shall include:
- A the grounds of the representation to the Application; and
 - B any condition(s) that the Responsible Authority/Authorities and/or any person/s who have made a Relevant Representation would be happy to have the Application granted subject to which would cause the representation to be withdrawn.

6 Questioning of Submissions

- 6.1 The Chairperson will regulate the order in which questions are asked by Members.
- 6.2 The Chairperson and Members, voiced through the Chairperson, may question any party following the completion of their submission.
- 6.3 The Chairperson will normally permit the Applicant, a Responsible Authority/Authorities or any person/s who have made a Relevant Representation to ask questions through them of the other parties.
- 6.4 The Chairperson may direct that questions which are not relevant to the Application or one of the four Licensing Objectives are not formally put or answered.

7 Documentation

- 7.1 No party shall present new documentation to the Committee at the Hearing other than with the consent of all of the other parties. This does not preclude the Licensing Officer from correcting errors, providing updated information or an extract from a local map showing the Applicant's Premises in the context of the surrounding premises and any person/s who have made a Relevant Representation . If any party is granted permission to present supplementary papers at the Hearing they shall provide at least 10 copies at the start of their submission.

8 Intervention

The Chairperson shall permit the following interventions at any point in the Hearing:

- 8.1 The Committee Lawyer to advise the Committee on issues of law, procedure and relevant considerations on decision making. If necessary, the Chairperson may require the Committee, the Committee Lawyer and the Committee Manager to leave the Hearing so that advice can be given.
- 8.2 The Committee Manager to advise the Committee on procedure generally, or to request that statements made are repeated for reasons of clarity and so that they can be properly recorded.
- 8.3 The Licensing Officer to seek to clarify statements that have been made in light of information held on their file.

9 Failure of Parties to Attend Hearing

- 9.1 If a party has informed the Licensing Authority that it does not intend to attend or be represented at a Hearing, the Hearing may proceed in its absence.
- 9.2 If a party has not indicated that it does not intend to attend or be represented at a Hearing and fails to attend or be represented at the Hearing then the Licensing Authority may:
 - 9.2.1 where it considers it be necessary in the public interest, adjourn the Hearing to a specified date; or
 - 9.2.2 hold the Hearing in the party's absence.
- 9.3 Where the Licensing Authority holds a Hearing in the absence of a party, it shall consider at the Hearing the application, representations or notice made by that party.

10 Closing Submissions

- 10.1 The Chairperson shall allow first, the Responsible Authority/Authorities and any person/s who have made a Relevant Representation to make a closing oral submission(s) and secondly invite the Applicant or the Applicant's Representative an opportunity to make an oral closing submission in support of the Application.

11 Decision

- 11.1 The Committee, the Committee Lawyer and the Committee Manager, shall retire so that the decision may be considered in private, and to consider any legal issues raised by the Members.
- 11.2 The decision, and brief reasons for the decision, of the Committee shall be communicated orally by the Chairperson to the parties after the Committee has deliberated in private on the Application.
- 11.3 Written reasons shall be provided soon after the deliberations of the Application and in any event within the statutory time limits.

Hearing Procedure Summary

1. The Democratic Services Officer will request nominations for a Chairman for the Hearing.
2. The Chairperson welcomes all those present and introduces the Application.
3. The Chairperson introduces the members of the Sub Committee and invites all parties present (Applicant, Responsible Authority/Authorities, any person/s who have made a Relevant Representation and Council Officers) to introduce themselves.
4. The Chairperson outlines the Hearing Procedure as set out in the Agenda, makes any relevant announcements and asks for any declarations of interest.
5. The Licensing Officer is asked to present their Committee Report.
6. The Applicant/their representative is invited to address the Sub Committee in support of their application.
7. Questions to the Applicant by Members of the Sub Committee.
8. Questions to the Applicant by Responsible Authority/Authorities and/or any person/s who have made a Relevant Representation which are to be directed through the Chairperson.
9. Any Responsible Authority/Authorities and/or any person/s who have made a Relevant Representation are invited to address the Sub Committee in support of their representations.
10. Questions to the Responsible Authorities/those who have made a Relevant Representation by Members of the Sub Committee.
11. Questions to the Responsible Authorities/those who have made a Relevant Representation by the Applicant, which are to be directed through the Chairperson.
12. Closing submissions by those Parties who have made a Relevant Representation in reverse order.
13. Closing submissions by the Applicant.
14. Sub Committee retires with the Committee Lawyer and Committee Manager to consider its decision.
15. Sub Committee returns and the Lawyer gives a summary of any legal advice that may have been given to the Sub Committee.
16. The Chairperson either gives the decision with reasons, or advises that it will be released in writing with reasons within the statutory time limits (5 working days).

WILTSHIRE COUNCIL

EASTERN AREA LICENSING SUB COMMITTEE

9 March 2022

Application for a Premises Licence; Lower Park Farm, Whistley Road, Potterne, Devizes, Wiltshire, SN10 5TB

1. Purpose of Report

- 1.1 To determine an application for a Premises Licence in respect of Lower Park Farm, Whistley Road, Potterne, Devizes, SN10 5TB made by Adam Ford.

2. Background Information

- 2.1 An application for a Premises Licence in respect of Lower Park Farm, Whistley Road, Potterne, Devizes, SN10 5TB has been made by Adam Ford for which one relevant representation has been received.

- 2.2 Wiltshire Council (as the Licensing Authority) must hold a hearing to consider the application having regard to the representations. In accordance with Section 18 (3) of The Licensing Act 2003 the Licensing Sub Committee is required to take such of the steps listed in 2.4 below as it considers appropriate for the promotion of the licensing objectives. In considering the application and the relevant representations, the Sub Committee must also have regard to relevant Government guidance and the Council's Licensing Policy.

- 2.3 The licensing objectives are:

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

- 2.4 Such steps are:

- i) To grant the licence subject to such conditions as are consistent with those included in the operating schedule submitted with the application, modified to such extent as the Sub Committee considers appropriate for the promotion of the licensing objectives, together with any mandatory conditions required by the Licensing Act.
- ii) To exclude from the scope of the application any licensable activity.
- iii) To refuse to specify a person as the designated premises supervisor.
- iv) To reject the application.

2.5 On 18th January 2022 an application for a new, time limited, premises licence was received and accepted as a valid application.

2.6 The application as applied for is as follows:

Licensable Activity	Timings	Days
Live music (outdoors)	18:00 – 23:00 14:00 – 23:00	Friday 29 th July 2022 Saturday 30 th July 2022
Recorded music (outdoors)	14:00 – 23:00 13:00 – 23:00	Friday 29 th July 2022 Saturday 30 th July 2022
Provision of late night refreshment	23:00 – 00:30 23:00 – 00:30	Friday 29 th July 2022 Saturday 30 th July 2022
Sale by retail of alcohol (on off sales)	12:00 – 00:00 12:00 – 00:00	Friday 29 th July 2022 Saturday 30 th July 2022
Hours premises open to the public	10:00 – 00:30 10:00 – 00:00 08:00 – 12:00	Friday 29 th July 2022 Saturday 30 th July 2022 Sunday 31 st July 2022

A copy of the application form is attached as **Appendix 1**. Attached as **Appendix 2** is the latest version of the Event Management Plan (EMP) for the event which was submitted with the application.

2.7 On 30th October 2020 an application for a new premises licence was received. The application was submitted by Mr Adam Ford for the same location. At the time six relevant representations were received but the applicant withdrew the application before the hearing took place.

3. Consultation and Representations

3.1 The application process requires the application to be advertised, by the Applicant, in a local news publication within 10 working days, starting on the day after the authority receives it and for a public notice (on pale blue paper) to be posted on the premises. In addition the Licensing Authority advertises the application on its website, for a period of 28 consecutive days, starting the day after the authority receives the application.

3.2 During the consultation period one relevant representation has been received from Potterne Parish Council.

3.3 Representations Received

- Karon Van Den Bergh (Clerk) - Potterne Parish Council

3.4 Responsible Authorities

No Responsible Authority has made a representation in connection with this application.

3.5 A summary of the representations made is detailed in the table below:

Representation	Licensing Objective
Potterne Parish Council	Prevention of Public Nuisance, Public Safety, Prevention of Crime and Disorder and Protection of Children from Harm

3.6 The relevant representation is attached as **Appendix 3**. Attached as **Appendix 4** is a detailed plan of the location. **Appendix 5** shows a map of the area and the closest residential accommodation.

3.7 Before the end of the consultation period the following was agreed to be added as a condition on the licence, if granted, between the applicant and Wiltshire Council's Environmental Health Officer.

- *The Music Noise Level (MNL) 15 min LAeq, should not exceed 100dB(A) at 3m from the stage or source of music*

The Email confirmation the additional condition is attached as **Appendix 6**.

3.8 Before the end of the consultation the applicant forwarded a report from an independent health and safety advisor regarding the suitability of the site. The report is attached as **Appendix 7**.

4. **Legal Implications**

4.1 This hearing is governed by the Licensing Act 2003 (Hearings) Regulations. These provide that hearings should be held in public unless the Licensing Authority considers that the public interest in excluding the public outweighs the public interest in the hearing taking place in public.

4.2 The Applicant, and all persons who have made representations have been informed of the date, time and location of the hearing and their right to attend and be represented.

4.3 At the hearing all those who have made representations are entitled to address the Sub Committee and to ask questions of another party, with the consent of the Sub Committee.

5. **Officer Recommendations**

5.1 Officers are not permitted to make a recommendation – the decision is to be reached by the members of the Licensing Sub Committee.

6. Right of Appeal

- 6.1 It should be noted that the Applicant and those persons who have made representations may appeal the decision made by the Licensing Sub Committee to the Magistrates Court. The appeal must be lodged with the Magistrates Court within 21 days of the notification of the decision.
- 6.2 In the event of an appeal being lodged, the decision made by the Licensing Sub Committee remains valid until any appeal is heard and any decision made by the Magistrates Court.
- 6.3 A Responsible Authority or any person may apply to the Licensing Authority for a Review of a Premises Licence. Whether or not a Review Hearing takes place is in the discretion of the Licensing Authority, but, if requested by a person other than a Responsible Authority it will not normally be granted within the first 12 months except for the most compelling circumstances.
-

Report Author: Teresa Isaacson

Public Protection Officer – Licensing, County Hall, Bythesea Road, County Way, Trowbridge, Wiltshire, BA14 8JN

25 February 2022

Background Papers Used in the Preparation of this Report

- **The Licensing Act 2003**
- **The Licensing Act (Hearings) Regulations 2005**
- **Guidance issued under Section 182 of the Licensing Act 2003**
- **Wiltshire Council Licensing Policy**

Appendices

- 1 Application form**
- 2 Latest EMP**
- 3 Relevant representations**
- 4 Aerial view of location and site plan**
- 5 Map of location and closest residential houses**
- 6 Additional condition agreed with EHO and applicant**
- 7 Health & Safety Advisor location report**



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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

I/We ADAM FORD

(Insert name(s) of applicant)

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

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description			
LOWER PARK FARM WHISTLEY ROAD DEVIZES WILTSHIRE GRID REF ST 983609			
Post town	DEVIZES	Postcode	SN10 5TB

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

Part 2 - Applicant details

- Please state whether you are applying for a premises licence as **Please tick as appropriate**
- a) an individual or individuals * please complete section (A)
 - b) a person other than an individual *
 - i as a limited company/limited liability partnership please complete section (B)
 - ii as a partnership (other than limited liability) please complete section (B)
 - iii as an unincorporated association or please complete section (B)
 - iv other (for example a statutory corporation) please complete section (B)
 - c) a recognised club please complete section (B)

- d) a charity please complete section (B)
- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

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

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

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

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

SECOND INDIVIDUAL APPLICANT (if applicable)

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

(B) OTHER APPLICANTS

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

Name
Address
Registered number (where applicable)

Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
2	9	07 20 22

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

DD	MM	YYYY
0	1	08 20 22

Please give a general description of the premises (please read guidance note 1)
A LARGE OPEN FIELD WITH GOOD ACCESS, AND FAR ENOUGH AWAY FROM BUILT UP HOUSING AREAS TO MINIMISE ANY DISTRUPTION.

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

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

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

- | | |
|--|-------------------------------------|
| Provision of regulated entertainment (please read guidance note 2) | Please tick all that apply |
| a) plays (if ticking yes, fill in box A) | <input type="checkbox"/> |
| b) films (if ticking yes, fill in box B) | <input type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C) | <input type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input type="checkbox"/> |
| e) live music (if ticking yes, fill in box E) | <input checked="" type="checkbox"/> |

- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g)
(if ticking yes, fill in box H)

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

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

In all cases complete boxes K, L and M

A

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

B

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

C

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

D

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

E

Live music Standard days and timings (please read guidance note 7)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 5)		
Wed					
Thur			<u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Fri	1800	2300			
Sat	1400	2300			
Sun					

F

Recorded music Standard days and timings (please read guidance note 7)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)		
Wed					
Thur			<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Fri	1400	2300			
Sat	1300	2300			
Sun					

G

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

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 4)		
Wed					
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5)		
Fri					
Sat			<u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue					
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)		
Thur					
Fri	23:00	00:30	<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat	23:00	00:30			
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Mon					
Tue					
Wed					
Thur					
Fri	12:00	00:00			
Sat	12:00	00:00			
Sun			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 (please read guidance note 6)		

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

Name		[REDACTED]
Date of birth		[REDACTED]
Address		[REDACTED]
Postcode	[REDACTED]	
Personal licence number (if known)		LN / 0010619
Issuing licensing authority (if known)		WILTSHIRE

K

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

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			<u>State any seasonal variations</u> (please read guidance note 5)
Day	Start	Finish	
Mon			
Tue			
Wed			
Thur			
Fri	10:00	00:30	
Sat	10:00	00:00	
Sun	0800	12:00	
<u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 6)			

M

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

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

CLEAR SIGNAGE
DAILY BRIEFINGS FOR ALL EVENT STAFF
EASY TO FOLLOW RULES ADVERTISED IN THE RALLY EVENT PROGRAMME
THE EVENT MANAGEMENT PLAN WILL BE ADHERED TO AT ALL TIMES

b) The prevention of crime and disorder

APPROPRIATE SIA LICENCED SECURITY AND STEWARDING WILL BE PRESENT AT THE EVENT AND BRIEFED DAILY ON ALL EVENT RESPONSIBILITIES.
ANYONE FOUND TO BE COMMITTING A CRIMINAL ACT WILL IMMEDIATELY BE EJECTED AND THE POLICE INFORMED.
NO ALCOHOL WILL BE SERVED TO ANYONE WHO IS DEEMED TO HAVE HAD ENOUGH.

c) Public safety

THIS WILL BE THE UPMOST IMPORTANCE DURING THE EVENT AND WILL BE MANNED BY THE USE OF THE RISK ASSESSMENTS, DAILY BRIEFINGS TO ALL EVENT STAFF.
CLEAR AND PLENTIFUL SIGNAGE AND CAREFUL AND METICULOUS PLANNING.

d) The prevention of public nuisance

RULES OF THE EVENT WILL CLEARLY BE STATED IN THE EVENT PROGRAMME AND STRICTLY ADHERED TO. THESE WILL CONSIST OF THE PROMOTION AND ENFORCEMENT OF RESPONSIBLE DRINKING, COURTEOUS BEHAVIOUR TOWARDS OTHERS, NOISE CURFEWS AND AWARENESS OF RESPONSIBILITIES OF ALL THOSE ATTENDING THE EVENT.

e) The protection of children from harm

ALL UNDER 18'S MUST BE ACCOMPANIED BY A RESPONSIBLE ADULT.
THE FIRST AID TENT WILL ALSO BE IN USE FOR LOST CHILDREN, THIS WILL BE MANNED AT ALL TIMES BY A MEMBER OF EVENT STAFF HOLDING A CURRENT AND VALID CRB / DBS .

PLEASE REFER TO THE EVENT MANAGEMENT PLAN FOR MORE INFO.

Checklist:

Please tick to indicate agreement

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

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

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

Part 4 – Signatures (please read guidance note 11)

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

Declaration	<ul style="list-style-type: none">• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).• The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office
--------------------	---

	online right to work checking service which confirmed their right to work (please see note 15)
Signature	ADAM FORD
Date	10/01/2022
Capacity	APPLICANT

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

Signature	
Date	
Capacity	

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

Notes for Guidance

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

concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
 - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
 4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
 5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
 6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
 7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
 8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
 9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
 10. Please list here steps you will take to promote all four licensing objectives together.
 11. The application form must be signed.
 12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
 13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
 14. This is the address which we shall use to correspond with you about this application.

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

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

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

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

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

They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.

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

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

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

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and

- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

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

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

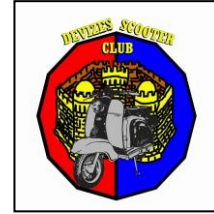
Home Office online right to work checking service

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

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

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

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



Devizes Scooter Club

Event Management Plan

Devizes Scooter Club Rally 2022

Fri 29th, Sat 30th,
and Sun 31st July 2022

Contents

1. Event Overview

- Event description
- Location
- Dates and Duration
- Entrance and Exit points
- Attendance
- Audience Profile
- Temporary structures
- The Event Organisers
- Roles and Responsibilities
- Contacts
- Catering and Hospitality
- Welfare Provision
- Litter/Cleansing Services/Grounds Maintenance
- Entertainment
- Licensing
- Noise Management
- CCTV

2. Crowd Management

- Barriers
- Management of attendee numbers

3. Communications

- PA System
- Radio
- Telephone
- Signage and Public Information
- Media Handling

4. Traffic Management

5. Medical and First Aid Cover

6. Fire Risk Assessment

- Fire extinguishers

7. Police

8. Risk Management

- Risk Assessments
- Incident Recording
- RIDDOR
- Health and Safety Enforcing Authority
- Insurance
- Weather

9. Incident Management

- Extreme Weather
- Emergency Vehicle Access
- Event Evacuation Plan
- Hand-over procedures

10. Lost Children / Vulnerable Persons

11. Debrief and Event Review Arrangements

1. Event Overview

EVENT DESCRIPTION

The Devizes Scooter Rally is a celebration of the culture surrounding the owning and riding of motor scooters from classic scooters dating to the 1960s right up to the present day, together with music, both live and pre recorded, geared to the interests of the culture, amusements and provision of various traders offering reasonably priced collectables, clothing, music recordings, food, drink, scooter parts and accessories as well as membership to scooter enthusiast owners clubs, e.g. Lambretta (GB) and Vespa (GB). On the Saturday there is a Scooter ride where owners who wish to take part ride a carefully planned and marshalled route from the event ground, around the Devizes area and back to the ground. Trophies are awarded in various categories to those who have the best classic scooter, best new scooter, best custom scooter etc etc. There is overnight camping and an area for those wishing to bring caravans and motorhomes for the weekend event. This event is very much for all the family and all ages, with the aim of raising money for designated charities and promoting the scooter culture. In addition to the above we will also be raising money for Julia's House Childrens Hospice.

LOCATION

The Devizes Scooter Rally is planned to take place at a signposted field, off of the A361, Whistley Road, Devizes, Wiltshire SN10 5TB

Grid reference ST98418 61007 Easting 398418 Northing 161007

THE SITE AND SOME OF THE SURROUNDING AREA

The site is a large field approximately 1 mile outside of Devizes Town off of the A361 Caen Hill accessed by Whistley Road



DATES AND DURATION

Monday July 25th 2022 Devizes Scooter Club take possession of the site, erect local signage into the site and maintain a presence at the site from 0800hrs – 1800hrs daily. As the site becomes more established throughout the week the site will be manned 24hrs.

25/7/22 – 28/7/22 Equipment, and facilities such as site office, first aid station, toilets, showers, waste bins, stalls, establishment of camping and parking areas, stage, food and drink areas will be set up.

29/7/22 10:00hrs – 20:00hrs The rally gates open to the public. Patrons will be marshalled into the site and directed to parking / camping areas. Recorded music will be played from 1400 until 1800hrs. Live music from 1800hrs until 2300hrs. Food and drink, traders, amusements will be in operation throughout the day.

30/7/22 0800hrs-2000hrs Gates open to the public. Patrons will be marshalled to parking and camping areas. Music will be played from 1300hrs until 2300hrs. Live music will be played from 1400 – 2300hrs. A scooter ride out will take place from 1300hrs along a carefully planned and marshalled route with a duration of approximately 1hour, following the ride out trophies will be awarded to scooter owners for various categories. Traders and amusements will be operational throughout the day.

31/7/22 0800hrs Traders, patrons etc will begin to pack up and vacate the site. This will take place throughout the day.

31/7/22- 1/8/22 The ground will be cleared and all evidence of the rally removed. Following the clearance of the site, it will be inspected by the landowner and Devizes Scooter Club's Mr Adam Ford and handed back to the landowner.

ENTRANCE/EXIT POINTS

Tickets are available by mail order and through the Devizes Scooter Club facebook page. Tickets are available for a single day, Saturday daytime only, Saturday daytime and evening only or the whole weekend.

During the two week period prior to the event, signage will be erected at all of the main approaches into Devizes, to direct patrons and traders to the site via the A361. Access through Potterne Village will be intentionally and vigorously discouraged with signage directing people away from the village. Upon arrival, during the setting up of the site, those arriving will be met inside the site gates, ensuring the highway is not blocked, and directed to the correct location in the field. During the event an area will be manned where tickets will be checked and those attending directed to the right area. Upon exiting the site there will be a NO LEFT TURN policy into Potterne Village, which will be enforced by vehicle marshalls.

ATTENDANCE

The majority of people will attend on Saturday afternoon and into the evening. It is expected that there will be approximately 750 people attending on the Friday increasing to 1500 on the Saturday afternoon/evening. By Sunday midday most of the patrons will have vacated the site. Most people will gather at the food and drink providers and during the late afternoon, evening on Friday and Saturday at the live music stage. Numbers will be capped at 2000.

AUDIENCE PROFILE

The Devizes Scooter Rally is a family event. However, from previous experience we anticipate the demographic to be as follows:

Under 16 yrs of age 5%

17yrs-35yrs of age 25%

36yrs – 55yrs of age 35%

Over 55 yrs of age 35%

We have many rest areas planned as well as provision for lost children and a first aid station. We are catering for those with mobility problems and also have disabled facilities on hand.

TEMPORARY STRUCTURES

Our temporary structures will include various trading stalls, although these are all pretty much made up of vans, trailers and tables.

The Marquee is 14m x 7m and is supplied and erected by: Melksham Marquees, [REDACTED]

The stage will be sited on a flat bedded lorry with guardrails erected around the perimeter. A stepped access with handrails will be provided.

There will be a gazebo structure used as a first aid point and a similar structure as a site office. Both will be well signed.

A fully licensed bar will be located in a tent structure with two marquees located to the front of the bar with seating and tables.

THE EVENT ORGANISERS

Devizes Scooter Club, [REDACTED]
[REDACTED]

Email: devizesscootersclub@outlook.co.uk

The club have organised and produced approximately 30 events including a successful scooter rally at Rowde in 2019

Please see attached references

TREE OF RESPONSIBILITY

ROLES AND RESPONSIBILITIES

Event Manager	Mr Adam Ford
Event Secretary	[REDACTED]
Health and Safety Advisor	[REDACTED]
Event Treasurer	[REDACTED]
Event Trader and Stall Manager	[REDACTED]
Event First Aiders	[REDACTED]
Security and fire marshalling will be controlled by Mr Adam Ford	

<i>Give details of the main roles</i>	<i>Brief explanation of the responsibilities</i>
Event Manager	Managing and planning the event. Overseeing and supervising the event. Ensuring others are delegated to perform their task and ensuring these tasks are carried out correctly
Event Secretary	Undertaking and controlling all correspondence relating to the event.
Health and Safety Advisor	Checking and ensuring a safe system of work is in place for all activities relating to the event. Checking and ensuring safety is at the forefront of events planning and implementation throughout the whole event set up, the event and clearing afterwards.
Event Treasurer	Control of payments in and out of the event bank account. Maintaining accurate records of monies received, charity monies donated, and payments.
Event Trader and Stall Manager	Control of trading space at the event. Ensuring all traders have relevant safety, hygiene and trading certification as appropriate. Dealing with trader queries and admin.

CONTACTS

Event Organiser Devizes Scooter Club, [REDACTED]
[REDACTED]
devizesscootersclub@outlook.co.uk

Event Secretary [REDACTED]
[REDACTED]

Health and Safety [REDACTED]
[REDACTED]

Fire Consultant Devizes Fire Protection Ltd, [REDACTED]
[REDACTED]
(fire risk assessments, provision of all fire equipment)

CATERING AND HOSPITALITY

The following catering provisions will be present at the Scooter Rally all as indicated on the site plan.

Main Caterer- [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Caterer 2- [REDACTED]
[REDACTED]
[REDACTED]

Copies of all food hygiene certificates and public liability insurance will be available from the site office during the event and displayed in the caterers stalls.

WELFARE PROVISION

Welfare arrangements are as follows:

6no Showers provided, serviced and maintained by Wessington Cabins Ltd,
[REDACTED]

Grist Environmental Event Services

20 Single toilets

2 Disabled toilets

3 Urinal with heras fenced enclosure

2 Baby changing facilities

40 x 240L wheelie bins for mixed recyclables - 200 clear bags for bins

40 x 240L wheelie bins for non-recyclables – 200 black bags for bins

Toilets and bins will be provided, serviced and maintained by: Grist
Environmental Services, [REDACTED]

First Aid will be provided by Devizes Scooter Club management team who are all first aid trained. The first aid tent will be manned throughout the event. First aid tent will be the point of collection for lost children.

Drinking water will be available FOC from the bar and various food and drink stalls.

Litter picking we will be done a minimum of twice daily during the event.

A site office will be depicted on the site plan. The site office will contain a kettle for boiling water, a microwave for heating food as well as seating and tables. There are numerous showers and toilet facilities on the site. Hand sanitising stations will be located around the site.

LITTER/CLEANSING SERVICES/GROUNDS MAINTENANCE

Waste management will be provided and serviced by:

Grist Environmental, [REDACTED]
[REDACTED]

Waste will consist of:

- 40 240ltr wheelie bins for mixed recyclables
 - 40 240ltr Wheelie bins for non recyclables
 - 200 Clear 240ltr bin bags for mixed recyclables
 - 200 Clear 240ltr bin bags for non recyclables
- RVC will be parked on site

All waste locations are advertised in the event programme

ENTERTAINMENT

The rally will have a stage where all of the live music and pre recorded music will be situated. This is indicated on the site plan.

Our Music Licence is provided by PPLPRS.co.uk

There will also be entertainment stalls consisting of :

All Occasions Crazy Golf Hire

[REDACTED]

[REDACTED]

[REDACTED]

Aylesbury Rodeo

[REDACTED]

[REDACTED]

Copies of the entertainment stalls public liability insurance will be available from the site office.

A scooter show area will be fenced on the Saturday afternoon and will be in the area directly in front of the stage. This will be in position from 1300-1500hrs

LICENSING

Live and recorded music will be in operation from Midday Friday 29th July through until 2300hrs and also from midday Saturday 30st July through until 2300hrs.

The bar will be in operation as above but closing at Midnight

NOISE MANAGEMENT

The venue for our rally is a very rural location and there are no residents nearby with the exception of three farms. The nearest receptor, a farm, is approx. 50m away, the next two farms are approx. 100m away from the site. Apart from these there are no other receptors close to the venue. Even so, there will be no music before midday and the music will finish at 2300hrs. Noise is only likely between these times on the Friday and the Saturday. For this reason we have not prepared a noise management plan and in our opinion one is not required. However, we shall record noise levels at the perimeter of the venue and at source at Midday and again at 1900hrs and at 2230hrs. Our records will be available for inspection. If you consider a noise management plan is required in any case, please let us know and we shall prepare one for you. No traffic will be directed through the village and all access/egress to and from the site will via the main A361 highway. This will be enforced with both signage and vehicle marshalls.

CCTV

No CCTV is planned for the event.

2. CROWD MANAGEMENT

BARRIERS

All barriers located on the site and are owned and erected by the Devizes Scooter Club, these consist of 3ft high plastic & 6ft high Heras fencing panels, road cones and barrier tape.

3ft high plastic pedestrian barriers will be erected around the stage. Barrier tape and road cones will delineate roadways.

6ft High heras panels will enclose generators

MANAGEMENT OF ATTENDEE NUMBERS

- *Ticketed event*
- *Monitored entrances and exits with access counter used at entry and exit*
- *The event will be capped to 2000 attendees*

D&S Security [REDACTED] will be providing 1 security controller, 1 security person on the gate and four personnel patrolling the site throughout. In addition to this Devizes Scooter Club will have approximately 30 event stewards on shift patterns across the duration of the event, these will be identifiable by printed hi-vis vests. D&S security will be identifiable by wearing their SIA badges. Prior to the event, and each morning during all security and stewarding personnel will be briefed on emergency arrangements, crowd monitoring and any other matters deemed important.

3. COMMUNICATIONS

PA SYSTEM

A PA system will be located on the stage and will address the whole site

RADIO

The management team will all have radios.
Event Manager Channel 1
Stalls and trader Manager Channel 2
H&S, First Aiders, Security and gates channel 3
Bar and stage Channel 4

TELEPHONE

Radios and mobile phones will be used. Reception for both is good at the site

SIGNAGE AND PUBLIC INFORMATION

At the entrance gate, site layout plans will be issued to those attending the event to show patrons where welfare provisions, first aid, waste disposal points, parking, camping and detailing important information to patrons. Signage will be erected at key areas such as toilet facilities, first aid, site office, lost children (first aid point), blue route (emergency route) entrance and exits.

MEDIA HANDLING

All media attention will be directed to:

Mr Adam Ford [REDACTED]

4. TRAFFIC MANAGEMENT

During the two week period prior to the event, signage will be erected at all of the main approaches into Devizes, to direct patrons and traders to the site via the A361. Access through Potterne Village will be intentionally and vigorously discouraged with signage directing people away from the village. Upon arrival, during the setting up of the site, those arriving will be met inside the site gates, ensuring the highway is not blocked, and directed to the correct location in the field. During the event an area will be manned where tickets will be checked and those attending directed to the right area. Upon exiting the site there will be a NO LEFT TURN policy into Potterne Village, which will be enforced by vehicle marshalls.

Pedestrian fenced areas will be in operation over the event period.

5. MEDICAL AND FIRST AID COVER

The first aid post will be located in a 3mx3m gazebo as indicated on the site plan. The event management staff all have first aid qualifications. A first aider will be at the first aid station at all times. Between Fri Friday 29th Midday until midnight and from 0900 – midnight Saturday 30th . Outside of these time a sign will provide contact details of first aiders who can be contacted by mobile phone. Alternative first aid provision will be available at the site office at all times.

6. FIRE RISK ASSESSMENT

Fire Consultant Devizes Fire Protection Ltd, [REDACTED]

[REDACTED]
(fire risk assessments, provision of all fire equipment)

Fire risk assessments will be attached to this document for info

FIRE EXTINGUISHERS

Location of fire extinguishers will be shown on the site plan.

Type and number of fire extinguishers will be indicated on a pre event fire risk assement.

Fire extinguishers on site will only be used by trained team members that have current fire marshall training .

7. POLICE

- *Zero tolerance on drugs- Devizes Scooter Club have a zero tolerance on drugs and this will be strictly in force at the event. All security, stewards and event staff will be briefed daily on this and anyone found to be carrying or using illegal substances will immediately be removed from the event, there will be a notice in the event programme stating this.*
- *The prevention of public nuisance- Rules of the event will clearly be stated in the event programme and strictly adhered to. These will consist of, the promotion and enforcement of responsible drinking, courteous behaviour towards others, noise curfews and awareness of responsibilities of all attending the event.*
- *The prevention of crime and disorder- In addition to the above rules, appropriate SIA licenced security and stewarding will be present at the event and briefed daily on all event responsibilities. Anyone found to be committing a criminal act will immediately be ejected and the police informed. No alcohol will be served to anyone who is deemed to have had enough.*
- *Under age drinking- all bar staff will be briefed daily on the responsibility of themselves and the event organisers to avoid under age drinking. This will be done by asking anyone who appears to be under 25 years of age to provide valid ID to prove they are over 18. Numerous clear signage stating this will be in various locations around the bar area.*
- *Safeguarding and lost children- All under 18,s must be accompanied by a responsible adult. On entry parents/guardians with small children will be required to put their phone number on the childs wristband. The first aid tent will also be in use as a base for lost children or vunerable adults. This will be manned at all times by a member of event staff holding a current and valid CRB/DBS of which at least three will be present at any one time during the event. Family friendly areas will be situated around the event.*
- *Public safety- This will be of utmost importance during the event and will be managed by the use of risk assements, daily briefings to all event staff, clear and plentiful signage and careful and meticulous planning.*
- *Police presence is more than welcome at the event and the event organisers will be available to liase with the police on any issues that may arise before or during the event.*

8. RISK MANAGEMENT

RISK ASSESSMENTS

Risk assessments will be located in the site office

INCIDENT RECORDING

The Event Secretary will keep a record of all accidents and incidents as well as any reportable under RIDDOR

RIDDOR

The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) require certain incidents to be reported to the Local authority Health and Safety / HSE by law. RIDDOR information should be included in your incident log.

A summary of injuries and occurrences which must be reported include:

For IMMEDIATE reporting

- Death (also to Police)
- Major Injury –
 - Amputation,
 - Fracture (except fingers and toes)
 - Loss of sight (even temporarily)
 - Penetrating eye injury
 - Injury from electric shock
 - Loss of consciousness
 - Acute illness
 - Non consensual violence (i.e. not a boxing match)
 - Injury to non employee requiring hospitalisation
 - Dangerous occurrences (major power failure, structural collapse etc)

For reporting within 10 days of occurrence

- Death of employee within 1 year of accident
- Hospitalisation of employee for more than 24 hours
- Absence from work for more than 7 days (employee or visitor)
- Incidence of a reportable disease (e.g. industrial diseases; dermatitis, asbestosis etc)

Reports must be made by a 'responsible person' (this should be the Safety Officer) and by the 'quickest practical means' (phone or fill in online form). See incident reporting folder for further information. The Operations Manager may also submit a RIDDOR.

You must use Form F2508 to report the incident (2508a for diseases).

This must be sent within 10 days even if you have already reported by phone etc.

Reports can be made at the HSE website: www.hse.gov.uk/riddor/report.htm

N.B. A '7 day' should be calculated as follows:

- Not the day of accident
- Includes weekend and bank holiday
- On the 8th day, if still absent, report on.
-

N.B. need mode of notification from First Aid provider to report under RIDDOR.

HEALTH AND SAFETY ENFORCING AUTHORITY

*Commercial events will be enforced by the local authority Environmental Health Service
Wiltshire Council County Hall Bythesea Road Trowbridge Wilts SN14 8JD*

INSURANCE

*The event will have public liability insurance to the minimum of 5 million pound and will be supplied by,
Devizes Insurance Brokers*

████████████████████
██████████
██████████

WEATHER

The organisers will monitor weather forecasts before and during the event.

9. Incident Management

EXTREME WEATHER

In the event of extreme weather during the event the organisers will make a decision, taking into consideration all health and safety aspects and the well being of everyone, wether to cancel the event.

EMERGENCY VEHICLE ACCESS

*Refer to these on the site map/plan.
A blue route will be clearly indicated on the site plan and all security and stewarding personel made aware of it. This imformation will also be printed in the event programme handed out to all attendees.*

EVENT EVACUATION PLAN

A clear safe route will be signposted and put in the event programme should it be required for site evacuation. All security and stewards will be briefed on this on a daily basis. A PA system will also be used in the event of an emergency.

HAND-OVER PROCEDURES

Adam Ford will be the person to make this decision and he will be the contact for these purposes. In his absence [REDACTED] will fulfil this role.

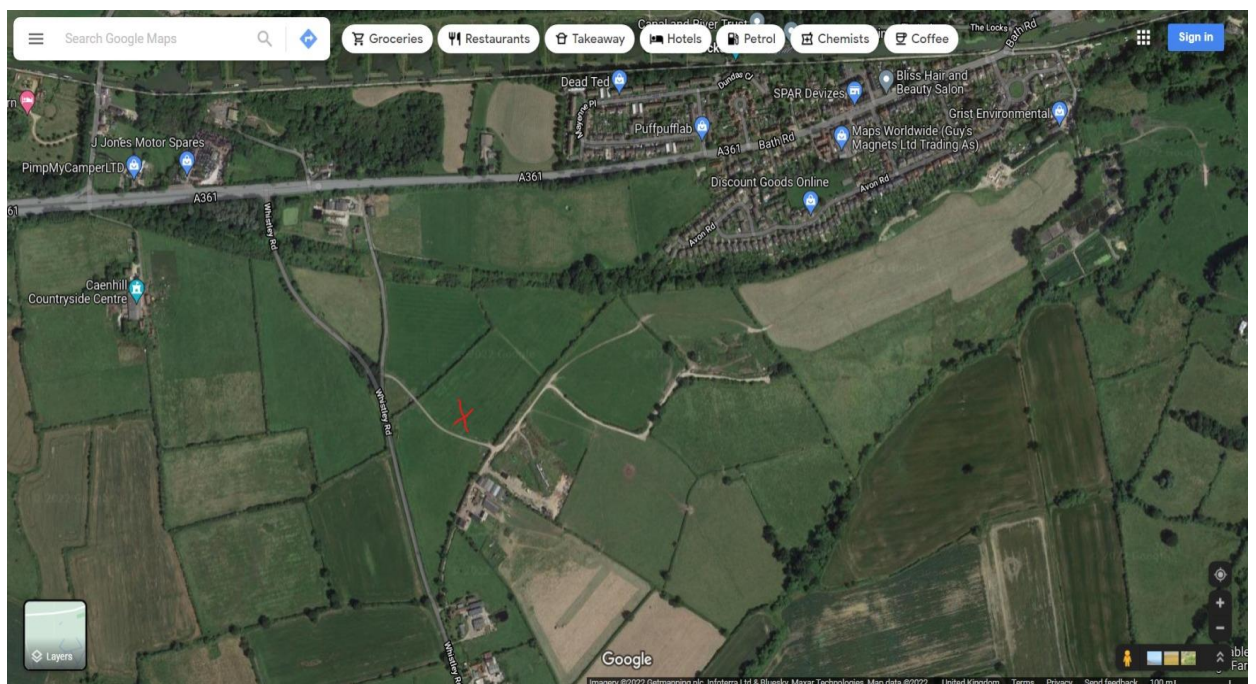
10. LOST CHILDREN / VULNERABLE PERSONS

The first aid tent will also be in use should it be needed for lost children and vulnerable adults. Carers and parents will be asked on entry to put their phone number on the wristbands of any children or vulnerable adults they are responsible for. In addition to this the PA system will be used in a professional manner to reunite any missing persons. There will also be a minimum of 3 team members on duty who hold current CRB/DBS certificates to deal with any lost children or vulnerable adults.

11. DEBRIEF AND EVENT REVIEW ARRANGEMENTS

A debrief and review of the event will take place one week after the event with all management, security and stewards present. This will consist of discussing arrangements that worked well to ensure public safety, and any improvements that can be made and also any incidents that took place and any remedial action required.

Location of field on Google Maps



This page is intentionally left blank

APPENDIX 3

New Premises Licence Application - Lower Park Farm, Whistley Road, Potterne

A previous application (WK/202023621) for a continuous licence on the same site for the Devizes Scooter Rally in 2021 was withdrawn and rearranged to take place in nearby Rowde, but that was suddenly cancelled with ticket holders offered the option to transfer to a Rally in 2022 which promised to be a much bigger event - hence this current application.

At its Meeting on Wednesday 2 February 2022 Potterne Parish Council noted that, although this was ostensibly an application for one weekend during the year, it was very likely that (as with the previous application) the applicant was looking for a continuous (i.e. permanent) licence. It was noted that another site within the Parish a mile from this site already has a continuous licence. The Council also noted that according to the Devizes Scooter Rally 2022 Facebook page the following activities were planned:

- live bands + DJs over the weekend
- Fully licensed Rally Bar plus a rum bar and a gin bar
- "Family Friendly Event with fun and games for the younger ones"
- Camper Vans & caravans need to book in advance
- Ride Out - Saturday @ 13.00

After discussion the Council **[unanimously] opposed** this Application on the following grounds (not necessarily listed in order of priority):-

1. Public Safety: Irrespective of any efforts by the organisers to the contrary, many of the attendees (especially those travelling from the South) will access the event via the Potterne end of Whistley Road - indeed they would have a legal entitlement to do so. Whistley Road is a notoriously narrow road, the scene of accidents and frequent blockages, and camper vans and caravans simply would not get through. Apart from the obvious danger and inconvenience to the residents and their property and to pedestrians and other road users there would be a major risk that access for emergency vehicles would be blocked.

The proposed site is low-lying and therefore dependent on fine weather. It was felt that any significant rainfall would make the site muddy, and the resultant hold-ups in traffic accessing and exiting the site would cause yet further disruption in Whistley Road.

At a previous Rally, held nearby in Rowde in 2018, about 200 scooters from all over the country were reported to have taken part, but the 2022 event is expected to be much bigger: the safety of the traffic implications for Whistley Road and surrounding area was of great concern to the Council, particularly given the planned Ride Out on the Saturday.

Prevention of public nuisance: as mentioned, the proposed site is on low-lying land at the edge of Potterne village and within only a few hundred yards of the dense housing of Caen Hill, Devizes. Any noise will travel over an extremely wide area, and will affect a large number of people in what would otherwise be a peaceful part of rural Wiltshire. The licence (if granted) would allow live music to be performed for a total of 14 hours (6pm-11pm on the Friday and 2pm-11pm on the Saturday) and recorded music to be played for a total of 19 hours (2pm-11pm on the Friday and 1pm-11pm on the Saturday).

Whilst the organisers of the event may argue that the permission they have requested is far wider than what they will actually use, this application is likely to become one for a continuous licence enabling the organisers of subsequent events to make maximum use of the full scope of the licence.

It is appreciated that the only reason a licence is required for such hours is because the audience exceeds 500 (over 300 have already indicated they will attend and very many more are expected) but the Council felt that any loud music, but particularly for such periods of time, would constitute a serious and sustained disturbance and public nuisance to many people over a wide area.

It was also felt that the addition traffic and possible number of attendees would of themselves constitute a public nuisance.

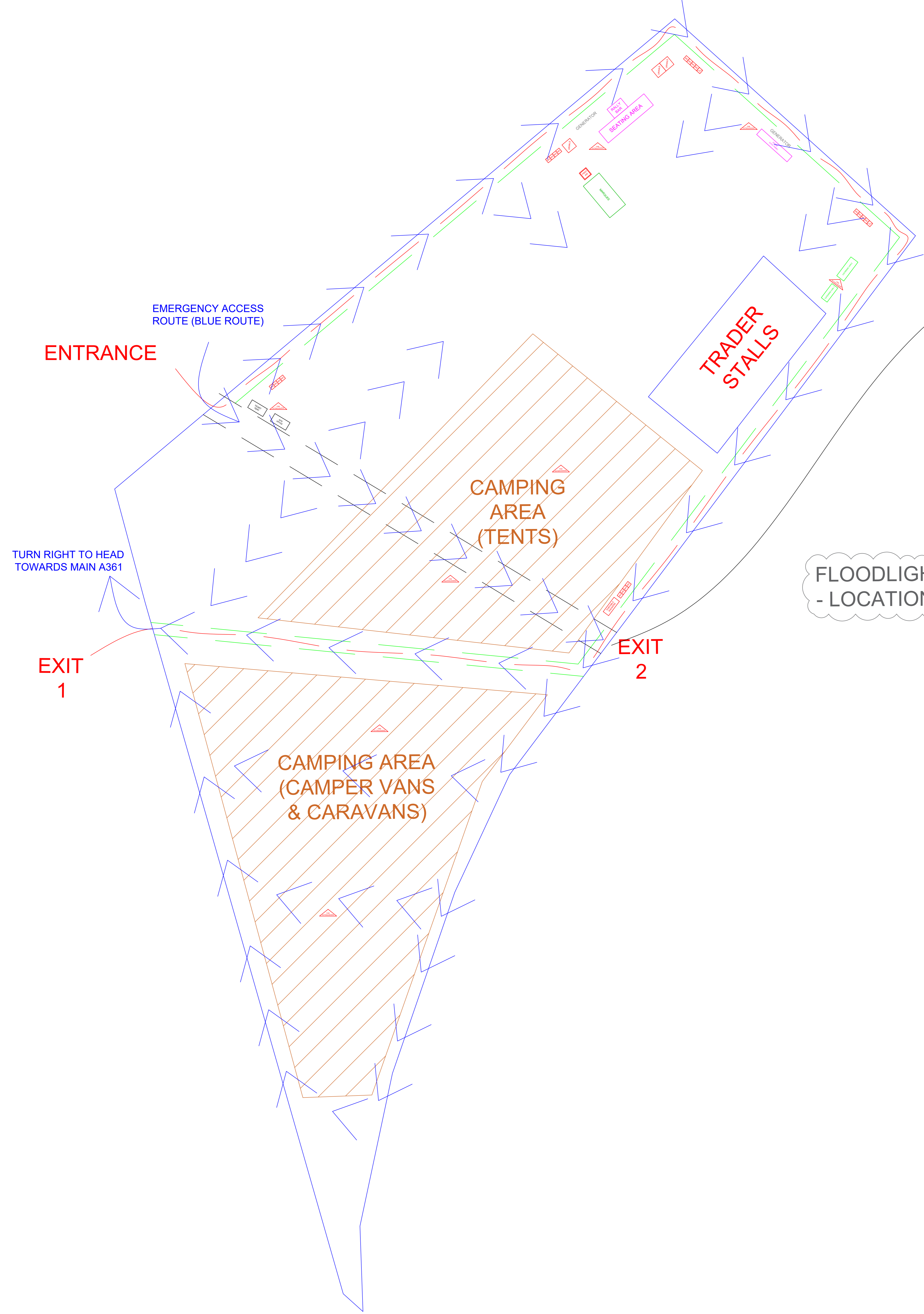
Prevention of crime and disorder: according to the Application it is proposed to sell alcohol for 12 hours on each of the Friday and Saturday (12pm-midnight). As mentioned above there will be 3 bars, and doubtless a number of attendees will bring their own alcohol. The Council was very concerned at the potential for crime and/or disorder resulting from events of this type in what is normally a quiet and law-abiding area - particularly given such availability of alcohol.

Protection of children from harm: because it is being advertised as a “Family Friendly Event” with children obviously welcome and encouraged, the Council was concerned that children, both those attending the event and also those living/staying locally, will be exposed to the risks mentioned above.

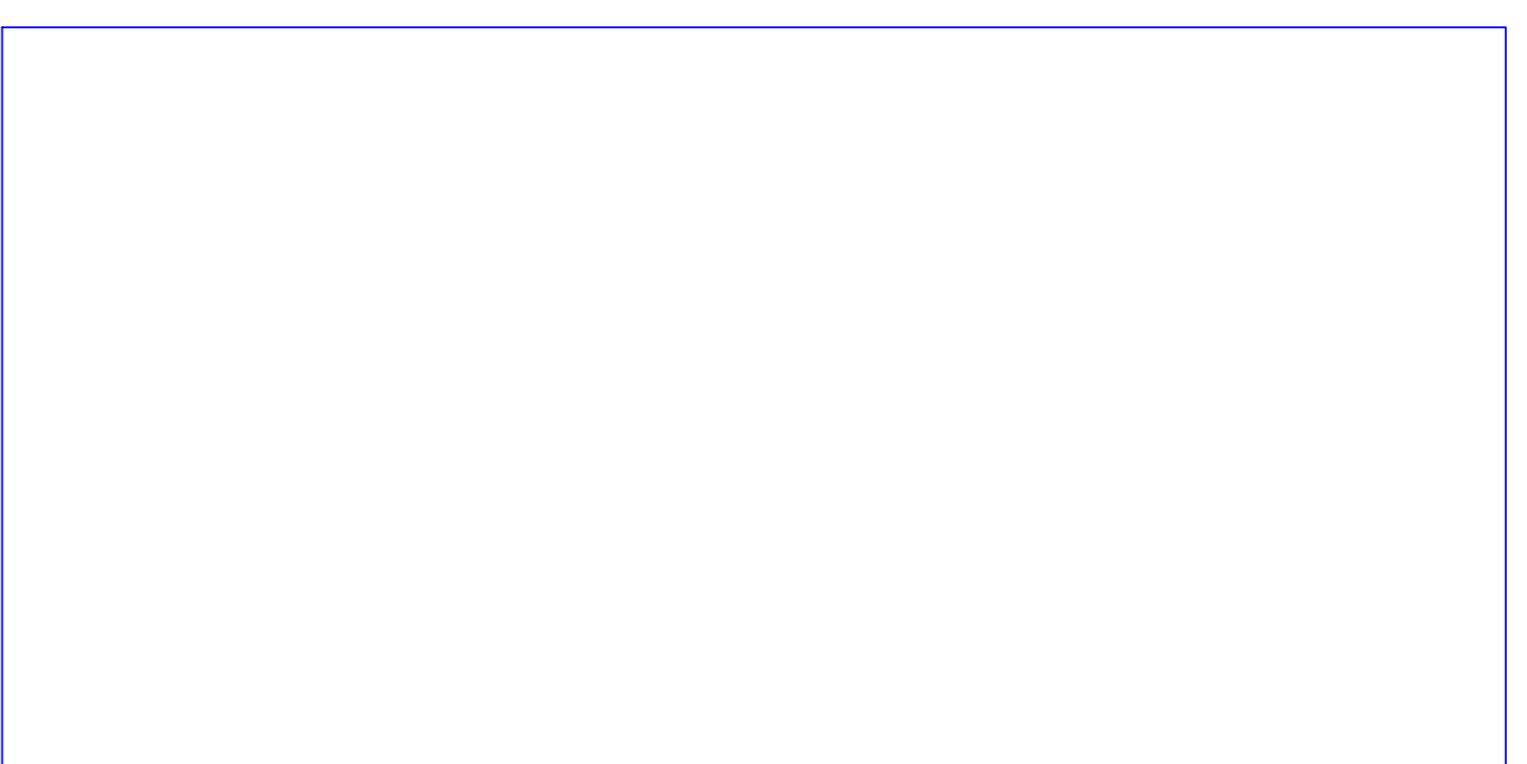
The Council were firmly of the view that the proposed site is wholly unsuitable for any event other than perhaps a small village-fete type event.

Karon Van Den Bergh
Potterne Parish Council
5 Gundry Close
Devizes
Wiltshire
SN10 3SH





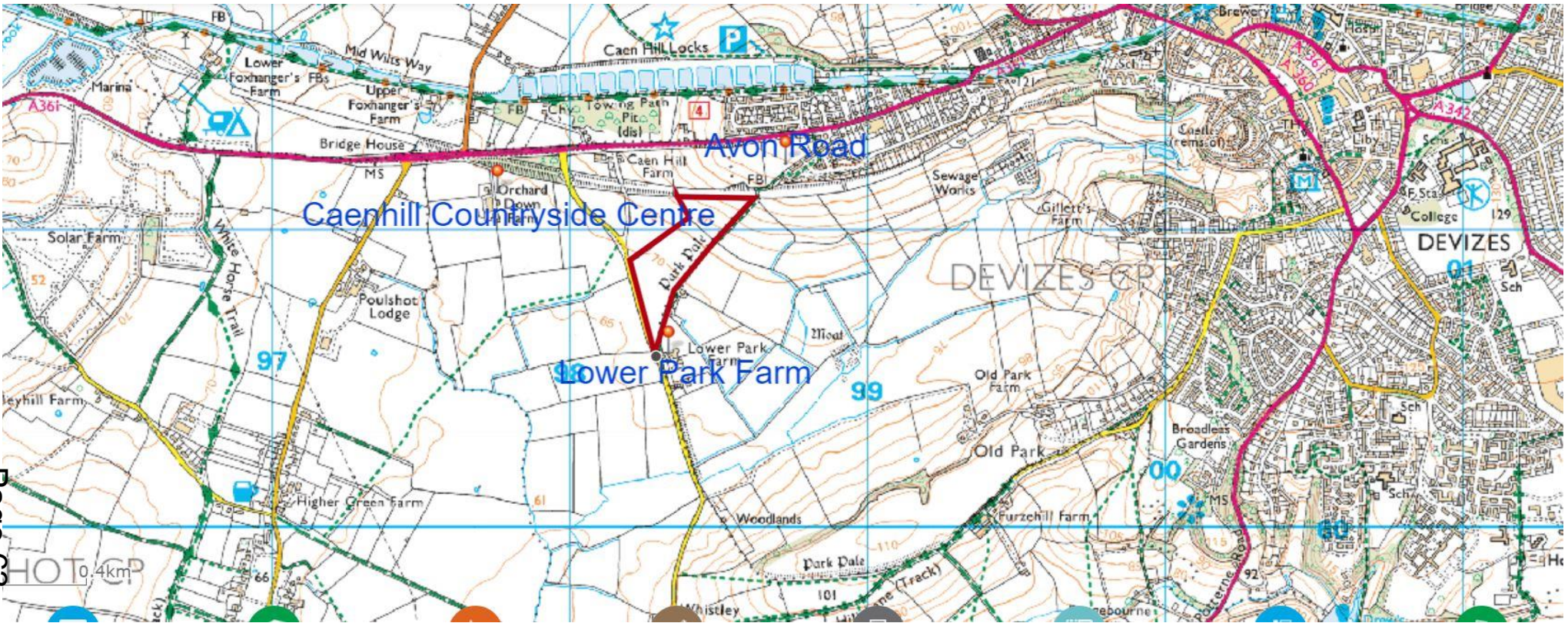
FIELD 2 - CAR PARK



FLOODLIGHTING TO BE USED THROUGHOUT THE SITE
 - LOCATIONS TO BE FINALIZED ON DAY OF EVENT



CONTACT
 NAME - ADAM FORD
 NUMBER - 07702557913



This page is intentionally left blank

Good Afternoon Teresa

Please find attached the email to and from Annabel and myself from Monday, I and my colleagues will fully comply with the conditions Recommended by Annabel.

Kind regards

Adam

----- Forwarded message -----

From: [REDACTED]
To: Wilkinson, Annabel <annabel.wilkinson@wiltshire.gov.uk>
Sent: Monday, 14 February 2022, 15:41:51 GMT
Subject: Re: Adam ford licence application / Devizes scooter rally My ref 201100913

Dear Annabel

Many thanks for your email , we will ensure that the music levels are adhered to at all times and i will update the complaints procedure asap .

Kind regards

Adam

On Monday, 14 February 2022, 12:40:25 GMT, Wilkinson, Annabel <annabel.wilkinson@wiltshire.gov.uk> wrote:

Dear Adam

Thank you for providing this further information.

With regard to your complaints procedure and instructions to the “specified noise control person” you just need to add whether and who may be expected potentially to visit the complainant – or very near their address - to assess the noise and then liaise with the sound engineer.

Please note, I am not saying that you would need to visit in every eventuality, or even any, but it is something that your procedure should consider. It may not be necessary to visit but you need to clarify under what circumstances you might visit the location to assess the noise and the steps that would follow.

If you can amend this in due course then that will all be fine.

My recommendation to Teresa is that (in addition to following and complying with all your relevant noise measures and procedures) a condition is included as below:

- The Music Noise Level (MNL) 15 min LAeq, should not exceed 100dB(A) at 3m from the stage or source of music.

If you comply with this then I highly doubt you will receive any justifiable noise complaints.

I do wish you an enjoyable and successful event.

Kind regards

Annabel

Mrs Annabel Wilkinson

Environmental Health Officer (Environmental Control & Protection)

Tel: 01225 770219

Internal: 15219

Public Protection Services, Wiltshire Council, Bythesea Rd, Trowbridge, BA14 8JN

From: [REDACTED] >
Sent: 11 February 2022 16:16
To: Wilkinson, Annabel <Annabel.Wilkinson@wiltshire.gov.uk>
Cc: Isaacson, Teresa <Teresa.Isaacson@wiltshire.gov.uk>
Subject: Adam ford licence application / Devizes scooter rally

Good Afternoon Annabel

please find attached further information relating to my licence application .

Generators , times of generators are as follows

Friday 29th July 10:00 - 23:00 hrs

Saturday 30th July 10:00 - 23:00 hrs

The generators used are to be silenced generators , upon set up if deemed necessary we will enclose them with acoustic panelling .

Site plan, The cad drawing previously sent is the correct layout of the site , i had completely forgotten that the one in the Emp had the outline , this is being amended this weekend.

Please find attached the details of our noise complaints procedure and noise control person for sound monitoring .

Kind regards

Adam

This email originates from Wiltshire Council and any files transmitted with it may contain confidential information and may be subject to Copyright or Intellectual Property rights. It is intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender and delete the email from your inbox. Any disclosure, reproduction, dissemination, modification and distribution of the contents of the email is strictly prohibited. Email content may be monitored by Wiltshire Council to ensure compliance with its policies and procedures. No contract is intended by this email, and any personal opinions expressed in this message are those of the sender and should not be taken as representing views of Wiltshire Council. Please note Wiltshire Council utilises anti-virus scanning software but does not warrant that any e-mail or

attachments are free from viruses or other defects and accepts no liability for any losses resulting from infected e-mail transmissions. Receipt of this e-mail does not imply consent to use or provide this e-mail address to any third party for any purpose. Wiltshire Council will not request the disclosure of personal financial information by means of e-mail any such request should be confirmed in writing by contacting Wiltshire Council.

Hi Adam

Thank you for your reply, I am sorry to hear you have been unwell. My apologies also for the delay but I have been unexpectedly away due to a family bereavement.

Site Plan

Thank you for clarifying about the times. Please can you also clarify which site plan is correct.

Generators

Please can you confirm exactly what hours the generators will be running during the event.

I note you say they will be “silenced”. This does not mean that there won’t be any noise so you will need to bear in mind that it may be necessary to construct temporary barriers around these.

PA System

I appreciate this may be needed, however, please ensure that during the event it is only used when really necessary. It can often be the case that complaints are made about incessant announcements which annoy people more than music, for instance.

Measuring & Managing Noise Levels

I will leave Teresa to advise you of the timescale with regard to your noise complaints procedure. I’m not sure if it needs to be within the 28 day period from when you made the application. I am not too concerned as long as you have a reasonable procedure in place a month beforehand.

In terms of sound level we will be assuming worst-case source noise levels of 100dB(A) at 3m or 110dB(A) at 1m. We will not accept any higher than this.

As I said before, you need a person(s) to carry out measurements who knows about sound levels, who knows what they are doing, who knows what the measurements mean and what you need to achieve. They don’t necessarily need to be an acoustic expert but they do need some knowledge in this area. You need to specify a designated person to take on this role and manage the noise. You need to provide me with written information stating when you are going to take measurements, exactly where and what type of measurement(s) you are going to take. Three measurements a day would not be sufficient. As previously advised, we do not expect you to go in to or on to resident’s property to measure the noise – just a specified point(s) nearby them (without a shield between the measuring point and the nearest noise sensitive property). This information and proposed sound levels needs to be provided as soon as possible, and prior to the 28-day period ending, as I may need to recommend conditions – or at worst raise an objection.

I look forward to hearing from you again.

Kind regards

Annabel

Mrs Annabel Wilkinson
Environmental Health Officer (Environmental Control & Protection)
Tel: 01225 770219
Internal: 15219
Public Protection Services, Wiltshire Council, Bythesea Rd, Trowbridge, BA14 8JN

From: [REDACTED] >
Sent: 31 January 2022 19:37
To: Wilkinson, Annabel <Annabel.Wilkinson@wiltshire.gov.uk>
Cc: Isaacson, Teresa <Teresa.Isaacson@wiltshire.gov.uk>
Subject: Re: My ref 202200913

Good Evening Annabel

Thank you for your email i hope i can clear up these issues for you , sorry for the delay in replying to you i have been unwell for a number of days .

Times for Recorded music are friday 14:00 - 23:00 saturday 13:00 - 23:00 i believe it was entered into the Emp as times where we will swap over from recorded to live , but we would still like to be licensed for recorded music for back up . If the risk assessment is any different i will amend any typng errors etc asap.

All Generators on site are silenced generators and all will be turned off overnight , there will be no generators in the camping area.

The three closest properties are in fact those in your email , we included the lower park farm houses in the risk assessment just in case , i can confirm that the farm houses are connected to the landowner and are happy for the event to proceed .

Pa system is to be used to communicate with the Rally goers for emergencies , lost children , evacuation , friendly advise on rules .

I will be very happy to send you a noise complaint procedure for the event , we are currently working on the details on that , for the noise measurement recording and record keeping i and the rest of the team take the noise complaints seriously and want to make the event as safe and successful as possible for all and will be happy to send one of our team on a training course and provide the correct measuring equipment for the job . Failing that we will employ a noise consultant to do it for us , we are currently waiting on quotations to come back to us . The noise recordings and records will be done properly and adhere to any legal requirements, or guidelines set by yourselves .

Please could you advise me on how soon you require the Noise complaints procedure and the specified person for the noise recording / measuring ?

Kind regards

Adam

[REDACTED]

Dear Adam

I have been consulted with regard to your application for a premises licence for your scooter rally at Lower Park Farm. No doubt you will recall we discussed a previous application in 2020.

Site Plan

Unfortunately once again there is conflicting information in the documentation you have provided. The site area on the site plan is different to that on page 3 of your event management plan. Which is correct?

Times For Recorded and Live Music

There are, again, some conflicting times for recorded and live music within your application. For instance, those specified on the application form state 14:00 to 23:00 for recorded music on the Friday whereas the Event Management Plan says 14:00 to 18:00 and then the risk assessment says midday to 23:00hrs.

Please can you check what times you would actually like to propose for both recorded and live music and ensure that all documents state the same.

You state that both will take place from the stage so please can you confirm that they will not, therefore, be running together at any time?

Nearest Noise Sensitive Locations

In your risk assessment you state that there are 3 properties "within 100m of the staged venue". Please can you confirm which properties you are talking about and ideally mark them on a map?

Assuming Lower Park Farm and North Lower Park Farm are the landowners and that the stage location is correct on your site plan document then I believe the 3 closest properties would be:

- Springfield House, Caen Hill approx. 304m
- 157 Avon Vale Rd approx. 332m and
- Caen Hill Farm approx. 340m

If in fact either, or both, of the Lower Park Farms are not connected with the event then please let me know, as clearly they are significantly closer.

Measuring & Managing Noise Levels

I note you state that you will "record noise levels" at the perimeter and at source at midday, 19:00hrs and 22:30hrs. This is not sufficient. As I said to you last time you need a person(s) to carry out measurements who knows about sound levels, who knows what they are doing, who knows what the measurements mean and what you need to achieve. They don't need to be an acoustic expert but they do need some knowledge in this area. You need to specify a designated person to take on this role and manage the noise. You need to provide me with written information stating when you are going to take measurements, exactly where and what type of measurement(s) you are going to take. Three measurements a day would not be sufficient. Please note we do not expect you to go in to or on to resident's property to measure the noise – just a specified point nearby them (without a shield between the

measuring point and the nearest noise sensitive property). I'm not sure what equipment you propose using but mobile phone apps will not be sufficient.

Generators

I note these are to be located behind the stage and behind the bar. What measures have been taken to ensure that these do not cause a noise problem?

During what hours will they be used?

Are generators allowed in the camping areas?

PA System

Under what circumstances will this system be used?

Noise Complaints Procedure

Please can you advise what you will do in the event of a noise complaint? You need a written procedure. You will need to provide us with a contact number(s) for noise control for each night please, no later than 4 weeks before the event.

I am likely to recommend some sound level conditions that will enable those who attend the event to enjoy the music at a decent level whilst not unreasonably affecting those not attending. I am sure it will work out fine for all concerned but I need more information first.

I look forward to hearing from you.

Kind regards

Annabel

Mrs Annabel Wilkinson

Environmental Health Officer (Environmental Control & Protection)

Tel: 01225 770219 Internal: 1521

Public Protection Services, Wiltshire Council, Bythesea Rd, Trowbridge, BA14 8JN



11th February 2022

Dear Mr Ford,

Having been instructed by yourself on behalf of the Devizes Scooter Club, I submit my independent findings to the overall suitability of the location, and safety precautions being implemented for the forthcoming event commencing on Friday 29th July, for three days.

On 11th February 2022, I surveyed the location for the said event, purely from a Health and Safety perspective. In supporting my findings, I have reviewed the event risk assessment and management plan both of which were provided by you.

The field(s) being used to hold the event are of soil construction with grass topping. Dividing the two fields is a man-made road made up of mixed hard-core and scalping's with hard topped earth tracks.

As with any environment, including fields, intrinsic hazards do exist. With this in mind, underfoot, the fields appeared to be in good condition with some low level dips observed, primarily where vehicles have deviated from the track.

One field had a gentle slope from top to bottom. The other field had an overhead power line running across it. In my view, the immediate area below the power lines should be isolated by a means of barrier to restrict any vehicle or person entering.

The main entrance for visitors attending the event will enter through the main gates to the field on the Whistley Road, which is approached from the South East A361 Caen Hill heading out of Devizes, towards Seend.

The site plan identifies two exit points, one being approximately 50yds from the entrance gate, the other located on the edge of the farm outbuildings. Both exits verge onto the Whistley Road.

It is recognised that at busier times, potentially the traffic could be hindered by queues. This has the potential to increase hazards for road users. Therefore, to reduce this risk, all vehicles leaving the event will exit via the two exits as described above, and directed right by vehicle marshals steering vehicles back towards Caen Hill (A361.)

Visitors attending the event will be encouraged to attend the event from the direction of the A361. This will be promoted by event organisers on media platforms and publications.

Furthermore, it is my recommendation to warn vehicles leading to the Whistley junction turning from Caen Hill (A361) of the pending hazards of vehicles slowing and turning. It would also be conducive to site warning signage on the Whistley Road. I have been ensured by the event organiser that this control measure will be implemented and the risk assessment amended accordingly.

A stage will be erected to accommodate music. The times for the music will be restricted and ended at a reasonable hour. This is outlined in the management plan. The stage will be

located facing away from properties that may be affected by the noise, however, other than the land-owners farm, further dwellings are situated a significant distance away, and facing in a different direction to the stage. Noise level readings will be undertaken before the start of the event and subsequently during.

Historically over the previous 10 years in the month of July, Devizes had an average temperature of 22°C, being predominantly dry, therefore it is foreseeable that the weather conditions leading up to, and including this event will be dry. This in my opinion, would not make the surface conditions of the field(s) or roads leading to, and from the event any more hazardous.

As identified in the risk assessment and prior to the event, organisers will undertake a detailed assessment of the weather conditions and safety precautions, to establish if further control measures are required to lower or mitigate risks further.

As instructed by you, I will review all the safety documentation prior to the event. This will ensure that all safety precautions implemented are satisfactory, and the risk assessment covering the event is suitable and sufficient as required by law.

This report is my independent review and was constructed on evidence based documentation, verbal conversation with the event organiser, and a combination of my knowledge, skills and experience as a competent Health and Safety practitioner.

Ultimately, I hold no responsibility or liability for anything that occurs as a result of this event, and that this document is provided for professional guidance only.

If you have any questions, please do not hesitate to contact me.

Yours Sincerely

██████████

██████████

Health & Safety Manager (Grad IOSH, Dip RSA)