

# AGENDA

**Meeting:** Northern Area Licensing Sub Committee

**Place:** Council Chamber - Council Offices, Monkton Park, Chippenham,  
SN15 1ER

**Date:** Tuesday 26 April 2022

**Time:** 10.30 am

**Matter:** Application for a Premises Licence - Live at Lydiard, Park Farm, Hook  
Street, Swindon, SN5 3NY

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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](mailto: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](http://www.wiltshire.gov.uk)

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## Membership:

Cllr Ruth Hopkinson  
Cllr Peter Hutton

Cllr Bob Jones MBE

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## Substitutes:

Cllr Robert Yuill

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# 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 - 16*)

To consider and determine an Application for a Premises Licence by The Culture Collective Ltd in respect of Live at Lydiard, Park Farm, Hook Street, Lydiard Tregoze, Swindon, SN5 3NY. The report of the Licensing Officer is attached.

6a **Appendix 1 - New Premises Licence Application** (*Pages 17 - 38*)

6b **Appendix 2 - Plans** (*Pages 39 - 42*)

6c **Appendix 3 - Amendment of Premises Licence** (*Pages 43 - 46*)

6d **Appendix 4 - Confirmation of condition as proposed by Parish Council** (*Pages 47 - 48*)

6e **Appendix 5 - Representations** (*Pages 49 - 58*)

6f **Appendix 6 - Plans of Area** (*Pages 59 - 60*)

6g **Appendix 7 - Conditions proposed by Kathryn Ashton (Swindon Borough Council Licensing Manager) and Tessa Hares and Brett Warren (Wiltshire Council Environmental Health)** (*Pages 61 - 66*)

6h **Appendix 8 - Email with conditions agreed by Applicant** (*Pages 67 - 68*)

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## 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

### NORTHERN AREA LICENSING SUB COMMITTEE

26 April 2022

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**Application for a Premises Licence; Live at Lydiard, Park Farm, Hook Street,  
Lydiard Tregoze, Swindon, SN5 3NY**

#### 1. Purpose of Report

- 1.1 To determine an application for a Premises Licence in respect of Live at Lydiard, Park Farm, Hook Street, Lydiard Tregoze, Swindon, SN5 3NY made by The Culture Collective Ltd.

#### 2. Background Information

- 2.1 An application for a Premises Licence in respect of Live at Lydiard has been made by The Culture Collective Ltd. for which five relevant representations were 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 31 January 2022 Wiltshire Council received an application for a Premises Licence and accepted as the same as a valid application.

2.6 The application as applied for is as follows:

<b>Licensable Activity</b>	<b>Timings</b>	<b>Days</b>
<u>Provision of regulated entertainment</u>		
Plays	12:00hrs – 00:00hrs	Saturday
Films	12:00hrs – 00:00hrs	Saturday
Live music	12:00hrs – 00:00hrs	Saturday
Recorded music	12:00hrs – 00:00hrs	Saturday
Performance of dance	12:00hrs – 00:00hrs	Saturday
Provision of late-night refreshment	23:00hrs – 00:00hrs	Saturday
Sale by retail of alcohol (for consumption ON the premises)	12:00hrs – 00:00hrs	Saturday

A copy of the application from The Culture Collective Ltd is attached as **Appendix 1**. Premises plan and site plans are attached as **Appendix 2**.

2.7 A previous similar event by the same applicant took place last year (21 August 2021) at Lydiard Park (opposite side of the road in Swindon Borough Council area).

2.8 Email correspondence on 25 February 2022 between the applicant and the relevant Licensing Officer clarified this application had been reduced from ten days to just one in duration is attached as **Appendix 3**.

2.9 On 3 March 2022 the applicant made an undertaking to the Licensing Officer to liaise effectively with the Parish Council and Lydiard Park to ensure there were no other planned events likely to conflict with this application. Confirmation of agreement with condition proposed by Lydiard Tregoze Parish Council is attached as **Appendix 4**.

2.10 The hearing was originally scheduled for 29 March 2022 however the time limit for holding the hearing was extended by 18 working days to 26 April by the Licensing Authority under regulation 11 of the Licensing Act 2003 (Hearings) Regulations 2005 on public interest grounds because at least two of the parties to the hearing were unable to attend in person and give evidence due to COVID.

### 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 seven relevant representations were received from two residents, two interested parties and three Responsible Authorities. The two residential representations were subsequently withdrawn after the time limit to hold the hearing was extended on 28 March 2022.

#### 3.3 Representations Received

- Representation 1: Kathryn Ashton, Licensing Manager, Swindon Borough Council
- Representation 2: Brian Pinchbeck, Director of Operations, Lydiard Park and Hotel, Swindon Borough Council

#### 3.4 Responsible Authorities

- Representation 3: Mrs Tessa Hares and Mr Brett Warren, Environmental Health Officers (Noise), Wiltshire Council
- Representation 4: Mrs Sharon King, Environmental Health Officer (Health & Safety), Wiltshire Council
- Representation 5: Mrs Linda Holland, Licensing Manager, Wiltshire Council

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

<b>Representation</b>	<b>Licensing Objective</b>
Kathryn Ashton	Crime & disorder; public safety; public nuisance
Brian Pinchbeck	Public safety; public nuisance
Tessa Hares	Public nuisance
Sharon King	Public safety
Linda Holland	Public safety; public nuisance

3.6 The relevant representations are attached as **Appendix 5**. A plan of the representations has not been included as none are proximal to the event location. Attached as **Appendix 6** is a detailed plan of the area.

3.7 Both Kathryn Ashton (Swindon Borough Council Licensing Manager) and Tessa Hares (Wiltshire Council Environmental Health Officer) and Brett Warren (Wiltshire Council Senior Environmental Health Officer) proposed conditions to the Applicant, attached as **Appendix 7**. The Applicant agreed the conditions via email on 1 April 2022, attached as **Appendix 8** and the representatives of Swindon Borough Council (Licensing Manager) and Wiltshire Council Environmental Health subsequently indicated that they would agree to withdraw their representations on receipt of the Applicants

acceptance of those conditions if the Sub Committee were prepared to impose them onto the Premises Licence if granted.

- 3.8 The Applicant has informed the Licensing Authority that he will provide the latest version of the Event Management Plan to share with the parties and the Licensing Authority to enable clarification of the permitted use of the land not in the ownership of the Applicant to take place.

#### **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 Following the consultation, the Applicant raised concerns with Licensing Authority regarding the validity of two of the representations received. These representations have now been withdrawn.
- 4.4 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.

Jemma Price  
Public Protection Officer – Licensing  
Monkton Park, Chippenham, Wiltshire, SN15 1ER

07 April 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 New Premises Licence Application**
- 2 Plans**
- 3 Amendment of Premises Licence**
- 4 Confirmation of condition as proposed by Parish Council**
- 5 Representations**
- 6 Plan of the area**
- 7 Conditions proposed by Kathryn Ashton (Swindon Borough Council Licensing Manager) and Tessa Hares and Brett Warren (Wiltshire Council Environmental Health)**
- 8 Email with conditions agreed by Applicant**

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**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 The Culture Collective Ltd**

*(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			
<b>Park Farm Hook Street Swindon SN5 3NY</b>			
<b>Post town</b>	<b>Swindon</b>	<b>Postcode</b>	<b>SN5 3NY</b>

Telephone number at premises (if any)	
Non-domestic rateable value of premises	<b>£ 0 - £500</b>

**Part 2 - Applicant details**

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

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

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

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

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

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

**SECOND INDIVIDUAL APPLICANT (if applicable)**

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

**(B) OTHER APPLICANTS**

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

Name	<b>The Culture Collective Ltd</b>
Address	<b>The Culture Collective Ltd International House 64 Nile Street London N1 7SR United Kingdom</b>
Registered number (where applicable)	<b>11917676</b>

Description of applicant (for example, partnership, company, unincorporated association etc.) <b>Limited Liability Company</b>	
Telephone number (if any)	
E-mail address (optional)	<b>legal@theculturecollective.co.uk</b>

**Part 3 Operating Schedule**

When do you want the premises licence to start? DD MM YYYY  
0 1 0 3 2 0 2 2

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

<p>Please give a general description of the premises (please read guidance note 1)</p> <p><b>This license application authorising licensable activities is time limited for ten days per year only. These days may fall consecutively or independent of each other.</b></p> <p><b>The premises is a large privately owned farm on the border of Swindon and Wiltshire. The premises is bordered by more farm land.</b></p> <p><b>For more information on the site and it's layout, please refer to the documents which form part of our licensing application.</b></p>
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If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend. 14,999

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

- |  |                                     |
|--|-------------------------------------|
| Provision of regulated entertainment (please read guidance note 2)   | Please tick all that apply          |
| a) plays (if ticking yes, fill in box A)                             | <input checked="" type="checkbox"/> |
| b) films (if ticking yes, fill in box B)                             | <input checked="" 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**

<b>Plays</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of a play take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 4) <b>For more information on the site and its layout, please refer to the documents which form part of our licensing application.</b>		
Mon	12:00	00:00			
Tue			<b><u>State any seasonal variations for performing plays</u></b> (please read guidance note 5) N/A		
Wed					
Thur			<b><u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Fri	12:00	00:00			
Sat	12:00	00:00			
Sun	12:00	00:00	N/A		

## 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 checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon	12:00	00:00	<u>Please give further details here</u> (please read guidance note 4)  For more information on the site and its layout, please refer to the documents which form part of our licensing application.		
Tue					
Wed			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5)  N/A		
Thur					
Fri	12:00	00:00	<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)  N/A		
Sat	12:00	00:00			
Sun	12:00	00:00			

**C**

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 7)			<b><u>Please give further details</u></b> (please read guidance note 4)
Day	Start	Finish	
Mon			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 5)
Tue			
Wed			
Thur			<b><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></b> (please read guidance note 6)
Fri			
Sat			
Sun			



**D**

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

**E**

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 4)  <b>For more information on the site and its layout, please refer to the documents which form part of our licensing application.</b>		
Mon	12:00	00:00			
Tue			<b>State any seasonal variations for the performance of live music</b> (please read guidance note 5)  N/A		
Wed					
Thur			<b>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</b> (please read guidance note 6)  N/A		
Fri	12:00	00:00			
Sat	12:00	00:00			
Sun	12:00	00:00			

**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 4) <b>For more information on the site and its layout, please refer to the documents which form part of our licensing application.</b>		
Mon	12:00	00:00			
Tue			<b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 5) N/A		
Wed					
Thur			<b>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</b> (please read guidance note 6) N/A		
Fri	12:00	00:00			
Sat	12:00	00:00			
Sun	12:00	00:00			

# G

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Mon	12:00	00:00	<u>Please give further details here</u> (please read guidance note 4)  For more information on the site and its layout, please refer to the documents which form part of our licensing application.		
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)  N/A		
Thur					
Fri	12:00	00:00	<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 6)  N/A		
Sat	12:00	00:00			
Sun	12:00	00:00			

# H

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

I

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

**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)  N/A		
Mon	12:00	00:00			
Tue					
Wed					
Thur					
Fri	12:00	00:00			
Sat	12:00	00:00			
Sun	12:00	00:00			
			<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		

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):

<b>Name</b> Jack Lawrence Summers	
<b>Date of birth</b> [REDACTED]	
<b>Address</b> [REDACTED]	
<b>Postcode</b>	[REDACTED]
<b>Personal licence number (if known)</b> 881160143LIPER	
<b>Issuing licensing authority (if known)</b> Swindon Borough Council	

## 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).

N/A

## 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)  N/A
Day	Start	Finish	
Mon	12:00	02:00	<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)  N/A
Tue			
Wed			
Thur			
Fri	12:00	02:00	
Sat	12:00	02:00	
Sun	12:00	02:00	



## **M**

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

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

**For specific details on how we plan to promote the four licensing objectives, please refer to Appendix A, which forms part of our licensing application.**

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

**For specific details on how we plan to promote the four licensing objectives, please refer to Appendix A, which forms part of our licensing application.**

**c) Public safety**

**For specific details on how we plan to promote the four licensing objectives, please refer to Appendix A, which forms part of our licensing application.**

**d) The prevention of public nuisance**

**For specific details on how we plan to promote the four licensing objectives, please refer to Appendix A, which forms part of our licensing application.**

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

**For specific details on how we plan to promote the four licensing objectives, please refer to Appendix A, which forms part of our licensing application.**

## The Culture Collective Ltd - Premises License Application

### Appendix A

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

- The organiser will provide the Safety Advisory Group (SAG) and Licensing Authority with notice of the proposed event dates and capacity at least 3 months prior to the Event.
- The organiser will attend regular SAG meetings starting at least 3 months prior to the Event, as required by the SAG.
- The organiser will submit a first draft of the Event Safety Management Plan (ESMP) at least 3 months prior to the Event to the SAG.
- The final draft ESMP must be submitted to the SAG at least 1 month prior to the Event. Any changes requested to be made to the ESMP after this time must be approved in writing by the Licensing Authority.
- The ESMP will form the framework within which the Event is managed and operated. The conditions and operating procedures defined in the final version of the ESMP will be adhered to. The ESMP will include, but not be limited to, the following:
  1. Site Map
  2. Contacts (including the management team and key contractors)
  3. Concessions (a list of food and market traders)
  4. Risk Assessment
  5. Fire Risk Assessment
  6. Medical Plan
  7. Security Operations Plan
  8. Crowd Management Plan
  9. Crime Reduction Plan
  10. Drugs Policy
  11. Alcohol Policy
  12. Traffic Management Plan
  13. Adverse Weather Plan
  14. Waste Management Plan
  15. Water Management Plan
  16. Noise Management Plan
  17. Child, Youth and Vulnerable Person Welfare Policy
  18. Emergency Plan (including Major Incident Plans)
  19. Temporary Demountable Structures Policy
  20. Communications Plan
- Any alterations to the running of the Event made during the time the license is in operation must be agreed by the Event Liaison Team (ELT). The organiser will operate ELT meetings on site during the Event, which will include representatives of the organiser, responsible authorities and other members of the SAG as agreed appropriate. The ELT will meet during the Event at frequencies agreed by the SAG.
- The organiser will hold both public and employers liability insurance to the total of 10 million pounds for each Event.
- After each event, a debrief will be held with SAG representatives.
- Each year, a public consultation meeting for the benefit of the local stakeholders and residents will be carried out prior to the Event, with a subsequent debrief meeting scheduled for after the Event.

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

- Access to the Event for members of the public will be strictly by ticket only. Staff, artists, trader, supplier and contractor access will only be allowed on display of relevant accreditation. Accreditation will be issued and managed by the organiser.
- The organiser will employ the services of a recognised and qualified security and stewarding company. Only individuals licensed by the Security Industry Authority will be used to guard against unauthorised access or occupation (eg, door supervision), outbreaks of disorder or property damage.
- All security staff and stewards will be easily identifiable and have appropriate training for their duties. A register will be maintained of all stewards and security staff employed before, during and after the Event containing their full names, date of birth, home addresses, employers, event specific identification and where appropriate their SIA registration details. All stewards will be fully briefed on the relevant particulars of the Event, and report or take other appropriate action for any suspicious activity.
- A two-way radio system will be used to maintain communication between event organisers and steward / security management. An Incident Report Register will be maintained via Security Control. The purpose of the document being to record the time, date and location of notable incidents including anti-social behaviour, admissions, refusals and ejections from the Event. The report will include the names and registration numbers of security personnel involved in and / or reporting the incident and / or to whom the incident was reported, the names and personal licence numbers (if any) of any other staff involved in and / or reporting the incident and / or to whom the incident was reported, the names and numbers of any police officer attending, the police incident and / or crime number and the full contact details of any witness. The Incident Register will be produced for inspection immediately on the request of an authorised police, council, fire or ambulance officer.
- Patrons may be subject to a search as a condition of entry. A discrete search area will be provided. Anyone refusing a search will be denied entry to the Event and will not be eligible for a refund of ticket price. Seizures of illegal substances or offensive weapons will be reported to the Police in a timely manner, and subject to any agreed threshold. A suitable purpose-made receptacle for the safe retention of illegal substances will be provided and arrangements made for the safe disposal of its contents as agreed with the Police.
- The organiser will operate a challenge 25 policy on the sale of alcohol. This training will be recorded in writing and be made available upon request. The only accepted forms of identification will be a passport, photo-card driving licence, or a PASS card, allowing for foreign equivalents. Each bar on site will be managed by a Personal Licence Holder under the site Designated Premises Supervisor (DPS). No alcohol sales will be made if the DPS, or a nominated representative thereof, is not on site, or if the DPS does not hold a licence, or his / her licence has been suspended. A refusal log will be kept at each bar. The organiser will take all reasonable steps to prevent drunkenness and other disorderly conduct, as per statutory conditions.
- Written policies in relation to drugs, alcohol, crime reduction, counter-terrorism and searching shall be fully implemented throughout the course of the Event.

**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).

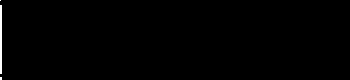
**IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

**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.**

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

	online right to work checking service which confirmed their right to work (please see note 15)
Signature	
Date	<b>31.01.2022</b>
Capacity	<b>Director of The Culture Collective Ltd</b>

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

Signature	
Date	
Capacity	

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

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Premises Licence Application - The Culture Collective Ltd  
Plan of the premises



Lydiard Park Pay and Display Car Park P

Lydiard

Agenda Item 6b

1A B C D E F G H I J K L M N O P Q R S T

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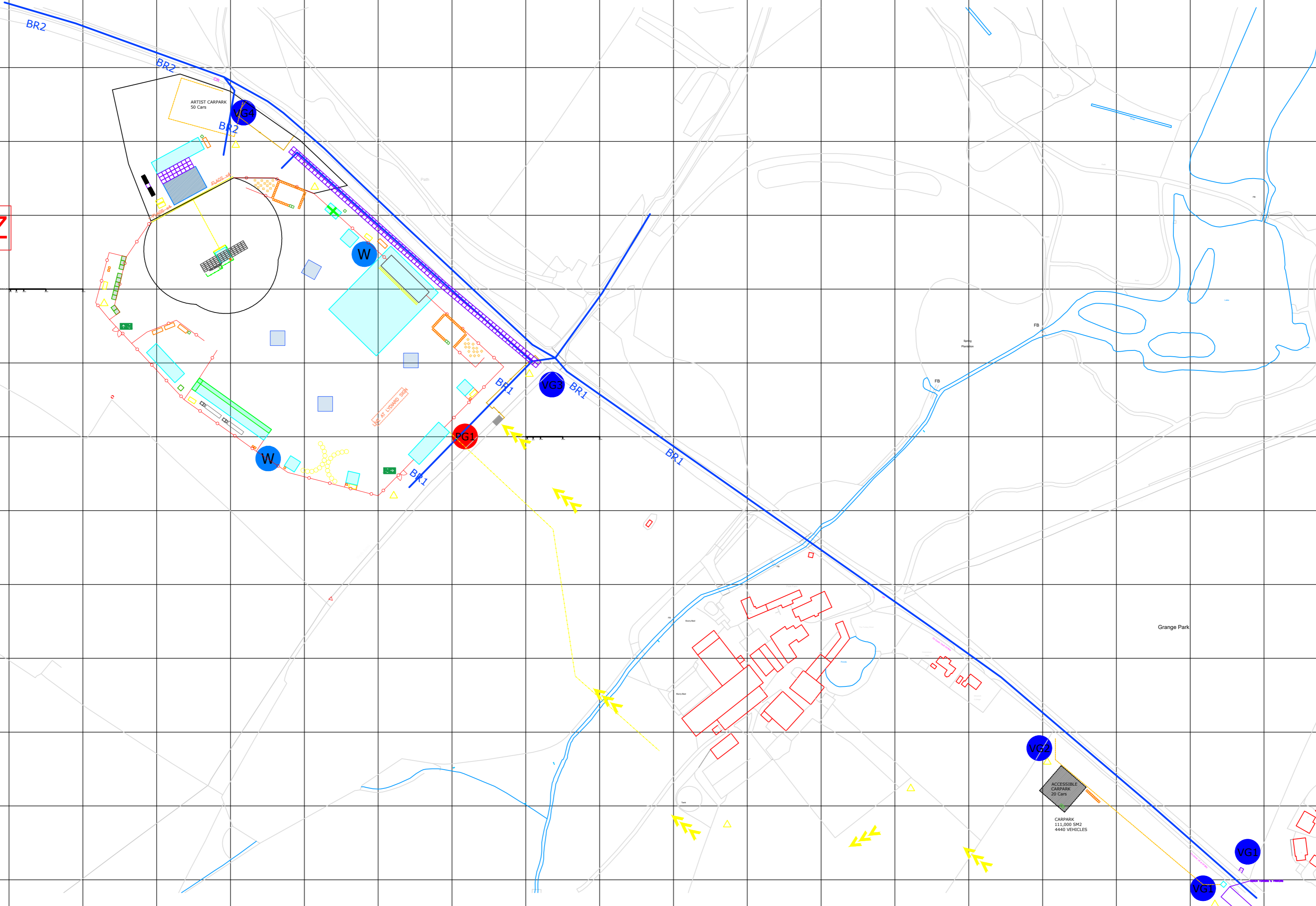
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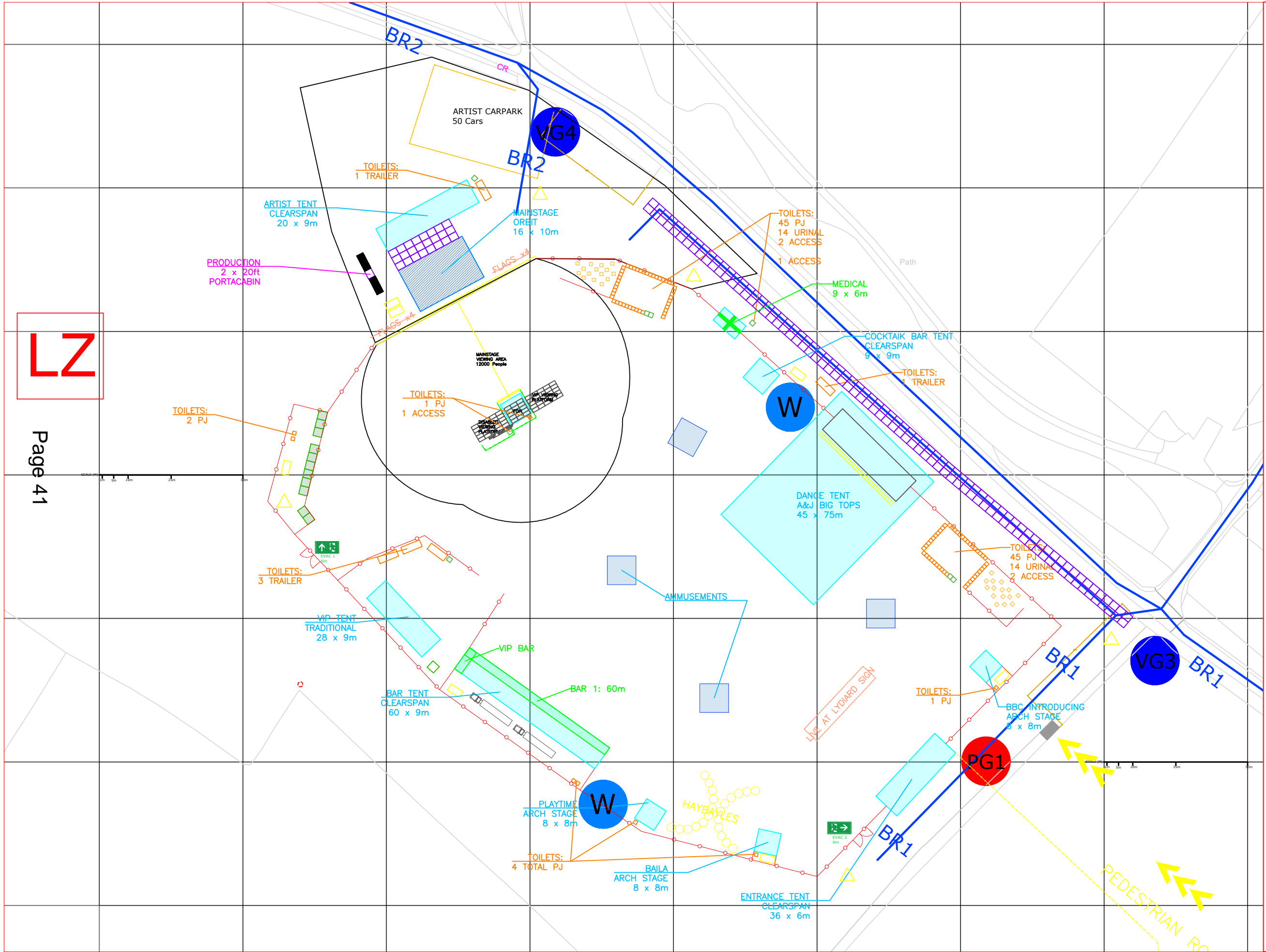
**Notes:**

- BASE MAP LEGEND**
- OS DATA LINE (BUILDINGS / FEATURES)
  - WATER
  - UNDERGROUND POWER CABLES
- EVENT MAP LEGEND**
- BUILDINGS AND STRUCTURES**
- EXISTING STRUCTURE/BUILDINGS
  - MARQUEE/TEMPORY STRUCTURES
  - EVENT BAR
  - PORTACABINS / CONTAINERS
  - HOT FOOD TRADE STALL
  - OTHER / NON FOOD TRADE STALL
  - AMMUSEMENTS
  - STAGING
  - PJS (PORTABLE TOILETS)
  - URINALS
  - ACCESSIBLE PORTABLE TOILET
- FENCES AND BARRIER**
- HERAS FENCING
  - METROPOLITAN BARRIER
  - PEDESTRIAN CROWD BARRIER
  - PIT BARRIER
  - ROPE & PIN
- OTHER INFRASTRUCTURE**
- FESTOON
  - PICNIC BENCH
  - SAMSONITE FOLDING CHAIRS
  - POWER POINT
  - WATER POINT
  - TOWER LIGHT / GENERATOR
  - SIGNA ROAD TRACKWAY
- DIRECTIONAL / AREAS**
- PUBLIC ENT / EXIT
  - STAFF ENT / EXIT
  - LICENSED BOUNDARY
  - PEDESTRIAN ROUTE TO EVENT
  - BLUE ROUTE
  - VEHICLE GATE
  - PEDESTRIAN GATE

<b>DATE:</b>	DRAFT		
<b>CLIENT:</b>	THE CULTURE COLLECTIVE		
<b>PROJECT:</b>	BEN CARRINGTON MISSION CODE SOUTHWEST LTD		
<b>SITE:</b>	LYDIARD TREGOZE, SWINDON		
<b>TITLE:</b>	LIVE AT LYDIARD 2022 MASTERPLAN		
<b>SHEET # OF CHECK SHEET</b>	<b>SHEET</b>	<b>DATE</b>	<b>DESIGNER</b>
1	11th MARCH		
<b>PROJECT NO.</b>	<b>DRAWING NO.</b>	<b>REVISION</b>	
		V3	



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**Notes:**

**BASE MAP LEGEND**

- OS DATA LINE (BUILDINGS / FEATURES)
- WATER
- UNDERGROUND POWER CABLES

**EVENT MAP LEGEND**

**BUILDINGS AND STRUCTURES**

- EXISTING STRUCTURE/BUILDINGS
- MARQUEE/TEMPORARY STRUCTURES
- EVENT BAR
- PORTACABINS / CONTAINERS
- HOT FOOD TRADE STALL
- OTHER / NON FOOD TRADE STALL
- AMUSEMENTS
- STAGING
- PJS (PORTABLE TOILETS)
- URINALS
- ACCESSIBLE PORTABLE TOILET

**FENCES AND BARRIER**

- HERAS FENCING
- METROPOLITAN BARRIER
- PEDESTRIAN CROWD BARRIER
- PIT BARRIER
- ROPE & PIN

**OTHER INFRASTRUCTURE**

- FESTOON
- PICNIC BENCH
- SAMSONITE FOLDING CHAIRS
- POWER POINT
- WATER POINT
- TOWER LIGHT / GENERATOR
- SIGNA ROAD TRACKWAY

**DIRECTIONAL / AREAS**

- PUBLIC ENT / EXIT
- STAFF ENT / EXIT
- LICENSED BOUNDARY
- PEDESTRIAN ROUTE TO EVENT
- BLUE ROUTE
- VEHICLE GATE
- PEDESTRIAN GATE

**DATE:** DRAFT

**ORG:** THE CULTURE COLLECTIVE

**DESIGNER:** BEN CARRINGTON  
MISSION CODE SOUTHWEST LTD

**NO:** LYDIARD TREGOZE, SWINDON

**TITLE:** LIVE AT LYDIARD 2022 MASTERPLAN

<b>SCALE # 1:</b>	<b>DATE:</b>	<b>BY:</b>	<b>CHECK:</b>
CHECK SHEET	11th MARCH		
<b>PROJECT NO:</b>	<b>ISSUE NO:</b>	<b>SCALE:</b>	V3

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## Appendix 3 – Amendment of Licence Application

**From:** Jack Summers

**Sent:** 25 February 2022 11:48

**To:** Price, Jemma <[Jemma.Price@wiltshire.gov.uk](mailto:Jemma.Price@wiltshire.gov.uk)>

**Subject:** RE: FW: Premises Licence - Live at Lydiard, Park Farm, Hook Street, Lydiard Tregoze, Swindon, Wiltshire, SN5 3NY.

Morning Jemma

I agree this makes a lot more sense and will further ease the responsible authorities. I am happy to confirm this with you.

I have made further progress with the responsible authorities today and — hopefully — have alleviated most concerns. I will be circulating an updated EMP with appendices to Linda Holland today, and will send over to you afterwards so you have an updated copy for your records that you can also circulate, if you wish.

Have a great weekend and I will speak to you when you are back in the office on Monday.

Best

Jack Summers | The Culture Collective

On 24 Feb 2022, 20:57 +0000, Price, Jemma <[Jemma.Price@wiltshire.gov.uk](mailto:Jemma.Price@wiltshire.gov.uk)>, wrote:

Hi Jack,

I think it would be better to just have a Saturday for all licensable activities and state in the non-standard timings “Only for one day in the year”.

That way you have not restricted yourself to 2022 and you can move it to any Saturday in the year. Does that seem ok?

I will be back in on Monday to discuss this further if need be.

Kind Regards

**Jemma Price**

Public Protection Officer (Licensing)

Wiltshire Council, Monkton Park, Chippenham, SN15 1ER

Tel: 01249 706 436 ex. 21436

Email: [jemma.price@wiltshire.gov.uk](mailto:jemma.price@wiltshire.gov.uk)

**From:** Jack Summers

**Sent:** 24 February 2022 20:11

**To:** Price, Jemma <[Jemma.Price@wiltshire.gov.uk](mailto:Jemma.Price@wiltshire.gov.uk)>

**Subject:** RE: FW: Premises Licence - Live at Lydiard, Park Farm, Hook Street, Lydiard Tregoze, Swindon, Wiltshire, SN5 3NY.

Hi Jemma

I see you're working into your evenings again! Thanks a lot for this.

That is correct - the only day we wish to have on our license for 2022 is Saturday the 20th of August. However, please can we not have this date fixed on our license? Instead, it would be great to just list 'one Saturday in 2022' or similar, in case we have to make a date change for whatever reason.

Best

Jack Summers | The Culture Collective

On 24 Feb 2022, 20:04 +0000, Price, Jemma <[Jemma.Price@wiltshire.gov.uk](mailto:Jemma.Price@wiltshire.gov.uk)>, wrote:

Dear Jack,

Thank you for your clarification over changing your licence application from ten days to one.

Before I circulate this to the Responsible Authorities etc. could you please clarify that the day you now wish to have all activities licenced for is a Saturday given this year's event is due to be held on 20<sup>th</sup> August?

Kind Regards

***Jemma Price***

Public Protection Officer (Licensing)  
Wiltshire Council, Monkton Park, Chippenham, SN15 1ER  
Tel: 01249 706 436 ex. 21436  
Email: [jemma.price@wiltshire.gov.uk](mailto:jemma.price@wiltshire.gov.uk)

**From:** Jack Summers

**Sent:** 24 February 2022 15:11

**To:** Price, Jemma <[Jemma.Price@wiltshire.gov.uk](mailto:Jemma.Price@wiltshire.gov.uk)>

**Subject:** RE: FW: Premises Licence - Live at Lydiard, Park Farm, Hook Street, Lydiard Tregoze, Swindon, Wiltshire, SN5 3NY.

Hi Jemma

Hope you are well and apologies for the amount of emails I have put in your inbox over the last few days!

Please see below some important points regarding our license:

**Amendment to our License**

I formally request our license to be amended to be reduced from ten days to one day, for 2022. Please kindly make this update and circulate to the relevant responsible authorities.

**Wiltshire Police**

I have spoken to both Dick Day and Martin O'Neill. Martin told me himself this morning that Wiltshire Police will *not* be putting in a representation for this application.

**Licensing**

I spoke to your colleague Linda this morning. She was great, very helpful. We spoke in length about

our license and some concerns she has. The biggest concerns are around the ten days (which I told her we would amend on our license with you). She also requested slightly more detail on our EMP, which we are currently working on today and are planning to send her an update by close of play today. She could not 100% guarantee she would not be making a representation, but she made it clear that if we came back to her with what she requested, it would be very unlikely she would make a representation.

#### **Dorset and Wiltshire Fire & Rescue**

Have confirmed they will not be making a representation.

#### **Child Protection**

Might be concerned but never get back in touch. Jemma says ignore it.

#### **Environmental Health**

I have scheduled a call with Tessa for tomorrow morning at 10:00am. She said she has some concerns about noise but I will work with her to alleviate these.

#### **Health & Safety and Food**

Sharon King has said she will not be able to get any feedback to us until Monday. I tried to stress that we need more time than this, but she told me she is too busy to give feedback earlier than this. At the moment it seems that Sharon King is the only responsible authority that could potentially put in a representation with this application.

#### **Highways**

Have confirmed they will not be making a representation.

#### **Planning**

You mentioned we likely wouldn't get anything from planning.

#### **Substance Miss-use**

You mentioned we likely wouldn't get anything from planning.

#### **Public Health**

You mentioned we likely wouldn't get anything from planning.

After a lot of fire fighting over the last few days, we are in a much better place with this now. I am confident that with these changes to our EMP we will make today, we can get our application through with no representations from the responsible authorities.

If you are around to chat today, that would be great.

Best

Jack Summers | The Culture Collective

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## Appendix 4 – Confirmation of Condition as proposed by Parish Council

**From:** Jack Summers  
**Sent:** 06 March 2022 16:07  
**To:** Price, Jemma <[Jemma.Price@wiltshire.gov.uk](mailto:Jemma.Price@wiltshire.gov.uk)>  
**Subject:** Re: Representations Received

Hi Jemma

Thank you for the below and for your time on the phone last week.

We have received the representations and are addressing each of them individually.

In response to these representations, and in order to ensure best practice throughout the planning and delivery of the event, we have engaged Method Events as a production consultant for Live at Lydiard 2022. The team at Method Events have delivered some of the UK's most complex large-scale events in recent years, and bring industry-leading expertise to the project. In the first instance they will work with us to ensure the appropriate mitigations are built into our event plans in order to fully address and respond to the representations made against our current application. Please include both James Dutton and Will Holdoway in all correspondence relating to this application moving forward.

Please also note we are happy to accept the condition from Lydiard Tregoze Parish Council that event organisers liaise with Lydiard Park and Swindon Borough Council to prevent a duel event on the same day.

I would also like to take opportunity to make you aware of our plans for Live at Lydiard 2022. Due to time constraints with our marketing, we have had to launch the festival even though the license has not been formally granted. It is important that you have sight of this, should you see any of our marketing materials online.

Best

Jack Summers | The Culture Collective

On 2 Mar 2022, 14:25 +0000, Price, Jemma <[Jemma.Price@wiltshire.gov.uk](mailto:Jemma.Price@wiltshire.gov.uk)>, wrote:

Hi Jack,

Please find attached the seven representations received against the New Premises Licence Application for Live at Lydiard, Park Farm, Hook Street, Lydiard Tregoze, Swindon, SN5 3NY.

As we discussed on the phone the other day we also received the following from Lydiard Tregoze Parish Council:

Hello Jemma,  
Lydiard Tregoze Parish Council has noted this premise licence application, and has no overall objection, but has concerns that the event organisers are not liaising with Lydiard Park. The council is worried that Lydiard Park could schedule an event on the same day, causing massive traffic congestion and potential gridlock.

Lydiard Tregoze PC requests the condition that event organisers liaise with Lydiard Park and Swindon Borough Council to prevent a duel event on the same day.

Please let us know if this condition can/will be applied to the outcome of the application.

Kind regards,

*Rose Love*

Clerk, Lydiard Tregoze Parish Council

I will be available shortly to discuss this with you once you have had chance to read through them all.

Kind Regards

***Jemma Price***

Public Protection Officer (Licensing)

Wiltshire Council, Monkton Park, Chippenham, SN15 1ER

Tel: 01249 706 436 ex. 21436

Email: [jemma.price@wiltshire.gov.uk](mailto:jemma.price@wiltshire.gov.uk)



Public Protection  
Wiltshire Council  
County Hall  
Bythesea Road  
Trowbridge  
BA14 8JN

Please ask for: Licensing

Direct Dial No: 01793 466331

Email: [licensing@swindon.gov.uk](mailto:licensing@swindon.gov.uk)

Our Ref: TCC/OBJ/2022

28<sup>th</sup> February 2022

Dear Jemma Price, Licensing Officer,

### **Licensing Act 2003 – Premises Licence Application – The Culture Collective for proposed site at Park Farm, Hook, Wiltshire, SN5 3NY**

I refer to the application for the grant of a Premises Licence in respect of the above site. The Licensing Authority for Swindon as a neighbouring authority abutting the proposed premises wishes to make a representation against this application.

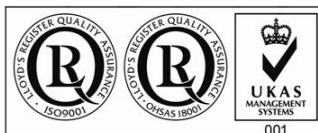
It is considered that the licensing objectives in respect of Prevention of Public Nuisance and Ensuring Public Safety will be undermined should this application be granted in its current form.

The Licensing Authority have had interaction with the organiser from an event that took place last summer at Lydiard Park as 'Live at Lydiard'. The representation is as follows:

The licence holder in Swindon failed on many occasions to engage promptly and appropriately with the Licensing Authority throughout the process and indeed the ESAG process. A number of ESAG meetings were cancelled for the organiser for failure to provide appropriate paperwork in a timely manner.

The following summarises the concerns and lack of lessons learnt:

- The major concern the Licensing Authority has is over the management structure and ability to organise a control team to manage the event. This is fundamental to the success of a safe event. The logistics, Safety Officer, Security and First aid team had no appropriate briefing and no one person knew anyone else. In addition the event organiser had spread himself so thinly across the event he was not available when required. The first time the Safety Officer had been to site was on the morning of the event. This is not what I would expect in any event



let alone a capacity of 10K.

The event was monitored and inspected by Kathryn Ashton, Licensing Manager, Joseph Harris, Trainee Licensing Officer and Ashley Peachey, Licensing Officer

### **Ensuring Public Safety:**

- The Licence Holder failed to comply with the Swindon Borough Council's requirement through ESAG that all event food vendors, should be food hygiene rated 4 or above. The organiser brought Will's Pizza in which had not been rated by Wiltshire Council and was awaiting inspection. The organiser was emailed by our Food, Health and Safety team weeks before the event stating the food trader Will's Pizza "*has not got a food hygiene rating because they have not been inspected by the local authority, you are asked by ESAG to ensure that all your traders have a rating of 4 and above. Obviously I cannot sanction the use of this trader as he does satisfy the criteria set out by ESAG for events.*" This meant that a trader had been able to set up purchase food for the event and not having been told he could not trade. As a result an inspection was done on the day to facilitate this. This should have not been presented to SBC.
- The Licence Holder ignored this showing a total disregard of the responsible authority's communications.
- The security company hired expressed some concerns to the Licensing Authority that there was a shortage of security staff for an event of that scale and that they felt uncomfortable. This was primarily due to Culture Collective insisting on bringing their stewards to compliment the Security provider. Whilst we have had very positive experience of the provider for many years it fell short of expectations and no doubt was exacerbated by COVID passes. The security company would have provided the stewards aswell if requested. Nevertheless the organisers committed to checking passes and was advised to check mobile and radio signals due to the area he was operating in. When this failed there was no contingency other than asking the authority for a plan. I have had sight of the application and I am not convinced that Platinum Security have committed to this event or indeed any others.
- It is likely that the event will charge for parking. If attendees realise that they can park at Lydiard for a much lower figure then the park may be overwhelmed by event customers. This would also lead to a huge increase in pedestrians trying to cross Hook Street. There would be a real danger of an accident.

### **Prevention of Crime and Disorder:**

- The organiser employed a minimum of door supervisors, therefore supplemented



by their own stewards which transpired that there was insufficient staff to deal with the queuing and searching element.

- Heras fencing used for making the proposed pick up /drop off point left unattended posing a safety risk for potential anti-social matters.
- There was inadequate communications and briefings between security and stewards caused by the lack of briefings, material given out to staff and knowledge of personnel.

**Prevention of Public Nuisance:**

- Noise monitoring was carried out by the Licensing Authority qualified in acoustics and checks on the prescribed noise limits. This was a one off event during the pandemic and the main concerned receptors for Lydiard Park in the SBC area is Lydiard Millicent. Noise monitoring was undertaken on the night and whilst clearly audible at the receptor the residents did not wish to make a complaint as they to quote, 'we're really happy that the park was in use again'. I would very much doubt this will be the case if there are regular events rather than a complete one off event. If there was a complaint this would have been justified.
- There are concerns that there are closer residents of properties on Oatlands, just off of Hook St and no doubt WCC will have this in hand. It is also worth noting that previous events at Lydiard Park, adjacent to this site, have resulted in noise issues in Lydiard Millicent. For context, the closest receptor in Lydiard Millicent is around 750m from the event boundary, the nearest properties on Oatlands are circa 600m from the edge of this site. Notwithstanding this there is property on Park Farm.
- There are also concerns that the noise from this proposed licence and any event held should it be granted may cause disruption to the visitors on Lydiard Park and even the guests who may be in the hotel at the times of these events.

For the reasons above we would request that the application be refused in its current form as it is considered it undermines the licensing objectives as described.

If you require any additional information or clarification, please let me know.

Yours sincerely,

Kathryn Ashton  
Ashley Peachey  
Joseph Harris

OBO Licensing Authority Swindon





**SBC  
Operations  
Department**

Swindon Borough Council  
Cheney House  
Waterside Park  
Darby Close  
Swindon, SN2 2PN

Tel:- [REDACTED]

Public Protection  
Wiltshire Council  
County Hall  
Bythesea Road  
Trowbridge  
BA14 8JN

1<sup>st</sup> March 2022

Dear Jemma Price, Licensing Officer,

**Licensing Act 2003 – Premises Licence Application – The Culture Collective in Respect of Park Farm, Hook, Wiltshire, SN5 3NY**

I refer to the application for the grant of a Premises Licence submitted in respect of the above address. I am aware that the Licensing Authority has submitted a representation against this and I wish to not only support that representation but also to make a representation in my capacity as Director of Operations for Lydiard Park and Hotel.

I have considered the application and believe that the Licensing Objectives in respect of the Prevention of Public Nuisance and Ensuring Public Safety will be undermined should the application be granted in its current form.

As you are no doubt aware Culture Collective held 'Live at Lydiard' in Lydiard Park last year. There were significant concerns over the management of the event and the difficulties in ensuring the organiser engaged appropriately with the Council's Licensing Department, landowners and indeed ESAG. Whilst the proposed site does not fall within the Swindon Borough it is bordering the jurisdiction and I wish the following points to be noted as my representation:

- It is likely that the event will charge for parking which they did last year despite being advised that they could not do this at Lydiard Park due to the TRO being in place. If attendees realise that they can park at Lydiard for a much lower figure then the park is likely to be overwhelmed by event customers. This would also lead to a huge increase in pedestrians trying to cross Hook Street. There would be a real danger of an accident.



- Access to and from the event site particularly from public transport is likely to be through the park. SBC would be unable to manage this extra foot fall and the dangers and safety issues that such joint capacities would bring.
- Noise from the event is likely to disrupt activities in the park particularly with the organiser requesting up to 10 events per year for Park Farm as opposed to the one event last year.
- Increased traffic on Hook Street is likely to cause significant disruption and a huge strain on the highway infrastructure, especially with the lack of information relating to the parking provisions that will be in place during these times. This again in my view will undermine the licensing objective in respect of public safety.
- I am aware that noise was audible beyond the site boundary last year and that our Licensing Department undertook noise monitoring. I am concerned that the noise from this proposed licence and any event held should it be granted may cause disruption to the visitors on Lydiard Park and even the guests who may be in the hotel at the times of these events.

'Live at Lydiard' failed to engage with SBC and had total disregard at times throughout the process and indeed after the event. Due to concerns over the management and organisation of the event SBC have taken the decision, supported by our legal team, **not** to allow Culture Collective to repeat any events on our Council land and for the reasons above I would ask that this application be refused in its current form.

If you require any additional information or clarification, please do not hesitate to contact me.

Yours sincerely,

Brian Pinchbeck  
Director of Operations  
Lydiard Park and Hotel



**Representation – Environmental Health Noise Team**

**From:** Hares, Tessa <Tessa.Hares@wiltshire.gov.uk>

**Sent:** 25 February 2022 16:23

**To:** Price, Jemma <Jemma.Price@wiltshire.gov.uk>

**Subject:** Representation against Lydiard Live Licence Application

Dear Jemma,

We are writing to put in a representation against the licence application for Live at Lydiard, proposed to be held at Park Farm, Hook Street, Lydiard Tregoze, SN5 3NY on the grounds of likely public nuisance from noise. We regret we are unable to support the application due to a lack of site specific information. The Noise Management Plan(NMP) I have been sent appears to be for the event which took place on a different site in 2021 with pages 14 onwards referring specifically to that event. The Event management Plan also appears light on detail.

The concern is that there will be noise breakout as there is no noise report or to our knowledge a noise assessment for this site which is due to have 5 stages and up to 14,999 attendees. In 2021 I was out noise monitoring other venues in the locality at Lydiard Millicent and Purton and heard loud music which I identified as coming from Lydiard Park Live.

Ideally many of the concerns could have been addressed prior to putting in the licence application by requesting an Event Safety Advisory Group meeting. My recommendation is that the application is withdrawn and this ESAG takes place prior to re-submission of the application.

We will be looking for conditions on the licence should it be approved and will submit further details on these and other issues we have noted with the submitted noise management plan in due course.

Kind regards

Tessa

Mrs Tessa Hares  
Environmental Health Officer  
Environmental Control and Protection (North and West)  
Monkton Park  
Chippenham  
Wiltshire  
SN15 1ER  
[tessa.hares@wiltshire.gov.uk](mailto:tessa.hares@wiltshire.gov.uk)  
01249 706406

**From:** Warren, Brett <brett.warren@wiltshire.gov.uk>  
**Sent:** 01 March 2022 09:37  
**To:** Price, Jemma <Jemma.Price@wiltshire.gov.uk>  
**Cc:** Hares, Tessa <Tessa.Hares@wiltshire.gov.uk>  
**Subject:** RE: Representation against Lydiard Live Licence Application

Hello Jemma

I wish to expand on Tessa Hares' holding objection submitted last Friday (25 February). The Environmental Control and Protection Team will be continuing our objection to the event. However, I would also say that we are willing to engage with the applicant and would consider withdrawing our objection subject to the agreement of licence conditions as set out below.

The licence application states that music will be played from 12 noon to 12 midnight. However the noise management plan provided (as part of Appendix A) states that music will end at 11pm. The significance of this is that beyond 11pm, the noise controls designed to prevent a public/statutory nuisance must be a lot stricter and we will require that the music noise should not be audible inside noise-sensitive premises with windows open. As it stands this point is not addressed in the application so we will require clarification as to exactly what the intention of the applicant is in terms of when amplified music will stop. If it is the intention of the applicant to continue amplified music after 11pm then it is likely that we will object unless evidence is provided that confirms an adequate level of noise control can be achieved.

Assuming that all amplified music will stop at 11pm, we will require the following conditions as part of a premises licence:

1. The frequency of music events shall be limited to one event per year.
2. Amplified music (including live music) is permitted between the hours of 12:00 and 23:00 on the day of the event.
3. A qualified and suitably experienced acoustic expert will be appointed to produce a Noise Management Plan (NMP) for each annual event and provide representatives on site during the live hours of the event. The NMP should identify external monitoring locations at nearby noise sensitive dwellings to be agreed with the Environmental Control and Protection Team at least 4 months prior to the event.
4. The control limits set at the mixer position on each stage shall be adequate to ensure that the Music Noise Level (MNL) shall not at any noise sensitive premises exceed 65 dB(A) over a fifteen minute period throughout the duration of the concert or event. The MNL must be measured by an acoustic expert using a Class 1 specification sound level meter capable of measuring third-octave bands.

5. The control limits set at the mixer position on each stage shall be adequate to ensure that the 63Hz and 125Hz octave frequency bands do not exceed 75dB throughout the duration of the concert or event.
6. During music events noise levels must be continuously monitored at the mixer position by the appointed acoustic expert.
7. The event organiser will ensure to carry out a sound propagation test prior to the event to determine a sound level at the sound mixer position which is required to achieve the external noise limits at residential properties. The Event organiser must communicate the maximum sound level at the mixer position with the Environmental Control and Protection Team. Sound propagation tests must be carried out either between 09:00 and 12:00 on the day before the event or between 09:00 and 12:00 on the event or the day, for a maximum of 2 hours.
8. All complaints about noise received by the site office / event organiser shall be logged, and shall be notified to the Environmental Control and Protection Team the next working day.
9. The event organiser must ensure that the Environmental Control and Protection Team is provided with the results of the noise monitoring in writing at any time upon request.
10. The event organiser must provide prior notification of the event to local residents including details of the event timings. The distribution for the notification letter will be agreed with the Environmental Control and Protection Team. A noise "hot line" number will also be included to allow residents to contact an event representative should they need to make a complaint during the event.

Best wishes

Brett

Brett Warren MSc CEnvH

**Senior Environmental Health Officer**

DD: 01225 770581

[brett.warren@wiltshire.gov.uk](mailto:brett.warren@wiltshire.gov.uk)



**Representation – Environmental Health, Food Health and Safety Team**

**From:** King, Sharon <sharon.king@wiltshire.gov.uk>

**Sent:** 01 March 2022 18:43

**To:** Price, Jemma <Jemma.Price@wiltshire.gov.uk>

**Subject:** Live at Lydiard, Park Farm, Hook Street, Lydiard Tregoze, Swindon, Wiltshire, SN5 3NY.

Dear Jemma

I would like to object to the application for Live at Lydiard Park Farm, Hook Street, Lydiard Tregoze, Swindon, Wiltshire, SN5 3NY on the grounds of Public Safety. Due to the lack of information submitted in the EMP it is difficult to determine how this event will be run safely and I have the following concerns:

- Plan information is poor, no key.
- It has come to light based on current information there is confusion over who is the person responsible for the site safety.
- Confusion over numbers attending, not sure about emergency route access and egress, looks like only one access point?
- Car parking 0.3 miles away from site entrance, access is via a narrow country lane with no street lighting.
- No RA provided for TDS and lighting and no information on who is building the platforms.
- No information regarding what activities will be provided in each tent/stage.
- There is no indication there are going to be any pyrotechnics/strobe lighting etc.
- No information provided on caterers, understand its early days for this information but intelligence has come to light there were catering/vendor issues during the last event that were not managed correctly by the applicant, this gives me great concerns going forward.
- SBC are down to collect the waste collection, is this correct.

I would therefore request that this application be refused until such a time that further information is submitted to address the concerns raised.

Kind regards

**Sharon King**  
Environmental Health Officer

Wiltshire Council  
Public Protection Service  
County Hall  
Bythesea Road  
Trowbridge  
BA14 8JD

**Representation – Linda Holland, Licensing Manager, Wiltshire Council**

**From:** Holland, Linda

**Sent:** 01 March 2022 18:01

**To:** Price, Jemma <[Jemma.Price@wiltshire.gov.uk](mailto:Jemma.Price@wiltshire.gov.uk)>

**Subject:** Objection to an Application for a premises Licence: Live@lydiard to be held at Park Farm Hook Street Swindon

Good Afternoon

I am writing as the officer authorised to responsible on behalf of the Licensing Authority.

The Licensing Authority is making this representation under the Public Safety & Prevention of Public Nuisance licensing objectives due to concerns in relation to the management of the proposed event. There has been insufficient time to reflect and consider the application and supporting documentation, with the event management plan only being submitted half way through the consultation period and re submission three days prior to the deadline.

Wiltshire Council officers were carrying out licensing & noise monitoring in Purton and Lydiard Millicent last year on the night of Live@lydiard ( 21<sup>st</sup> August), however noise (music) breakout from the event at Lydiard Park meant that it was impossible to effectively do so, as the music was over powering at the locations. Pedestrians were also observed leaving the site on foot in the dark walking in the road against oncoming traffic.

No event safety group meeting has taken place prior to submission of the application which was initially for 10 days a year ( now reduced to 1 day) and an increase on last year's capacity of 9,999 to 14,999, this year's event is now planned for Wiltshire rather than in Lydiard park in Swindon. Having liaised with the neighbouring authority who have expressed concerns with regard to how the event was operated in their area last year, the applicants engagement with their authority, which has been mirrored by our recent engagement and the applicants constant need to be reassured that there are no issues which has taken an inordinate amount of Council officers time, it is only appropriate that Wiltshire Council Licensing Authority raise our concerns and request a decision on this application to be determined by Licensing Sub Committee as part of the due process.

However the Licensing Authority would recommend that the Licence application is withdrawn to permit an Event Safety Advisory Group meeting to take place to consider the event in it entirety, and if all the matters can be resolved or addressed going forward to the satisfaction of the responsible authorities and agencies then a re-submission could be made.

Based on Authorities observations on last year's event 2021 the Licensing Authority is asking members to give this application due consideration.

Regards

**Linda Holland**

**Licensing Manager**

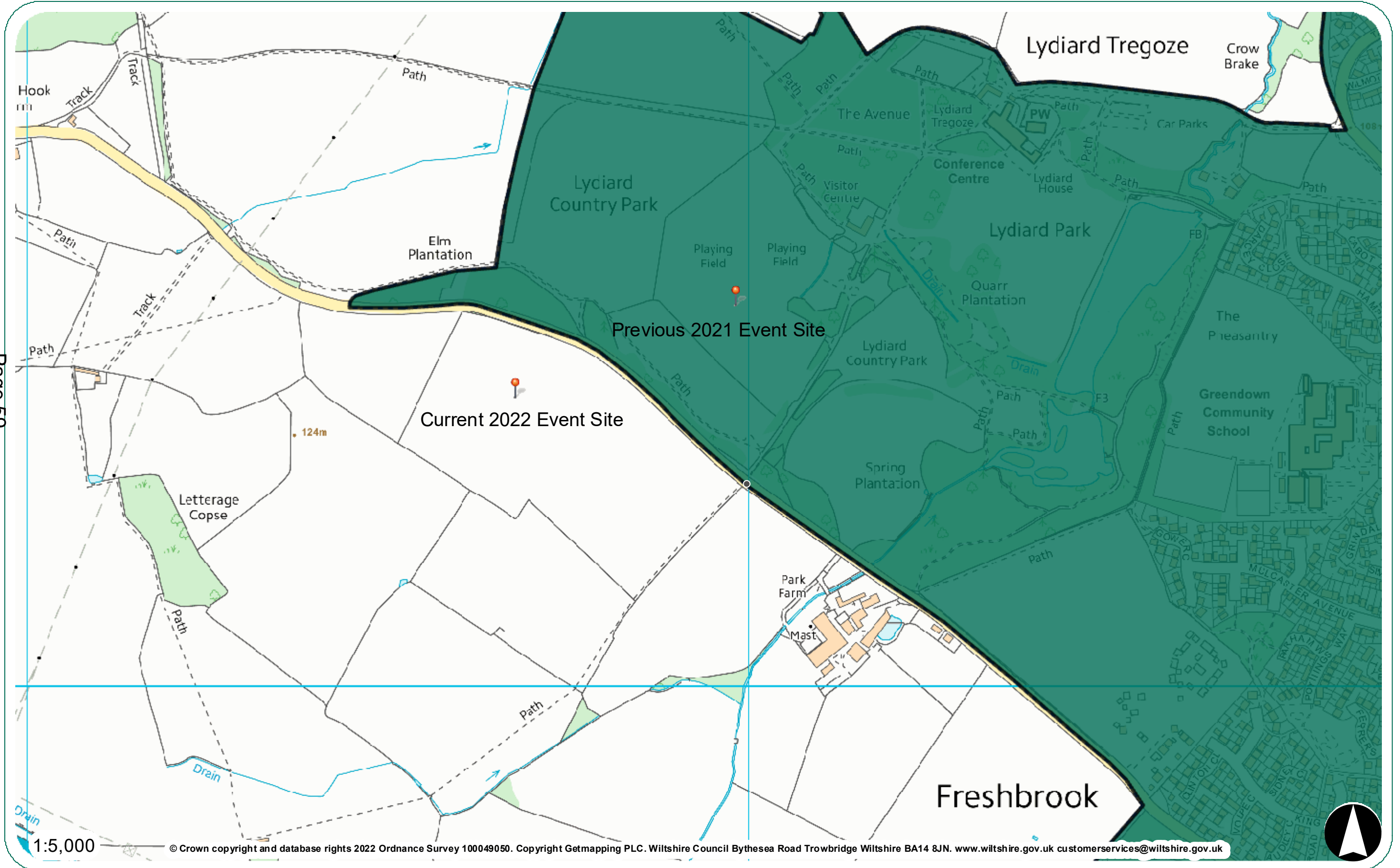
Public Protection

Communities and Neighbourhood Services

County Hall | Trowbridge | Wiltshire | BA14 8JN

Email: [linda.holland@wiltshire.gov.uk](mailto:linda.holland@wiltshire.gov.uk) | [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

Tel: 01249 706410 Internal: 21410



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[REDACTED]

Please ask for: Licensing  
Direct Dial No: 01793 466331  
Email: [licensing@swindon.gov.uk](mailto:licensing@swindon.gov.uk)  
Our Ref: TCC/OBJ/2022

28<sup>th</sup> March 2022

Dear Mr Summers,

**Licensing Act 2003 – Premises Licence Application – The Culture Collective for proposed site at Park Farm, Hook, Wiltshire, SN5 3NY**

I refer to earlier representation made by Swindon Borough Council in respect of the application for the grant of a Premises Licence in respect of the above site. The Licensing Authority for Swindon, as a neighbouring authority abutting the proposed premises, lodged the representation as a result of concerns at the event which took place at Lydiard Park in 2021.

Since this I am grateful for your time in considering the comments and the meeting and discussions we have had with yourself and Methods.

It is considered that the licensing objectives in respect of Prevention of Public Nuisance and Ensuring Public Safety will be undermined should this application be granted in its current form.

Nevertheless should you wish to consider agreeing to the following conditions then the representation from Swindon Licensing Authority could be withdrawn.

*Music Noise Level (MNL) Control Limits:-*

- 1(a) *The control limits set at a mixer position shall be adequate to ensure that the Music Noise Level shall not at any noise sensitive premises exceed 65dB(LAeq) over a fifteen-minute period between 09.00hrs and 23.00hrs or any later terminal hour;*
- (b) *Amplified music, amplified vocal performance or music of which percussion is a major component shall not be audible beyond the boundary of the site after*



23.00hrs.

2. There shall be dedicated contact number made available should nearby residents be affected by any noise disturbance from the event
3. The premises Licence Holder shall notify the Wiltshire Event Safety Group, and to include Swindon Licensing as a stakeholder, and shall provide a written event management plan (EMP), at least three months prior to the event. The final EMP will be submitted to all responsible authorities at least one month prior to the event including Swindon Borough Council as neighbouring Licensing Authority. The Licensee shall engage with the Event Safety Advisory Group at all times in a timely manner.
4. The event shall be managed in accordance with the EMP which shall be subject to the approval and satisfaction of Wiltshire County Council. It shall contain within it (but is by no means limited to) the following:
  - (a) Details of the event management team; names, roles, responsibilities and contact details.
  - (b) Fire safety provisions
  - (c) Onsite medical provisions
  - (d) Crowd safety management procedures
  - (e) Detailed risk assessments for all aspects of the event including but not limited to; construction, set up, the events itself and dismantling/removal of the site
  - (f) A drugs policy and accompanying plan which includes details covering; prevention, searches, amnesties, recording systems and (re) entry procedures.
  - (g) An effective and detailed security policy, site emergency and major incident plan (including proposed communication of these to the public)
  - (h) A traffic management plan
5. A fully briefed Management team shall be coordinated to ensure the Control Room is fully functional and shall ensure The Safety Officer, Security, logistic and First Aid have a clear briefing and understanding of roles and responsibilities. This structure shall be approved in advance by Wiltshire County Council.
6. There shall be sufficient numbers of security on site at all times supplemented with Stewards. The ratio of security on site shall be agreed and approved in writing with WCC.
7. A specific traffic management plan shall be provided to ensure public safety is not compromised with increased footfall between any event taking place at Lydiard Park and House and an event at Park Farm. This shall address increase in pedestrians trying to cross Hook Street.

I am aware that Wiltshire Environmental Health have made request for additional



conditions so to avoid duplication I confirm that I support these conditions. The conditions listed above are those relevant to Swindon receptors but it is acknowledged there are closer residents in Wiltshire.

I look forward to your comments in respect of the above.  
Any problems please do not hesitate to contact me.

Yours sincerely

Kathryn Ashton  
Licensing Manager

**cc. Jemma Price, Licensing Officer, Public Protection**



**Conditions proposed by Brett Warren (Wiltshire Council Senior Environmental Health Officer) and Tessa Hares (Wiltshire Council Environmental Health Officer)**

**From:** Warren, Brett <brett.warren@wiltshire.gov.uk>  
**Sent:** 28 March 2022 17:31  
**To:** Price, Jemma <Jemma.Price@wiltshire.gov.uk>  
**Cc:** Hares, Tessa <Tessa.Hares@wiltshire.gov.uk>  
**Subject:** RE: Representation against Lydiard Live Licence Application

Hello Jemma

We will withdraw our objection if the applicant confirms in writing that they will agree to the following conditions as set out below. Condition 5 has been revised following consultation with the applicant and his noise consultant.

1. The frequency of music events shall be limited to one event per year.
2. Amplified music (including live music) is permitted between the hours of 12:00 and 23:00 on the day of the event.
3. A qualified and suitably experienced acoustic expert will be appointed to produce a Noise Management Plan (NMP) for each annual event and provide representatives on site during the live hours of the event. The NMP should identify external monitoring locations at nearby noise sensitive dwellings to be agreed with the Environmental Control and Protection Team at least 4 months prior to the event.
4. The control limits set at the mixer position on each stage shall be adequate to ensure that the Music Noise Level (MNL) shall not at any noise sensitive premises exceed 65 dB(A) over a fifteen minute period throughout the duration of the concert or event. The MNL must be measured by an acoustic expert using a Class 1 specification sound level meter capable of measuring third-octave bands.
5. Low frequency sound levels within the 40, 50, 63 and 80Hz third octave bands should not exceed 80 dB Leq (15 min) at the facade any noise sensitive premises.
6. During music events noise levels must be continuously monitored at the mixer position by the appointed acoustic expert.
7. The event organiser will ensure to carry out a sound propagation test prior to the event to determine a sound level at the sound mixer position which is required to achieve the external noise limits at residential properties. The Event organiser must communicate the maximum sound level at the mixer position with the Environmental Control and Protection Team. Sound propagation tests must be carried out either between 09:00 and 12:00 on the day before the event or between 09:00 and 12:00 on the event or the day, for a maximum of 2 hours.
8. All complaints about noise received by the site office / event organiser shall be logged, and shall be notified to the Environmental Control and Protection Team the next working day.



9. The event organiser must ensure that the Environmental Control and Protection Team is provided with the results of the noise monitoring in writing at any time upon request.
10. The event organiser must provide prior notification of the event to local residents including details of the event timings. The distribution for the notification letter will be agreed with the Environmental Control and Protection Team. A noise “hot line” number will also be included to allow residents to contact an event representative should they need to make a complaint during the event.

Best wishes

Brett

Brett Warren MSc CEnvH  
**Senior Environmental Health Officer**

**Wiltshire Council**

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## **Appendix 8 – Email from Applicant agreeing conditions proposed**

**From:** Jack Summers

**Sent:** 01 April 2022 13:04

**To:** Price, Jemma <Jemma.Price@wiltshire.gov.uk>

**Subject:** Conditions

Hello Jemma!

Thank you so much again for your time the other day. It really was so valuable to speak to you and your colleague and we really appreciated it.

Following our discussion, we've decided to accept both Swindon Borough Council's conditions and Environmental Health (Noise)'s conditions. I know you and your colleague recommend we wait until we have all conditions, but we feel the conditions offered are so easy for us to achieve that we're more than happy to agree to them, at this point.

I am trying to catchup with Kathryn to double-check if the conditions offered are from Kathryn and Brian (as she said they were) but haven't been able to, yet. Nevertheless, we're happy to accept them without this further clarification from Kathryn.

We are now working through all points as discussed at ESAG and our meeting and will be delivering you our updated documentation by the end of next week/start of the following. In the mean time, we're keeping all communication to Responsible Authorities at a bare minimum.

Thanks again and have a great weekend.

Jack Summers | The Culture Collective

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