

Meeting

Licensing Sub-Committee

Date and Time

Thursday 16th June, 2022

at 10.30 am

Venue

Hendon Town Hall, The Burroughs, London NW4 4BQ

To: Members of Licensing Sub-Committee (Quorum 3)

Councillors

Claire Farrier

Zakia Zubairi

Alison Cornelius

** The licensing authority will only allow licensing decisions to be taken by a minimum of three Councillors. In the event of one Member being unable to attend, their place will be substituted by another Member taken from the membership of the full Licensing Committee. In the event of this substitution taking place, all parties will be informed of the change of Membership at the beginning of the hearing.*

You are requested to attend the above meeting for which an agenda is attached.

Andrew Charlwood – Head of Governance

Governance Services contact: Governance Service governanceservice@barnet.gov.uk

Media Relations contact: Tristan Garrick 020 8359 2454

Assurance Group

Order of Business

Item No	Title of Report	Pages
1.	Appointment of Chairman	
2.	Absence of Members (If any)	
3.	Declaration of Members' Disclosable Pecuniary interests and Non Pecuniary interests (If any)	
4.	Licensing Sub-Committee Hearing Procedure	5 - 8
5.	51st State, Copthall Playing Fields, Off Champions Way, Page Street, London, NW4 1PS	9 - 78
6.	Motion to exclude the Press and Public	
7.	Deliberation by the Sub-Committee in Private Session	
8.	Re-admission of the Press and Public: Announcement of the decision of the Sub-Committee	
9.	Any other Item(s) the Chairman decides are urgent	

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Fire/emergency evacuation procedure

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by Committee staff or by uniformed custodians. It is vital you follow their instructions. You should proceed calmly; do not run and do not use the lifts. Do not stop to collect personal belongings. Once you are outside, please do not wait immediately next to the building, but move some distance away and await further instructions. Do not re-enter the building until told to do so.

LONDON BOROUGH OF BARNET

LICENSING SUB COMMITTEE

HEARINGS PROCEDURE

AGENDA ITEM 4

General points

The following procedure is based on Regulations made by the Secretary of State under the Licensing Act 2003 (“the Hearings Regulations”) which may be viewed or downloaded from the website of the Department for Culture, Media and Sport by following links from www.culture.gov.uk

The procedure is intended as a general framework to ensure natural justice and a fair hearing. The conduct of individual hearings may vary slightly according to circumstances and the discretion of the Chairman. In all cases, however, this general framework will be followed.

The procedure allows each party a maximum period of 5 minutes in which to present their case (Regulations 16 & 24). At the end of the time allowed, the Chairman will terminate the presentation and the hearing will proceed in the form of a discussion led by the authority to explore points of dispute. The discussion will not be timed.

The procedure is subject to periodic review and amendment to reflect best practice and relevant legislative changes. An updated version of this procedure is published as soon as possible following any such amendments.

Governance Officer

- To seek nominations for Chairman
- Elect Chairman
- Hand over to the Chairman

Chairman

- Introduces him/herself and Members of the Committee, and outlines their roles.
- Introduces Licensing, Legal and Governance Officer.
- Explains that Legal and Governance Officers will be present during the Committee’s deliberations to advise only, and that the Licensing Officer will be excluded from deliberations.
- Asks parties present to introduce themselves.
- Outlines procedure to be followed.
- Asks all parties to confirm their understanding of the procedure.
- Clarifies any aspect(s) of the procedure where any parties are uncertain or asks Legal or Governance Officer as appropriate to clarify.

Governance Officer

- Informs Committee of absent parties.
- Details persons whom a party is seeking permission to represent them at hearing.
- Panel confer regarding permission.
- Chairman announces decision regarding permission.

Licensing Officer presents the report to the Committee

- Is a statement of the facts including details of the application and operating schedule, relevant policy details, detail representations made, a chronology of events and highlights the points on which the Authority requires clarification.

Applicant

- Presents opening submissions and clarifies points raised by Authority in notice of hearing. Time allowed 5 mins.

Other parties

- Presents opening submissions either in person or by spokes person
Time allowed 5 mins per interested party.

Note regarding use of video evidence

Video evidence must be in DVD format and will form part of the relevant party's five minutes opening submission. Any party wishing to use video evidence must submit a copy to the Authority along with sufficient, identical extra copies to serve on all the opposing parties – i.e. if the applicant is submitting it, there must be enough copies for all parties making representations and if a party making representations is submitting it there must be a copy for the applicant. The recording must be edited down to the highlights, containing only relevant matter which relates to the written representation previously submitted. In addition, a description of how, when and where the video was recorded and what it contains must be submitted. These must be supplied to the Authority at least five working days before the hearing.

Members question Licensing Officer on Policy

Discussion

Chairman leads a discussion concentrating on points of dispute:

Chairman asks Applicant what he disputes in other parties' submissions, and asks other parties to comment.

Chairman proceeds through all objectors dealing with all matters of contention.

When Chairman feels all matters have been thoroughly discussed and all parties have been given a fair and equal opportunity to comment and make representations, she/he closes discussion.

Determination

There are two procedures depending on whether or not determination is to be made at the end of the Hearing or within five working days of the Hearing. This later announcement of determination is permitted in terms of the Legislation for certain types of applications.

Chairman informs all present that the Committee will deliberate, that Legal and Governance Officer will remain to advise but will not be part of decision-making process, and that all others must leave (under Regulation 14).

- Parties, apart from Legal and Governance Officer, leave the room.
- The Committee deliberates, with advice as required from Legal and Governance Officer, and reaches a conclusion. The Legal officer may assist, as required, in formulating the wording of the determination.
- Parties return.

- Chairman reads out determination, and advises it will be sent in writing to all parties.
- Opportunity for determination to be clarified by any interested party who is unclear.
- Chairman gives advice about appealing against the determination.
- Chairman thanks all for attending and closes the meeting.

...Within five working days of the hearing

- Chairman explains requirement to determine the Hearing within five working days, and advises that the Committee will proceed to deliberate and announce the determination within that time.
- During deliberations, Legal and Governance Officers remain to advise on law and procedure as required. The Legal Officer may assist, as required, in formulating the wording of the determination. The Licensing Officer plays no part in the determination and withdraws for this part of the proceedings.
- Chairman advises all parties that they will receive written notification of the determination within five working days of the Hearing date, together with general information on how to appeal against the determination.
- Chairman thanks all parties for attending and invites the applicant, objector(s), other party(ies) and the Licensing Officer to leave.

Information on Appealing against the decision

You may at any time before the expiration of a period of 21 days from notification appeal to Willesden Magistrates' Court, 448 High Road London England NW10 2DZ (Telephone 020 8955 0555, DX 110850 Willesden 2) by way of Complaint for an Order. The Court may either dismiss the appeal, substitute for the decision appealed against any other decision which could have been made by the Licensing Authority or remit the case to the Licensing Authority to dispose of it in accordance with the directions of the court, and can make such order as to costs as it thinks fit.

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Licensing Sub-Committee

Thursday 16th June 2022



Title	51st State Cophall Playing Fields, Off Champions Way, Page Street, London, NW4 1PS
Report of	Trading Standards & Licensing Manager
Wards	Mill Hill
Status	Public
Urgent	N/A
Key	No
Enclosures	<p><i>Report of the Licensing Officer</i></p> <p>Annex 1 – Application Form</p> <p>Annex 2 – Conditions agreed with Police</p> <p>Annex 3 – Representation</p> <p>Annex 4 – Matters for Decision</p>
Officer Contact Details	<p>Elisabeth Hammond 020 8359 5639</p> <p>Elisabeth.hammond@barnet.gov.uk</p>
Summary	
<p>This report asks the Sub-Committee to consider an application for a 2 – day New Premises Licence, under section 17 of the Licensing Act 2003.</p>	

Officers Recommendations

1. This report asks the Sub-Committee to consider an application for a 2-day New Premises Licence, under section 17 of the Licensing Act 2003 for Copthall Playing Fields, Off Champions Way, Page Street, London, NW4 1PS

1. WHY THIS REPORT IS NEEDED

- 1.1 The licensing authority having received valid representations against the application for a premises licence is expected to hold a hearing to consider those representations. The application can be determined by the licensing authority without a hearing in certain circumstances.

2. REASONS FOR RECOMMENDATIONS

Where a representation is submitted in respect of a premises licence application, under Section 18(3) of the Licencing Act 2003, the authority must hold a hearing to consider such representations, unless the authority, the applicant and each person who has made such a representation agree that a hearing is not necessary, or if the representations are withdrawn or where the authority considers that the representations are frivolous or vexatious (leaving none to consider).

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 The Licensing Sub-Committee is required to give appropriate weight to the representations (including supporting information) presented by all the parties, the Guidance issued pursuant to section 182 of the Licensing Act 2003, the Council's statement of licensing policy and the steps that are appropriate to promote the four licensing objectives.

Having considered those relevant matters, the Licensing Sub-Committee is required to take such of the following steps (if any) as it considers appropriate for the promotion of the licensing objectives.

The steps are—

- (a) To grant the licence subject to—

(i) conditions that are consistent with the operating schedule accompanying the application modified to such extent as the authority considers appropriate for the promotion of the licensing objectives, and

(ii) any condition which must under section 19, 20 or 21 of the Licensing Act 2003 be included in the licence;

- (b) to exclude from the scope of the licence any of the licensable activities to which the application relates;
- (c) to refuse to specify a person in the licence as the premises supervisor;
- (d) to reject the application

For the purposes of 3.1(a) (i) above, the conditions of the licence are modified if any of them are altered or omitted or any new conditions added.

4. POST DECISION IMPLEMENTATION

- 4.1 The decision will have immediate effect unless appealed.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 Members are referred to the Council's Licensing Policy for consideration
- 5.1.2 Timely legal and fair decisions support objectives are contained within the Corporate Plan. In particular in relation to a "successful London borough" by ensuring that only legal, well-regulated licensable activities occur within the borough.

5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)

- 5.2.1 N/A

5.3 Legal and Constitutional References

- 5.3.1 The Licensing Act 2003 sets out how applications for premises licences should be dealt with where valid representations have been submitted.
- 5.3.2 Under the Council's Constitution, Article 7, the licensing sub-committee has responsibility delegated to it (from the Licensing Committee) for licensing hearings concerning all licensing matters.

5.4 Risk Management

- 5.4.1 N/A

5.5 Equalities and Diversity

- 5.5.1 Licence applications are dealt with according to the provisions of the Licensing Act 2003 and associated Regulations which allow both applications and representations to applications to be made by all sectors.

5.6 Consultation and Engagement

5.6.1 The statutory consultation process has been followed in accordance with the Licensing Act 2003.

6. BACKGROUND PAPERS

6.1 The application and report of the Licensing Officer and appendices are attached to this report.

Officers Report

LICENSING ACT 2003

OFFICERS REPORT

51st State, Copthall Playing Fields, off Champions Way, Page Street,

London, NW4 1PS

1. The Applicants

The application was submitted by Harry Agombar of Viking Event Services Limited on behalf of Black Horse Brands Limited.

2. Application

The application before the subcommittee was submitted on 19th April 2022 under Section 17 of the Licensing Act 2003. The application is for a New Premises Licence for a 2-day music festival on 20th – 21st August 2022. The applicant seeks to apply for the following activities:-

Provision of live music (both indoors and outdoors)

Saturday (20 th)	11:00hrs – 22:00hrs
Sunday (21 st)	11:00hrs – 21:00hrs

Provision of recorded music (both indoors and outdoors)

Saturday (20 th)	11:00hrs – 22:00hrs
Sunday (21 st)	11:00hrs – 21:00hrs

Performances of dance (both indoors and outdoors)

Saturday (20 th)	11:00hrs – 22:00hrs
Sunday (21 st)	11:00hrs – 21:00hrs

Provision of anything of a similar description to live music, recorded music, or performances of dance

Saturday (20 th)	11:00hrs – 22:00hrs
Sunday (21 st)	11:00hrs – 21:00hrs

Sale or supply of alcohol (on the premises only)

As per the agreement with the Police (shown in Annex 2), alcohol sales will be reduced by 30 minutes at the end of each day of the event, from the originally stated times on the application form, to now be:-

Saturday (20 th)	11:00hrs – 21:30hrs
Sunday (21 st)	11:00hrs – 20:30hrs

Hours the premises to be open to the public

Saturday (20 th)	11:00hrs – 23:00hrs
Sunday (21 st)	11:00hrs – 22:00hrs

A full copy of the application form, conditions submitted by the applicant and the plan can be seen attached to this report in **Annex 1**.

The details of the organisation for the event have also been put to the Council's Safety Advisory Group with an application made via the Event Umbrella. The Safety Advisory Group includes partners from the Emergency Services and relevant Council departments, some of which are also Responsible Authorities under the Licensing Act 2003.

3. Conditions agreed with Police

During the consultation period, the applicant was in communication with the Police. They came to an agreement in terms of conditions, which they would expect to be connected to the licence should the committee be minded to grant the licence and agree with. Please see details of this agreement below.

These are the conditions offered on the application within the operating schedule;

- 1. All planning for the event will be in line with recommendations laid out in the online 'Purple Guide' and HSG154 Managing Crowds Safely and will be planned in strong consultation with local authorities and licensing staff via regular ELT meetings starting no less than 2 months before the proposed start date of any activities on the site.*
- 2. The final site layout shall be as agreed with the event health and safety advisor and Security consultant and all statutory authorities (which includes but is not limited to members of licensing, highways, and blue light services)*
- 3. Whenever the premises are open to the public a Personal Licence Holder shall be present within the licensed premises.*

Each bar will be run by a bar supervisor, this person will be under the direction of the Designated Premises Supervisor. At least one SIA trained security staff will be stationed continuously in the bar areas whilst open to the public.
- 4. Plastic 'glasses' or cans will be used at the bar. Where a drink is in a bottle and this is not plastic, the contents of said bottle will be decanted into a plastic 'glass'.*
- 5. The boundaries of the licensed premises will be clearly fenced and marked so that staff, interested parties, police and members of the public can clearly see what areas are licensed.*
- 6. No event shall take place until a complete Event Management Plan has been submitted to all relevant statutory bodies.*

7. All core event staff and personnel will be issued with a radio and will be in contact with event control.

- All core event staff shall be clearly identifiable with clothing/tabards that state their role at the event.

8. All licensed door staff will use radios to contact each other and will wear hi-visibility arm bands with their SIA badge clearly on display. They will also be in high visibility jackets or similar and should be clearly identifiable as security.

9. All stewards will wear high visibility jackets or similar and should be clearly identifiable as stewards

10. The appointed security contractor will provide SIA registered security staff provision, including the mix of male/female staff will be based on a risk assessment carried out no less than one month before any event. Staff working on the main gate and with ejections will have body worn cameras as well as the static CCTV being put on the main gate, rear gate, bar 1, bar 2, stage 1 and stage 2.

11. The event organisers shall ensure that CCTV is provided in specific areas across the site.

- All ticket holder entrances and exits and searching areas
- All stages
- All bars
- General coverage of festival site the public have access

Warning signs shall be displayed around the site letting the public know CCTV is being recorded. Any of these images will be made available to the Police upon receiving a request. These images must be retained for a minimum of 31 days after the event. The CCTV will be used to monitor crowd movement across the site to allow for a more efficient security operation. It will also be used to monitor any crowd surges and sways in front of the two stages. Fire exits need not all be applicable if they are not designated as an emergency entry/exits only.

12. Outside the permitted hours for alcohol, all alcoholic drinks shall be secured safely to prevent their sale or theft.

13. Any patrons displaying signs of drunkenness or use of drugs will be ejected from the premises where it is safe to do so or admitted to on-site welfare facilities until they are deemed safe to be ejected. The welfare area will be in operation at all times the event is open. Where anti-social behaviour is observed in connection with alcohol or drugs the patron will be ejected when safe to do so.

14. Refusal log books will be completed for any refusal of the sale of alcohol. There will be one book at every bar and will be made available upon request to officers from the Licensing Authority, Trading Standards or the Police.

15. Security will be posted at key locations, as identified within the EMP and agreed with all relevant statutory authorities, around the event site to ensure the protection of adjoining residencies and businesses.

16. All drugs or illicit substances found or confiscated on site will be logged via radio at the point of confiscation and then returned to the event HQ where it will be securely stored and logged in a drugs book which shall be made available upon request to Officers from Met Police. All contraband along with seizure records will be handed to the Police at the end of the event.

17. A dedicated area in the site, located close to the First Aid section, will be provided for welfare provision to treat and ensure the safety of any vulnerable patrons in the premises.

18. Adequate medical provision will be made available in line with calculations from the "Purple Guide" and following a risk assessment carried out by the medical provider.

19. An incident book will be completed for any incident that takes place within the licensed premises. The book will be made available upon request to officers from the Licensing Authority, Trading Standards and the Police.

A full copy of this log will be supplied to the police licensing team after the event by email (NWMailbox.LicensingBarnet@met.police.uk) to assist with a full event de-brief

20. Waste management teams, alongside event staff and volunteers will be engaged to ensure the event site is cleaned and returned to its previous condition.

21. Attendees will be reminded of the residential location via digital media in advance of the event and clear signage throughout the event site will be used to remind and inform attendees of the proximity of residential areas.

22. Noise limits will be agreed with local authority noise management agents and adhered to vigorously. All residents within the area will be advised, by way of a letter drop, of any use of the premises, no less than one month before any event. A contact number will be provided in this letter

drop for residents to be able to contact the noise management staff to ensure any complaints can be dealt with in a timely fashion.

23. Sufficient sanitary facilities will be made available within the premises to prevent public urination (as per the Event Management Plan).

24. Noise limits will be set in advance. These limits will be implemented throughout the course of the build, de-rig and live dates.

25. The organisers will monitor on-site dB noise levels and ensure that set noise limits will be adhered to, with regular reading to be taken and recorded.

26. A dedicated festival 'hotline' will be in place for local residents to contact the festival organisers, enabling them to respond to noise disturbance concerns and react accordingly.

27. The site will be open to people of 18+ years only. ID checks will be carried out at the point of entry to the site.

28. All age restricted sales training undertaken by staff members will be fully documented and recorded prior to being allowed to sell alcohol. All training records shall be made available to Officers from the Licensing Authority, Trading Standards and Met Police.

29. The premises will adopt a 'Challenge 25' policy whereby any person attempting enter the event/to buy alcohol who appears to be under 25 will be asked for photographic ID as proof of their age. The only ID that will be accepted are valid passports and UK driving licenses with a photograph or proof of age cards bearing the 'PASS' mark hologram. The list of approved ID may be amended or revised with the prior agreement of Met Police and the Licensing Authority without the need to amend the actual license.

30. A dedicated medical team with DBS clearance and sufficient facilities for predicted welfare needs will be on-site during all operational hours.

31. There will be a strict "no search - no entry" policy in place for this event, including all staff, acts and entourage. This search policy will be clearly explained on the website and signposted at the entry points of the event and communicated by pre event communications with ticket holders. This will not be applicable in the event of an incident where public safety is at risk and the event management/security at the scene deem it necessary to invacuate on to the site.

32. *No bags larger than A4 size will be permitted in to the event as per the dress code policy within the event crowd management plan. This will be communicated to ticket holders via email/text message, on the event website and to ticket holders as they arrive at the event.*

33. *Lost Property will be handled by the Information / Lost Property / Welfare Tent. There will be an email address for the public to contact should they have lost any items. Lost Property will be held for an agreed period to enable it to be reunited with owners after the Event.*

34. *The maximum capacity shall not exceed 9,999 people (to include ticket holders, guests, artists, staff and contractors) at any time.*

35. *The event director (as named within the EMP) has overall responsibility for crowd management safety. They will task the Security Co-ordinator to review any reports from staff working and co-ordinate any actions where appropriate to facilitate public safety across the whole site.*

36. *All infrastructure will be designed and erected with public safety in mind. Tent poles and lighting towers in key public areas will be fenced off or protected in another way or highlighted where protection is not possible and trip hazards in public areas will be minimized and highlighted where unavoidable.*

37. *Clear transport information must be made available to ticket holders prior to the event on the website and signposted at the event.*

38. *Final complete EMP will be made available to all key statutory bodies 28 days before the event with a full site plan clearly showing access points designated for emergency vehicles, medical aid and welfare. This plan shall document all provisions for medical, fire and health and safety facilities.*

39. *An Information Point will be situated in an agreed position on site and staffed by Festival personnel to provide information to persons attending the event. The information tent will have details on the location of facilities, local services, transport and entertainment*

40. *As detailed in the EMP, the event organisers will communicate in advance (we suggest no less than 28 days before) the event date that there will likely be more passengers using the service on the event dates (times of the event will be provided) these stations must include; Mill Hill Broadway, Mill Hill East, Colindale, Hendon Central and Finchley Central.*

41. *The event control shall make provision for the recording of and notification to the Licensing Authority of any suspected instance of notifiable infectious disease or including any suspected cases of food poisoning presenting to the medical and first aid provider on the Licensed Premises.*

42. *There will be clearly identifiable free water points available to ticket holders at all times throughout the event.*

43. *In the event of a serious incident (which requires police investigation i.e. assault resulting in serious injury) the scene must be preserved for possible forensic examination. Nothing is to be removed from the area and it must be cordoned off at the earliest opportunity. The scene must be left in 'situ' until advised by police that it is no longer required.*

44. *The Premises Licence Holder shall operate a vulnerable person policy. All public facing staff will be briefed on the Ask for Angela scheme including how to deal with any approaches. All managers and supervisors in public facing roles including security staff undertake WAVE training. Each bar will always have on duty at least one manager trained in WAVE training and bar staff will be advised who that person is and of the objectives of WAVE as part of their briefing.*

Each bar will always have on duty at least one manager trained in ACT and bar staff will be advised who that person is as part of their briefing.

45. *ACT Condition - The Premises Licence Holder shall engage with freely available counter terrorism advice and guidance through Counter Terrorism Protect Officers and Counter Terrorism Security Advisors. All members of customer facing staff, including those involved in the sale or supply of alcohol, undertake Action Counters Terrorism (ACT)*

Awareness eLearning, on as a prior condition of employment on site (as long as such, or similar, training is available).

Such training is available at <https://www.gov.uk/government/news/act-awareness-elearning>

The full Police agreement can be seen attached to this report in **Annex 2**.

4. Representations

The Licensing Team received 1 valid representation submitted on behalf of a local community society. The representation relates to all four of the Licensing objectives. The representation also refers to other aspects of concern to the objector, which are not dealt with under the Licensing Act 2003.

The full representation can be found in **Annex 3**.

5. Attaching conditions

The operating schedule, which is part of the application, includes certain additional steps that the applicant will take to protect the licensing objectives. These will become enforceable conditions, should the licence be granted. Additional conditions may be attached to the licence if the committee thinks it appropriate.

The Committee must have regard to all of the representations made and the evidence it hears and is asked to note that it may not attach conditions or reject the whole or part of the application merely

because it considers it desirable to do so. It must actually be appropriate in order to promote the licensing objectives.

In relation to conditions, the statutory guidance at chapter 10.8 states that “The licensing authority may not impose any conditions unless its discretion has been engaged following receipt of relevant representations and it is satisfied as a result of a hearing (unless all parties agree a hearing is not necessary) that it is appropriate to impose conditions to promote one or more of the four licensing objectives. In order to promote the crime prevention licensing objective conditions may be included that are aimed at preventing illegal working in licensed premises. This provision also applies to minor variations.”

Full Copies of the Councils Statement of Licensing Policy, the Statutory Guidance to the Act and the Council’s Guide to Good Practice at Licensed Premises will be available at the Licensing Sub Committee hearing or in advance if required.

Elisabeth Hammond
Licensing Officer

- Annex 1 – Application Form, plan and original conditions
- Annex 2 – Conditions agreed with Police
- Annex 3 – Representation
- Annex 4 – Matters for Decision

Application Form & Plan

* required information

Section 1 of 21

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

System reference	Not Currently In Use	This is the unique reference for this application generated by the system.
Your reference	51ST & TITAN FESTIVAL	You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.
<p>Are you an agent acting on behalf of the applicant?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>		<p>Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.</p>

Applicant Details

* First name	Michael	
* Family name	Hughes	
* E-mail	mikee@svaevents.com	
Main telephone number		Include country code.
Other telephone number		
<p><input type="checkbox"/> Indicate here if the applicant would prefer not to be contacted by telephone</p>		

Is the applicant:

<p><input checked="" type="radio"/> Applying as a business or organisation, including as a sole trader</p> <p><input type="radio"/> Applying as an individual</p>	<p>A sole trader is a business owned by one person without any special legal structure. Applying as an individual means the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.</p>
---	---

Applicant Business

Is the applicant's business registered in the UK with Companies House?	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>	<p>Note: completing the Applicant Business section is optional in this form.</p>
Registration number	13358458	
Business name	BLACK HORSE BRANDS LIMITED	If the applicant's business is registered, use its registered name.
VAT number	- NONE	Put "none" if the applicant is not registered for VAT.
Legal status	Private Limited Company	

Continued from previous page...

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Agent Details

* First name

* Family name

* E-mail

Main telephone number

Include country code.

Other telephone number

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

Are you:

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

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

Agent Business

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

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

Registration number

Business name

If your business is registered, use its registered name.

VAT number

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

Legal status

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Agent Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 21

PREMISES DETAILS

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

Premises Address

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

- Address OS map reference Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

Section 3 of 21

APPLICATION DETAILS

In what capacity are you applying for the premises licence?

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

Confirm The Following

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

Section 4 of 21

NON INDIVIDUAL APPLICANTS

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

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

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

Continued from previous page...

Private Limited Company

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

E-mail

Telephone number

Other telephone number

* Date of birth / /
dd mm yyyy

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

Section 5 of 21

OPERATING SCHEDULE

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

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

Provide a general description of the premises

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

The application is for a premises licence for a 2 day music festival.

The premises sits off Champions way(Lat & Long 51.602501, -0.228697 what3words : scale.cape.sounds)it is an area of council run land. It is situated to the west of the Stonex Stadium. This space will be used as the main event space where the stages, food traders and bars will be placed. Stages will be placed to minimise noise leakage off site.

Continued from previous page...

The site will have a perimeter fence with one main entrance which will allow our SIA licensed security to control access into the site. This will allow us to control the flow of people to and from the licensed area, as well as giving us a location to check identification and tickets. This point will also act as our main egress point which will allow us to ensure no alcohol leaves the licensed area and that any vulnerable guests can be spotted and assisted by our on site medical and/or welfare teams. The perimeter fence will have fire exits spread throughout which will have stewarding staff and signage. The egress point will also have bins to encourage customers to dispose of their litter in a responsible way.

The site will have free water for the public, sanitisation facilities and toilets. The site will have lighting throughout.

The premises is within its own area separated from any densely populated area.

There will be a blue route to get emergency vehicles in and out, our medical and welfare team will be based as close to this route as possible.

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

Section 6 of 21

PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

- Yes No

Section 7 of 21

PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

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

Continued from previous page...

THURSDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="22:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="21:00"/>
Start	<input type="text"/>	End	<input type="text"/>

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

- Indoors Outdoors Both

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

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

We may use video screens on stages showing visuals and live motion

State any seasonal variations for the exhibition of film

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

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

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

Section 8 of 21

PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Continued from previous page...

Will you be providing indoor sporting events?

- Yes No

Section 9 of 21

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

- Yes No

Section 10 of 21

PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

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

Continued from previous page...

SUNDAY

Start

End

Start

End

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

- Indoors
 Outdoors
 Both

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

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

Amplified and unamplified music to be played in internal and external stages.

State any seasonal variations for the performance of live music

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

N/A

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

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

N/A

Section 11 of 21

PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

- Yes
 No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

Continued from previous page...

WEDNESDAY

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Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

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FRIDAY

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Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="22:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="21:00"/>
Start	<input type="text"/>	End	<input type="text"/>

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

- Indoors Outdoors Both

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

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

Live dj's playing amplified music on internal and external stages.

State any seasonal variations for playing recorded music

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

N/A

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

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

N/A

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

- Yes
- No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

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End

Start

End

THURSDAY

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FRIDAY

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End

SATURDAY

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End

Start

End

SUNDAY

Start

End

Start

End

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

- Indoors
- Outdoors
- Both

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

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

To accompany on-stage entertainment only.

Continued from previous page...

State any seasonal variations for the performance of dance

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

N/A

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

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

N/A

Section 13 of 21

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

[See guidance on regulated entertainment](#)

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

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

Continued from previous page...

FRIDAY

Start

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End

SATURDAY

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End

SUNDAY

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Start

End

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

Live music and DJ acts encouraging audience participation including dancing with Amplified music to be played at external and internal stages

Will this entertainment take place indoors or outdoors or both?

Indoors Outdoors Both

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

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

Amplified music to be played at external and internal stages

State any seasonal variations for entertainment

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

N/A

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

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

N/A

Continued from previous page...

Will you be providing late night refreshment?

- Yes No

Section 15 of 21

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

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End

SATURDAY

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Start

End

SUNDAY

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End

Start

End

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

Will the sale of alcohol be for consumption:

- On the premises Off the premises Both

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

State any seasonal variations

Continued from previous page...

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

N/A

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

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

N/A

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

Name

First name

Simon

Family name

Gordon

Date of birth

xx / xx / xxxx
dd mm yyyy

Enter the contact's address

Building number or name

xx

Street

Levitt Land

District

Waterbeach

City or town

Cambridge

County or administrative area

Postcode

CB25 xxx

Country

United Kingdom

Personal Licence number
(if known)

xxxxxxxxxxxxx

Issuing licensing authority
(if known)

South Cambridgeshire District Council

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

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

- Electronically, by the proposed designated premises supervisor

Continued from previous page...

As an attachment to this application

Reference number for consent form (if known)

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

Section 16 of 21

ADULT ENTERTAINMENT

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

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

N/A

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

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THURSDAY

Start

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End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start

End

Start

End

State any seasonal variations

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

All entertainment will cease at 22:00 on Saturday and 21:00 on Sunday, but we have allowed for one hour to clear the site.

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

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

N/A

Section 18 of 21

LICENSING OBJECTIVES

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

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

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

1. All planning for the event will be in line with recommendations laid out in the online 'Purple Guide' and HSG154 Managing Crowds Safely and will be planned in strong consultation with local authorities and licensing staff via regular ELT meetings starting no less than 2 months before the proposed start date of any activities on the site.
2. The final site layout shall be as agreed with the event health and safety advisor and Security consultant and all statutory authorities (which includes but is not limited to members of licensing, highways, and blue light services).
3. Whenever the premises are open to the public a Personal Licence Holder shall be present within the licensed premises.
4. Plastic glasses or cans will be used at the bar. Where a drink is in a bottle and this is not plastic, the contents of said bottle will be decanted into a plastic glass.
5. The boundaries of the licensed premises will be clearly fenced and marked so that staff, interested parties, police and members of the public can clearly see what areas are licensed.
6. No event shall take place until an Event Management Plan has been submitted to all relevant statutory bodies.
7. All core event staff and personnel will be issued with a radio and will be in contact with event control.
8. All licensed door staff will use radios to contact each other and will wear hi-visibility arm bands with their SIA badge clearly on display. They will also be in high visibility jackets or similar and should be clearly identifiable as security.

Continued from previous page...

9. All stewards will wear high visibility jackets or similar and should be clearly identifiable as stewards

b) The prevention of crime and disorder

10. The appointed security contractor will provide SIA registered security staff provision, including the mix of male/female staff will be based on a risk assessment carried out no less than one month before any event. Staff working on the main gate and with ejections will have body worn cameras as well as the static CCTV being put on the main gate, rear gate, bar 1, bar 2, stage 1 and stage 2.

11. Outside the permitted hours for alcohol, all alcoholic drinks shall be secured safely to prevent their sale or theft.

12. Any patrons displaying signs of drunkenness or use of drugs will be ejected from the premises where it is safe to do so or admitted to on-site welfare facilities until they are deemed safe to be ejected. Where anti-social behaviour is observed in connection with alcohol or drugs the patron will be ejected when safe to do so.

13. Refusal log books will be completed for any refusal of the sale of alcohol. There will be one book at every bar and will be made available upon request to officers from the Licensing Authority, Trading Standards or the Police.

c) Public safety

14. Security will be posted at key locations, as identified within the EMP and agreed with all relevant statutory authorities, around the event site to ensure the protection of adjoining residencies and businesses.

15. All drugs or illicit substances found or confiscated on site will be logged via radio at the point of confiscation and then returned to the event HQ where it will be securely stored and logged in a drugs book which shall be made available upon request to Officers from Met Police. All contraband along with seizure records will be handed to the Police at the end of the event.

16. A dedicated area in the site, located close to the First Aid section, will be provided for welfare provision to treat and ensure the safety of any vulnerable patrons in the premises.

17. Adequate medical provision will be made available in line with calculations from the "Purple Guide" and following a risk assessment carried out by the medical provider.

18. An incident book will be completed for any incident that takes place within the licensed premises. The book will be made available upon request to officers from the Licensing Authority, Trading Standards and the Police.

19. Waste management teams, alongside event staff and volunteers will be engaged to ensure the event site is cleaned and returned to its previous condition.

d) The prevention of public nuisance

20. Attendees will be reminded of the residential location via digital media in advance of the event and clear signage throughout the event site will be used to remind and inform attendees of the proximity of residential areas.

21. Noise limits will be agreed with local authority noise management agents and adhered to vigorously. All residents within the area will be advised, by way of a letter drop, of any use of the premises, no less than one month before any event. A contact number will be provided in this letter drop for residents to be able to contact the noise management staff to ensure any complaints can be dealt with in a timely fashion.

22. Sufficient sanitary facilities will be made available within the premises to prevent public urination (as per the Event Management Plan).

23. Noise limits will be set in advance. These limits will be implemented throughout the course of the build, de-rig and live dates.

24. The organisers will monitor on-site dB noise levels and ensure that set noise limits will be adhered to, with regard

Continued from previous page...

reading to be taken and recorded.

25. A dedicated festival 'hotline' will be in place for local residents to contact the festival organisers, enabling them to respond to noise disturbance concerns and react accordingly.

e) The protection of children from harm

26. The site will be open to people of 18+ years only. ID checks will be carried out at the point of entry to the site.

27. All age restricted sales training undertaken by staff members will be fully documented and recorded prior to being allowed to sell alcohol. All training records shall be made available to Officers from the Licensing Authority, Trading Standards and Met Police.

28. The premises will adopt a 'Challenge 25' policy whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID as proof of their age. The only ID that will be accepted are valid passports and UK driving licenses with a photograph or proof of age cards bearing the 'PASS' mark hologram. The list of approved ID may be amended or revised with the prior agreement of Met Police and the Licensing Authority without the need to amend the actual license.

29. A dedicated medical team with DBS clearance and sufficient facilities for predicted welfare needs will be on-site during all operational hours.

Section 19 of 21

NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

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

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

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

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

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Continued from previous page...

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

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

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

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

Continued from previous page...

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

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

Home Office online right to work checking service

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

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

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

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

Section 20 of 21

NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

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

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

Continued from previous page...

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

Section 21 of 21

PAYMENT DETAILS

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

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

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

Band A - No RV to £4300	£100.00
Band B - £4301 to £33000	£190.00
Band C - £33001 to £8700	£315.00
Band D - £87001 to £12500	£450.00*
Band E - £125001 and over	£635.00*

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

Band D - £87001 to £12500	£900.00
Band E - £125001 and over	£1,905.00

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

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

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

Capacity 5000-9999	£1,000.00
Capacity 10000 -14999	£2,000.00
Capacity 15000-19999	£4,000.00
Capacity 20000-29999	£8,000.00
Capacity 30000-39000	£16,000.00
Capacity 40000-49999	£24,000.00
Capacity 50000-59999	£32,000.00
Capacity 60000-69999	£40,000.00
Capacity 70000-79999	£48,000.00

Continued from previous page...

Capacity 80000-89999 £56,000.00
Capacity 90000 and over £64,000.00

* Fee amount (£)

DECLARATION

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

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

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

* Full name

* Capacity

* Date / /
dd mm yyyy

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

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

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

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

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

OFFICE USE ONLY

Applicant reference number	<input type="text" value="51ST & TITAN FESTIVAL"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) [20](#) [21](#) [Next >](#)

From: Harry Agombar <harry@vikingevents.co.uk>
Sent: 20 April 2022 12:58
To: Cudjoe, Zekiel <Zekiel.Cudjoe@Barnet.gov.uk>
Cc: accounts@blackhorsebrands.co.uk; Hammond, Elisabeth <Elisabeth.Hammond@Barnet.gov.uk>
Subject: Re: New Premises Licence Application - Copthall Playing Field off Champions Way NW4 1PS
Importance: High

**** Warning External Email ****

Hello,

I have put the conditions below so you can add them in. The file definitely has all these conditions in still, so I have no idea why the one I submitted doesn't.

8. All licensed door staff will use radios to contact each other and will wear hi-visibility arm bands with their SIA badge clearly on display. They will also be in high visibility jackets or similar and should be clearly identifiable as security.
9. All stewards will wear high visibility jackets or similar and should be clearly identifiable as stewards
10. The appointed security contractor will provide SIA registered security staff provision, including the mix of male/female staff will be based on a risk assessment carried out no less than one month before any event. Staff working on the main gate and with ejections will have body worn cameras as well as the static CCTV being put on the main gate, rear gate, bar 1, bar 2, stage 1 and stage 2.
11. Outside the permitted hours for alcohol, all alcoholic drinks shall be secured safely to prevent their sale or theft.
12. Any patrons displaying signs of drunkenness or use of drugs will be ejected from the premises where it is safe to do so or admitted to on-site welfare facilities until they are deemed safe to be ejected. Where anti-social behaviour is observed in connection with alcohol or drugs the patron will be ejected when safe to do so.
13. Refusal log books will be completed for any refusal of the sale of alcohol. There will be one book at every bar and will be made available upon request to officers from the Licensing Authority, Trading Standards or the Police.
14. Security will be posted at key locations, as identified within the EMP and agreed with all relevant statutory authorities, around the event site to ensure the protection of adjoining residencies and businesses.
15. All drugs or illicit substances found or confiscated on site will be logged via radio at the point of confiscation and then returned to the event HQ where it will be securely stored and logged in a drugs book which shall be made available upon request to Officers from Met Police. All contraband along with seizure records will be handed to the Police at the end of the event.
16. A dedicated area in the site, located close to the First Aid section, will be provided for welfare provision to treat and ensure the safety of any vulnerable patrons in the premises.

17. Adequate medical provision will be made available in line with calculations from the “Purple Guide” and following a risk assessment carried out by the medical provider.
18. An incident book will be completed for any incident that takes place within the licensed premises. The book will be made available upon request to officers from the Licensing Authority, Trading Standards and the Police.
19. Waste management teams, alongside event staff and volunteers will be engaged to ensure the event site is cleaned and returned to its previous condition.
20. Attendees will be reminded of the residential location via digital media in advance of the event and clear signage throughout the event site will be used to remind and inform attendees of the proximity of residential areas.
21. Noise limits will be agreed with local authority noise management agents and adhered to vigorously. All residents within the area will be advised, by way of a letter drop, of any use of the premises, no less than one month before any event. A contact number will be provided in this letter drop for residents to be able to contact the noise management staff to ensure any complaints can be dealt with in a timely fashion.
22. Sufficient sanitary facilities will be made available within the premises to prevent public urination (as per the Event Management Plan).
23. Noise limits will be set in advance. These limits will be implemented throughout the course of the build, de-rig and live dates.
24. The organisers will monitor on-site dB noise levels and ensure that set noise limits will be adhered to, with regular reading to be taken and recorded.
25. A dedicated festival 'hotline' will be in place for local residents to contact the festival organisers, enabling them to respond to noise disturbance concerns and react accordingly.
26. The site will be open to people of 18+ years only. ID checks will be carried out at the point of entry to the site.
27. All age restricted sales training undertaken by staff members will be fully documented and recorded prior to being allowed to sell alcohol. All training records shall be made available to Officers from the Licensing Authority, Trading Standards and Met Police.
28. The premises will adopt a ‘Challenge 25’ policy whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID as proof of their age. The only ID that will be accepted are valid passports and UK driving licenses with a photograph or proof of age cards bearing the ‘PASS’ mark hologram. The list of approved ID may be amended or revised with the prior agreement of Met Police and the Licensing Authority without the need to amend the actual license.
29. A dedicated medical team with DBS clearance and sufficient facilities for predicted welfare needs will be on-site during all operational hours.

Many thanks,

Harry Agombar xxxxxxxxxxxxxxxxxxxx

On 20 Apr 2022, at 11:18, Cudjoe, Zekiel <Zekiel.Cudjoe@Barnet.gov.uk> wrote:

Good Morning,

I have be made aware that the application that you sent dose not have a full list of conditions from section 18, some seems to be missing ,

Please can you have a look and send an amended copy across ASAP.

Please page 18 on the application, conditions 8 to 25 are Missing.

Kind regards

Zekiel Cudjoe
Licensing Officer
Commercial Premises
London Borough of Barnet
8th Floor
2 Bristol Avenue
Colindale
London
NW9 4EW
0208 359 3110

<image001.jpg>

RE (Regional Enterprise) Limited is a joint venture between Capita plc and London Borough of Barnet.
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Version - V1 | Revision - R1 | Drawn By - Harry Agombar | Scale - As Noted | Site plans may not be shared without written permission from Viking Events

Key

- | | | | |
|----------------------|--|---------------|--|
| Heras Fence - | | Toilet - | |
| Pedestrian Barrier - | | Urinal - | |
| Hoarding - | | Trackway - | |
| Fire Exit - | | Water Point - | |
| Clear Spans - | | | |
| Flags - | | | |
| Festoon - | | | |
| Articulated Lorry - | | | |
| Mojo Barrier - | | | |

Event Information

Event Name - 51st Festival 2022 & Titan Festival
 Location - Cophall Playing Fields, Barnet
 Lat & Long - 51.602501, -0.228697
 What3Words - scale.cape.sounds
 Show Day(s) - Saturday 20th & Sunday 21st August 2022
 Build Start - Monday 15th August 2022
 De-Rig Complete - Wednesday 24th August 2022
 Site Manager - Laurence Johnston
 Safety Officer - Harry Agombar



Conditions agreed with the Police

From: Vicky.Johnson@met.police.uk <Vicky.Johnson@met.police.uk> **On Behalf Of**
NWMailbox.LicensingBarnet@met.police.uk
Sent: 17 May 2022 08:44
To: Hammond, Elisabeth <Elisabeth.Hammond@Barnet.gov.uk>
Cc: James.M.Clarke@met.police.uk
Subject: RE: Licence Application

**** Warning External Email ****

Elisabeth,

Please see email below from the event organiser acting as agent for this application process.

They have agreed all the conditions and an alteration to the timings for sale of alcohol as requested by us.

Sale of alcohol is to be reduced by 30 minutes on each day.

Regards

Vicky Wilcock

PC1349NW Wilcock

Licensing North West Area | Barnet SPOC
Based at Harrow Police Station
and High Barnet Police Station
Work Mobile 07387120370

REDUCE PAPER WASTE

Please send applications via email to:

NWMailbox.LicensingBarnet@met.police.uk

From: Harry Agombar <harry@vikingevents.co.uk>
Sent: 16 May 2022 15:47
To: Wilcock Vicky T - NW-CU <Vicky.Johnson@met.police.uk>
Cc: Laurence Johnston <laurence@vikingevents.co.uk>; Richard Woolford <richard@woolford-consulting.com>
Subject: Licence Application

Hello Vicky,

Thanks for taking the time to chat earlier.

I have included the list of conditions that we have agreed on below.

We are also happy for the sale of alcohol by retail to end 30 minutes before the closure of the event on both days.

1. All planning for the event will be in line with recommendations laid out in the online 'Purple Guide' and HSG154 Managing Crowds Safely and will be planned in strong consultation with local authorities and licensing staff via regular ELT meetings starting no less than 2 months before the proposed start date of any activities on the site.
2. The final site layout shall be as agreed with the event health and safety advisor and Security consultant and all statutory authorities (which includes but is not limited to members of licensing, highways, and blue light services)

3. Whenever the premises are open to the public a Personal Licence Holder shall be present within the licensed premises.
Each bar will be run by a bar supervisor, this person will be under the direction of the Designated Premises Supervisor. At least one SIA trained security staff will be stationed continuously in the bar areas whilst open to the public.
4. Plastic 'glasses' or cans will be used at the bar. Where a drink is in a bottle and this is not plastic, the contents of said bottle will be decanted into a plastic 'glass'.
5. The boundaries of the licensed premises will be clearly fenced and marked so that staff, interested parties, police and members of the public can clearly see what areas are licensed.
6. No event shall take place until a complete Event Management Plan has been submitted to all relevant statutory bodies.
7. All core event staff and personnel will be issued with a radio and will be in contact with event control.

All core event staff shall be clearly identifiable with clothing/tabards that state their role at the event.

8. All licensed door staff will use radios to contact each other and will wear hi-visibility arm bands with their SIA badge clearly on display. They will also be in high visibility jackets or similar and should be clearly identifiable as security.
9. All stewards will wear high visibility jackets or similar and should be clearly identifiable as stewards
10. The appointed security contractor will provide SIA registered security staff provision, including the mix of male/female staff will be based on a risk assessment carried out no less than one month before any event. Staff working on the main gate and with ejections will have body worn cameras as well as the static CCTV being put on the main gate, rear gate, bar 1, bar 2, stage 1 and stage 2.

11. The event organisers shall ensure that CCTV is provided in specific areas across the site.

- All ticket holder entrances and exits and searching areas
- All stages
- All bars
- General coverage of festival site the public have access

Warning signs shall be displayed around the site letting the public know CCTV is being recorded. Any of these images will be made available to the Police upon receiving a request. These images must be retained for a minimum of 31 days after the event. The CCTV will be used to monitor crowd movement across the site to allow for a more efficient security operation. It will also be used to monitor any crowd surges and sways in front of the two stages. Fire exits need not all be applicable if they are not designated as an emergency entry/exits only.

12. Outside the permitted hours for alcohol, all alcoholic drinks shall be secured safely to prevent their sale or theft.

13. Any patrons displaying signs of drunkenness or use of drugs will be ejected from the premises where it is safe to do so or admitted to on-site welfare facilities until they are deemed safe to be ejected. The welfare area will be in operation at all times the event is open. Where anti-social behaviour is observed in connection with alcohol or drugs the patron will be ejected when safe to do so.

14. Refusal log books will be completed for any refusal of the sale of alcohol. There will be one book at every bar and will be made available upon request to officers from the Licensing Authority, Trading Standards or the Police.

15. Security will be posted at key locations, as identified within the EMP and agreed with all relevant statutory authorities, around the event site to ensure the protection of adjoining residencies and businesses.

16. All drugs or illicit substances found or confiscated on site will be logged via radio at the point of confiscation and then returned to the event HQ where it will be securely stored and logged in a drugs book which shall be made available upon request to Officers from Met Police. All contraband along with seizure records will be handed to the Police at the end of the event.

17. A dedicated area in the site, located close to the First Aid section, will be provided for welfare provision to treat and ensure the safety of any vulnerable patrons in the premises.

18. Adequate medical provision will be made available in line with calculations from the “Purple Guide” and following a risk assessment carried out by the medical provider.

19. An incident book will be completed for any incident that takes place within the licensed premises. The book will be made available upon request to officers from the Licensing Authority, Trading Standards and the Police.

A full copy of this log will be supplied to the police licensing team after the event by email (NWMailbox.LicensingBarnet@met.police.uk) to assist with a full event de-brief

20. Waste management teams, alongside event staff and volunteers will be engaged to ensure the event site is cleaned and returned to its previous condition.

21. Attendees will be reminded of the residential location via digital media in advance of the event and clear signage throughout the event site will be used to remind and inform attendees of the proximity of residential areas.

22. Noise limits will be agreed with local authority noise management agents and adhered to vigorously. All residents within the area will be advised, by way of a letter drop, of any use of the premises, no less than one month before any event. A contact number will be provided in this letter drop for residents to be able to contact the noise management staff to ensure any complaints can be dealt with in a timely fashion.

23. Sufficient sanitary facilities will be made available within the premises to prevent public urination (as per the Event Management Plan).

24. Noise limits will be set in advance. These limits will be implemented throughout the course of the build, de-rig and live dates.
25. The organisers will monitor on-site dB noise levels and ensure that set noise limits will be adhered to, with regular reading to be taken and recorded.
26. A dedicated festival 'hotline' will be in place for local residents to contact the festival organisers, enabling them to respond to noise disturbance concerns and react accordingly.
27. The site will be open to people of 18+ years only. ID checks will be carried out at the point of entry to the site.
28. All age restricted sales training undertaken by staff members will be fully documented and recorded prior to being allowed to sell alcohol. All training records shall be made available to Officers from the Licensing Authority, Trading Standards and Met Police.
29. The premises will adopt a 'Challenge 25' policy whereby any person attempting enter the event/to buy alcohol who appears to be under 25 will be asked for photographic ID as proof of their age. The only ID that will be accepted are valid passports and UK driving licenses with a photograph or proof of age cards bearing the 'PASS' mark hologram. The list of approved ID may be amended or revised with the prior agreement of Met Police and the Licensing Authority without the need to amend the actual license.
30. A dedicated medical team with DBS clearance and sufficient facilities for predicted welfare needs will be on-site during all operational hours.
31. There will be a strict **"no search - no entry"** policy in place for this event, including all staff, acts and entourage. This search policy will be clearly explained on the website and signposted at the entry points of the event and communicated by pre event communications with ticket holders. This will not be applicable in the event of an incident where public safety is at risk and the event management/ security at the scene deem it necessary to invacuate on to the site.
32. No bags larger than A4 size will be permitted in to the event as per the dress code policy within the event crowd management plan. This will be communicated to ticket holders via email/text message, on the event website and to ticket holders as they arrive at the event.
33. Lost Property will be handled by the Information / Lost Property / Welfare Tent. There will be an email address for the public to contact should they have lost any items. Lost Property will be held for an agreed period to enable it to be reunited with owners after the Event.
34. The maximum capacity shall not exceed 9,999 people (to include ticket holders, guests, artists, staff and contractors) at any time.
35. The event director (as named within the EMP) has overall responsibility for crowd management safety. They will task the Security Co-ordinator to review any reports from staff working and co-ordinate any actions where appropriate to facilitate public safety across the whole site.

36. All infrastructure will be designed and erected with public safety in mind. Tent poles and lighting towers in key public areas will be fenced off or protected in another way or highlighted where protection is not possible and trip hazards in public areas will be minimized and highlighted where unavoidable.

37. Clear transport information must be made available to ticket holders prior to the event on the website and signposted at the event.

38. Final complete EMP will be made available to all key statutory bodies 28 days before the event with a full site plan clearly showing access points designated for emergency vehicles, medical aid and welfare. This plan shall document all provisions for medical, fire and health and safety facilities.

39. An Information Point will be situated in an agreed position on site and staffed by Festival personnel to provide information to persons attending the event. The information tent will have details on the location of facilities, local services, transport and entertainment

40. As detailed in the EMP, the event organisers will communicate in advance (we suggest no less than 28 days before) the event date that there will likely be more passengers using the service on the event dates (times of the event will be provided) these stations must include; Mill Hill Broadway, Mill Hill East, Colindale, Hendon Central and Finchley Central.

41. The event control shall make provision for the recording of and notification to the Licensing Authority of any suspected instance of notifiable infectious disease or including any suspected cases of food poisoning presenting to the medical and first aid provider on the Licensed Premises.

42. There will be clearly identifiable free water points available to ticket holders at all times throughout the event.

43. In the event of a serious incident (which requires police investigation i.e. assault resulting in serious injury) the scene must be preserved for possible forensic examination. Nothing is to be removed from the area and it must be cordoned off at the earliest opportunity. The scene must be left in 'situ' until advised by police that it is no longer required.

44. The Premises Licence Holder shall operate a vulnerable person policy. All public facing staff will be briefed on the Ask for Angela scheme including how to deal with any approaches. All managers and supervisors in public facing roles including security staff undertake WAVE training. Each bar will always have on duty at least one manager trained in WAVE training and bar staff will be advised who that person is and of the objectives of WAVE as part of their briefing.

Each bar will always have on duty at least one manager trained in ACT and bar staff will be advised who that person is as part of their briefing.

45. ACT Condition - The Premises Licence Holder shall engage with freely available counter terrorism advice and guidance through Counter Terrorism Protect Officers and Counter Terrorism Security Advisors. All members of customer facing staff, including those involved in the sale or supply of alcohol, undertake Action Counters Terrorism (ACT) Awareness eLearning, on as a prior condition of employment on site (as long as such, or similar, training is available).

Such training is available at <https://www.gov.uk/government/news/act-awareness-elearning>

We really appreciate you working with us on this licence application.

Many thanks,

Harry
Agombar
xxxxxxxxxxxxx



Representation

From: Elizabeth Silver <xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx>
Sent: 13 May 2022 12:30
To: Hammond, Elisabeth <Elisabeth.Hammond@Barnet.gov.uk>; Kim Thompson <contact@mhps.org.uk>
Subject: Re: Licence application for Copthall Playing Fields NW4 1PS for August 2022 LAPRE1/22/65950

** Warning External Email **

Dear Ms Hammond,

Thank you for coming back to me, and my apologies for omitting our address in the submission. The web address is www.mhps.org.uk and the postal address is:

Mill Hill Preservation Society
xxxxxxxxxxxxxx
Nan Clark's Lane
Mill Hill
London
NW7 xxx

Kind regards,

Elizabeth Silver
For Planning Group, Mill Hill Preservation Society

On Fri, May 13, 2022 at 12:11 PM Hammond, Elisabeth <Elisabeth.Hammond@barnet.gov.uk> wrote:

Dear Mrs Silver

Thank you for your comments regarding the premises licence application for Copthall Playing Fields NW4 1PS.

In order for the representation from the Society to be considered valid, we would need to know an address for the society if you could please provide me with this.

Regards

Elisabeth Hammond

Licensing Officer

Commercial Premises

London Borough of Barnet

2 Bristol Avenue

Colindale

London

NW9 4EW

0208 359 5639



RE (Regional Enterprise) Limited is a joint venture between Capita plc and London Borough of Barnet.

Registered in England 08615172. Registered Office: 17 Rochester Row, London, England SW1P 1QT.



Consider the environment. Do you really need to print this email?

From: Elizabeth Silver <xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx>

Sent: 12 May 2022 18:26

To: LicensingAdmin <LicensingAdmin@barnet.gov.uk>; Kanareck, Charlie <Charlie.Kanareck@Barnet.gov.uk>

Cc: Kim Thompson <xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx>

Subject: Licence application for Copthall Playing Fields NW4 1PS for August 2022

**** Warning External Email ****

f.a.o Charlie Kanareck, Elisabeth Hammond

Dear Miss Kanareck and Ms Hammond,

Copthall Playing Fields NW4 1PS

Licence for Live & Recorded Music, Film and Dance, with sale of alcohol

The planning team of Mill Hill Preservation Society (MHPS) would like to register an objection, see attached, to the request for a premises licence for Copthall Fields.

Please could you acknowledge this email and our objection.

Yours sincerely,

Elizabeth Silver (Mrs)

For Planning Team, Mill Hill Preservation Society

Objection to Premises Licence application for 51st State Music Festival

at Cophall Playing Fields NW4 1PS

Mill Hill Preservation Society

Sent to: Ms Charlie Kanareck, Events & Marketing Manager – Parks & Leisure

Charlie.Kanareck@Barnet.gov.uk and licensingadmin@barnet.gov.uk

The application [1] is being made by Black Horse Brands Ltd for a two-day 51st State festival, Sat 20 August 11:00- 22:00 and Sunday 21 August 11:00- 21:00, including the sale of alcohol.

It is a standard and necessary procedure with any major contract that references are checked. Therefore I am quoting records [2], [3], [4], and [5] of previous hostings of this festival at Trent Park.

A. The prevention of Crime and Disorder

There is no limit on the number of attendees given on the licence application which is very concerning. An unofficial limit was mentioned [6] as 10,000 attendees per day. However, in [8] it states that “*following the success of the sold-out 2021 edition, we are super-excited to announce 51st festival returns bigger and better for 2022!*” which implies that there will be many more than the 10,000 attendees, and maybe well over 20,000. This event (see [7]), has apparently been permitted as tickets have been sold [8], yet there is absolutely no mention of which security firm has been hired, and what is their remit.

In the 51st State and Elrow Town events held at Trent Park until 2021 [2], there were 18 police for 25,000 participants as well as security staff. Despite this, anti-social incidents including “open and widespread drug taking and dealing” were observed.

B. Public Safety

- *Hazardous litter not cleaned up immediately*
Apart from the anti-social behaviour during the events there are issues with litter if it is not cleared up immediately afterwards by the organisers [2]. This particularly applies to hazardous litter such as drug paraphernalia and results of inadequate toilet facilities. It is important for the sports players that subsequently use the field, that the ground is not a health hazard.

Before the licence is granted, there must be a clear contract for the clean-up, i.e. who is going to clear up after the event and what the cost will be.

C. The Prevention of Public Nuisance

- *Travel and Parking*
Inadequate access for more than ten thousand people coming by public transport is a major concern for the Cophall Fields site. The nearest stations are at Mill Hill Broadway (1.8 km) and Mill Hill East (2.6 km). There are only two buses that pass close by – the 221 from the two stations, and the 113 from the A1 [10]. In [6] Ms Kanareck stated that “the organisers are currently working on the traffic management plan” - this is only 4 months before the event, and after tickets have been sold [8].

The parking arrangements [10] include an 800-space car park which is likely to be the P1 car park to the south-east of the StoneX stadium. This would cater for no more than 3000 attendees. The nearest streets from the Cophall Site (Page Street, Tithe Walk, Sunny Gardens Road) are less than 400m away and these are at risk from obstructive parking. In [10] the website mentions “*strict road closures in operation in the surrounding areas which only allow access to local residents*” so how that will work out is yet to be seen.

At Trent Park, the nearest tube stations are at Cockfosters (1 km away from the festival site) where there are four non-school buses stopping, including one night bus, and Oakwood station (1.25 km) which has an additional three buses. There were two public car parks and a field assigned for parking, and still the nearest streets were badly affected by festival goers’ parking [2] (e.g Gloucester Gardens, Westpole Avenue, Kent Drive, Sussex Way, 1 km away).

- *Exclusion of regular users*
Amplified music is so loud [2] that other users of the Cophall outdoor spaces, e.g. for walking, athletics, exercising the dog, Metro Golf and Metro Restaurant will be discouraged from coming to the site. The rugby, cricket and football fields will be out of bounds (see map below).
- *Damage*
There will invariably be damage to the park, and any costs not covered by a bond have to be paid for by the council. Grass will be damaged by vehicle tyres, heavy equipment and tents.
- *Litter* as described in paragraph B.
- *Toilets*
There are currently only a few toilets at the changing rooms at Mill Hill rugby club pavilion, and these are likely to be closed or else they will be overwhelmed. One company website [9] suggests 132 Portaloos for 10,000 attendees, but as this only allows 1½ minutes per person every 2 hours, it will be insufficient. At Trent Park, the insufficiency of toilet facilities, together with drug and alcohol consumption, led to incidents of public urination and defecation [2].
- *Noise*
Cophall Fields are in the middle of a residential area. The houses along the A1 e.g. Hilltop Gardens, are 300-400 m away and those on Page Street and Tithe Walk are also less than 400m away. Amplified music will prevent the enjoyment of gardens in the houses in adjacent streets, as well as disturbing children trying to get to sleep before 10 p.m. In the Trent Park events [2], the bass sounds were heard 3 km away and “*many residents feel captive in their homes with the windows closed on some of the most liberating summer days of the year*”
- *Summary*
Music festivals, raves and other mass events which allow amplified music should not be permitted before consultation with the other users of a site and the local residents.

The 51st State and Elrow Town festivals caused unacceptable nuisance for those living nearby [2], [3], [4], [5] and the licence has not been renewed.

D. The Protection of Children from Harm

- *Rights of children to public green space for play and exercise*
On this school summer holiday weekend, the taking up of a public green space for a mass event, discriminates against those children who do not have their own gardens, and whose families cannot afford to take them away on holiday.
- *Child protection*
There are several sports clubs on the site for children and young people (e.g. Power League, Alexandra Park youth football club). Most teenagers come to play football etc unaccompanied by adults. It is difficult to supervise young people's safety in an area where there is a large crowd of adults (ages 18+ [8]) many of whom are intoxicated.

References

- [1] https://admin.barnet.gov.uk/sites/default/files/Licencingapplication19042022_0.pdf
51st State Festivals held at Trent Park, Enfield
- [2] [CLARA-Report-on-2019-51st-State- -Elrow-Town-v3.pdf \(claracockfosters.org.uk\)](#)
- [3] [Enfield Council pledges to repair Trent Country Park after festival | Enfield Independent](#)
- [4] [14. Annex 13 IP Representations.pdf \(enfield.gov.uk\)](#)
- [5] [The Friends objections to the licensing of 51st State Festival in Trent Park - Friends of Trent Country Park](#)
- [6] Email exchanges between Charlie Kanareck and contact@mhps.org.uk (Kim Thompson at Mill Hill Preservation Society) April & May 2022
- [7] Promotional Video
<https://www.youtube.com/watch?v=EydudsswFYU>
or <https://www.festicket.com/festivals/51st-state-festival/2021/>
- [8] Tickets already on sale – many sold
<https://www.skiddle.com/festivals/51st-state-festival/>
- [9] Portaloo – estimate of numbers needed
<https://www.andyloos.co.uk/blog-how-many-toilets-do-you-need-for-an-event/#:~:text=As%20a%20general%20rule%20if,unit%20for%20every%2015%20men.>
- [10] Travel arrangements for 2022 festival at Copthall
<https://www.skiddle.com/festivals/51st-state-festival/#travel>

Map (from Google) to show location (red marker) which is to the west of the StoneX stadium.

The rugby and cricket fields are both likely to be used for the event. The Mill Hill Rugby club facility is the middle (grey rectangle).



Matters for Decision

MATTERS FOR DECISION

Copthall Playing Fields, Off Champions Way, Page Street, London, NW4 1PS

Sale or supply of alcohol – on the premises only

Standard Days and Timings

Day	Proposed start time	Proposed finish time	Granted as application	Amended to:	Refused
Saturday	11:00	22:00			
Sunday	11:00	21:00			

Added conditions, if any:

Reasons for decisions above:

Provision of live music – both indoors and outdoors

Standard Days and Timings

Day	Proposed start time	Proposed finish time	Granted as application	Amended to:	Refused
Saturday	11:00	22:00			
Sunday	11:00	21:00			

Added conditions, if any:

Reasons for decisions above:

Provision of recorded music – both indoors and outdoors

Standard Days and Timings

Day	Proposed start time	Proposed finish time	Granted as application	Amended to:	Refused
Saturday	11:00	22:00			
Sunday	11:00	21:00			

Added conditions, if any:

Reasons for decisions above:

Performances of dance – both indoors and outdoors

Standard Days and Timings

Day	Proposed start time	Proposed finish time	Granted as application	Amended to:	Refused
Saturday	11:00	22:00			
Sunday	11:00	21:00			

Added conditions, if any:

Reasons for decisions above:

Provision of anything of a similar description to live music, recorded music, or performances of dance

Standard Days and Timings

Day	Proposed start time	Proposed finish time	Granted as application	Amended to:	Refused
Saturday	11:00	22:00			
Sunday	11:00	21:00			

Added conditions, if any:

Reasons for decisions above:

To allow the premises to remain open to the public

Standard Days and Timings

Day	Proposed start time	Proposed finish time	Granted as application	Amended to:	Refused
Saturday	11:00	23:00			
Sunday	11:00	22:00			

Added conditions, if any:

Reasons for decisions above:

Dear Mill Hill Preservation Society

I am writing this letter in response to your recent objection to the Premises Licence application for 51st & Titan Festival, to be held at Cophall Playing Fields on Saturday 20th and Sunday 21st August 2022.

Thank you for taking the time to express these concerns, I hope that in the contents of this letter I am able to answer the points which you have raised.

Viking Events have been procured as the production company to deliver this year's events, based upon our vast experience within the events sector, and specifically in delivering festivals of all sizes throughout the UK. We regularly deliver events with 20,000+ capacity, including production for Winter Wonderland in Hyde Park and Heritage Live shows at Kenwood House.

For this year's events our Management Team consists of an ex Superintendent from the Metropolitan Police, 2 NeBOSH qualified Safety Officers, a Crowd Manager, Noise Consultants, Waste Manager, Medical Manager, Welfare Manager and Resident Liaison Manager.

The licence will be subject to an extensive list of conditions to promote the licensing objectives. The list is attached to this letter for your reference. We are also working with a number of working groups comprising the statutory authorities (police, licensing, environmental health etc) to ensure that the event happens without any harm to the licensing objectives.

Because of this, none of the statutory authorities, or indeed anybody else, has objected to this licence application.

We deal with each of the concerns you have expressed below:

A. The prevention of crime and disorder

You have expressed a concern regarding the capacity of the event. The Premises Licence application has been made to Barnet Council for a maximum of 9,999 people per day. This number includes all spectators, staff, crew and artists. The total figure of 9,999 will not be exceeded under any circumstances.

Mentioned in your letter is a concern that in our publicity we state that the 2022 festival will be "bigger and better". To clarify, that statement simply means that there will be improved on-site facilities and production values, making for a better event. This event will not be larger than previous events at Trent Park, where there was a licence in place in 2021 for 17,500 people.

51st Festival has run for 6 out of the past 7 years, with 1 year cancelled due to the Covid pandemic in 2020. We worked very closely with Enfield Council and the Metropolitan Police. We work with fully qualified and recognised security firms such as Saber Security. All security workers at the event will be licensed by the Security Industry Authority. The event will be run in a safe manner so as to minimise crime and disorder.

A new addition to the management team is Richard Woolford, an ex-Superintendent from the Metropolitan Police and Gold Command, who is in charge of security, prevention of crime and disorder and emergency planning and protocols. Richard has attended the Council's Safety Advisory Group meeting and has liaised with the Police in relation to the crime prevention plan for the event. Viking Events have also been given endorsement by the Police Command Team for Public Order (MO6) for previous events that we have produced.

This year we have increased the ratio of security staff to customers to a higher level than we have had in any previous years. We have procured 3 security companies based upon their track record and experience and all three are approved by the Security Industry Authority under their gold standard Approved Contractor Scheme (ACS). We are working with the Metropolitan Police, our security advisor and our security companies to provide a robust and safe solution to the event.

The authorities are satisfied that we will be able to run an event so as to promote the crime prevention objective. We do hope that you are able to take assurance from that.

B. Public Safety - Waste management and litter

We have contracted Greenline Environmental to manage all waste and refuse solutions for the event, including inside and outside the site and in the surrounding streets. We will be meeting with the Council's various teams the week prior to the event to walk the site and take pictures, and will do the same post-event to ensure that it is returned as it should be. The site and surrounds will be cleared of litter after the event on both days.

We will be more than pleased to share with you our litter picking map before the event so that you are able to check that we are doing all we have undertaken to do.

C The Prevention of Public Nuisance - Travel and Parking

You have expressed concern that the traffic management plan is being developed 4 months before the event. There is nothing unusual in this. With regards to outdoor music events, it is common practice for the traffic management plan to continue to be developed, in collaboration with the statutory and transport authorities, until approximately 1 month before the event.

We have a sufficient amount of parking on the site for people travelling to the event by car, and are also working closely with the Power League who are happy for us to use their car park as a drop off point for attendees arriving by taxi, or being dropped off.

In consultation with the Highway Authority and residents, we will restrict access to local residential streets, so that parking is protected. We will have 800 parking spaces for the general public on Greenlands Lane, and an additional 100 parking spaces for artists and staff on the playing fields off Champions Way.

We will be providing shuttle buses to Mill Hill Broadway and Mill Hill East transporting attendees to and from the festival to the tube stations. We are also liaising with TFL with regard to the transport options. The outcome of these deliberations will be set out in the Traffic Management Plan.

We are fully confident that the finalised traffic management plan will avoid significant difficulties for the local highway network. We are also working closely with local stakeholders including Barnet Copthall Leisure Centre, Metro Golf, Mill Hill Rugby Club and Hendon Rugby Club to ensure these are open and are operating as usual with minimal disruption.

Exclusion of regular users

I would like to assure you that we will do our utmost to ensure that park users are not inconvenienced or deterred by the presence of the festival. I will ensure that the security teams are fully aware of the non-festival attendees who will be using the green spaces and will ensure the area isn't obstructed in any way. As mentioned above, we are aware that Copthall is a live site with multiple stakeholders, and business will be open as usual.

Damage

Having previously worked on many environmentally sensitive event sites (SSI Designations, Hyde Park, Council Sites, etc) and being on site for outdoor events at Kenwood House within the next two weeks I am very aware and conscious of the importance in keeping the grounds protected and returning a site back to its original state. I'm in regular contact with Barnet Council's Greenspaces Team regarding the protection of the cricket tables on the playing fields, and will be putting a robust plan in place to achieve this. We have doubled the amount of trackway that will be deployed on site, this is the heavy duty aluminium roads, this will allow us to keep all heavy vehicles off the grass.

Litter

Please see comments above in the Waste Management section.

Toilets

We are using more toilets than is suggested within the Government's written Purple Guide which is the backbone for how health, safety and welfare at music events is prioritised. In addition to the toilets within the grounds, we will also have toilets placed outside the event on the main access routes into the site, near to entrance, in the public car park and taxi / shuttle drop off / pick up point, and also by the leisure centre to help combat public urination issues.

The number of facilities within the event are as follows:

- 85 x plastic event toilets
- 6 x disabled easy access toilets
- 20 x 4 male urinals
- 6 x 3 +1 toilet trailer(4 toilets and 3 urinals per unit)
- 10 x toilet attendants (8 hours per day)
- Plus extra servicing i.e. overnight clean etc

This below relates to point 23 of the conditions: "23. Sufficient sanitary facilities will be made available within the premises to prevent public urination (as per the Event Management Plan)".

The number of facilities placed on the exterior are:

- 2 x car park
- 2 x on Greenlands Lane
- 2 x Leisure Centre car park (as it will be a walk-through)
- 2 x toilets placed at the Power League car park which is drop-off and pick point for public

Noise

The noise levels on site will be set in consultation with the Environmental Health Authority to ensure that nuisance does not occur off-site. We have contracted a professional and experienced noise management company that is working alongside our management company to create as little off-site noise leakage as possible. We will be working within the following conditions on the licence:

"22. Noise limits will be agreed with the local authority noise management agents and adhered to vigorously. All residents within the area will be advised, by way of a letter drop, of any use of the premises, no less than one month before any event. A contact number will be provided in this letter drop for residents to be able to contact the noise management staff to ensure any complaints can be dealt with in a timely fashion.

24. Noise limits will be set in advance. These limits will be implemented throughout the course of the build, de-rig and live dates.

25. The organisers will monitor on-site DB noise levels and ensure that set noise limits will be adhered to, with regular readings to be taken and recorded.

26. A dedicated festival 'hotline' will be in place for local residents to contact the festival organisers, enabling them to respond to noise disturbance concerns and react accordingly".

We will also have pre-agreed monitoring points all over the local area which will be checked throughout the weekend.

We have contacted local residents by letter giving information on the event, and also a direct contact to our Resident Liaison Manager to discuss any queries or concerns that they may have. We have had a number of local residents contact us with positive feedback on the event, along with requests for tickets which we are currently processing.

D. The Protection of Children from Harm

You state that the event would discriminate against children without gardens and whose families cannot afford to take them away on holiday. We would respectfully comment that every music event held in a park takes up a footprint within the park and attracts an audience for an outdoor cultural experience. This event will take up part of the open space for a short period, but will leave the remainder of the open space available for recreation.

We estimate that on the event day, 60% of the playing fields will be used by the festival leaving 40% for public use, and 50% of the Playing Fields will be occupied by us for build and break, leaving 50% for public use. We do not believe that this event would interfere disproportionately with rights of children to access open space for recreation.

You also refer to sports clubs on the site, and comment that it is difficult to supervise the safety of young people. We would comment that there will be a significant number of personnel, both security, stewards and crowd and traffic management, outside the event site to ensure that the event does not interfere with use of the space outside of the event site. We are confident that the provision we will be making will afford adequate protection.

There is an economic benefit to local businesses that comes with having an extra 20,000 visitors to the borough, and we will therefore be liaising with local shops and businesses in advance to ensure that they are prepared.

Our priority is to build a good relationship with the Council, Police, local residents and stakeholders.

We would be very grateful to meet you to see whether there is more we can do to meet your concerns. It would be excellent to work together with your group to establish a good working relationship for this year's event. While your objection remains, then we will all need to prepare for a public hearing. A better alternative may be for us to establish some regular liaison to ensure that we continue to have a productive dialogue around the event. Please do let us know if this is something you are willing to explore.

In any case, if your group, or representatives would like to discuss the contents of this letter in more detail or have any further questions please do let me know.

Kind Regards



Harry Agombar
Viking Events